

# MINSTER PARISH COUNCIL

## Minutes of the Meeting of the Communications Committee

held on Wednesday 17<sup>th</sup> December 2025 at 11.05 am  
at the John Spanton Sports Pavilion

Present; Cllrs. Quittenden, Fordyce, Dr Jones, Crow-Brown.

Also present; Kyla Lamb (Clerk), Clare Wilsdon (Assistant Clerk),

### **303. APOLOGIES FOR ABSENCE**

None.

### **304. MINUTES**

**RESOLVED:** that the minutes of the meeting held on 28<sup>th</sup> May 2025 be approved and signed.

### **305. MEMBERS INTERESTS**

No declarations of interest were made.

### **306. REVIEW OF FACEBOOK PAGE**

The Clerk reported using Facebook as a communication tool is continuing to work well especially with information about road closures. Cllr Crow-Brown replies to messages received via Facebook which the Clerks appreciate. It was agreed to add more details of ongoing projects such as the cemetery extension as it progresses. Cllr Crow-Brown AGREED to prepare a summary of what the Parish Council does to put on Facebook to make residents more aware.

### **307. REVIEW OF COMPUTER SYSTEMS AND EMAIL FOR COUNCILLORS AND USING THEIR LAPTOPS**

The Clerk reported that existing laptops run Windows 10. Support and free software updates ceased in October 2025. The Clerk has ordered a new laptop for the office to use for meetings and working from home.

It was suggested trying an app to record and transcribe meetings to help with minutes.

Whilst there is no urgency for new councillor laptops, the Clerks will look into the costs to replace the existing laptops with new ones that run Windows 11 Pro.

**AGREED:** To recommend to Full Council that a trial of Otter AI App be undertaken for recording and transcribing minutes and other meetings to help with accuracy of minutes.

### **308. IT POLICY**

Members considered the draft IT Policy circulated.

**RESOLVED** that the IT Policy be accepted and adopted.

### **309. WEBSITE**

The Clerk reported that the website is used mainly in order to comply with statutory requirements and its content is also checked by our internal auditor and found to be satisfactory. The Assistant Clerk has added emergency plan contact details and information. The Clerks AGREED that they will do a full review of the website to ensure all information is current and will find out how many views the site gets.

Signed. ....

**CHAIRMAN COMMITTEE**

**Meeting closed at 11:26 am**

DRAFT