

**Minutes of Web & Media Sub- Committee held in
'Yr Aelwyd', Tregynnwr at 6.30p.m. on Tuesday 7th August 2018.**

PRESENT: Councillors L. Whatley, S. Thomas, J. Slate, Clerk.

APOLOGIES: A. Trowbridge-Mathews, R. Griffiths.

1. Declaration of interest - none
2. The minutes of the meeting held on 6th June 2018 were confirmed as a true record **(Minute 0818 – W/M2).**
3. **Newsletter.**

Cllr. Slate circulated a draft of the newsletter, she explained that this was a more comprehensive edition in order that residents could be informed of who sits on the Council, what the council's roles are, how decisions are reached and how it is all financed, it would also include a news section. The chair thanked Cllr. Slate for all her work and this was echoed by both Cllr Thomas and the clerk.

Discussion then took place about timescales the options were either to try and get the original 'short' edition out by the end of August or to get the more comprehensive edition out by mid/end of September. (i) it was unanimously agreed that the Council aim to get a comprehensive edition out by mid/end of September **(Minute 0818 - W/M2(i))**. Cllr. Slate had also made some enquiries about cost of printing and delivery – A4 bilingual/colour would be £793 per 1000 copies (further quote to be sought), with the P.O. charging 5p per household for delivery, A5 was considered but it was agreed that this would not be suitable. Clerk to make enquiries about cost of translation.

Members present to go through current draft with any suggested amendments to Cllr. Slate by Friday 10th if possible, she would then circulate an amended edition for members of the sub-committee with a view to getting it all agreed by the week ending 24th. Clerk to check whether a prize can be given in a free prize draw for residents who respond.

4. Web Page.

The following items were discussed:

- a) Suggested that a standard form be developed for submitting news items – chair to develop.
- b) All Council meetings dates / agenda to be placed on webpage.
- c) Community Section – little change at the moment
- d) Clerk to work on Terms of Reference for each sub-committee.
- e) Set up a page for any Council vacancy.
- f) Data Protection Policy to be adopted.

- g) Should council ask organisations / groups that wish to advertise on web through posters etc. that a welsh version is provided.
- h) Consider including providing 'supporting documents' with agendas on the webpage.
- i) Consider publishing a register of members interest.
- j) Consider asking each councillor for a brief synopsis.
- k) To note that we have free access to O.S. Maps and Aerial Photographs.
- l) Consider providing councillors with a dedicated email address.

5. Next Meeting – to be arranged by Chair / Clerk.

Meeting closed at 8.45p.m.

Confirmed as true record signed:

Date: