

**Draft Minutes of the Communications Committee Meeting held on
Tuesday 8th May 2018
in the Bruton Community Office at 7.30pm**

Present: Councillors: Anderton, Brownlow, Hood, Jones and Robinson
In the Chair: Councillor Anderton

17/01 Declarations of Interest

There were none.

17/02 Apologies for Absence

Apologies were received from Councillors Abi Baker and Sida.

17/03 Minutes of Previous Meeting

It was proposed and seconded that the minutes of the previous meeting be approved.

Resolution Adopted 5-0-0

17/04 Town Website: Direction for the future

There is currently one volunteer from Yeovil to update the website. Due to the lack of resources Councillor Anderton is trying to concentrate on updating the "What's On" guide. The Dove magazine is published on-line, and the Chamber of Commerce is also good at keeping its website up-to-date. Other organisations will be given the tools to update their own information - the Bruton Trust page is currently kept up-to-date but not many others are. Updating the website is to be the job of the Assistant Clerk, but Council has still to determine the tasks to be undertaken. It was agreed that new events should be put on Facebook.

Website costs were discussed. It was reported that the website software company originally used has now disbanded.

Committee would like to propose to full Council that the budget be scaled back next year and that the Town Council concentrate its responsibilities on the "What's On" page.

17/05 Promoting Bruton to Visitors

The promotion of Bruton to visitors was discussed at a recent meeting between representatives of the Town Council, Bruton Community Partnership and the Chamber of Commerce. No decision was made at this meeting as it was questioned whether residents actually do wish to promote the town further in light of the high number of people already visiting. The Town Plan states that Council will create a strategy and it was felt that promoting the town is not a priority at this time, particularly when individual businesses are already very good at promoting the town.

It was reported that there are still a considerable number of "Step into Bruton" leaflets in stock.

17/06 Window display in Community Office

It was reported that Bruton Community Partnership has agreed to purchase a screen for the Community Office. Discussion took place as to the best use of the screen and it was agreed that the Town Council should be in charge of content. Councillor Jones suggested that the BCP would be entitled to apply for a Digital High Street grant. It was also suggested that Bruton could have a hashtag, following Langport's lead.

Committee would like to recommend to full Council that we accept BCP's offer and advise them to apply for the grant.

17/07 Sharing of Council Information via the Internet

Use of the website was discussed. In addition to the publication of minutes and agendas, it was suggested that reports and supporting documents should also be published. Councillor Jones stated that Facebook could be used alongside the website as fewer people seem to be accessing the website. Security issues with data will mean care will need to be taken with what is published. Files sent by the Clerk to Councillors will be renamed to make identification easier and Councillor Anderton will look at ways to simplify the publishing of supporting documents .

Committee wish to recommend to Council that any supporting papers for meetings be made available to the public when the agenda is published with the exception of confidential business.

Committee would also like to recommend that meeting notices for full Council and Committees of interest be published on Facebook with someone to be nominated for this task.

17/08 GDPR

With the 25th May compliance date fast approaching, Committee discussed preparations made by Council. Council is aware and privacy notices will be prepared for e-mails and the website. A policy will also be prepared for how Councillors deal with e-mails - the NALC model policy will be consulted. Councillor Anderton will reword the Communications Committee policy to reflect the GDPR.

Members of the Council considered these matters in the exercise of their functions: Equal opportunities (race, gender, sexual orientation, marital status and any disability): Crime and Disorder, Health and Safety and Human Rights.