

# MINSTER PARISH COUNCIL



The Parish Office  
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Clerk to the Council: Kyla Lamb - MAAT

## MINSTER PARISH COUNCIL

### COMMUNICATIONS COMMITTEE

A Meeting of the Committee will be held following the Operations Committee Meeting at approximately 10.30am on Wednesday 31<sup>st</sup> July 2024 at the John Spanton Sports Pavilion, St Mildreds Road, Minster.

25<sup>th</sup> July 2024

Sir or Madam,

You are hereby summoned to attend a meeting of the Communications Committee at the John Spanton Sports Pavilion, St Mildreds Road, Minster on Wednesday 31<sup>st</sup> July 2024 following the Operations Committee meeting at approx. 11.00 am for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Clerk to the Council

NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council.



# AGENDA

1. **ELECTION OF CHAIRMAN**

To elect a Chairman for the ensuing year 2024/25

2. **APPONITMENT OF VICE CHAIRMAN**

To appoint a Vice Chairman for the ensuing year 2024/25

3. **APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

4. **MINUTES**

To approve the Minutes of the meeting held on 8<sup>th</sup> August 2022. **(Appendix A).**

5. **MEMBERS INTERESTS**

To register any new interests, or de-registration by Members.

6. **REVIEW OF FACEBOOK PAGE**

The Clerk will update Members on how the Facebook page set up in March 2021 in working.

7. **REVIEW OF NEW COMPUTER SYSTEMS, BACKUP AND EMAIL FOR COUNCILLORS AND USING THEIR LAPTOPS**

The Clerk will update members on the computer system and email addresses for councillors and their laptops to ensure they are all working correctly.

8. **POLICY REVIEW**

Members are asked to review the following polices:-

Press and Media Policy

Privacy Policy

Communications Strategy

Communications Terms of Reference

9. **WEBSITE**

The Council website is now hosted by Hugofox. Members are asked to consider any changes to the current format layout or additional information.

