



Minutes of the Meeting of the Communications Committee held on Thursday 1st of December 2022 at 7pm in the Seacourt Hall and via video conference

Present: Cllr Lorna Berrett (Chairman), Dowie, Kay and Potter and Mrs L Morrison Allsopp (Clerk to the Parish Council)

There were no members of the public present in person or by zoom.

- 1. Apologies for Absence** – none
- 2. Approval of Draft Minutes of the Communications Committee Meeting of the 12th of May 2022.**
The minutes were agreed as a true record. Proposed by Cllr Berrett seconded by Cllr Kay with a unanimous vote of agreement.
- 3. Declarations of Interest in Items on the Agenda.**
Allotments – Cllr Dowie, declared an interest as a plot holder.
- 4. Election of Vice Chair** – Cllr Kay volunteered and was proposed by Cllr Potter and seconded by Cllr Berrett. All present voted for the proposal apart from Cllr Dowie, who abstained.
- 5. Questions from Members of the Public** – none
- 6. Website Reports.** Paper 1
Cllr Berrett provided an overview and comparison with last year from the papers on DropBox. The traffic is down 7% but use is very similar, with the homepage the most popular.
Cllr Potter raised the issue of the privacy notice and that web users should have the facility to opt in to analytics. Clerk to discuss this with Kitsons for the introduction of a pop up to allow users a choice in participating in the analytics. On Facebook, Images get greater reach than text.
- 7. Use of Mailchimp for e-Newsletters.** Paper 2
Use for the Allotments was agreed by Council, but not taken forward in September 2021. The agreement of Allotment Holders has not been requested yet.
Proposal to Council that Mailchimp is used for all newsletters including the Annual Newsletter in addition to the paper version and for Allotments communications as needed. Allotments invoices and any documents are distributed through Scribe. Discussion on who could access the data. Cllr Berrett suggested the Clerk and the Chair of Communications Committee. Advice of the Clerk was it should be staff only. Cllr Berrett was concerned at the time requirement, but the Newsletter can be pre-written and added in blocks. Set up to include an opt-in so that NHPC can communicate with parishioners who agree and judge the response within the Parish to electronic communications from Council. The free version allows reports to be run on numbers joining and leaving. Suggestion that Newsletter is not delivered to houses in the future. Decision for next council. Proposal to Council that Clerk sign up for free Mailchimp and that it is used to distribute Allotment Newsletters and it is set up as an additional distribution method for the Parish Annual

Newsletter 2023. Proposed by Cllr Berrett seconded by Cllr Kay. All present voted for the proposal apart from Cllr Dowie, who abstained.

8. To plan the content of the Annual Newsletter. Paper 3

Copies from last year had been distributed to the meeting and Cllr Berrett went through the content.

Content ideas - The Clerk was asked if she wished to contribute. She has an article written for her CiLCA course on the passing of HM the Queen, which could be adapted. Report from the Chair, highlighting items for the Annual Parish Meeting. Annual Parish Meeting - highlights from the agenda. Election - encouraging people to stand, provide links to the Councillor Job Description and the Good Councillor Guide, with information on closing dates for nominations and contacts for Vale of White Horse District Council, Completion of Twenties Plenty – Chair’s letter or 20mph picture with SUCCESS across it.

Projects -The Public Arts Journey – the working group. Skatepark – ask Francis Prime to contribute. Pavilion – the working group.

Green Energy initiatives. Coronation - Beacon Lighting? Footpaths. Solar Farms. Grants recipients this year, with their permission. West Way phase 2? New Council - Provide link to List of Parish Councillors on Website and see poster on the noticeboard. List of parish event dates, useful information and contacts such as Fix my Street, Cllr Berrett to work with the Clerk to produce. QR code info on Mail Chimp. Use email addresses for the councillor taking the lead on an item, rather than the Clerk’s email address.

Production schedule. Parish Council December to agree content ideas and authors, copy to January Meeting with printing quotes for agreement. Production mock up to February Meeting for agreement of final amendments and to send to print. Lorna to write paper for December Parish Council meeting, with ideas for content.

9. Website Review:

Cllr Berrett read out information from Kitsons on the costs for implementation of council name change. £260 plus the cost for the Mythic Beast Contribution and the cost of the new Domain name. After discussion BotleyNorthHinksey.gov.uk was agreed to be proposed to Council.

10. Purchase of a SurveyMonkey subscription:

Proposal to full Council that a SurveyMonkey subscription be purchased at a cost of £29.00 per month. Previous use of individual councillor accounts is not good practice.

A paid plan not cost effective when it would be used so seldom. Recommendation to Council that the Clerk be asked to sign up for the free version. Proposed by Cllr Berrett seconded Cllr Potter Unanimous vote of agreement.

11. DPO: Discussion if a separate DPO is required since this is covered in the Clerk’s Job Description. Proposed by Cllr Berrett, seconded by Cllr Kay recommendation to Council that a separate DPO is not required and the DPO duties rest with the Clerk. Unanimous vote of agreement.

12. GDPR – progress on training

Clerk reported that she still had only 2 paper completion certificates but another four verbal or email reports. Cllr Potter to email a prompt. No contacts to the Clerk from Councillors asking for help. Clerk was asked to check how long the training was open for.

13. Update on purchase of Microsoft Business and use of SharePoint. To be deferred to after the elections.

Noted already confirmed by Council.

14. To agree which newsletters should be forwarded to Councillors

The external Auditor has made it clear that total transparency is required with the same information being provided to every councillor, but the level of emails is resulting in Councillors missing important emails. The Clerk who retired in 2018 recommended that Councillors personally signed up to receive the newsletters the NALC emails. If this Council agree which Newsletters they want circulated, the Clerk will circulate those. She will continue to receive all the newsletters so the next Council can also decide which newsletters they wish to receive. Proposal that Cllr Berrett produce a paper to Council with a core list of Newsletters that the Clerk should circulate such as the monthly OALC Briefing, the NALC Briefings and Newsletters from the Organisations we are members of. Proposed by Cllr Berrett seconded by Cllr Kay. All voted in agreement apart from Cllr Dowie who abstained.

15. Any other information.

Cllr Kay is having problems with his gov.uk email address, he cannot set up files to organise content. Clerk suggested that he switch from Mail to Gmail. Gov.uk emails are more secure. Six are now set up as far as the Clerk knows. She has generated another password for a councillor but has had no feedback. Cllr Potter also having problems, but with instructions from Cllr Bastin was able to set it up in the meeting. Clerk has already sent a chaser to all the Councillors who are not using their gov.uk email addresses and will offer a 15-minute help session before the next Parish Council Meeting. Only gov.uk emails will be used by the Clerk after that date.

16. Date of next scheduled meeting: Thursday 9th February 2023 at 7pm in the Seacourt Hall.

Meeting closed at 20.45.