

## CHAPEL-EN-LE-FRITH PARISH COUNCIL

### Minutes of the Meeting of the Communications Committee held on 18 November 2020 at 19.00 hours Virtual Meeting held on Zoom

**Present:** Councillors J Adshead, N Gourlay, C Sizeland, Mrs S Walters and S Young

**In Attendance:** Mrs SE Stockdale – Clerk to the Council

**Apologies:** None

There were eight members of the public present.

Those present in the meeting were informed that the meeting was being recorded and may be shared on social media platforms.

#### **21/184 Election of Chairman**

Councillor Mrs Walters proposed and Councillor Sizeland seconded that Councillor Gourlay be elected as Chairman.

**RESOLVED:** That Councillor Gourlay be elected as Chairman of the Communications Committee until the next Annual Meeting of the Council.

#### **21/185 Public Speaking**

There were no members of the public who indicated that they wished to speak.

#### **21/186 Publicising of draft minutes**

**RESOLVED:** That draft minutes be posted on the Council's website and noticeboards no later than two weeks after the date of the meeting.

#### **21/187 Welcome Pack**

**RESOLVED:** That a copy of the Welcome Pack is circulated to all members and discussed at the next meeting.

## **21/188          Newsletter**

The following items were suggested for the newsletter:

Details of new Chairman and Vice Chairman  
Honorary Freeman Award  
Community Awards  
Thanks to Councillors who have recently resigned  
Elections due in May 2021  
Additional seats in the Memorial Park  
Solar light repair  
Benches by the Co-op being permanently fixed  
Christmas good wishes  
Any further items to be sent to the Chair in the next two days

**RESOLVED:** That Councillor Gourlay will compile the newsletter and circulate to members of the Committee.

Due to Covid this newsletter will be an electronic copy only and posted on the website and Facebook page.

That a newsletter is issued on a quarterly basis.

## **21/189          Social Media Policy**

The Clerk had provided some policies and procedures from other Councils including Derbyshire County Council policy on the acceptable use of Social Media.

**RESOLVED:** That the Clerk will produce a draft acceptable use of Social Media policy using the Derbyshire County Council policy as a basis and present this to the Personnel Committee.

## **21/190          Communications Policy**

**RESOLVED:** That the current policy be emailed to members and any urgent amendments brought to the December Full Council Meeting. The Policy will be reviewed in May 2021.

## **21/191          Filming of meetings**

**RESOLVED:** That the cost of equipment to record or life stream meetings be considered when the budgets are set for the coming financial year. That links to Council meetings that have been filmed are shared on the Councils Facebook page.

## **21/192          Community Awards 2020**

**RESOLVED:** That a budget for an individual award is £50. That Councillor Walters will investigate possible items that can be engraved and provide the Council with costs.

**21/193          Community Awards 2021**

**RESOLVED:** That nominations be sought from residents in the Parish in January 2021 and that this is publicised in the newsletter.

That the Community Awards Committee consider the nominations with a view to making the awards later in 2021.

**21/194          Covid Banners**

It was reported that Derbyshire County Council are encouraging Parish Councils to produce Covid banners for local communities.

**RESOLVED:** That this is not taken forward.

**21/195          Website Accessibility**

It was reported that there are some issues with accessing the Councils website on mobile devices. Councillor Sizeland will test the website accessibility on various mobile devices and draw up a short report.

**RESOLVED:** That the report be sent to the Councils website developer and costs sought to make the necessary repairs to the website.

**21/196          Date of next meeting**

A meeting will be arranged in February 2021.

The Chairman thanked the members of the public for attending the meeting.

There being no further business the Chairman declared the meeting closed at 19.50 hours.

CHAIRMAN