

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Communications Committee

held on Wednesday 28th May 2025 at 11.30 am
at the John Spanton Sports Pavilion

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

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

73. ELECTION OF CHAIRMAN

RESOLVED: That Cllr. Fordyce be elected Chairman for the ensuing year 2025/26.

Councillor Fordyce in the Chair

74. APPOINTMENT OF VICE CHAIRMAN

Councillor Crow-Brown was appointed Vice Chairman for the ensuing year 2025/26.

75. APOLOGIES

None.

76. MINUTES

RESOLVED: that the minutes of the meeting held on 18th December 2024 be approved and signed.

77. MEMBERS INTERESTS

No declarations of interest were made.

78. REVIEW OF FACEBOOK PAGE

The Clerk reported using Facebook as a communication tool is continuing to work well especially with information about road closures.

79. 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 will cease to be updated in October 2025. Cllr Bates considered there to be no urgency to replace the laptops.

AGREED: To defer this item to the next Communications committee meeting.

80. POLICY REVIEW

Members reviewed policies and terms of reference as follows:

Press & Media Policy
Privacy Policy

AGREED: Documents reviewed and accepted as updated.

81. 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.

Signed.

CHAIRMAN COMMITTEE

Meeting closed at 11:53 am

DRAFT