



SPEEN PARISH COUNCIL MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING HELD ON MONDAY 4th DECEMBER 2017 AT SPEEN PAVILION, SPEEN STARTING AT 7.30 P.M.		
Present	Parish Councillors	Cllrs Larkins, A Amirtharaj, T Mathers
	WBDC Councillor	None
	Parish resident	None
	Clerk & RFO	L Blake

Open Session: No guests or press were present.

Resolution	Item	Action
	<p>1. Apologies for absences: Cllr Scorey is on Maternity leave</p> <p>2. Minutes of previous meeting To approve and sign the minutes of the last meeting on 04-9-17. Proposer Cllr Amirtharaj, seconder Cllr Mathers. One Abstention.</p>	
	3. Declarations of Interest: None	
	<p>4. Budget: Clerk to check the remaining budget figure and include in next meeting</p>	Clerk
	<p>5. Management of Website and Email System</p> <p>5.1 It was discussed that Dropbox usage is charged by how much data is stored. There should only be three months of data stored in the Councillor resources area. It was agreed that the clerk would delete any papers that are older than three months and only agendas and minutes will be kept that are older than three months. Clerk to check the Dropbox usage and make sure we are not approaching being charged for Dropbox (Councillor resources area). Add prepaid card for Dropbox payments to next meeting.</p> <p>5.2 SPC will be staying with Edge Hosting for the foreseeable future but the long term aim is to move to a new provider. This item will be raised at the next Full council meeting as there will be costs involved. Clerk to check that emails are downloaded to the Clerk's laptop. Also check the details of hosting companies used by other local Parish councils. BALC could be a good source of information about hosting companies and website development for Parish councils.</p> <p>5.3 It was agreed that the 1and 1 contract would be terminated until the new website plan is agreed. Redirection of the current website to the website written within 1and1 was discussed. Clerk to check 1and1 login details and check migration costs for migrating emails.</p> <p>5.4 Clerk to check Data retention policy for Email Archive. There also needs to be a procedure for Email password change and Dropbox access when a councillor leaves. Clerk to check if there is a procedure</p>	<p>Clerk</p> <p>Cllr Amirtharaj</p> <p>Clerk</p> <p>Clerk</p>
	<p>6. Council Public Presence</p> <p>6.1 The website content requires updating as there is out of date information on the site. Minutes for the Full council meetings need to be added for September and October. Clerk to add.</p> <p>6.2 Facebook posts to be deferred until the new website is live</p> <p>6.3 The current noticeboards are limited in size and can't hold much information</p> <p>6.4 No points to add</p>	



	<p>7. Speen Parish Newsletter 7.1 Cllr Amirtharaj confirmed that Chris Hook is awaiting confirmation of the full content of the newsletter and will present an update to the Full council next week. The newsletter will be published before Winter is over but probably after Christmas</p>	
	<p>8. Recruiting new councillors 8.1 Cllr Larkins and Cllr Mathers are meeting a potential new councillor on Thursday. Cllr Phillips is also trying to recruit new councillors in the Stockcross area</p>	
	<p>9. Speen Parish Fete: 9.1 The Lions will be organising the Speen Fete this year and SPC will not be connected to the fete in anyway. This will be proposed at the next Full council meeting.</p>	
	<p>10. Promoting Council assets 10.1 Nothing to report</p>	
	<p>11. Correspondence received 11.1 None received</p>	Clerk
	<p>12. Any other business. 12.1 Cllr Amirtharaj expressed concerns that SPC is not represented strongly in the local press, cited the example of Remembrance day reporting</p>	

There being no further business to conduct, the meeting ended at 8:45pm
Next meeting 5th March 2018

Signed:	Name (print):	Date:
	Position:	