

WEST MERSEA TOWN COUNCIL

MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING

HELD ON FRIDAY 27 OCTOBER 2017 AT 10.00AM

PRESENT	Councillor Paula Moore (Chairman) Councillor Peter Banks Councillor David Bragg Councillor Sylvia Wargent
IN ATTENDANCE	Petra Palfreyman, Town Clerk

1. APOLOGIES FOR ABSENCE

Apologies for absence from Councillors Jenkins and Weaver.

2. DECLARATIONS OF INTERESTS

There were no declarations of interest received.

3. MINUTES OF MEETING HELD 9 DECEMBER 2016 AND MATTERS ARISING

This is the first Communications committee meeting. Previous Communications meetings held were an informal working group of the Council.

4. TO DISCUSS WAYS TO REDUCE/STREAMLINE EMAIL CORRESPONDENCE AND POSTBOOK ITEMS

Following discussion, it was agreed that the Clerk would enter CLERKS POST in the subject line for post items forwarded directly by the Clerk. It was agreed that although the volume of emails was high, they should still be sent out and Councillors for sifting by each Councillor.

5. TO DISCUSS AND SET AN EMAIL RETENTION POLICY

Following discussion it was agreed to adopt the NALC document retention policy. Staff and Councillors should consider the subject the email is related to and then apply the retention policy for that subject. A copy NALC retention policy is attached.

6. TO DISCUSS INFORMATION HELD IN THE LOFT

Following discussion, the Council agreed that in 2018 small batches of items should be brought down the loft for review and recording.

7. TO CLARIFY POSITION ON USING PERSONAL EMAIL ACCOUNTS

All Councillors should only use their WMTC email address when corresponding on Council business. If not, personal emails could be subject to scrutiny in Freedom of Information requests and may have Data Protection implications. Council emails for new Councillors will be set up via this committee.

8. TO IDENTIFY AND RESOLVE OUTSTANDING COUNCILLOR EMAIL ISSUES

Councillor Moore will discuss the issues with the Councillors concerned.

9. TO DISCUSS HOW TO PROVIDE REGULAR NEWS UPDATES REGARDING THE NEIGHBOURHOOD PLAN

Various ideas were discussed to improve communication about the Neighbourhood Plan. These included posters in the village, such as at bus stops or the surgery/clinic and shops where the public gather, small flyers on coffee shop tables, estate agent boards, targeting email groups such as the school parents, groups such as the Dabchicks and Yacht Club, WI, MICA members. The Clerk agreed to feed this back to the Neighbourhood Plan committee.

10. DATE AND TIME OF NEXT MEETING

2 March 2018 at 10am.

There being no further business, the meeting closed at 11.40am