

BROOMFIELD PARISH COUNCIL

**Minutes of a Meeting of the Communications Committee of Broomfield Parish Council held on
Wednesday 7th July, 2021 at 6.30 pm in Broomfield Village Hall.**

COM21/8	<p>Members attending Chairman Cllr Bleet Councillors Hance, Mercer and Need</p> <p>Apologies for absence were received from Cllrs Blake, Barnes and Scott.</p> <p>Also present Parish Clerk Mark Hembury</p>
CPM21/9	<p>To receive any Declarations of Interest from Councillors. None were received.</p>
COM21/10	<p>Selection of a provider for the creation of a new website. Following advice from the Clerk, the Chairman proposed that the discussion of this agenda item be considered confidential and made the following declaration <i>The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies."</i></p> <p>The following motion was moved Motion The Communications Committee agrees that the selection of the website provider will be dealt with as a confidential matter and the meeting will be closed to the public during the discussion of this agenda item. Proposed by Cllr Need, seconded by Cllr Mercer and carried unanimously. The meeting was then closed to members of the public. Following a discussion regarding the quotes received and the offer from each provider, the Chairman moved the following amended motion Motion A request be made to Full Council for the approval of a new website and the provision of £3000 for initial setup and support for the first year. Proposed by Cllr Hance and seconded by Cllr Need. Agreed unanimously. The meeting was then re-opened to members of the public.</p>
COM21/11	<p>To review the following policy documents</p> <ul style="list-style-type: none">a) Communications Code of Conductb) Social media Policyc) Privacy Notice <p>It was agreed that the Clerk and Cllr Hance would further consider the policies under a) and b) and prepare a simple Vision Statement for consideration. The Clerk agreed to ensure that all published policies are compliant with the minimum font required of Arial 12.</p>

	The Clerk agreed to contact each Committee Chairman and to ask for a brief summary of each Committee meeting, to include any positive news stories that would be appropriate for publication on social media.
COM21/12	Update on logo for the Parish Council The Chairman informed the committee that she had had no response from various schools regarding the design of a logo, but enquiries with website providers had confirmed that this would be a service they would include when developing a new website.
COM21/13	To consider the requirements and preparation needed for the employment of an apprentice to deal with social media. It was agreed that a review of staffing, responsibilities and workload would be required.
COM21/14	Items for the next meeting The date for the next meeting would be confirmed in due course. The meeting ended at 7.58 pm