



SPEEN PARISH COUNCIL MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING HELD ON MONDAY 5th MARCH 2018 AT SPEEN PAVILION, SPEEN STARTING AT 7.30 P.M.		
Present	Parish Councillors	Cllrs Winn, A Amirtharaj, T Mathers
	WBDC Councillor	None
	Parish resident	None
	Clerk & RFO	L Blake

Meeting started at 7:31pm

Open Session: No guests or press were present.

Resolution	Item	Action
	1. Apologies for absences: Cllr Scorey is on Maternity leave 2. Minutes of previous meeting To approve and sign the minutes of the last meeting on 04-12-17. Agreed that the minutes were a true record of the meeting. Proposer Cllr Amirtharaj, seconder Cllr Winn. Two in favour, One Abstention.	
	3. Declarations of Interest: None	
	4. Budget: Newsletter costs to be reported at the next F&GP meeting. Cllr Amirtharaj will email a copy of the newsletter to the Clerk prior to the next meeting in May 2018.	
	5. Management of Website and Email System 5.1 Proposal to 'Ask F&GP committee to implement a pre-paid card system to allow monthly outgoings, e.g. Dropbox. Proposer: Cllr Amirtharaj Seconder: Cllr Kinge All in Favour 5.2 Clerk has spoken to Parish councils and obtained some examples of web site hosting quotes. Cllr Kinge has some constructive ideas to improve the SPC website which can be investigated. 5.3 Clerk confirmed that 1and1 do not provide a data migration service for customers. It was agreed to merge points 5.2 and 5.3 on the next agenda. 5.4 Clerk to check Email archive process and check out to access archived emails	Clerk
	6. Council Public Presence 6.1 The website agenda section has been tidied up by the Clerk and old agendas have been removed. 6.2 Cllr Mathers is currently the administrator for the SPC Facebook. Clerk to set up a Facebook profile linked to the Clerk Email. The Clerks Facebook ID will then be emailed to Cllr Mathers who will link the SPC Facebook page to this new ID. Cllr Mathers highlighted the need for a social media policy for SPC. Clerk to Check if one exists. 6.3 No issues 6.4 No Issues	
	7. Speen Parish Newsletter	

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	<p>7.1 Cllr Amirtharaj now has copies of the newsletter. Clerk to contact Councillors and determine which areas of SPC will be covered by which Councillors. It was proposed that Cllr Harris would cover Marsh Benham, Cllr Phillips, Cllr Newell-Hart, Cllr Booth to cover Stockcross, Cllr Kinge to cover part of the Brummell Road estate and Cllr Amirtharaj to cover part of the Brummell Road estate. Clerk to email the councillors and check which areas can be covered. Clerk will distribute the newsletter to the councillors for distribution.</p>	Clerk
	<p>8. Recruiting new councillors</p> <p>8.1 A potential new councillor will be attending the AGM.</p>	
	<p>9. Speen Parish Fete:</p> <p>9.1 Clerk to contact the Lions club and check if a risk assessment has been produced for the Fete. To be removed from the next agenda</p>	
	<p>10. Promoting Council assets</p> <p>10.1 Remove from the agenda</p>	
	<p>11. Correspondence received</p> <p>11.1 None received</p>	Clerk
	<p>12. Any other business.</p> <p>12.1 Clerk to check the SPC Mobile phone contract before the next Comms meeting. Cllr Mathers asked for a new Proposal to be added to the Full Council agenda. 'To allow the Clerk to upgrade to a smartphone at no extra cost to SPC' Proposer: Cllr Amirtharaj Seconder: Cllr Kinge All in favour Cllr Amirtharaj would like to add a note of thanks to Cllr Mathers for his help and support.</p>	

There being no further business to conduct, the meeting ended at 8:32pm

Signed:	Name (print):	Date:
	Position:	

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