



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

**Summary (Notes) of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE
held on 7 September 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 next meeting of the committee.

Any recommendations below will be submitted to the Council on 21 September 2023

Present: Councillors David Sliver (Chairman), Julia Charles, Allan Cook and Vina Patel (all in person)

Also: David Collins (Clerk) (in person)

Absent: Councillor Tyrone Davies

No public participation session took place at the meeting.

1. Apologies for Absence

Apologies for Absence were accepted from Councillor Tyrone Davies. (personal)

2. 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.

3. Members of the Public Invited to Speak

No members of the public were present.

4. Minutes of the previous meeting 6 July 2023

The Minutes of the meeting held on 6 July 2023 were confirmed as a correct record.

5. Website

Members considered progress in relation to the development of the Council's new website, which had been in use from 26 June 2023.

Issues discussed included:

- an oral update from the Clerk on measures previously requested by Members (Minutes PUB23/15 and 16 refer.)
- observations from the Chairman of the Council about the Council's former website.
- the importance of making information clearly visible and easy to locate.

- opportunities to raise awareness of the new site locally via The Chain and Council noticeboards.
- opportunities for improving the website to increase its visibility in search engines.
- the potential to introduce a QR code.
- opportunities to monitor the number of visitors to the site.

It was **Recommended** that:

- (1) progress is noted.
- (2) Councillor Huw Onllwyn Jones is requested to delete all material from the Council's former website.
- (3) the offer from Councillor Vina Patel to raise awareness of the new site via The Chain is welcomed.
- (4) opportunities are examined to increase visibility of the site via search engines and monitor usage.

6. Calendar of Events

Members considered a draft calendar of annual events.

Members agreed that the calendar was a useful first step to raise awareness of events organised or supported by the Council. Members also agreed that the information calendar could also be adapted to provide a useful management tool for internal use.

It was **Recommended** that:

- (1) the calendar of events is welcomed as a means of raising awareness of events organized or supported by the Council.
- (2) photographs and external links are added where possible.
- (3) details are published to the Council's website.
- (4) the Civic Reception is re-branded as "a celebration of Radyr & Morganstown and its communities."
- (5) an additional document is produced to record details of key dates when Members need to approve arrangements for each event, finance available and cost codes. Details of key policies relating to communications, social media, and training to be added.

7. Work Programme: Future Priorities

Members considered progress in relation to the above.

It was **Recommended** that progress is noted.

8. Dates of future meetings

Members considered the need for any additional meetings.

It was **Recommended** that a meeting of the committee is held on 2 November 2023 at 6.00 pm to discuss the budget for 2024/25.

The meeting to take place 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 18.45 pm.