

SANDFORD PARISH COUNCIL

Myrtle Cottage
Sandford
Crediton
EX17 4LZ

Tel 01363 772769

parishclerk@sandfordparishcouncil.gov.uk

Dear Sir/Madam,

I hereby give you notice that a Meeting of the Communications Committee, of the above Council, will take place on WEDNESDAY 21ST FEBRUARY, 8.30pm, at SANDFORD COMMUNITY SPORTS PAVILION

All members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted as set out below.

Malcolm J Vallance (Parish Clerk)
16th February 2024

- 1) Apologies
- 2) Update on progress re development of the SPC website.
- 3) Training received from Vision ICT.
- 4) Website development needs.
- 5) Specific SPC email addresses for Dave C, Paul S, and others as requested - to be set up and managed by Vision ICT.
- 6) Facebook page - linked to SPC website.
- 7) Google calendar - linked to SPC website
- 8) Additional web pages and functionality
- 9) Update on Microsoft 365 needs
- 10) Parish "Welcome Pack"
- 11) Councillors Forum