

Minutes of the Meeting of the Communications Committee held remotely in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, on Tuesday 26th January 2021 commencing at 6.30pm

Given the current Government advice in relation to public gatherings, members of the public were not able to physically attend this meeting to observe proceedings, they were however able to access and participate at the meeting through the use of Microsoft Teams – see Parish Council website <https://www.campbell-park.gov.uk/> for details.

Commencement of Meeting

Members and public were advised that the meeting would be recorded using Microsoft Teams

46/20 Members Present

Cllr E Dicerbo	Cllr C Odundwu
Cllr B Greenwood	Cllr N Oguntola (Chair)
Cllr D Pafford	

In Attendance

D Warner, Clerk to Council

47/20 Apologies for Absence
Committee noted and approved apologies from
None

48/20 Declarations of Interest
Cllrs Oguntola and Pafford both declared an interest in Agenda Item No.4i. due to their respective positions with Junior Filmmakers and the Geoff Taylor Educational Trust.

49/20 Members of the Public Present
None

50/20 Minutes of the Meeting held on the 24th November 2020
The Minutes of the meeting having previously been circulated, were approved as a correct record and signed by the Chair.

51/20 Public Involvement – Deputations, Petitions and Questions
No deputations, petitions or questions had been submitted.

52/20 Homeground
i. February Edition

Committee received, amended where necessary, and approved the draft proof of the February 2021 edition of Homeground magazine, including the fact that the existing/new articles be spread over 16 pages.

ii. April Edition – Report No. CC/05/20

Committee received the report and approved the suggested content for the May* edition of Homeground.

*Committee agreed a new annual pattern for publishing Homeground magazine, with editions circulated in February, May, August and November.

53/20 Social Media

Further to the decision in September 2020 to bring the management of the Parish Council's social media channels in-house for a 6-month trial period, Committee acknowledged an increased level of traffic on the channels since the change. Committee resolved to subscribe to 'Canva' to facilitate the creation of future postings.

54/20 Communications Strategy

Committee reviewed the strategy, identifying the opportunity for all Councillors to contribute copy for use across Council media channels. Committee agreed the need for the Parish Council website to be kept as up to date as possible.

55/20 IT Managed Service Contract

Committee noted that the current contract with Cloudy IT is due to expire in May 2021. Committee acknowledged the contribution of Cloudy IT in supporting the Council through the pandemic period, particularly in the use of new and emerging technologies. Committee resolved to recommend to Council that the contract be extended for a further 12 months to May 2022.

56/20 Parish Office – Printer Lease Extension

Committee noted that the initial 3-year lease for the Parish Office printer is due to expire in May 2021. The provider (Canon UK) has been approached to provide quotes to extend the lease for a further 12/24 months. Quotes to be considered at a future meeting of the Committee.

57/20 Terms of Reference

Committee reviewed its Terms of Reference prior to the Annual meeting of Council in May 2021, recommending that they be re-adopted without change.

58/20 Potential IT System Subscription - Decisions for Boards & Councils

Committee noted that the implementation of the new system is ongoing. Although the implementation has been slowed by several technical issues, it remains on track to be fully utilised by the beginning of the new Council year in May 2021.

59/20 Parish Council Website Accessibility (Minute No. 08/20, 21/20)

Committee noted that work by Two Storey Partnership to ensure that the Parish Council website is compliant with local government accessibility regulations is ongoing. Work on the design and appearance of the website has been completed, with work to convert historical PDF content still being undertaken.

60/20 Date of Next Meeting

Tuesday 23rd February 2021