Radyr & Morganstown Community Council
Cyngor Cymuned Radur a Threforgan

Minutes of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE held on 2 November 2023 at 6:00 pm

This meeting was held at the Old Church Rooms, Park Road, Radyr, Cardiff and remotely in accordance with the Local Government and Elections (Wales) Act 2021

These minutes are subject to confirmation at the meeting to be held on 4 January 2024

Any recommendations below will be submitted to the Council on 16 November 2023

Present: Councillors David Sliver (Chairman), Julia Charles, Tyrone Davies and Vina Patel (all in person).

Also: Councillor Martin Williams (remote)

Also: David Collins (Clerk) (in person)

Absent: Councillors Allan Cook and Iona Shariff

No public participation session took place at the meeting.

PUB23/25 Apologies for Absence

Apologies for Absence were accepted from Councillor Allan Cook (personal) and Iona Shariff (personal)

PUB23/26 Declarations of Interest

Members were asked to declare any personal and/or prejudicial interest they had and give details of their interest. None were made.

PUB23/27 Members of the Public Invited to Speak

No members of the public were present.

PUB23/28 Minutes of the previous meeting 7 September 2023

The Minutes of the meeting held on 7 September 2023 were confirmed as a correct record.

PUB23/29 Council Estimates 2024/25

Members considered the existing budget in detail for the current year to inform proposals for 2024/25.

Members considered spending to date, income, known or anticipated challenges, finance available with General & Earmarked Reserves, publicity opportunities, provision for IT and web development.

It was **Recommended** that budgets in relation to matters within the committee's responsibility are maintained at current levels.

PUB23/30 Calendar of Events

Members considered a draft event management tool to assist with reporting mechanisms and monitoring.

Issues raised included:

- the importance of effective planning of events well in advance.
- the importance of reviewing events to learn lessons for future planning.
- the importance of identifying lead Members for events.
- the importance of publishing details of events on the Council's website, including an invitation to the public to highlight other events taking place within the community
- the potential to commemorate important community occasions such as Black History Month and other cultural and religious festivals.

The Clerk advised that the Chairman of the Council hoped that as many Members as possible would attend the forthcoming commemoration on Remembrance Sunday.

It was **Recommended** that:

(1) the event management is adopted for use by the Committee to help plan for events and review success.

(2) the Clerk is instructed to take forward the suggestions set out above.

(3) the Clerk is instructed to circulate details of the local arrangements for Remembrance Sunday to all Members.

PUB23/31 Work Programme: Future Priorities

Members considered progress in relation to the above.

The Chairman highlighted work undertaken by the Clerk to publish agendas and minutes to the Council's website and meet other statutory requirements. The Clerk confirmed that information about usage of the site and user behaviour would be made available on a monthly basis. This would provide data on site usage each month.

The Chairman described issues associated with moving the site higher up search engines. The Chairman of the Council would assist with copying historical data from the old site so that the site could be removed as soon as possible. This would help remove the old site from search results.

Members confirmed the importance of sharing information from the website across social media.

Members also discussed IT training, IT equipment and the potential to introduce dedicated email addresses for Members. Members also discussed options to undertake online surveys using tools such as SmartSurvey.

Members considered a draft Safeguarding Policy which had been circulated in advance by the Chairman. The policy would help to ensure the protection of visitors to Council events.

It was **Recommended** that:

(1) progress is noted.

(2) relevant historical information from the Council's former website is transferred to the new site as soon as possible.

(3) the Council's former site is deleted as a matter of priority.

(4) regular news items are published to the website to keep the public informed of the work of the Council including any significant publications or responses to consultation.

(5) information about usage of the site and user behaviour is made available to Members on a monthly basis.

(6) The Clerk is instructed to examine other options for undertaking online surveys.

(7) Members submit any observation on the draft Safeguarding Policy to the Chairman or Clerk.

PUB23/32 Dates of future meetings

Members considered the need for any additional meetings.

It was **Recommended** that a meeting of the committee is held on 4 January 2024 at 6.00 pm on a hybrid basis with physical provision having regard to statutory considerations and Guidance (Local Government and Elections (Wales) Act 2021.)

The meeting closed at 8.00 pm.

SIGNED

CHAIRMAN PUBLICITY AND COMMUNICATIONS COMMITTEE