

**Minutes of Web & Media Committee held in
'Yr Aelwyd', Tregynnwr at 6.30p.m. on Tuesday 17th June 2019**

PRESENT: Councillors: J. Slate, R. Griffiths, Elwyn Williams, Clerk.

APOLOGIES: A. Trowbridge-Mathews, J. Porter & V. Davies.

1. Declaration of interest - none
2. Cllr J. Slate was unanimously elected as chair for 19/20 (**minute 0619 – W/M2**)
3. The minutes of the meeting held on 24th April 2019 were confirmed as a true record (**Minute 0319 – W/M3**).
4. The clerk reported that although Cllr. Whatley had gone off the committee he was still putting agendas / minutes / news onto the website. It was unanimously agreed a) that a member of the committee should administer the website (**minute 0619 – W/M 4a**); b) Cllr. Whatley be asked if he would continue with his role until a handover date was agreed (**minute 0619 – W/M 4b**); c) he be asked to show Cllr. Slate the “ins and outs” of administrating the website (**0619 – W/M 4c**); d) the committee to thank Cllr. Whatley for all his hard work in getting the website to where it is today.
5. **Newsletter** – Cllr. Slate reported that she was hoping to pick up the newsletter from the printers on Wednesday 19th and they would then be distributed, she also reported that she and the clerk had decided to use the cheaper paper as the difference in quality was minimal, the committee approved this decision (**minute 0619 – W/M5**). The committee would need to agree whether the next edition should be colour or black and white (30% cheaper). A meeting of this committee would be needed before the September monthly meeting to discuss the next edition. Committee members extended their thanks to Cllr. Slate.
6. **Website** – up date at next meeting.
7. **Council Policies** – it was unanimously agreed that the suggestion made by the three officers that the assistance of IVW be sought to review the Council Policies (**minute 0619 – W/M 7**)
8. **Other Items**
 - a) Possible purchase of embroidered table cloth for the Council to be placed on the agenda of next meeting.
9. **Next Meeting** – to be arranged by Chair / Clerk.

Meeting closed at 7.10p.m.

Confirmed as true record signed:

Date: