

**Minutes of Web & Media Committee held in  
'Yr Aelwyd', Tregynnwyr at 6.30p.m. on Tuesday 9<sup>th</sup> October 2018.**

**PRESENT:** Councillors L. Whatley, S. Thomas, J. Slate, A. Trowbridge-Mathews, R. Griffiths, Clerk.

**APOLOGIES:** None

1. Declaration of interest - none
2. The minutes of the meeting held on 7<sup>th</sup> August 2018 were confirmed as a true record **(Minute 1018 – W/M2)**.
3. **Terms of Reference** (Cllr. Slate arrived for this item).  
It was suggested by the Chair that this be referred to only as a committee allowing for a sub-committee to be formed from its members if required.  
A discussion took place in respect of frequency of meetings, it was agreed to see what other sub-committees came up with.  
Amended terms of reference – appendix 1

**4. Newsletter.**

The members thanked Cllr. Slate for all the work she had done on the newsletter. Following some amendments which will be incorporated it was unanimously agreed **(minute 1018 – W/M 4)** that i) JS to take to printers ii) Council to give two £25 cash prizes for draw for returned questionnaires; b) questionnaires to be either returned to clerk or handed to local member; iii) JS would not know how much PO delivery would be until weight of document was known.

**5. Web Page.**

The following were highlighted by the Chair:

- a) News item to be taken off as insufficient information being provided.
- b) Council Vacancy page being developed.
- c) Privacy Policy to be developed and approved by Council.
- d) Attendance Records / Declaration of Interests to go on website and be updated regularly.

Also discussed were:

- a) Introducing a whats new icon for any regular users.
- b) Posters – clerk to check whether it is ok to put English/welsh only posters provided from local organisations on the webpage.
- c) Individual bibliography of members be placed on website, members to have a look at other councils to see if this is to be recommended.
- d) Aerial Photography – clerk to obtain user name/ password for access.
- e) Consideration given to obtaining individual 'council' email addresses for members.
- f) Introduction of Facebook – put on next meeting's agenda.

**6. Next Meeting** – to be arranged by Chair / Clerk.

Meeting closed at 7.15 p.m.

**Confirmed as true record signed:**

**Date:**

**Web and Media Committee Terms of Reference.**

**Membership**

The Committee shall consist of the Responsible officer, chair and vice of Council and 3 members elected at the AGM (where agreed this can be 4 members). The Chair will be elected at the first meeting of the Committee after the AGM.

**Casual Vacancies**

The Council from among their members shall fill casual vacancies occurring in membership of the Committee. The committee if it feels that it is appropriate can co-opt either a council member or from the community.

**Frequency of Meetings**

The Committee shall meet not less than 4 times in each year. A quorum at each meeting shall be 3 members.

**Record of Meetings**

The Committee shall ensure that an agreed written record of each of their meetings is forwarded to the Council.

**Functions of the Committee**

1. Set short / long term strategy for the Website, in line with and confirmed by the Council, including ensuring content is up to date.
2. Review current status and past activity and identify any actions required, including any future expenditure.
3. Use web/media to develop community engagement.
4. Develop a newsletter including updating the welcome pack.
5. To regularly review (6 monthly) whether the Council should use social media to further inform the public of its intentions / activities.
6. Develop / review policies and guidance that appertain to this committee.
7. Maintain information on council noticeboards.
8. Future 'marketing' of the Council

**September 2018.**