

**Minutes of Media & Communications Committee meeting  
held on Monday 6<sup>th</sup> November 2017 at 7.00pm in  
The Council Chamber, Diamond Jubilee Lodge, Wood View Road, Hellesdon**

**Present:** Cllr S Prutton (Chairman)

Cllr D Buck Cllr D Ghimire Cllr J Knowles

Mr Mark Knight – Council Administrator

The Chairman welcomed Members and opened the meeting at 7.03p.m.

**1. Apologies and Acceptance for absence**

Apologies were received and accepted from Cllr U Franklin and Cllr M Fulcher

**2. Declarations of interest and dispensations**

The following interests were declared

Cllr Buck – items pertaining to Hellesdon Community History, Hellesdon Youth Club and Broadland District Council

Cllr Knowles – items pertaining to Hellesdon Community Choir.

**3. Minutes of Previous Meeting**

Minutes of the Meeting held on 21 August 2017 were **proposed, confirmed and signed.**

**4. Public Participation**

No members of the public were present.

**5. Financial Report**

The committee discussed the financial report and was confident that they remained on budget for the current year. Brief discussion took place regarding the recent change in name of the committee and subsequent budget implications regarding IT equipment. This will form part of the upcoming budget setting process for the 2018/9 financial year.

**6. General Matters**

**6.1** Several ideas for articles were discussed for the February issue of The Grapevine. Items for inclusion were the Senior Residents' Christmas Party, Remembrance Sunday, a medieval celebration, Hellesdon Rocks, the Hellesdon Youth Club, advertising vacant allotment plots, the new Parish Council Van and the outcome of the Hellesdon Neighbourhood Plan Referendum. It was suggested that the Council Administrator bring forward the deadline for submissions so that a 'soft'

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Approved.....

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deadline can be put in place which would allow more time to put the documents together. It was further suggested that opportunities should be sought out for any chance to enhance the software skills. Consideration would also be given to including more pages in the event of an unmanageable amount of important articles being received. Consideration would also be given to more important and time-bound articles to be advertised initially on the website.

**6.2** – A verbal report on the effectiveness of the current distribution contractor. It was decided to be more exacting in the what the Parish Council expects from them with firm dates and confirmed areas.

**6.3** – A verbal report was given by the Chair. It was reported that the current IT contractor had been let go after unsatisfactory performance and the new contractor Osiris-ICT were now in place and had already solved a number of problems. A meeting between Cllr. Prutton, Cllr. Knowles and the Council Administrator has been organized for the 15<sup>th</sup> November 2017 at 3.30pm.

**6.4** – The committee discussed the statistics in the report already circulated and the suggestions in the written report from the Council Administrator were approved. Work will now begin on the cosmetic changes to the website and new content will be generated. This will be reported on at every Full Parish Council meeting as part of the Council Administrators report and the website statistics will be reported under the Media, Comms and IT Infrastructure agenda item at the Full Parish Council meetings. It was also suggested that the Council Administrator look into metawords to increase the profile of the Parish Council.

**6.5** - Much discussion took place surrounding the written report from the Council Administrator previously circulated. It was **RESOLVED** to start putting together a publication plan and to begin building up a collection of data and posts with the aim of starting with Facebook and Twitter at the next Committee meeting in February and this responsibility is formally written into the job description of a suitable member of staff. The aim being to allow the appropriate amount of time to be devoted to the task and any effort in this area to be sustainable. Consideration will also be given to further 'boosting' the profile of the Council at this meeting. It was also **RESOLVED** for the Council Administrator to take over the running of the current Facebook, Parish Pump and Twitter accounts to see if they are fit for purpose.

**7. Exchange of information**

Cllr Buck advised that the next Grow Your Community meeting will be on 7<sup>th</sup> November 2017 at 11am. He further advised that the new Chairperson of the Hellesdon Historical Society became aware of the group via social media.

**8. Date, time and venue for next meeting**

This was confirmed as Tuesday 13<sup>th</sup> February 2018 at 7pm in the Council Chamber, Diamond Jubilee Lodge.

The meeting closed at 8.25pm