

**WEST MERSEA TOWN COUNCIL**

**MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING**

**HELD ON THURSDAY 7 FEBRUARY 2019 AT 10.00AM**

PRESENT                      Councillor Sophie Weaver (Chairman)  
                                     Councillor Peter Banks  
                                     Councillor David Bragg  
                                     Councillor Robert Jenkins  
                                     Councillor Paula Moore  
                                     Councillor Sylvia Wargent

IN ATTENDANCE:            Petra Palfreyman (Town Clerk)

**19/001 APOLOGIES FOR ABSENCE**

Apologies for absence received from Councillor Clements.

**19/002 DECLARATIONS OF INTERESTS**

Councillor Banks declared that he is a shareholder at Datapartners.

**19/003 MINUTES OF MEETING HELD ON 20 SEPTEMBER 2018 AND MATTERS ARISING**

The Minutes of the meeting held on 20 September 2018 were agreed and signed by the Chairman as a true record. Proposed: Councillor Banks, Seconded: Councillor Moore. ALL IN FAVOUR.

Matters arising – There were no matters arising not covered elsewhere on the agenda.

**19/004 TO NOTE THE CURRENT FINANCIAL POSITION**

Councillor Moore confirmed that by the end of the financial year (2018/19), the committee spending is likely to be just £30 over budget.

**19/005 TO DISCUSS AND AGREE A SUMMARY OF ACHIEVEMENTS IN THE LAST 4 YEARS TO BE PUBLICISED**

Councillor Jenkins gave a summary of the Councils achievements over the last 4 years and it was agreed that an abridged version would be written for local publication with a link to the full summary on the West Mersea Town Council website.

**19/006 TO DISCUSS AND AGREE THE ELECTION INFORMATION TO BE PUBLICISED AND ADVISE HOW THOSE INTERESTED CAN FIND OUT MORE**

Councillor Moore agreed to write a short article to be published in the Courier, with further details also being added to the West Mersea Town Council Facebook page and website.

**19/007 TO DISCUSS THE BUDGET SPENDING FOR 2019-20**

The budget for 2019/20 as already agreed at the Council meeting on 10/01/19 was discussed to confirm the meaning of the entries.

19/008 TO DISCUSS AND AGREE HOW WE RESPOND TO PUBLIC COMMENTS MADE DURING HAVE YOUR SAY AT COUNCIL MEETINGS

Following discussion it was agreed to add a statement to the top of the agenda for the chairman to say that comments and statements made during public Have your Say will be noted but may not be responded to immediately. It was agreed that Councillors should not respond unless invited to do so by the chairman.

Proposed: Councillor Banks, Seconded: Councillor Moore. ALL IN FAVOUR.

19/009 TO DISCUSS THE IMPLEMENTATION OF A SCHEDULE OF WORKING GROUP MEETINGS FOR THE YEAR

Following discussion it was agreed to wait for the new Council to decide the regularity of the meetings after 2 May 2019.

19/010 TO DISCUSS AND AGREE THE ROLE OF THE COMMUNICATIONS COMMITTEE MOVING FORWARD

Following discussion it was agreed to propose that the Communications Committee becomes a working group after 2 May 2019. The matter will be discussed at the next Council meeting.

19/011 DATE AND TIME OF NEXT MEETING

To be agreed at a later date.

There being no further business, the meeting closed at 12.15pm.