

# MINSTER PARISH COUNCIL



The Parish Office  
John Spanton Sports Pavilion  
St Mildreds Road  
Minster-in-Thanet  
Ramsgate  
Kent CT12 4DE

Tel: 01843 821339  
Email: [clerk@minsterparishcouncil.org.uk](mailto:clerk@minsterparishcouncil.org.uk)

Clerk to the Council: Kyla Lamb - MAAT

## MINSTER PARISH COUNCIL

### COMMUNICATIONS COMMITTEE

A Meeting of the Committee will be held following the Policy & Finance Committee Meeting at approximately 11.00 am on Wednesday 27<sup>th</sup> May 2026 at the John Spanton Sports Pavilion, St Mildreds Road, Minster.

20<sup>th</sup> May 2026

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 27<sup>th</sup> May 2026 following the Policy & Finance 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 2026/27

2. **APPOINTMENT OF VICE CHAIRMAN**

To appoint a Vice Chairman for the ensuing year 2026/27

3. **APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

4. **MINUTES**

To approve the Minutes of the meeting held on 17<sup>th</sup> December 2025. **(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 is 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 and consider purchasing new laptops which will run windows 11 to ensure better security.

8. **POLICY REVIEW**

Members are asked to review the following policies:-

Press and Media Policy

Privacy Policy

Communications Strategy

Communications Terms of Reference

9. **WEBSITE**

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

