

# MINSTER PARISH COUNCIL

## Minutes of the Meeting of the Communications Committee

held on Wednesday 18<sup>th</sup> December 2024 at 11.05 am  
at the John Spanton Sports Pavilion

Present; Cllrs. Quittenden, Fordyce, Jones.

Also present; Kyla Lamb (Clerk)

### 289. APOLOGIES

Cllr Crow-Brown.

### 290. MINUTES

**RESOLVED:** that the minutes of the meeting held on 31<sup>st</sup> July 2024 be approved and signed.

### 291. MEMBERS INTERESTS

No declarations of interest were made.

### 292. REVIEW OF FACEBOOK PAGE

The Clerk reported using Facebook as a communication tool is continuing to work well especially with information about road closures and traffic issues. It is shared on Marvellous Minster to reach a wider audience.

### 293. REVIEW OF COMPUTER SYSTEMS AND EMAIL FOR COUNCILLORS AND USING THEIR LAPTOPS

Cllr Jones reported that he has no issues now with using his email. Cllr Fordyce reported that he was having issues with his login to his laptop. The Clerk reported that the memory stick may need reformatting but he can still login in with his manual passwords. She suggested bringing to the office for the Assistant Clerk to look at or get Ray Owen to look at it if the office cannot sort out the issue.

### 294. WEBSITE

The Clerk reported that the website is used mainly in order to comply with statutory requirements and its content is also checked by our internal auditor and found to be satisfactory.

Signed. ....

CHAIRMAN COMMITTEE

Meeting closed at 11.12 a.m.