

Modbury PC Communications Committee Meeting
Monday 22nd November at 6.30pm in the Parish Office

MINUTES

PRESENT Cllrs John Harvey(JH), Oliver Jones (OJ) and Barbara Price (BP)
And Sally Smale (Clerk)

2021 01C **Apologies were received from Cllr J Woodcock**

2021 02C **Cllr Jones was elected as Chair of Committee**

(Clerk to prepare agenda and take the minutes)

2021 03C **The Terms of Reference for the Committee were reviewed and amended to:**

- Responsible for communication of the Council's policies, actions and activities to the local community via print, online and other media where relevant
- Manage the Council's website and social media accounts
- Lead on council events to engage with the wider community of Modbury

Clerk to bring revised Scheme of Delegation to full council for adoption

2021 04C **The minutes of previous meetings (Distributed previously) were discussed and the following outstanding issues identified:**

- Improvements to the office window to raise the profile of the office in the town

Agreed that Committee would recommend purchase of a hanging outdoor sign to raise the profile of the office.

2021 05C **Website Development and action plan**

It was agreed that Committee would recommend to full Council that a new site be developed in-house using the voluntary services of a Councillor and that, once complete, the clerk be trained to manage it. No payments would be made for the development of the site or the training of the clerk and on-going fees would be the usual hosting fees for the site.

To be discussed further at next meeting

2021 06C **Social Media Accounts, responsibilities and actions**

It was agreed that the following changes be made to current arrangements:

- OJ will transfer the Facebook page to a business usage
- Clerk will increase use of Instagram
- OJ to advise clerk on different format for TTRO notices

2021 07C Methods of consultation with parishioners

It was agreed that various methods need to be used to consult fully with the community and that a consultation plan needed to sit within an engagement strategy that would sit within an action plan for the Council.

To be discussed further at the next meeting.

2021 08C It was agreed that in response to correspondence proposing a one-stop shop for all things parish council (Distributed previously) Council will reply that our strategy is to use various channels to reach as many sections of the community as possible.

2021 09C Future work plan for the committee

To discuss at next meeting

2021 10C Date of next meeting:

Monday 20th December, 6pm in the Parish Office

Meeting closed at 8.16pm