A collage of a building

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**Elsenham Parish Council**

**Communication Committee Meeting**

**held on Wednesday 2 February 2022, 7.30pm**

**at Old Franks, High Street, Elsenham**

**Minutes**

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

**Present:**

Mr. P Johnson (Chairman PJ), Mrs. B Dobson (BD), 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 PJ, BD seconded, the vote was carried unanimously.  PJ is elected Chairperson of the Communication Committee. |  |
| **Members of the public:** None. |  |
| **Apologies for absence:** Mr. A Buonocore (AB). |  |
| **Declarations of Interest:** None. |  |
| **Open to the Public:** None present. |  |
| **Minutes**  The Committee agreed the minutes of the meeting held on 19 August 2021. | The minutes were signed as a true and accurate record. |
| **Matters arising from the last meeting**  The .gov.uk email accounts have not yet been set up for councillors,  AG will send all the information to LJ, Councillors can then decide to keep using their personal account or change to a .gov.uk account.  AG had asked if EPC could join the Elsenham Vale Facebook page but had not received a reply.  It had been 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. | AG to send the information to LJ.  AG to ask Sue Waite if she is a member of this Facebook page.  LJ had compiled a detailed list or EPC’s responsibilities.  AG to add UDC and ECC responsibilities. |
| **Budget for 2022/2023**  The Communication Committee budget for 2022/2023 has been set at £400. Plus, an extra £1,000 has been budgeted, as EPC may have to take steps to employ a company or person to run the website on EPC’s behalf.  GM said that if EPC employed someone to administer the website this may be a good time for it to be revamped. | PJ to research how other  Parish Councils  administer their websites. |
| **Social Media and Website Review**  **Facebook page**  AG would like some help on updating the Facebook Page. Not being a Councillor, she had to rely on information being forwarded onto her.  BD is booked on a Facebook training course. After which she will be able to help AG.  122 people viewed the article regarding the availability of allotments.  **Website**  LJ address is still shown on the website.  Because documents were tagged, the same documents could sometimes be accessed under different headings.  The notice board in the Smith Road allotments is not being used. Adverts could be placed on it regarding the allotment plots availability,  LJ should hold a spare key to the notice board. | AG to send an invite to BD to join the Facebook page as an admin.  AG to remove the address.  LJ to ask Sue Waite for a key. |
| **Training and Allocation of Roles**  **AG is administering the Facebook page and Website**  BD to help with Facebook after her training.  AG had written a set of instructions on how to use the website. | AG to send out instruction to all members. |
| Next meeting, to be advised. |  |
| There was no other business. |  |
| **Meeting closed at 8.40pm** | |