



Radyr & Morganstown Community Council Cyngor Cymuned Radur a Threforgan

**Minutes of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE held on
14 June 2023 at 2:00 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 22 June 2023

Present: Councillors Allan Cook, Tyrone Davies and David Silver (all in person)

Also: David Collins (Clerk) (in person)

Absent: Councillors Julia Charles and Vina Patel

No public participation session took place at the meeting.

PUB23/1 Appointment of Chairman

It was proposed by Councillor Allan Cook, seconded by Councillor Tyrone Davies and **agreed** unanimously that Councillor David Silver is elected as Chairman of the Committee for the current year.

(Councillor David Silver in the Chair)

PUB23/2 Apologies for Absence

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

PUB23/3 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.

PUB23/4 Members of the Public Invited to Speak

No members of the public were present.

PUB23/5 Terms of Reference

Members considered the terms of reference of the committee.

It was **Recommended** that:

(1) the Terms of Reference are noted.

- (2) the manner of any voting at this meeting and any subsequent meetings would be by show of hands and calling each name alphabetically with a response of “for” or “against” or “abstain.”

PUB23/7 Publicity Update

Members considered progress in relation to various projects related to the work of the committee.

Issues discussed included the Council’s new website, email addresses, social media and IT equipment.

It was **Recommended** that:

- (1) progress is noted.
- (2) all Members are asked to take care when posting to other Facebook sites to avoid putting the Council in a difficult position.
- (3) the office mobile phone is only to be used to contact the Clerk during normal business hours and not as an emergency 24/7 point of contact.
- (4) the email policy is circulated to all Members.
- (5) existing policies and procedures relevant to the work of the committee are reviewed during the year, including procedures for dealing with the media.

PUB23/8 Work Programme: Future Priorities

Members considered a way forward for the work of the committee.

Issues discussed included the Council’s new website, IT, and publicity for events.

It was **Recommended** that:

- (1) arrangements for the new website to go live on 26 June 2023 are noted and details of the new website are sent to Members of the committee in advance.
- (2) the Chairman of the Council, Chairman of the committee and Clerk to the Council are authorised to publish items to the website, in accordance with the committee’s terms of reference.
- (3) information is published to the old website to confirm that the site is no longer the official website of the Council and that the new site can be accessed by a prominent link.
- (4) historical Council information is removed from the old site.
- (5) training is arranged for Clerks to be able to update the new site.
- (6) the requirement to obtain new IT equipment for Members is kept under review.
- (7) the question of dedicated Council email addresses for Members is kept under review.

- (8) a calendar of event is produced to help raise awareness of Council events.
- (9) arrangements are put in place to review the success of events which the Council deliver or support during the year.
- (10) a safeguarding policy is introduced in relation to the Council's participation in local events.

PUB23/9 Complaints Procedure

It was **Recommended** that:

- (1) the updated Complaints Procedure is approved.
- (2) the Chairman of the committee is authorised to prepare additional information to elaborate on the way in which complaints would be dealt with.

PUB23/10 Dates of future meetings

Members considered the need for any additional meetings.

It was **Recommended** that:

- (1) the next meeting of the committee is held on 6 July 2023 at 6.00 pm on a hybrid basis with physical provision having regard to statutory considerations and Guidance (Local Government and Elections (Wales) Act 2021.) This meeting will consider the Annual Statement of Accounts.
- (2) progress in developing the Council's website is reviewed at the above meeting.

The meeting closed at 3.00 pm.

SIGNED

CHAIRMAN PUBLICITY AND COMMUNICATIONS COMMITTEE