



	<p><b>@radyr.wales</b> addresses will be used for correspondence.</p> <ul style="list-style-type: none"> <li>The Extra Bus Project Group, led by HLJ, raised ongoing issues, Cardiff Bus together with CCC have implemented a twice-hourly service from requests at the last meeting. Cllr Charles requested that usage of the additional service be monitored— including when the bus is being used— to support an assessment of the service’s sustainability.</li> <li>Easter Saturday – the Easter Bunny artist will be on the bus. A leaflet will be produced to help raise the profile of the event once the timetable is confirmed and shared.</li> </ul>	<p>E mail members with final update</p> <p>Request a sustainability report detailing bus usage figures to date.</p> <p>Photographer will need be required on Easter Saturday to take photos. Check if Asst Clerk available</p>	<p><b>(Mar)</b></p> <p><b>Cllr Charles (Mar)</b></p> <p><b>Cllr Cook Asst Clerk (Mar)</b></p>
<p><b>PUB25/62</b> Terms of reference</p>	<p>The TOR document had been sent and reviewed by the committee</p> <p><b>RECOMMENDED</b> to approve at AGM</p>	<p>For approval AGM</p>	<p><b>Clerk (May)</b></p>
<b>WORK PROGRAMME</b>			
<p><b>PUB25/63</b> Website &amp; Social Media Updates</p> <p>Relaunch Poster</p> <p>Social media consent form</p> <p>Social media Facebook account re-launch</p>	<p>Facebook guidance document, poster looks busy, needs condensing and colour changing to purple to match RMCC logo.</p> <p>Members discussed the social media consent form to be used for each photographic advert. It was agreed for a Poster to be arranged and displayed at each event advising photography is taking place. If participants do not wish to be included, please advise.</p> <p>A review of the guidance was discussed: Item 2 – Administrators should be Assistant Clerk and nominated councilor, nominated at the AGM Item 3 - Categories – to be defined and reviewed. Annual/recurring items remain pre-approved; one-off items with separate content checks, consider legal or reputational risks. Clarify that content is monitored and approved.</p>	<p>Feedback to be received for changes</p> <p>Poster to be arranged at each event (check with RMA on theirs)</p> <p>AGM agenda item</p> <p>Add standard disclaimers to</p>	<p><b>Cllr Silver Asst Clerk (ongoing)</b></p> <p><b>Asst Clerk (Mar/Apr)</b></p> <p><b>Clerk (May)</b></p> <p><b>Asst Clerk</b></p>

<p>Co-option article advert</p> <p>Bio of each Councillor</p>	<p>5.1 comment management – change to comments will be removed completely and not hidden.</p> <p>5.3 Blocking users – we will block users where repeated actions and breaches and previous warnings ignored</p> <p>Members discussed that the co-option advert looked busy needs simplification. It was noted that eligibility includes those who work or live in the Radyr/Morganstown area.</p> <p>Cllr Cook apologised for the delay, Bio, to follow shortly.</p>	<p>Facebook page to protect</p> <p>Update changes to the guide</p> <p>Check formal rules and update advert</p> <p>Place on RMA site when approved</p> <p>Next Bio's from Cllr H Lloyd Jones and Cllr H Onllwyn Jones</p>	<p><b>(ongoing)</b></p> <p><b>Asst Clerk (ongoing)</b></p> <p><b>Cllr Silver Asst Clerk (ongoing)</b></p> <p><b>Cllr HOJ Cllr HLJ &amp; Clerk (Apr)</b></p>
<p><b>PUB25/64</b> Future Publicity Arrangements / Events &amp; Articles</p>	<p>FETE – 2-hour shift cover by Councillors. Cllrs Charles, Shariff, Cook and Silver confirmed they will be in attendance. Other members to be asked to participate at the next Full Council meeting.</p>	<p>Update calendar once discussed at next Full Council</p>	<p><b>Associate Clerk (Mar)</b></p>
<p><b>PUB25/65</b> Events Planner – risk assessment</p>	<p>Evaluation risk assessment template: - A risk assessment for the Easter bunny bus ride event will be prepared</p>	<p>Risk assessment</p>	<p><b>Cllr Cook Clerk (Mar)</b></p>
<p><b>PUB25/66</b> Dates of future Meetings</p>	<p>To note the date of the next Publicity committee meeting will take place on 4 June 2026</p>		

The meeting closed at 6.30pm

SIGNED

CHAIR PUBLICITY AND COMMUNICATIONS COMMITTEE