



North Hinksey Parish Council



Mrs Sharon Henley, Clerk to the Parish Council

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Minutes of a Meeting of the Communications Committee held on Thursday 30th September 2021 at 7pm in the Seacourt Hall and via video conference

Present: Cllr Lorna Berrett (Chairman), Cllrs Church, Dowie, Kay and Potter

In attendance: Mrs H Broughton (Clerk)

There were no members of the public

- 1. Apologies for Absence:** There were none.
- 2. Declarations of Interest in Items on the Agenda**
Cllr Dowie declared a non-pecuniary interest in item 6, as an allotment holder.
- 3. Questions from Members of the Public:** There were none.
- 4. Website and social media update**
Cllr Berrett gave a website and social media update and statistics had been circulated via Dropbox. Website Google analytics showed that page views were up 16% this year compared to last year and unique page views were up almost 23%. The most popular pages were the home page and the councillors' page. Fewer people were visiting the home page but more going to the meetings pages, perhaps due to virtual meetings being held.

Two Instagram pages, not managed by the Parish Council, have been set up for the Botley Gap Group and Skatepark initiatives which have been useful.
- 5. Public access to parish council meetings and consider technology required**
NHPC has been successfully running virtual and hybrid meetings during 2020/21. Advice was that the public should now be able to attend meetings in person. It was mentioned that if the public attended meetings, which were still recorded, it should be ensured that they remain off camera. A new laptop was suggested to run virtual meetings, as personal laptops were currently being used.

It was proposed and seconded **to recommend that hybrid meetings continue but that members of the public be permitted to attend meetings in person and that a laptop be purchased at a cost of up to £400.** This was unanimously APPROVED.
- 6. Mailing Lists**
A more efficient and GDPR compliant method of contacting allotment holders via Mailchimp was proposed and a draft PIA circulated which considered the risks of using Mailchimp to process personal data and how to mitigate these risks. Advice had been received from a Data Protection Officer. The PIA recommended appointing an external

Data Protection Officer and that the Council undertake Data Protection training prior to moving to Mailchimp. There was some discussion as to the type of information that could be sent via Mailchimp (consent versus legitimate interest) and issues around maintaining two mailing lists. It was noted that the NHPC Privacy Policy may have to be revised. Cllr Berrett would investigate if Mailchimp could be used for sending information under consent and legitimate interest.

It was proposed and seconded **to move to a vote**. A named vote was requested, and all councillors voted in favour of moving to a vote other than Cllr Dowie who was against.

It was proposed and seconded **that NHPC use Mailchimp for mailing lists**. A named vote was requested, and all councillors voted in favour other than Cllr Dowie who was against, and the motion was APPROVED.

It was proposed and seconded **that Mailchimp be used for contacting allotment holders for the newsletter and other communication, where possible**. A named vote was requested, and all councillors voted in favour other than Cllr Dowie who was against, and the motion was APPROVED.

7. **2022/23 budget**

It was proposed and seconded to **recommend a budget of £600 for printing and publicity and that a budget for IT and the website be confirmed once a quote had been obtained**. A named vote was requested, and all councillors voted in favour other than Cllr Dowie who abstained, and the motion was APPROVED.

8. **Any other information:** There was none.

9. **Date of next scheduled meeting:** Thursday 3rd February 2022 at 7pm

The meeting closed at 7.44pm