Sandford Parish Council, Communications Committee

Communications Meeting Minutes

21/2/2024

Chair: David Crosby

Present: David Crosby, Paul Sandys, Louise Hooper, Richard Ward, Nick Silk

Apologies: Chris O'Connor, Pamela Larcombe

1) Update on progress re development of the SPC website.

Vision ICT website has most of functionality to suit the immediate needs of SPC. Some of the features are clunky and old style. But it will enable us to create a series of draft pages. This will allow experimentation to improve the look and usefulness of the site. Can't work out how to do drop downs – advice from Vision ICT is being sort.

2) Training from Vision ICT

The training has enabled changes to be made already.

3) Website Development needs

It was agreed to put forward to the next Council meeting a series of proposals.

We need to establish a hierarchy for information / communication. The website will be the prime source to ensure consistent information.

DC & PS presented a structure for the website, with the page headings set out. See Appendix 1. It was agreed it should be put forward to the full council for approval.

ACTION: DC to draft a proposal to adopt the website structure set out in Appendix 1 and to agree the website editors as PS / DC / MJV.

4) Specific email addresses

Vision ICT training recommended that it would be best to run the website and linked social media through gov.uk email addresses. The cost per email address is £18 per annum. It was agreed to put a proposal to the full council to purchase gov.uk email addresses for the councillors on the Communication Committee (LH / DC / PC / RW) and other councillors who would like one.

ACTION: DC to draft a proposal for the March Council meeting.

5) Facebook Page – linked to SPC website

Vision ICT can link a Facebook page to the website. They viewed it as good practice to use social media to help direct people to information on the website. They recommended that any FB page is set up using a gov.uk email address.

6) Google Calendar – linked to SPC website

One of the proposed additions to the site is a Calendar. Vision ICT recommended setting up a google calendar. To acknowledge that not all have online access the intention would be to provide regular (monthly) print outs of the Google Calendar for Parish Notice boards.

Discussion with the village Shop is needed to establish a way to ensure events from the existing community events diary held at the shop is passed to the Google calendar.

C:\Users\Malcolm\Desktop\Files\SPC Communications Committee.docx

7) Additional web pages and functionality

As per structure in Appendix 1

8) Update on Microsoft 365

To ensure we have a repository for council documentation and the reluctance to adopt Microsoft 365 it was agreed to put forward a proposal to the full council to trial the use of "Dropbox" to enable the Council to share information.

ACTION: DC to draft a proposal to the March Council meeting to trial Dropbox.

9) Parish Welcome pack

Via the precept the Council have agreed to support a hard copy version of the welcome pack. The Council have not agreed to run the system. It was agreed to meet with the shop to establish if they are prepared to administer the pack.

The consensus was that a slimmed down version of the pack would make it more co-ordinated and user friendly. Much of the core community information about activities and organisations in the village is in "the Crossing". Use of QR Code to link to the website for information was put forward as a suggestion.

ACTION: RW to arrange a meeting with Sandford PO and Community Shop.

10) Councillor Forum

None.