A collage of a building

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**Elsenham Parish Council**

**Communication Committee Meeting**

**held on Thursday 19 August 2021 at 5.30pm**

**at 44 Glebe End, Elsenham**

**Minutes**

**(All meetings are open to the public and press)**

**Present:**

Mr. A Buonocore (Chairperson AB), Mrs. F Lambert (FL),

Mr. J Minor (JM), Mrs. A Gleeson (AG) Dr. G Mott (GM)

and Mrs. L Johnson (Parish Clerk LJ)

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| **Item** | **Actions agreed** |
| **Election of Chairperson**  GM proposed AB, FL seconded, the vote was carried unanimously.  AB is elected Chairperson of the Communication Committee. |  |
| **Members of the public:** None. |  |
| **Apologies for absence:** None. |  |
| **Declarations of Interest:** None. |  |
| **Open to the Public:** None present. |  |
| **Minutes:**  The Committee agreed the minutes of the meeting held on 7 April 2021. | The minutes were signed as a true and accurate record. |
| **Matters arising from last meeting:** None. |  |
| **Budget for 2021/2022**  The Communication Committee budget for 2021/2022 is £750.  No monies have been spent in this financial year so far. | LJ to send AB a copy of the Netwise invoice. |
| **Social Media and Website Review**  The issues with the email accounts, .gov.uk, have now been resolved and these can be set up for Councillors that have requested one, Moyra Jackson and Jacki Rayment’s email accounts are to be removed.  AG said she was happy to continue updating the Facebook page, until a councillor was willing to take over.  AG to post article on ‘Elsenham and Henham news line’ Facebook page intermittently, to try and direct users to the Elsenham Website.  AB said that the inconsistency with the documents on the website was nearly resolved; tagging had been done. GM agreed that it was looking much better and was easier to find documents.  The item regarding the damage to the playing field fence has been updated onto the website. AG to place it on ‘Elsenham and Henham Newsline’ Facebook page. EPC will give the driver of the vehicle 7 days to contact the Parish Clerk. If nobody comes forward, the Playing Field Committee will decide if the incident should be reported to the police.  The adopted policy for the CCTV only gives access for the Parish Clerk to view the CCTV. If the Communication Committee wanted to change this to give named councillors access, the policy would require updating and adopted by Full Council. | AB to start setting up the emails.  AG to ask if EPC could join the Elsenham Vale and Isabel Drive Facebook pages.  LJ to send to AB, EPC’s minutes a week after being circulated. |
| **AOB**  The virtual tour of Elsenham on the website still shows the ‘One Stop’, and not the present ‘Tesco’, this can only be updated once google update their maps.  The CCTV cameras in the playing field need to be upgraded to allow them to read number plates on cars.  The adverts for two new councillors need to be placed on the Elsenham and Henham, Elsenham Vale and Isabel Drive Facebook pages, along with an article in the Elsenham News and the notice boards.  GM suggested to help residents know who to contact for different issues, the website could include details of EPC’s responsibilities, together with those of UDC and ECC. | To be discussed by the playing field committee.  LJ to contact the editor, to see if we could place an advert this month’s Elsenham News.  LJ to start assembling a list of responsibilities. |
| Next meeting, to be advised |  |
| **Meeting closed at 6.30pm** | |