



**Minutes of the meeting of the Communications Committee, held on  
Monday 2nd November 2020 at 6:30pm via Zoom**

**039/20C To note those present and list apologies for absence.**

Members Cllr Jane Martin (chair), Cllr Alan Dean, Cllr Christie Haggis, Cllr Ellie Crook, Cllr John Seaton and Cllr Mark Silvester. Also present, Cllr Alan Cooper and the Clerk.

**040/20C To declare any Disclosable Pecuniary Interests (DPI), Other Significant**

**Interests (OSI's) or a Voluntary interest relating to items on the agenda.** Cllr Martin declared a voluntary interest as she is a self-employed membership adviser for the Federation of Small Business and the contracted Website company is a member of the Federation of Small Business.

**041/20C To consider and adopt the Minutes of the Meeting held on 29<sup>th</sup> July and if in order sign as a true record. Cllr Martin raised a couple of minutes**

Cllr Martin asked for amendment in wording under agenda item 019/20C –

*These will be often slightly reworded and reposted a number of times and with different images to keep attention/messages constant amended to (removing often slightly reworded and): These will be reposted a number of times and with different images to keep attention/messages constant*

*Consider Facebook individual Facebook/Next door account/pages for each Councillor to have their own profile and to make comment and express own opinions (non-mandatory) amended to (removing for each Councillor to have their own profile and add for the Council for each Councillor) Consider Facebook/Next door account/pages for the Council for each Councillor to be able to make comment and express own opinions and have autonomy to do so(non-mandatory).*

**Action/Agreed:** For these minutes to be amended by Clerk and brought back to next Communications committee meeting as amended versions as detailed above.

**042/20C To consider and adopt the Minutes of the Meeting held on 2<sup>nd</sup> September and if in order sign as a true record.**

Cllr Martin asked for amendment in wording under agenda item 31/20C – Vexatious Policy the key point being that this is not a Social Media Policy

**Vexatious policy** – Cllr Martin to send in Vexatious policy circulated amongst Communications last night for Full Council and then to consider this alongside current media policy at next Communications meeting to **Vexatious policy** – Cllr Martin to send in Vexatious policy circulated amongst Communications last night to Clerk and the Full Council. To note this is not a Social Media but a general Council Policy).

**Action/Agreed:** For these minutes to be amended by Clerk and brought back to next Communications committee meeting as amended versions as detailed above.

**Action/Agreed:** An action log as per Councils currently, to be raised for Communication committee dating back and inclusive to be circulated with minutes and then ongoing

**043/20C Website**

1. **To agree and discuss any updates to content** – The website has been ready to go live for nearly 4 weeks now, design and layout now complete and Communication committee members have links to amend and update site.

**Amendments seen so far:**

Under What's on Bockhanger Hall and SWWTW T&F detailing of the projects to be added. **Action:** Cllr Seaton and Cllr Dean to email Itseeze and update directly as they have link and availability to see and they can update the website directly.

Grosvenor Ward needs to be amended to Grosvenor (Bockhanger Ward).

**Action:** Cllr Martin to advise Nick at Itseeze today.

Change drop down option to villages and Ashford Central etc. **Action:** to our 5 wards. Cllr Martin advised already emailed Nick at Itseeze earlier today.

Domain link required. **Action:** Advised Clerk is now provided the link from Itseeze currently awaiting on. Cllr Martin to chase information already requested from Itseeze.

**Missing Data Action:** Cllr Martin to send a list of noticed missing data so as can be uploaded by Clerk once training given and editing link also.

**To note:** Itseeze confirmed and email sent Clerk and Cllr Martin to advise that they have no further time to continue to update website with uploads supplied by Clerk and data already Clerk has supplied and needs now to be uploaded ourselves as soon as possible (relates to Missing data).

**Action:** Clerk to run through what has been supplied and what has been uploaded along with missing data log Cllr Martin has.

2. **To agree the date for the Clerk and Communications Committee for their website training**

**Action:** Training to be arranged for Clerk, Chair of Council and Chair of Committee and then Communication team to be trained in twos Cllr Christine Haggis and Cllr Mark Silvester volunteered to be first two.

**Action:** Cllr Martin already discussed with Itseeze so will continue to arrange. Clerk to advise convenient time for Clerk and Chair of Council.

**Action:** Training recording – Clerk to clarify whether Itseeze record or Council to do as Itseeze already advised would do however Cllr Martin advised Chitham had to record the training that her and the Clerk attended.

3. **To agree a storage system for all data**

**To note:** Dropbox business storage researched as £16.58 per month for 3tb of storage

Current storage on one drive per person on one drive 1Tb per person

**To note:** The website will pick up from the saved files on one drive and these do not therefore need to be uploaded on to website.

**Storage:** Should it need to be set up one secure folder read only for all but the Clerk items and items such as photos can be access all.

**Action:** Clerk to clarify storage of Microsoft currently. And to note Microsoft will advise when storage gets close.

**Action:** Clerk to establish an average size of meetings

4. **To agree a program of blogs.** Cllr Martin has now supplied blogs today from extracts from Newsletter.

**Action:** Agreed all blogs should be sent to Clerk before being published.

**Website continuation of Actions:**

**Covid 19 volunteers** to be amended to Kennington Community volunteers and the Covid 19 to be removed. Cllr Martin to action via email to Nick/Itseeze copying all in



**Conservation area detailed:** Is the Bybrook-Bockhanger Nature reserve not as detailed. Anna Bayross to be contacted by Cllr Dean

**Rylands Road park Renovation** – not renovating Rylands Road so needs amendment. Cllr Martin to action via email to Nick/Itseeze copying all in

**Kennington Rugby Club** – this is Ashford Rugby Club not Kennington so needs also amending. Cllr Cllr Martin to action via email to Nick/Itseeze copying all in. Cllr Martin to also follow up contact already provided by a resident reference this also.

**Photos:** Cllr Crook to send library of photos already held reference the Nature Reserve and Rugby Club.

**044/20C Social Media -**

**To discuss and agree a paid version of Hootsuite or alternatives for auto posting and a programme of themes and subject in the run up to December in line with Councillor Christie Haggis's original plan**

**To Note:** At the moment to not pay for a Hootsuite package as does not seem necessary.

Hootsuite: Consideration of whether Clerk should also action/use Hootsuite.

**Action:** Clerk and Cllr Haggis to discuss further.

Training update: Ongoing action - Cllr Haggis continuing work on this and other committee members to assist going forward.

**045/20C Virtual Public Meetings re Bockhanger and Southern Water Wastewater Treatment Works -**

**To discuss and agree the Public meetings for the Bockhanger Hall and SWWwTW - objective format and guests and agree actions as required.**

**Bockhanger Consultation-** Looking at having public consultation on a Saturday 12<sup>th</sup> December for ABC to host/stream/support on their website and then these comments can be incorporated in the business plan

Action: Alan Dean having a meeting with Sharon Williams and Rebecca Wilcox w/c 09/11 to start consultation discussions

**SWWwTW** – Action: Clerk to send details of additional T&F Member and again details of environment suggested contact from ABC (Katie Trevillion-Bell)

Action: Cllr Seaton to arrange a date or the next Task and Finish Group, send dates or set a date

Action: Series of interactive posts asking for responses to be discussed and published and arranged with Cllr Haggis, Cllr Martin and Cllr Seaton

**046/20C Communication of Meetings with the public -**

**To agree a process for providing access to the public of the recordings of all meetings.**

Proposed by Cllr Martin that recordings to be publicly available, seconded by Cllr Seaton, Cllr Dean and Cllr Silvester.

**Action:** A case to be made for next full Council including the process

**Action:** Cllr Silvester to send tutorials to Clerk to convert recordings from Mp4 to Mp3

**Action:** Cllr Martin to discuss with ABC as already speaking with them, so as can emanate their processes and security precautions, rules and regulations they have applied. Cllr Martin to arrange a zoom meeting with Robin Jones, Cllr Silvester to investigate fully. Cllr Mark Silvester to text Cllr Martin available dates

**Action:** Communications Committee have already designed and developed by Cllr Mark Silvester a backdrop for zoom meetings this to be presented to Council to adopt

**047/20C Budget 20/21 - Review, discuss and agree budget requirements, Working Group meeting to be held.**

24.11.2020



**Action:** Cllr Martin to arrange a working group on 17<sup>th</sup> November, Cllr Haggis, Cllr Silvester and Cllr Seaton volunteered.

**048/20C To agree the date of the next meeting and meetings until the Annual Meeting.**  
Next meeting 23<sup>rd</sup> November.

Proposed by Cllr Haggis and seconded by all around long term scheduling at least until Annual meeting agreed to be 3 week for next and then four weekly initially and look to reduce to 6 weekly in the future – meetings would therefore be 23/11, 21/12, 18/01, 15/02, 15/03.

**049/20C Close meeting.** The meeting closed at 20.30