

Minutes of Web & Media Committee held “remotely”.
At 6.30p.m on Wednesday 1st February 2023.

PRESENT: Councillors: C Evans Chair, G P Bevan, J Slate, M Williams

One elector present in addition to Howard Davies Clerk.

- 1. Apologies: Cllrs A Wadeward**
- 2. Declaration of interest – none**
- 3. The minutes of the meeting held on the 10th of November 2022 were confirmed as a true record (Minute 2/23 – W&M-3)**
- 4. Update on progress being made with the Finance and governance Health check review.**

Cllr Evans provided a detailed summary of the progress that had been made since our last meeting with this review.

Since our last meeting he had spoken with Vision ICT, our Web host, and had been successful in retrieving the historical content of our old web site, which he was now in the process of reviewing, and will then populate our new page with relevant information.

Secondly, he had managed to get a Facebook feed onto our web page, which will enable any updates that are made to Facebook, to appear on our webpage also which is a major step forward.

A major piece of work currently is to review our policies, and to ensure that they are fit for purpose, and updated accordingly. He has asked One Voice Wales for guidance/templates etc.

The clerk and Cllr J Slate agreed to check what written policies are currently in place and will forward copies to the Chair.

Due to the size and scope of this review a sensible approach has been adopted, addressing the statutory concerns in the first instance, and then moving on to the advisory categories, where it is pleasing to report that progress is being made, and will be further reviewed at our next meeting.

Action point: It was agreed that the Chair and Clerk continue to meet informally to drive this forward.

5. Observations on Facebook/Webpage

Nothing to add here, as previously discussed under point 4 above.

6. Community Newsletter.

A lively discussion took place around, the content, and timings for the next newsletter, as it is now some two years since the last newsletter was produced.

Since then, many things have changed in our community where clearly the impact of Covid has had a major influence, restricting individuals and organisations to meet at its height. Thankfully a return to a degree of normality was now being seen, with restrictions easing, where individuals, community organisations and groups are now being allowed to meet up again, with meeting places such as Yr Aelwyd and Babel Zion Newydd again opening their doors.

It was therefore thought that it would be a good idea to have a newsletter again this year, building on the successes of our previous letters which had been well received by the Community.

Cllr Slate advised that as she had edited and produced the last newsletter, it was a considerable amount of work, and at least two months was required from concept to production and distribution of the final letter.

She also felt that we needed to ascertain how residents would wish to receive the newsletter, be it digitally, in paper format or a mix of both, and to perhaps consider making paper copies available to the public, at central points such as Brynmeurig shop, Babel and Yr Aelwyd etc, with some sort of questionnaire to be created perhaps via our Facebook page, to gain residents preferences.

Having taken this on board, everyone thought that a newsletter post our AGM in May would be a good idea, as it could encompass a review by the outgoing Council Chairman of what had been achieved, and for the new chairperson to plan her year ahead. Any planned activities over the summer months at the park could also be included.

The Chair asked everyone to gather their thoughts and to bring them along to our next meeting.

All agreed to place as an Agenda item for our April meeting.

7. Cllr Jenny Slate advised she and other members of this Committee recently had attended the training module delivered by One Voice Wales on Web & Social Media policy , where it is now a requirement for GDPR and information security that the clerk be provided with a Council owned Laptop to undertake his work, thus all work would be stored on one computer, backed up accordingly, and kept in one dedicated place, and not stored on a working Laptop with other information as at present.

This had also been picked up by the Chair and clerk as part of this review.

The clerk advised that our neighbouring clerks at Llanddarog, Llanarthney and Pontyberem already had this in place, with Gorslas currently considering matters.

Furthermore, Councillors should be encouraged to have a separate Council Email, from their own personal email, to receive and process Council related business for the same reasons.

It was therefore agreed that the provision of a Laptop for the Clerk be proposed by Jenny Slate at our next Council meeting, and that the clerk contact Vision ICT to see what they could provide in terms of separate email accounts for Councillors and what their costs would be. The clerk was also asked to obtain quotes for the provision of a new Laptop. **(Minute 02/23 W&M – 7)**

8. Any other business.

The Chair reminded everyone that it was that time of year, when we should be considering applications for our Community Awards, and that he had following our last meeting of full Council put a nomination form up on our Facebook page which had already generated 5 applications which was encouraging.

By way of update he advised that earlier that morning, the clerk accompanied by Cllr C Evans and M Williams has visited both Yr Aelwyd, and Babel Zion Newydd, to appraise their suitability as venues for the Council to return to face2face meetings, whilst also being able to fulfil Welsh Government guidelines on the conduct of hybrid meetings encompassing a provision for virtual connection for anyone who could not attend the meeting personally, but wished to join virtually. They will be reporting back to full Council in February with their recommendations.

There was nothing more to discuss.

9. Next Meeting – Looking at start of April. Clerk to confirm by email shortly.

Meeting closed at 7.15pm.

Signed as a true record

Date

