



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

**Minutes of a MEETING of the PUBLICITY & COMMUNICATIONS COMMITTEE held on 6 July 2023 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 next meeting of the committee.**

**Any recommendations below will be submitted to the Council on 20 July 2023**

Present: Councillors David Sliver (Chairman), Julia Charles, Allan Cook, Tyrone Davies and Vina Patel (all in person)

Also: David Collins (Clerk) (in person)

Absent: None

No public participation session took place at the meeting.

### **PUB23/11 Apologies for Absence**

None

### **PUB23/12 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.

### **PUB23/13 Members of the Public Invited to Speak**

No members of the public were present.

### **PUB23/14 Minutes of the previous meeting 14 June 2023**

The Minutes of the meeting held on 14 June 2023 were confirmed as a correct record.

### **PUB23/15 Website**

Members considered progress in relation to the development of the Council's new website, which had been in use from 26 June 2023.

Members welcomed the format of the site and the way in which information such as Council reports etc. was provided.

Members paid tribute to the contribution of the Clerk in populating the new site. The Clerk also thanked the Assistant Clerk for her support.

Other issues discussed included:

- the potential to disable the Our Work 'pop-up' function.
- the need to add Work Programmes to the site.
- the addition of a Word version of the Grants Form.
- the need to commission professional photographs of each Member.
- Members' contact details are updated as a priority.
- the need to remove information from the Council's old website, including references to Hallmaster.
- the importance of keeping the Home Page up to date.
- the need to add details of the days when the Council's offices are staffed are shown on the Contact Us page and a note is included about access to Hallmaster.
- the potential to update reference to the Council's Twitter account.

It was **Recommended** that:

- (1) the format and layout of the site is welcomed.
- (2) the issues highlighted above are taken forward as part of the ongoing development of the site.

**PUB23/16 Work Programme: Future Priorities**

Members considered progress in relation to the above.

It was **Recommended** that:

- (1) progress is noted.
- (2) information is published on the Council's old website about the new website as a matter of urgency.
- (3) the Chairman of the Publicity and Communications Committee is asked to draft a Safeguarding Policy for use in relation to Council events.
- (4) the Chairman of the Council is asked to set up a Threads account for the Council, for sharing text updates and joining public conversations.

**PUB23/17 Dates of future meetings**

Members considered the need for any additional meetings.

It was **Recommended** that a meeting of the committee is held in September 2023. The meeting to take place on a hybrid basis with physical provision having regard to statutory considerations and Guidance (Local Government and Elections (Wales) Act 2021.)

The meeting closed at 18.44 pm.

SIGNED

CHAIRMAN PUBLICITY AND COMMUNICATIONS COMMITTEE