



Elsenham Parish Council
Communication Committee Meeting
held on Tuesday 28 May 2020 at 3.00pm
via online Zoom

Minutes

(All meetings are open to the public and press)

Present:

Mrs. A Warwick (Chairman AW), Mrs. M Jackson (MJ), Mrs. F Lambert (FL),
 Mrs. A Gleeson (AG), Mrs. L Johnson (Parish Clerk LJ).
 and Dr. G Mott (GM).

Members of the public None.	
Apologies for absence None.	
Item	Actions agreed
Declarations of Interest None.	
Open to the Public None present.	
Minutes The Committee agreed the minutes of the meeting held on 28 May 2019.	The minutes were agreed as a true and accurate record.
How would we like the communications committee to receive information that is to go up on the website or Facebook? LJ to add on the subject line of emails 'Web Action' if the contents of the emails are required to be placed on the website or Facebook. This will be done for agendas and minutes. Agendas must be displayed and circulated 3 clear working days before a meeting. Councillors have up to end of office hours on circulation day to add items to the agenda, therefore the earliest it can be circulated is, officially, 5.00pm. If AW is unable to place the agenda on the website in the frame time, AG has offered to help. The rules for displaying committee agendas are not so rigorous but should be displayed as soon as possible.	

<p>What content that is circulated around the Parish Councillors is appropriate to go up on the website / Facebook?</p> <p>On the document 'Essex Police Partnership' there is a social page, which sometimes has articles regarding Elsenham. It was agreed that this would be appropriate to go on to the webpage. FL said she receives information to circulate to Neighbourhood Watch members, if there is any article, she feels may be appropriate, she will forward it to AW.</p> <p>There was also a competition on one of the Covid-19 updates from EALC, called Love Essex, which you can nominate someone for a national honour for their contribution to the Coronavirus crises. This too was something that the committee thought would be of interest to residents.</p>	
<p>Bank of images</p> <p>There is an image library facility on Netwise for storing images. The images could then be published when required, for example the Essex Police and Highways logos.</p> <p>The photos on the home page require updating, including the aerial shot of the village.</p>	<p>AW will try and find someone with a drone to take an aerial photo of Elsenham</p>
<p>Photo Competition</p> <p>It was agreed that a photo competition on 'Elsenham in Lockdown' was a good idea. Elsenham History Society are keeping records, including documents and photographs of this period of lockdown for posterity. The competition could link up with the History Society, and this would reach a wider circle of residents.</p> <p>It was decided to start advertising the competition on Facebook and the website as soon as possible, an advert would also be placed in the Elsenham News, June's addition, closing date for the competition 20 July.</p> <p>AW has created a poster, which would stand out on Facebook. This could be used to advertise forthcoming Parish Council meetings.</p> <p>AG said that for social media, landscape works better than portrait</p> <p>AW has been looking at how the EPC Facebook page could post directly onto the news line. The setting was changed a couple of years ago due to many adverts being placed on Facebook.</p> <p>AG is one of the administrators of the Elsenham and Henham Facebook page, she will discuss it with the other administrator and see if an exception can be made for the Parish Council, especially as Elsenham's District Councillor is connected to the News Line.</p> <p>This would stop AW having to use her personal account to share Parish Council's reports on to the News Line.</p>	<p>AW to contact the History Society.</p>
<p>Any Other Business.</p>	

There was no other business.	
Next meeting 21 July at 3.00pm	
Meeting closed at 4.00 pm.	