



18th January 2021

There is to be a Meeting of the **Communications Committee.**

It is being held on **Monday 18th January 2021**

at 6:30pm via: Zoom

You are hereby summoned to attend.

The agenda is as follows:

- 1/21C To note those present and list apologies for absence.**
Members who cannot attend a meeting shall tender their apologies to the Clerk prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for the member's absence shall be accepted.
- 2/21C To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.**
A member who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and will not be able to speak or take part unless a relevant Dispensation has been granted. A member who declares an OSI will be able to speak on the item but will be required to leave the meeting for the vote. Councillors may also declare a voluntary Interest if they are unsure of their position. Inclusion and voting will be decided at the time or the declaration.
- 3/21C To **consider** and **adopt** the Minutes of the Meeting held on 29th July and if in order **sign** as a true record**
- 4/21C To **consider** and **adopt** the Minutes of the Meeting held on 2nd September and if in order **sign** as a true record**
- 5/21C To **consider** and **adopt** the Minutes of the Meeting held on 2nd November and if in order **sign** as a true record**
- 6/21C To **consider** and **adopt** the Minutes of the Meeting held on 23rd November and if in order **sign** as a true record**
- 7/21C **Newsletter** - Current position of the newsletter and Communications team position on publication**
- I. Size of newsletter
 - II. Content available
 - III. Social media promotion
 - IV. Distribution
- 8/21C **Communications Strategy and 2021 action plan****
1. Review the communications strategy and prepare for representation to council
 2. Review Communications Committee ToR's and prepare for representation to council
- 9/21C **Role of the Clerk with regard to Communications****
- a) Clerk to give an overview of what she considers is her role with regard to communications
 - b) Committee to discuss the relationship of the Clerk to the Committee and steps required to be actioned by the Clerk
 - c) Committee to decide what level of Clerk input is required for Committee's presentation at Council

**KENNINGTON COMMUNITY COUNCIL
COMMUNICATIONS COMMITTEE
AGENDA**



18th January 2021

10/21C Website: Council

- a) Invites the Clerk:
 - i. to compile a list of suggestions from all councillors on how the new website might be incrementally improved;
 - ii. to present this list at the next meeting of the Communications Committee.
- b) Invites the Communications Committee:
 - i. to identify which if any of the items proposed were included in the Design Brief (see article 4 of It'seeze contract terms and conditions);
 - ii. to bring forward a prioritisation of this list to the January meeting of Council, giving costings for each.
 - iii. to identify what input from the Clerk, or from councillor volunteers under the Clerk's guidance, may be needed to deliver each improvement and to request assistance from all councillors as the Committee considers necessary.

11/21C Social Media Policy - Impact on Staff and Training

- i) consider conflicts with Clerk's contract and propose any necessary amendments to Policy (action arising from minute 25/20 d))
- ii) consider amendments to current Social Media Policy in line with Social Media Plan (action arising from minute 134/20) to propose amendments to next suitable Full Council

12/21C Items for inclusion on the next agenda (*For Councillors to raise items for information only and to request items for the next agenda*)

13/21C To agree the date of the next meeting (15th February).

14/21C Close of meeting

Signed

Deborah Prior

Clerk, Kennington Community Council

To join the meeting via Zoom conferencing: Contact the Clerk on 07928 824482 or clerk@kenningtoncc.gov.uk