



## **Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan**

**Minutes of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE held on 6 June at 5:30 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 July 2024**

**Any recommendations below will be submitted to the Council on 20 June 2024**

Present: Councillors David Sliver (Chair), Vina Patel, Allan Cook, Iona Shariff, Adam Woodall (in person)

No public participation session took place at the meeting.

### **PUB24/1 Appointment of Chair**

It was proposed and **agreed** unanimously that Councillor David Silver be elected as Chair of the Committee for the current year.

### **PUB24/2 Apologies for Absence**

Apologies for absence were accepted from Councillor Julia Charles (personal).

### **PUB24/3 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.

### **PUB24/4 Members of the Public Invited to Speak**

No members of the public were present.

### **PUB24/5 Minutes of the previous meeting 4 April 2024**

The Minutes of the meeting held on 4 April were confirmed as a correct record. The Minutes were signed by the Chair of the Publicity & Communications Committee. To be approved by Council on 20 June 2024.

### **PUB24/6 Website**

Cllr David Silver confirmed that the old website was closed. The current website had been uploaded with various items to welcome the new chair and senior clerk. The senior clerk had received initial training but further training scheduled in June.

It was **agreed** only Council statutory information, news events (with longevity) and if applicable photos should be uploaded, any short term community news should be uploaded against the social media platforms.

**PUB24/7 Social Media/Radyr Chain**

Presently The Chair and Cllr Tyrone Davies are the only staff updating the social media platforms including our Twitter account. It was agreed a new digital platform on Facebook (linked to Instagram) be set up by the senior clerk with the help of Cllr Adam Woodall, for them to seek guidance of what is acceptable and check the social media policy. Senior Clerk to also seek training via One Voice Wales.

It was **agreed** only the Chair, Vice Chair and Clerks be able to post articles on the platform. To consider multi-functional authentication on passwords so all texts received to approve security. Also suggested an article for the 50th anniversary be uploaded to the website; the committee would also need to discuss going forward what is suitable for publication and all comments from the public be approved before being uploaded.

A new newsletter/newspaper is required for our community, as Radyr Chain is closing production after the August edition and a number of possibilities were discussed.

Discussions of how information received, time and costs to chase for news articles, editing, publishing, and printing the newsletter/paper need to be established. Journalists from Cardiff University are not available throughout the year, so if we provide this service to the community would the Council need to employ a person to be in charge of this going forward with desktop publishing skills.

There are a lot of companies available for printing, and if the current Radyr chain structure continues, this would be paid for by advertising.

**ACTION:**

1. The Chair & Cllr Cook to discuss with Ian Thomas and Jeff to report to Full Council **(July/August)**
2. Senior Clerk & Cllr Woodall to look at setting up new platforms under current guidance and policies **(July/August)**
3. Senior Clerk to add to next agenda – posting of articles, administration of platform. **(July)**
4. Senior Clerk to source training Module 16 - One Voice Wales **(July)**

**PUB24/8 IT Training**

The Senior Clerk is receiving further training in June on the R&MCC website

**PUB24/9 IT Equipment**

It was **agreed** that the current mobile phone in situ is not acceptable to run social media and Outlook Applications, also the Senior clerk should not be required to use their own personal phone to conduct the Community Council work. Procuring a new mobile which is app appropriate and to allow a handover of the mobile handset in times of holiday/absence is therefore required.

**ACTION:**

4. The Chair & Cllr Woodall to look at procuring a new mobile phone, once approved at Full Council (**by September**)

**PUB24/10 E Mail addresses for Members**

Members considered a way forward of having @radyr e mails rather than the current expectation of using their personal accounts. Maybe we set up Bulk E mail addresses under the Committee groups. Cllr Woodall to discuss with Jellyfish if a 365 subscription is needed or if we need to apply for separate licenses, also to check our interactions with Jellyfish. (Free/reduced cost licenses could be available under the Not-for-profit organisation remit, 14 basic licenses required if cost effective).

**ACTION:**

5. Cllr Woodall to contact Jellyfish and investigate all avenues (**July-Sept**)

**PUB24/11 Future Publicity Arrangements/Events**

The Chair had envisaged the council would be looking into this to publicise events as this was not a role for this committee to write up all articles.

**ACTION:**

6. To bring to attention at the Full Council meeting for discussion (**June**)

**PUB24/12 Policies**

**It was recommended that:**

The Terms of Reference discussed at the Annual Meeting were out of date and needed to be reviewed. The communication strategy was totally out of date as it included old website and newsletters, Soap box etc. (Policies forwarded by Chair during the meeting for review).

The chair asked why a document was necessary to list all these items and this should be reviewed at next meeting on 4 July.

**ACTION:**

7. Cllr Woodall to overview the whole of the IT Policies (**July/August**)

**PUB24/13 Dates of future meetings**

It was recommended that these meetings were changed to allow additional time for the Committee to properly cover all agenda items fully.

The 4<sup>th</sup> July 2024 at 6.00pm would be the next meeting and new proposed times would be agreed for future meetings for 2024/25

The meeting closed at 6.25 pm.

SIGNED

CHAIRMAN PUBLICITY AND COMMUNICATIONS COMMITTEE