



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Summary (Notes) of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE held on 4 July 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 3 October 2024

Any recommendations below will be submitted to the Council on 18 July 2024

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

No public participation session took place at the meeting.

Agenda Item	Discussion points	Action	Person/ dates
1. Apologies for Absence	Councillor Adam Woodall (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. Method of Voting	To confirm that the manner of any voting at this meeting and any subsequent meetings will be by show of hands and calling each name alphabetically with a response of "for" or "against" or "abstain."		
4. Members of the public invited to speak	No members of the public were present.		
5. Minutes of the previous meeting 6 June 2024	The Minutes of the meeting held on 6 June were confirmed as a correct record.	The Minutes were signed by the Chair of the Publicity & Communications Committee.	N/A
	WORK PROGRAMME		
6. Website	The website has had no further updates for some time. Future guideline for articles to have longevity, be applicable to	Committee to provide suggestions on future news articles	ALL

	<p>activities and achievements of the RMCC</p> <p>it was recommended after the election to advise on the new MP and the newly appointed Lord Mayor, also the installation of the new lift at the OCR</p>	<p>Update Website 2 articles</p> <p>Upload article when work commences</p>	<p>DS & CLERK</p>
<p>7. Social media/Radyr chain</p>	<p>1. Posting of articles, administration of platform</p> <p>Delayed due to absence and year end workload, Cllr Woodall and Senior Clerk to begin set up on the platforms. Cllr Shariff confirmed she was in possession of the RMCC platform passwords.</p> <p>2. Radyr Chain</p> <p>Cllr Cook has spoken to the current editor and confirmed they will be retiring completely. Nobody had shown interest with Desktop Publishing experience to carry this forward. Concerns expressed around the ongoing advertising which funds the editions, if not continued advertisers will move to other platforms and funding will be lost.</p> <p>It was recommended a newsletter be distributed through the network already in situ to advertise the role.</p>	<p>Senior Clerk to arrange meeting with Cllr Woodall</p> <p>Cllr Cook to talk to the publishers of the Welsh language Rhymni Valley newspaper Cwm Ni</p> <p>Cllr Cook to review</p>	<p>Cllr Woodall/ Clerk (Aug)</p> <p>Cllr Cook (July)</p> <p>Cllr Cook (July)</p>
<p>8. IT Training</p>	<p>Senior Clerk - had received initial training on the website further training to be booked.</p> <p>Module 16 – Social Media webinar training to follow with One Voice Wales</p>	<p>Senior Clerk to contact Webjects to arrange dates</p> <p>Senior Clerk to contact One Voice Wales</p>	<p>Clerk (July)</p> <p>Clerk (July)</p>
<p>9. IT Equipment</p>	<p>Mobile Telephone Full council agreed to the procurement of a new mobile telephone for Senior Clerk to administer social media platforms.</p>	<p>To procure new mobile telephone app compatible</p>	<p>Chair / Cllr Woodall (Aug/Sept)</p>

10. E Mail addresses for Members	Cllr Woodall and the Senior Clerk had met with Jellyfish to discuss the setup of @Radyr e mail addresses for all its members. Safeguarding, Cyber Security, and upgrading of Wi-Fi. Both Clerks have had computers upgraded to prevent security breaches. 365 License costs to be approved by committee prior to Full Council.	Detailed report to be circulated covering items and costs for consideration.	Cllr Woodall (July/Aug)
11. Future Publicity Arrangements/Events	Full council were advised on 20 th June, articles for any events to be publicised should be forwarded to the committee.	RMCC24/46 Members to forward the articles	ALL (Ongoing)
12. Policies	Social Media reviewed and adopted as V1 04.07.24 Terms of reference Item 8 updated to 'All' passwords and adopted V1 04.07.24 Communications Strategy – recommended to set up a new Mission Statement for review and approval IT Policy – to review for approval	Senior Clerk to update Senior Clerk to updated Senior Clerk to send Annual report. Cllr Silver to write statement IT Policy to be reviewed by Cllr Woodall and submitted for approval	Clerk (July) Clerk (July) Cllr Silver (July/Aug) Cllr Woodall (July/Aug)
13.Dates of future Meetings	New proposed timetable 2024/25 6:00 – 7:00pm 12 th September 10 th October 9 th January 13 th March	Senior Clerk to update the diary and send to All Members	Clerk (July)

The meeting closed at 6.45 pm.

SIGNED

CHAIR PUBLICITY AND COMMUNICATIONS COMMITTEE