

SMPC Communications Committee

Minutes of Meeting held on 30th September 2015 in SMPC Office

	Those present:	Apologies:
Councillors	Andrew Richardson (AR) Chairman Nick Carter (NC) Mike Dennett (MD)	Chris Lewis (CL) Julian Earl (JE)
Members of Public	David Kilshaw (Guest Advisor item #5)	Austin Colaço (AC) Peter Blagden (PB)

Meeting Commenced	7.31 pm
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#	Agenda Item	Update	Action Required	Resp	Due
1	To receive any Apologies		Not applicable	n/a	n/a
2	To receive any Declarations of Interest	None	Not applicable	n/a	n/a
3.	Approval of minutes of meeting held on 28 th July 2015	Note that the forward plan refers to an overall comms plan and not for inclusion in SMPC Meeting	Not applicable	n/a	n/a
4.	Matters Arising:				
	i. Approval of FACEBOOK trial	Facebook trial approved at Full Council	Not applicable	n/a	n/a
	ii. Replies to correspondence	5 day response approved at Full Council	Not applicable	n/a	n/a
	iii. Forward	At next meeting create at table for a forward or annual plan of communications / media type to be used / timing.	Develop and lead session at next meeting	JE	31 Oct

#	Agenda Item	Update	Action Required	Resp	Due
5	Implementation of SMPC FACEBOOK page including review of FACEBOOK policy.	<p>Group: A group can be open, closed (members) or secret – suggest Closed Administration can be at different level. A post can be put in and anyone can comment</p> <p>Page: Open, Closed or Secret Administration means that you can control posts before they are issued and can moderate inappropriate comments before they are posted. SMPC message will be put onto newsfeed</p> <p>Recommendation to commence with a trial using a Page with an Open setting – if there are issues with inappropriate comments this could be changed to a Closed setting (i.e. can move to pre-approval of posts / or potentially banning individuals). This is similar to Burghfield Parish Council who have not experienced these type of issues to date.</p> <p>A Page will keep it open and individuals ‘liking’ it will enable them to become a member and receive posts</p> <p>It is proposed that there will be three administrators, one of which will be the Acting Clerk (MD) who will be able to post items and two technical administrators who will be able to manage posts but not to make comments on behalf of SMPC. Councillors that make comments on the facebook page will be made as an individual personal opinion and not on behalf of SMPC. On the ‘page’ there will be a statement to this effect</p> <p>Private Messaging Group will be set up for the administrators and potentially for all Councillors to enable them to contribute</p>	<p>List of People to be Administrators</p> <p>List of People to be on Messenger</p> <p>Logo’s for SMPC</p> <p>Picture to be used on front page</p> <p>Go Live Date</p> <p>Facebook Logo onto SMPC website to enable a link</p> <p>Add a précised version of the policy onto the page and include two statements:</p> <ol style="list-style-type: none"> i. Technical Administrators will take action, as required, in alignment with the policy ii. Councillors making comments, make them as a personal statement and not on behalf of SMPC 	<p>MD</p> <p>MD</p> <p>MD</p> <p>MD</p> <p>MD</p> <p>MD</p> <p>AR (DK)</p>	<p>5th Oct</p> <p>5th Oct</p> <p>5th Oct</p> <p>5th Oct</p> <p>5th Oct</p> <p>5th Oct</p> <p>5th Oct</p>

#	Agenda Item	Update	Action Required	Resp	Due
5	Parish Newsletter:				
	i. Feedback from Autumn edition and process	Positive feedback received about the content – including ‘what the committees do’ Print run of 1800 was just adequate but needs to be increased to provide a few extra – possible 2000 If we could link with distribution with MVP this may be advantageous			
	ii. Planning for Winter edition	Due to be issued 1 st Week December (5 th December) therefore needs to be with printer on 25 th November	Set out plan at next meeting	AR (all)	22 nd Oct
6	Website:				
	i. Agree actions going forward	It is recognised that we to get professional help to improve the website page.	Comms team to meet and identify what could be improved or changed with the website Discuss changes with Website Designer / PR company and set up changes	NC (All) NC	22 nd Oct 29 th Oct
	Date of next meeting	Thursday 22 nd October 2015 7.30pm SMPC Office			

Meeting Closed	9.35 pm
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 Andrew Richardson
 Chairman-Communications Committee

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 Date