Radyr & Morganstown Community Council
Cyngor Cymuned Radur a Threforgan

Minutes of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE held on 10 October 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 28 November 2024

Any recommendations below will be submitted to the Council on 21 November

Present: Councillors David Sliver (Chair), Allan Cook, Julia Charles, 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
PUB24/38 Apologies for Absence	Councillor Vina Patel (personal)		
PUB24/39 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 the Radyr Chain	
PUB24/40 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.”		
PUB24/41 Members of the public invited to speak	No members of the public were present.		
PUB24/42 Minutes of the previous meeting 12 September 2024	The Minutes of the meeting held on 12 September were confirmed as a true record. The minutes were signed by the chair, to be approved at Full Council on 17 October 2024.		

	WORK PROGRAMME		
PUB24/43 Website updates (i) Christmas Pantomime Poster	The poster has been received and it was suggested ten copies be printed and Cllr Cook will distribute around the village & to primary school. Next year it is suggested to ask the company for a bulk price to provide more availability over a 2–3-day period.	Clerk to get copies printed and advise Cllr Cook when available for collection.	Clerk (Oct)
(ii) Radyr chain – update newsletter	Cllr Cook advised the editorial group are due to meet on 11th October and plans are underway to provide an edition in November ready for publication of the Christmas festivities.		
(iii) Others e.g., Christmas	Cllr Silver advised the RMA had already started to update their website, we will also update twitter and other platforms. RMA will also be advertising posters along the railings in the village. The Road Closure was discussed; it was confirmed that the Head of Transport has received funding from a sponsor to pay for the costs.	Cllr Silver/Senior Clerk to update platforms.	Cllr Silver/ Senior Clerk (Oct/Nov)
PUB24/45 IT Equipment & Cost (i) Cost Report Wi-Fi, Projector & Castle Room Equipment, Laptop	Cllr Woodall ran through the best practice report and recommendations. Jellyfish's costs were approved and recommended to get full approval from the Full Council. The new laptop had been purchased ready for the next Full Council Meeting.	Costs to be submitted to Full Council for approval. Cllr Woodall to set up software	Cllr Silver (Oct) Cllr Woodall (Oct)
PUB24/46 E Mail addresses for members (i) Best Practice report and update	Wi-Fi security was discussed, separate networks to be set up, one for Council and one for public use.	Cllr Woodall to commence with set	Cllr Woodall (Oct/Nov)

(ii) Module 16 – To review and approve recommendations OVW re FOI	New E mail addresses to be set up once Full Council agrees to the 365 Licence costs. The Module 16 presentation recommendations were noted as providing guidance only	up once agreed at the Full Council.	
(iii) Use of WhatsApp	Discussions took place around legal implications, the advice received from OVW also transparency within the Council, it was noted that data retention could be lost if Cllr's left their position. WhatsApp should be used only with individuals who held business mobile phones opposed to personal phones.	It was agreed to revisit alternative media platforms following the new improvements to email addresses.	
PUB24/47 Future Publicity Arrangements/Events	The Communications Strategy Policy and Social Media Policy updates to be submitted for approval at Full Council 17 October 2024.		
PUB24/48 Dates of future Meetings	New proposed timetable 2024/25 6:00 – 7:00pm 28th November 9th January 13th March	Senior Clerk to update meeting schedule and send to members	Senior Clerk (Oct)

The meeting closed at 18.35 pm.

SIGNED

CHAIR PUBLICITY AND COMMUNICATIONS COMMITTEE