



Elsenham Parish Council

**Communication Committee Meeting
held on Tuesday 3 May 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 Donald (BD), Mrs. A Gleeson (AG)
Dr. G Mott (GM) and Mrs. L Johnson (Parish Clerk LJ)

Item	Actions agreed
Members of the public: None.	
Apologies for absence: Mr. A Buonocore (AB) has now resigned as a co-opted member of the Communication Committee. The Committee thanked him for all the work he had contributed to the Communication Committee.	LJ to write a letter of thanks.
Declarations of Interest: None.	
Open to the Public: None present.	
Minutes The Committee agreed the minutes of the meeting held on 2 February 2022.	The minutes were signed as a true and accurate record.
Matters arising from the last meeting .gov.uk email accounts. BD is in the process of setting up her personal .gov.uk email account with the help of Ben Ogilvie (BO). Instructions had been sent by Netwise, however, these are high security email accounts and the process of setting them up is very meticulous. Joining Elsenham Vale and Isabel Drive Facebook pages. Still ongoing. Responsibilities for EPC and UDC. AG had now put the list of responsibilities on the website with links to any connected documents.	

<p>Research as to how other Parish Councils administer their website. PJ had contacted Netwise, who had given him details of Sharon Jones, a retired parish clerk with good knowledge of the Netwise program. EPC have a budget of £2,000 for the administration of the website.</p> <p>Key to allotment notice board.</p> <p>Instructions on how to use the website. AG has emailed the instructions to all members.</p> <p>Parish Clerk's address on website The address has now been removed.</p>	<p>AG to speak to Sharon Jones to ascertain how much of the running of the website she would be responsible for and how much her fees would be.</p> <p>LJ to ask Sue Waite.</p>
<p>Facebook Training BD had recently attended an EALC Facebook training course, which she found very useful with lots of information and networking with other parish councils. EPC currently have 582 followers. There are many best practices that can be used to increase the number of followers. Be enthusiastic, 'Elsenham is a Great Place to Live' use images, or videos, be informal and friendly, ratio of fun to business 3:1, post regularly 2 to 3 times per week, promote EPC. Any negative comments will be removed. AG, BD and BO, who asked to join the Communication Committee, will establish a schedule for each of them to post once a week.</p>	
<p>Social Media and Website Review</p> <p>Facebook page BD is now an admin on the Facebook page. Once EPC agree that BO can become a member, he will also become an admin on Facebook. A Google folder for photos is to be created. All photos can then be stored in the folder until required.</p> <p>Website It was agreed that EPC should upgrade their website to Netwise V2. The cost of £199 had been agreed by Full Council on 19 April 2022.</p>	<p>LJ to inform Netwise.</p>
<p>Data Protection The Data Protection Privacy statement on EPC's Website is still legally acceptable. There have been no further changes on Data Protection.</p>	<p>AG to make the Data Protection Privacy statement more accessible.</p>
<p>Accessibility Statement for the Website and Accessibility Audits The Website should display an Accessibility Statement. PJ had arranged for a free accessibility check on the Cover Page of the Website. The results were that 33 items were accessibility, but there were 5 serious problems. When Netwise set up the website it was fully compliant with accessibility. However, some of the documents and photos over the years are not accessible for all. An accessibility audit should be carried out yearly.</p>	<p>AG to reach Accessibility Statements.</p>

This may be something that Sharon Jones can help with, if she is employed by EPC.	
Next meeting, Thursday 9 June at 7.30pm	
AOB All members agreed that 3 posts per week would be placed on EPC's Facebook page.	
Meeting closed at 8.25pm	