

ABBOTSKERSWELL PARISH COUNCIL

Minutes of the Parish Council Communications Committee Meeting
held Thursday 2 November 2017 at
Mote Cottage, Abbotskerswell
Meeting commenced at 10:00 am

Present Liz Clowes, Ann Allen

Apologies for Absence Kevin Eales

No	Item	Description	Who	When
1	TOR	Terms of Reference agreed, reissue with new dates	LC	Done
2	Facebook Policy	Agreed that it was fine, but reissue as general Communications policy and add sections for Website, Press releases (move from TOR), Abbtalk (as a communications vehicle not a formal PC activity), and other social media such as Twitter, What's App and Instagram	LC	Done
3	Social Media	Need to have someone on Comms Cttee who is into social media. An article to go into Abbtalk explaining about the PC website, Facebook and inviting someone to join the Committee from the Parish who can help. PC approval needed first	LC	In hand
4	Transparency Code	The main area where we need to improve compliance is the publication of the annual Governance Report for 2015/16 and 2016/17 on the website. LC to ask Sharon for these. We comply with all the other requirements. However we could improve on some areas on the website such as providing wider information about the Parish Rooms and Village Hall as well as the activities of the Abbotskerswell Recreation Association (ARA).	LC	Done
5	Website	It was agreed that the banner pictures could do with updating. Liz to do some more banners of more recent events.	LC	Ongoing
		Ann to take over the 'What's on' Page on the website so that it's updated as and when she gets info in for Abbtalk	AA	Ongoing
		Liz to get Clystnet to put the link on the front page for reporting potholes and drainage problems	LC	Done
		People and places; Liz to add another menu option for public venues so that we can add more information about Church House, Village Hall and Parish Rooms	LC	Done

Updated with current status on actions 6 Feb 2018 Liz Clowes