

Costessey Town Council



Minutes of the Communications Working Group of Costessey Town Council, held on Wednesday 5th February 2020 at 7pm at The Costessey Centre NR8 5AH

Present: Cllrs S Long (Chairman), J Amis, G Blundell, G Dole, T Laidlaw, C Mahn, P O'Connor, N Bailey (Deputy Clerk)

To receive apologies for absence

CO01/20: Cllr J Flowerdew, J Newby, H Elias (Town Clerk) & D Bowles (Buildings Officer)

To confirm and sign the minutes of the last meeting on 13 December 2019

CO02/20: It was noted that amended minutes of the previous meeting had already been signed and approved by Full Council.

To receive declarations of interest

CO03/20: None declared. It was noted that Cllr Blundell had made a proposal for equipment purchase and had no connection with the online seller.

To receive updates on the previous minutes

CO04/20: Website: The first project meeting between officers and developers had taken place earlier that afternoon and the Deputy Clerk gave a positive update on progress. A website designed around Wye with Hinxhill PC was being developed and some test pages were viewed. One comment was received around the green text colour. This could be altered so options would be considered.

CO05/20: Newsletter: The services of a Graphic Designer had been engaged and the next newsletter would be printed on 1st May and delivered mid-May. Newsletter content is officer led. The Deputy Clerk was seeking features and was keen to include more community activities and achievements. Better quality pictures were essential and there was scope to include more content/pages at no additional cost.

CO06/20: iBabs Support Package for Members: Access had only just been granted and the Deputy Clerk had shown Cllr Long some of its features. The 'demo' version would be shared with interested Cllrs the following week. **Action: Deputy Clerk**

To receive feedback from other Town & Parish Councils on Live Streaming

CO07/20: Live Streaming Town & Parish Council meetings was rare across the sector, with only a few examples identified. None of these were in Norfolk, but North Walsham Town Council were considering it. It became apparent during research and feedback with other Councils that enthusiasts had spearheaded the idea with an aim to increasing community engagement.

To receive technical advice on Broadband Requirements for Live Streaming

CO08/20: It was felt that the costs for a Leased Broadband Line at the Costessey Centre were excessive and Cllr Blundell had introduced a low-cost option suitable for live streaming meetings. A separate portable router device was available for a much smaller capital outlay, which would provide an improved guest wi-fi for hall users. Prices would be sought, and outcomes around all aspects of the initiative reviewed. **Action: Deputy Clerk**

Recommendation to Full Council

To Live Stream Full Council Meetings following the purchase of portable equipment estimated at £500 plus VAT and using the existing Broadband.

To consider quotes for Jerningham Room Audio & Visual Equipment

CO09/20: Officers were thanked for spending a considerable amount of time working with respondents to the brief. Five quotes were considered, and the importance of a warranty was a factor.

Recommendation to Full Council

To contract Dixons to supply and install the Jerningham AV equipment. TVs with 5-year warranties £2,845.42 exc vat.

To receive an update from 2Commune Website Designers

CO10/20: Partly discussed earlier in the meeting under updates. A project timeline would be circulated. **Action: Deputy Clerk**

To discuss the merits of publishing individual Town Councillor email addresses

CO11/20: Publishing email addresses was not mandatory. The importance of keeping the Town Clerk in the loop with correspondence to parishioners was mentioned. District & County Councillors always had their email addresses published. It was noted that some Town Councillors preferred to use their private email address, so an option to opt-out was required.

Recommendation to Full Council

To Publish Town Councillors' email addresses (website & newsletter) with an option to opt-out.

CO12/20: Cllr Long will summarise the Working Group's achievements for the next meeting.

Action: Cllr Long

CO13/20: The meeting finished at 9:07pm. Date of next meeting to be decided.

Chairman:

Date: