

MINSTER PARISH COUNCIL



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

Tel: 01843 821339
Email: 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 Operations Committee Meeting at approximately 11.30 am on Wednesday 28th May 2025 at the John Spanton Sports Pavilion, St Mildreds Road, Minster.

23rd May 2025

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 28th May 2025 following the Operations Committee meeting at approx. 11.30 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 2025/26

2. **APPOINTMENT OF VICE CHAIRMAN**

To appoint a Vice Chairman for the ensuing year 2025/26

3. **APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

4. **MINUTES**

To approve the Minutes of the meeting held on 18th December 2024. **(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.

