



HALESWORTH TOWN COUNCIL
Communications Committee Meeting
Friday 21st June 2019, 9.30am

Council Chambers
Waveney Local Office
London Road
Halesworth

Present: Councillors; A Dunning (Chair), J Reece (Vice Chair), D Wollweber, K Prime, and M Took.

In attendance; P Welby (assistant Clerk)

Minutes

1. **Apologies** Cllr Chadwick - apologies not received.
2. **Election of Chair** – It was resolved that Cllr Dunning was elected as Chair of the Committee.
3. **Election of Vice Chair** – It was resolved that Cllr Reece was elected as the Vice Chair of the Committee.
4. **Declarations of interest:** None were received.
5. **Minutes of previous meeting** – The minutes of the previous meeting were agreed as a true record.
6. **Matters arising from the Minutes** – Cllr Prime asked whether it would be easier to link Twitter to Facebook due to character restrictions with Twitter. The Assistant Clerk will check.
7. **Promotion of local events** – Cllr Wollweber met with a representative from the Tourism Group who had asked whether the Council would be prepared to allow outside organisations and events to use its online diary. There had been a subsequent email from HTG regarding this, referencing a coordinator for the information. Cllr Wollweber to seek further information and clarification from HTG. Committee agreed the Council can add diary events to calendar but not to act as facilitator or coordinators.
8. **Official engagements** – The Committee agreed that invites addressed to the Chair should be offered to the Vice Chair, if he is unable to attend, further invites should then be at the Chair's discretion. The Committee agreed to invites to the Council generally still being forwarded to them to enable any of them to take up the invitation.
9. **Questions for District Cllrs** – It was resolved to take this item off the agenda for the time being.
10. **Clarify sources of money** – The Assistant Clerk had produced an explanation to how the Council is financed. It was agreed that this should be kept and sent to any member of the public if a question should be asked.
11. **Skate Park sign** – Cllr Prime asked for a sign to be made for the skateboard park with the on/off times for the lights and contact details for if there are any problems. It was resolved that the Assistant Clerk would find the details for this and get a quote from EPS for the sign.
12. **Twitter account** – Cllrs Dunning and Prime will send the Assistant Clerk ideas and links for the Twitter Account. They will also be given access to the Twitter account to help with the workload out of hours.
13. **Welcome to new Cllrs** – It was resolved that each Cllr would be given a short interview and this would appear on the Council's social media in order to introduce each Cllr.

14. **Cllr email addresses** – Mustard had offered individual email addresses direct to Cllrs for a fee rather than all emails to come via the Clerk's office, this would reduce the Clerk's workload by making Cllrs responsible for their own correspondence. Cllr Dunning suggested Cllrs could also use a free Gmail address to this effect. Clerk to check prices of Mustard offer.
15. **Town Park Flag** – Cllr Dunning suggested as it was Suffolk Day that the new flag could be flown today as part of the celebrations. It was resolved that those Cllrs available would meet at the Town Park flag pole 2pm to raise the flag.
16. **Website/Mailing list/Facebook/Twitter** – This item is on all agendas as a reminder to Cllrs send any items they think appropriate in to the Clerk's Office for the social media accounts or website.
17. **Correspondence**- Cllr Prime had looked at the Facebook messages and a member of the public had sent in photos of the river under the bridge which is overgrown. Clerk to report. Cllr Dunning also suggested a Town Park clear up day.