



North Hinksey Parish Council



Mrs Linda Morrison Allsopp, Clerk to the Parish Council

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Minutes of the Communications Committee Meeting held on Thursday 12th of May 2022 at 7pm in the Seacourt Hall and via video conference

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

In attendance: Mrs L Morrison Allsopp (Clerk to the Parish Council)

There were no members of the public present.

1. **Apologies for Absence.** none
2. **Declarations of Interest in Items on the Agenda.** none
3. **Questions from Members of the Public.** none
4. **Website and social media update.** Paper 1

Cllr Berrett presented the papers in Dropbox under Paper 1 and highlighted that these provided a comparison with the figures for the previous year and were very similar. Facebook again had a similar profile to last year. In April the Top 3 viewing figures were for the Arts events. Now the Platinum Jubilee has the highest number of views. The Public engagement items create the greatest interest. However, we need to be more creative if we want to attract younger users.

5. **GDPR – revisit training quote and make recommendation to Council. Paper 2.**

Briefing from the Clerk on background to Breakthrough GDPR training quote, which was presented to Council and rejected in favour of the quote from the EDPO. Breakthrough are recommended by OALC. Cllr Kay's research had found a free Breakthrough briefing on GDPR and another provider Griffin, who works with public bodies. Cllr Potter expressed a preference for group training. Cllr Berrett went through the benefits of group training. Cllr Dowie said there were also benefits in using the EDPO for everything. The EDPO refused to supply the training until an IT strategy was in place. **Cllr Potter proposed and Cllr Kay seconded that the Clerk contact the EDPO and ask them to reconsider. Cllr Kay suggested quote from Griffin. Clerk to request quote for basic GDPR training online or in person. Cllr Berrett, Proposal to Council for GDPR training. preferred option is to use EDPO. If they still refuse, the second option would be to recommend Breakthrough Training or Griffin. Cllr Kay seconded, unanimous agreement. ACTION POINT**

6. Update on purchase of Microsoft Business and use of SharePoint.

Briefing by Clerk. Problems with the MultiPay card had prevented the purchase of Microsoft 365 Business Standard but there is a 1-month free trial which the Clerk has now loaded onto the Clerk's laptop. EDPO raised lack of security on this machine but it is now password protected and is covered by the Clerk's personal Business McAfee Security Account as is the Clerk's phone.

Clerk asked to make the EDPO and Cllrs Bastin and Fairclough aware of the update to the situation. Cllr Berrett asked for an update on the purchase of second laptop now that NHPC has the MultiPay card. A specification is required and after discussion of ports and cables it was suggested that the Clerk consult with Cllr. Bastin.

7. Civic Protocol – to review report and make recommendation to Council. Paper 3

Paper circulated. Cllr Berrett reported that she and the Clerk had met with the Manager of the local library and the local vicar and together had adapted the template received from OALC to create a Civic Protocol for NHPC. Section 6 Church amended to Osney Benefice. And removal of the extra "and".

There was discussion around the need for books of condolence s and placing of flowers. The majority view of the Committee was that there is a need for Public Ritual, tradition, and protocol and that the Books of Condolences will provide a focus for grief and a future historical record. We need to ensure that Parishioners know that the books will be stored in the Parish. Suggestion that as an alternative to laying flowers Parishioners be given the opportunity to donate to a Charity with Royal connections. Create a link on the Website to the list of charities enjoying royal patronage. **Books of Condolence need to be purchased in advance. Proposal that the Protocol be accepted with suggested amendments. Proposed Cllr Berrett, seconded Cllr Kay, Cllr Church abstained and Cllrs Berrett, Kay, Potter and Dowie voted for the proposal.**

8. Any other information. None

9. Date of next scheduled meeting: Thursday 22nd September 2022 at 7pm in the Seacourt Hall.