



# **Radyr & Morganstown Community Council**

## **Cyngor Cymuned Radur a Threforgan**

### **Agenda Item 6**

**Meeting:** **Publicity & Communications Committee**  
**6 July 2023**

**Report Author:** **Clerk to the Council**

### **Work Programme**

#### **Introduction**

1. Members are asked to consider progress in relation to a forward work programme to set the direction of travel for the work of the Committee.
2. The programme will be kept under review and reported to future meetings to ensure that progress is maintained.

#### **Key Issues**

3. Progress in relation to each issue is indicated on the attached appendix.

#### **Financial Implications**

4. None at this stage. Any expenditure would come from approved resources.
5. The budget for the current year includes £3,000 provision for IT, phone, and Broadband.
6. A sum of £3,000 is included for the website in 2023/24.
7. £20,000 is available within Earmarked Reserves for IT.

#### **Links to Corporate Objectives**

8. The Council's Annual Report confirms that the Council's objectives include delivering:  
A Prosperous Community. A Resilient Community. A Healthier Community.  
A More Equal Community. A Cohesive Community. A Community of Vibrant Culture & Thriving Welsh Language. A Globally Responsive Community.

9. The issues described in this report will help the Council deliver these Wales-wide sustainability goals.

#### **Staffing Implications**

10. N/A at this stage.
11. The Council's limited staff resources may bring the need to work in partnership with other bodies to deliver these objectives.

#### **Risk Management Implications**

12. Key risks relating to Council services etc. are addressed in the Risk Register.

#### **Legal Implications**

13. The Council will need to be satisfied that has the legal powers to deliver the objectives described.

#### **Recommendation**

14. It is **recommended** that the progress in delivering the work programme is noted.

<b>Publicity and Communications</b>	
Website	<p>(1) arrangements for the new website went go live on 26 June 2023 and details of the new website are sent to Members of the committee in advance.</p> <p>(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.</p> <p>(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.</p> <p>(4) historical Council information is to be removed from the old site.</p>
IT Training	<p>(5) training is to be arranged for Clerks to be able to update the new site.</p>
IT equipment	<p>(6) the requirement to obtain new IT equipment for Members is to be kept under review.</p>
Email addresses for Members	<p>(7) the question of dedicated Council email addresses for Members is to be kept under review.</p>
Future Publicity Arrangements	<p>(8) a calendar of event is produced to help raise awareness of Council events.</p>

	<p>(9) arrangements are put in place to review the success of events which the Council deliver or support during the year.</p>
Policies	<p>10) a safeguarding policy is to be introduced in relation to the Council's participation in local events.</p> <p>11) The Council has agreed that the Welsh Language Scheme is reviewed against the advice circulated by the Commissioner. The existing scheme can be seen <a href="#">here</a>.</p> <p>12) The Council has approved a <a href="#">Social Media Policy</a> and <a href="#">Communications Strategy</a>.</p>