



Elsenham Parish Council
Communication Committee Meeting via Zoom
held on Friday 30 October 2020 at 10.00am

Minutes

(All meetings are open to the public and press)

Present:

Mrs. M Jackson (Chairperson MJ), Mrs. F Lambert (FL),
 Mr. A Buonocore (AB), Mrs. A Gleeson (AG), Dr. G Mott (GM)
 and Mrs. L Johnson (Parish Clerk LJ).

Members of the public None.	
Apologies for absence None.	
Item	Actions agreed
Election of Chairperson FL nominated MJ for Chairperson, GM seconded, the vote was carried unanimously.	
Declarations of Interest None.	
Open to the Public None present.	
Minutes The Committee agreed the minutes of the meeting held on 31 July 2020.	The minutes were agreed as a true and accurate record.
Matters arising from last meeting The committees that each Councillor is on still requires updating.	LJ to make a list of the committees each Councillor is on.
Managing social media responses. A disclaimer is still to be added making it clear that EPC do not engage in discussions on social media and if further information is required an email should be sent to the Parish Clerk. Any article that is to be added to the website should go to the Committee as a whole, with a heading 'WEB ACTION'. This will stop duplication and items being missed.	
Budget for 2021/2022 The hosting charge in 2020/21 was £300 and the domain name was £60.	

<p>However, this may be increased with unexpected add-ons and storage space. It was therefore agreed to ask the Finance Committee for a budget of £750 for 2021/2022.</p>	<p>AB to research the storage space on EPC website. MJ to write a report for the Finance Committee.</p>
<p>Training to input and maintain our website AG had written a very comprehensive instruction list for the website and social media. AB said that he is familiar with this system and was confident that he would not require any further instruction beyond what AG had produced. AB and AG are to work together for the next few weeks and then AG will step back, and AB will take over.</p>	<p>MJ to circulate to all members.</p>
<p>New Councillors photos for the website Photographs are required for the three new Councillors, Sue Waite, Inge Curlewis and AB plus Cllr. Peter Johnson.</p> <p>It was agreed to add photos of co-opted members onto the website. The chairperson of the committees which have co-opted members, are to ask if they would like their photo on the website.</p>	<p>MJ to ask the three new Councillors plus Peter Johnson for a black and white photo.</p> <p>MJ to inform Chairpersons.</p>
<p>Suggestions to improve working practices and the website AB said he thought the Elsenham Parish Council's website was remarkably good. As a resident and a Council member he found it user friendly and very informative. The information was also updated quickly. AB did not feel the website needed expanding beyond the information that is already available. The aim of the website is to inform local people what is happening in the area, which it does. AG said the website was easy to update but could be time consuming. On the Elsenham Parish Council's Facebook page there is a 'report it issue page', which has LJ contact details. AG will highlight this page regular. At present MJ and AG are both admin for Elsenham Parish Council Facebook page. FL agreed to also become admin for the Facebook page, this way she can respond to any post and redirect them to the correct channel, but would not have to use her personal account. Also, any comments can be removed if deemed not appropriate.</p>	
<p>AOB AB suggested that the committee could do localist Elsenham podcasts. AB is to put together a proposal of how this could work and send it to LJ for circulation.</p> <p>AG confirmed that she and AB will work to together on the Website, with a view to hand over completely to AB before January 2021. MJ thanked AB for agreeing to take over the Website and AG for stepping up and administering the website for the last few weeks.</p>	

AG said she was happy to be a back-up if AB was on away holiday.	
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Next meeting, 27 November 2020 at 10am	
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Meeting closed at 10.40am.	
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