



SPEEN PARISH COUNCIL		
MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING		
HELD ON MONDAY 4th SEPTEMBER 2017 AT SPEEN PAVILION, SPEEN STARTING AT 7.30 P.M.		
Present	Parish Councillors	Cllrs Scorey, A Armirtharaj, 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: No apologies had been received.</p> <p>2. Minutes of previous meeting To approve and sign the minutes of the last meeting on 05-6-17. Proposer Cllr Mathers, seconder Cllr Scorey. All in favour, none against.</p>	
	<p>3. Declarations of Interest: None</p>	
	<p>4. Budget: Check the current budget spends for the Communications committee. 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 Cllr Amirtharaj is not able to progress the switch to the new provider currently. He is waiting to hear from the current host company, Edge to provide confirmation about whether an exit clause exists for our current website. Cllr Amirtharaj asked the Clerk to check when the last payment was made to Edge. Cllr Amirtharaj will forward 1and1 login details to the Clerk</p> <p>5.2 Cllr Amirtharaj will contact the Clerk to set up new Email addresses for Cllr Harris and the Council Chair</p> <p>5.3 Clerk to look at procedure of changing passwords and forwarding emails for Councillors that leave. Clerk also needs to check Email groups and removed councillors who no longer represent the council. The Committee asked that the F&GP Committee be consulted about this matter. To be added to the next F&G agenda</p>	Clerk Cllr Amirtharaj Clerk
	<p>6. Council Public Presence</p> <p>6.1 The committee determined that The Freedom of Information policy outlines the website content</p> <p>6.2 Facebook posts to be deferred until the new website is live</p> <p>6.3 The format of the noticeboards to be defined. Clerk to take pictures to show the current format</p> <p>6.4 The Maintenance committee are investigating the lighting supply within the phone box. The use of the phone box is deferred until the new website is active</p>	Clerk
	<p>7. Speen Parish Newsletter</p> <p>7.1 Chris Hook will format the Newsletter. Cllr Scorey has a copy of the existing newsletter. Councillor photographs were discussed as they appear in the Newsletter. Cllr Scorey suggested that new photographs could be taken in the same format, same colour background, etc. To be discussed at the next Full council meeting.</p> <p>Cllr Scorey outlined the content of the newsletter. Clerk to provide figures attributable</p>	Clerk

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	<p>to vandalism in the Playground areas. It was proposed that Cllr Tull would write a piece about SID. Cllr Amirtharaj volunteered to write a piece about being a new councillor. It was suggested that a piece about S106 funds could be included in the newsletter. Cllr Scorey to speak to Cllr Harris and Cllr Mather.</p> <p>7.2 Cllr Scorey outlined a long term vision for Comms and Speen Parish council. It was agreed that this could be a point for the Development committee. It was suggested the Chair of the council would write a piece about Vandalism within the Playgrounds, car park extension and a welcome to the new Clerk, plus meeting dates up to and including March 2018 so parishioners are aware of the meeting dates so they can attend.</p> <p>Clerk to update the Speen Parish council website with all future meeting dates. The committee outlined a publication date for the newsletter which would be before Christmas 2017. The print company was discussed and it was agreed that quotes and distribution would be discussed at the next Full Council meeting in October so the Final draft of the newsletter can be approved at the Full Council meeting in November.</p>	Clerk
	<p>8. Recruiting new councillors</p> <p>8.1 There are posters on the noticeboards publicising the recruitment of new councillors</p>	
	<p>9. Promoting Council Assets: 5x noticeboards, red phone box</p> <p>9.1 Cllr Amirtharaj agreed that the council should promote its assets and discussed the Pavilion. Cllr Mathers proposed advertising the Pavilion for hire. Cllr Scorey agreed that ways of promoting the assets should be investigated.</p>	
	<p>10. Compliance with statutory requirements & policies:</p> <ul style="list-style-type: none"> • Freedom of Information – Minor changes to this policy Update section 5.4 to reflect new website launch date and change page & text, from B&W/Colour to Photocopying only. The cost of copies was queried. Who would determine this cost? The committee recommended that the policy be adopted. Proposer Cllr Scorey, Seconder Cllr Mathers. All in favour, subject to changes • Model publication scheme – Deferred so status of this policy can be checked • Data protection – Request to compress the document to three pages. Clerk to check Data Protection changes with BALC. The committee recommended that the policy be adopted. Proposer Cllr Scorey, Seconder Cllr Amirtharaj. All in favour, subject to changes • Document retention- Question about whether there is a Document shredding policy for SPC. Also raised the issue of storing council documents securely and possible use of a storage unit to store historic documents for SPC. The committee recommended that the policy be adopted. Proposer Cllr Scorey, Seconder Cllr Amirtharaj. All in favour • Electronic communications – A decision was made to remove the word ‘Members’ from section 4.1. Cllr Amirtharaj highlighted the lack of policy for Dropbox. The committee recommended that the policy be adopted. Proposer Cllr Mathers, Seconder Cllr Scorey. All in favour, subject to the addition of a Data Usage/Storage Policy • Rules & notice of recording meetings – This policy has not been drafted fully yet. The committee recommended that the policy be adopted. Proposer Cllr Scorey, Seconder Cllr Mathers. All in favour • All policies to be discussed at the next Full council meeting in September if possible. • F&GP committee to be consulted about a Remote Access Data Storage policy 	Clerk Clerk Clerk

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	and investigate who would be responsible for writing the remainder of the policies. Former clerk has been suggested as a possibility.	
	11. It was agreed that the request for Advertising in the Parish Newsletter would be refused so the Council can remain independent and impartial. Clerk to contact the applicant.	Clerk
	12. The committee has an action to decide who will be responsible for administration on the new website, going forward. The Clerk and Cllr Amirtharaj were put forward as possible administrators.	

There being no further business to conduct, the meeting ended at 8:52pm

Next meeting 5th December 2017

There will be request for another Councillor to attend as Cllr Scorey will not be able to attend and the meeting will not be Quorate. A request will be made to Cllr Larkins

Signed:	Name (print):	Date:
	Position:	

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