

**Elsenham Parish Council**

**Communication Committee Meeting via Zoom**

**held on Wednesday 27 January 2021 at 8pm**

**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).

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| **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 27 November 2020. | The minutes were agreed as a true and accurate record. |
| **Matters arising from last meeting**  MJ had amended the change of contact details on EPC’s Facebook page.  Congratulations to FL who won the photo competition, ‘Elsenham at Christmas’. |  |
| **Budget for 2021/2022**  The Communication Committee budget for 2021/2022 is £750. |  |
| **Social Media Review**  AB continues to do a sterling job keeping the website up to date, also thank you to FL for finding interesting items for the site.  EPC’s social media page is not massively viewed. MJ has changed the cover photo to reflect the present Government regulations, this will stay on until Uttlesford are out of lockdown.  AG had been asked to look at providing ‘.gov.uk’ email addresses for some of the councillors. AG had sent an email to Netwise in December 2020 and was still awaiting a reply.  GM said that he found the documents on the website confusing especially between the current documents and the archive documents. It was unclear when a document was moved from current to archived. There were also some documents missing.  GM suggested that a search facility would be extremely helpful.  AG said some of the inconsistency was due to the website being administered by three different people over a short period of time.  AG was archiving agendas when they were superseded by minutes.  It was agreed that AB would go through the website page by page, checking that all documents were in their correct place and look for any that were missing. FL and MJ would also carry out a check.  All minutes to be in their own committee groups, planning, flowerbed etc.  On the local developments many of the planning applications are out of date.  AG said that the local developments page used to be updated regularly, using a report given from the Planning Committee. However, this report had not been received for several months; the Planning Committee would need to start generating this report again.  MJ was concerned that the administration of the website did not turn into a full-time job.  GM said that if it was too much for one person to keep up straight then the local development page should be removed completely.  AB said he would look at the local development page to see how much work was involved with a view to removing it completely if it was too time consuming. | AG said she would send AB an email explaining when to archive documents. |
| **AOB**  There was no further business. |  |
| Next meeting 24 February 2021 at 8.00pm |  |
| **Meeting closed at 8.20** | |