

WEST MERSEA TOWN COUNCIL

MINUTES OF THE COMMUNICATIONS COMMITTEE MEETING

HELD ON 9 DECEMBER 2016 AT 10.00AM

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

In attendance: Petra Palfreyman (Town Clerk)

1. APOLOGIES FOR ABSENCE

There were no apologies for absence.

2. TERMS OF REFERENCE

Terms of Reference were agreed at a previous Finance & Planning meeting.

3. REVIEW OF TRACKER

See Tracker attached with updated items.

Cllr Clements proposed that West Mersea Town Council ask the groundman to provide a work schedule for the West Mersea Town Council land and maintenance. Seconded: Cllr Moore. All in favour

4. INFORMATION TO ADD TO WEBSITE

See item 4 on the tracker.

5. SENDING EMAILS FROM INDIVIDUAL COUNCILLORS EMAIL ADDRESSES

Cllr Moore will provide a list of the new email addresses and assist anyone that needs help setting them up.

6. TO PROVIDE AN UPDATE ABOUT THE OFFICE PHONES AND BROADBAND

The contracts for the new phones have been received, signed, and sent off. They will take approx. 1 month to arrive and be installed.

7. TO PROVIDE AN UPDATE ABOUT THE WEST MERSEA TOWN COUNCIL LETTERHEAD

A new letterhead with a colour town council logo was agreed. Councillors all to receive a blank copy for draft purposes but all correspondence should be sent via The Clerk.

8. DATE AND TIME OF NEXT MEETING

10 March 2017 at 10.00am

The meeting closed at 11.40am