



**HALESWORTH TOWN COUNCIL**  
**Communications Committee Meeting via Zoom**  
**Wednesday 23<sup>rd</sup> September 2020**

Council Chambers  
Waveney Local Office  
London Road  
Halesworth

Present: Councillors; A Dunning (Chair), K Prime, R Lewis, D Thomas, M Took.

In attendance; P Welby (assistant Clerk)

**Minutes**

- 1. Apologies** – Received from DW, JR and TA
- 2. Declarations of interest** - None
- 3. Minutes of previous meeting** – The Clerk will include AD on the marketing Halesworth working party list of members. With that change the minutes were agreed by the Committee.
- 4. Matters arising from the Minutes** –  
RL asked if the Marketing Halesworth working party had met since the last meeting. AD explained that they were waiting for the Town Centre group to finalise and can now arrange a meeting.  
Cllrs Wollweber and Allen attended a meeting to explain the role of the Town Centre manager at Southwold. KP also attended as part of the Town Centre group. The Committee will wait to receive a report from those Cllrs present.
- 5. Website improvements** -AD had contacted Framlingham Town Council about their new website. They had surveyed residents and found that the website was the least used media and that some had reported negative feedback. The difference between the Framlingham and Halesworth websites is that the Halesworth one is for the Town Council only. KP reported that the Town Centre group is looking at creating a website for shopping and services in Halesworth. The Committee agreed that the website needs brightening up with perhaps more photographs of Halesworth.  
**The Assistant Clerk agreed to continue liaising with Mustard about a reskin and to send through examples if possible.**
- 6. Website/Mailing list/Facebook/Twitter –Anything for the Council’s media outlets** – KP asked that if the Clerk’s Office receive any roadwork notification can they please add to FB/Twitter and the website for residents. The Assistant Clerk still needs to add the SZC Fen Meadow announcement to the website.  
The Halesworth Community News copy deadlines have also changed. **Assistant Clerk to check when these have changed to.**
- 7. Correspondence** – None received.
- 8. Emergency Civic Protocol** – **AD agreed to attend the Zoom meeting on behalf of the Council and the disseminate the information received.**
- 9. Date of next meeting** – **Thursday 22<sup>nd</sup> October 6.30pm**