



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

Minutes of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE held on 12 September 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 10 October 2024

Any recommendations below will be submitted to the Council on 17 October 2024

Present: Councillors David Sliver (Chair), Allan Cook, Adam Woodall (in person) Iona Shariff (remotely), also present Senior Clerk Julie Thomas

No public participation session took place at the meeting.

Agenda Item	Discussion points	Action	Person/ dates
PUB24/27 Apologies for Absence	Councillor Julia Charles (personal). Vina Patel (sickness)		
PUB24/28 Declarations of Interest	Members were asked to declare any personal and/or prejudicial interest they had and give details of their interest.	Cllr Allan Cook declared an interest to devise the new Radyr Chain	
PUB24/29 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."		
PUB24/30 Members of the public invited to speak	No members of the public were present.		
PUB24/31 Minutes of the previous meeting 4 July 2024	The Minutes of the meeting held on 4 July were confirmed as a true record at the Full Council Meeting on 18 July, with a minor adjustment to PUB24/25 Policies wording changed to IT review.		
	WORK PROGRAMME		
PUB24/32 Website updates	The RMA notice of the meeting for the new Radyr Chain had	The Radyr Chain news item to be	Senior Clerk (Sept)

	been uploaded to their website; it was agreed this should also be uploaded to RMCC	uploaded to our website.	
PUB24/33 Social media	The Bank submission for an updated Debit Card has now been processed, a new Mobile phone contract will be obtained, Facebook and other platforms to be set up. MFA to be in place as per Government security advice.	Cllr Woodall/Senior clerk to set up the social media platforms and MFA passwords.	Cllr Woodall & Senior Clerk (ongoing)
(i) Posting of articles, administration of platform	Posting of articles, administration of platform has been progressing following training to the new Senior Clerk, a meeting has been arranged for on-site training for both clerks.		
(ii) Radyr Chain	Following the meeting by the RMA, Cllr Silver & Cook and several others, The Chain will continue to be taken forward with a new Editorial Board with a number of new younger members with IT experience including Ian Thomas. The current main distributors are retiring, RMCC advised that they would be pleased for newsletters to be delivered to OCR if distribution was a problem. Cllr Cook advised financial assistance is not required. However, a new person has agreed to take over the distribution role.	Cllr Cook to submit news articles to Radyr chain for current RMCC news.	Cllr Cook (ongoing)
PUB24/34 IT Equipment	Cllr Woodall confirmed the quotation for a new quality projector has been requested but not yet received. The OCR rooms and the needs of our community members, plus Health & Safety, will be considered. The current set up for Zoom remote sign-in for meetings was discussed, it was agreed to procure a new laptop to support	To chase the quotation from our IT suppliers Jellyfish and submit it to the full council. Purchase laptop as soon as possible to aid remote meeting	Cllr Woodall (Sept) Cllr Woodall (Sept)

	<p>this. This would also enable the documents to be viewed during the meeting, allowing the Clerks to access the minutes on a separate device.</p> <p>A move away from Zoom to Teams as Zoom is not a secure platform was also discussed. Practical experiments with the Teams Platform will be conducted and proposals to follow.</p>	<p>set up and visible use of documents.</p> <p>Teams Platform to have ongoing testing</p>	
<p>PUB24/35 E Mail addresses for members</p> <p>(i) Report from Cllr Adam Woodall – Cyber Guide and recommendations</p>	<p>The report received for Cyber Guide and recommendations was discussed, it was noted stricter policies may have opposition, but a more formal e mail platform was needed. Possible to sync calendars between Office 365 and Google and 3rd party calendar apps to view your diary in one place. The support for Windows 11 will be ceasing next year.</p> <p>MFA (Multi Factor Authentication) is necessary and covers insurance requirements. Clerk's PC's and banks/sage platforms been updated. Regular changes of passwords and backups were also discussed.</p>	<p>A best practice guide for protection and security for Councillors with a more formal structure to follow from Cllr Woodall.</p> <p>Training to be provided to all members</p>	<p>Cllr Woodall (Sept)</p> <p>Cllr Woodall & Jellyfish</p>
<p>(ii) Recommendations to move to Office 365 – FOI (Freedom of Information) & Ombudsman</p>	<p>The creation of individual WhatsApp groups for each Committee was also suggested, allowing communication of a less formal nature to discuss actions and timelines. This would allow e mail to be used for formal communication.</p>	<p>Consideration of WhatsApp groups to be proposed at Full Council.</p>	<p>Cllr Shariff (Oct)</p>
<p>(iii) OCR Network Improvement</p>	<p>It was noted that the current Wi-Fi was outdated and in need of updating. Public Wi-Fi and office Wi-Fi should be separated. An update using most of the current kit was expected to be possible.</p>	<p>Overview of cost structure, updates, virus protection and costs to be reported to Full Council.</p>	<p>Cllr Woodall (Sept)</p>
<p>(iv) Costs</p>	<p>A total estimate for all the costs from actions above to be provided for the Full Council Meeting.</p>		

PUB24/36 Policies			DS (Oct)
(i) Communications Strategy	Communications Strategy Policy was reviewed and agreed to be submitted to Full Council		
(ii) Social Media Policy 2024 (Item 4.2)	Social Media Policy item 4.2 was reviewed and agreed to be updated and submitted to Full Council		
PUB24/37 Dates of future Meetings	New proposed timetable 2024/25 6:00 – 7:00pm 10 th October 9 th January 13 th March	Senior Clerk to	

The meeting closed at 6.50 pm.

SIGNED

CHAIR PUBLICITY AND COMMUNICATIONS COMMITTEE