Minutes of the **Communications Committee** held on **Monday 27th September 2018** at 6.30 pm

in Riverside, The Staithe, Bungay.

Members: Cllr. J Adams Cllr. J. Blowers O’Neill Cllr. S. Collins

Cllr. J. Groom Cllr. L. Harnden Cllr. R. Marshall

Cllr. S. Woods

Also present: Karen Forster, Clerk/RFO Bungay Town Council & 2 members of the public

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| **001/18C** | **Appointment of the Chairman of Communication Committee**  The Clerk asked for nominations for the position of Chairman. Cllr. Adams was nominated and accepted the nomination. There were no other nominations. **It was unanimously RESOLVED to appoint Cllr. Adams to the post of Chairman of the Communications committee.** |
| **002/18C** | **Appointment of the Vice-Chairman**  The chairman asked for nominations to the post of Vice-Chairman. Cllr. Blowers O’Neill was nominated and accepted the nomination. There were no other nominations. **It was unanimously RESOLVED to appoint Cllr. Blowers O’Neill as the Vice Chairman of the Communications committee.** |
| **003/18C** | **Apologies for Absence**  Apologies from Cllr. Harnden and Groom. |
| **004/18C** | **Declaration of Interest & Requests for Dispensation.**  There were no declaration of interests or requests for dispensation. |
| **005/18C** | **Terms of Reference**  The terms of reference for the committee (previously circulated) were discussed. It was agreed to add “Liaison with other Bungay Organisations” to the list of responsibilities.  **It was unanimously RESOLVED to adopt the Terms of Reference with this addition.** |
| **006/18C** | **Public Forum**  There were no members of the public that wished to speak. |
| **007/18C** | **Website & Email**  The Clerk has been in touch with 3 different companies regarding a new website and passed on the details.  A new email system is to be installed, using Microsoft Exchange. The Cloud will be used to store documents and can then be accessed by Councillors. |
| **008/18C** | **Residents Liaison Sub-committee.**  A new sub-committee was proposed to liaise with residents and should include members of the public. **It was unanimously RESOLVED to create a Residents Liaison Sub-committee.** The committee chairman and the Clerk are to draw up the terms of reference. |
| **009/18C** | **Councillor Surgeries**  It was agreed that, in future, the Councillor surgeries should be held at the offices at Broad Street. A new rota is to be drawn up and circulated. |
| **010/18C** | **Working Parties**  It was agreed to split the committee members into two groups to review the different modes of communication.  Printed Materials – Cllrs. Collins, Blowers O’Neill, Woods & Adams  Website & Social Media – Cllrs. Adams, Marshall & Woods  These working parties will report back to future meetings. Cllrs. Harnden & Groom will be invited to join a working party when they are available. |
| **011/18C** | **Future Agenda items**  The Clerk was asked to include Parish Notice Boards and the Bungay Beyond (now the Village People) in the next agenda. **NOTED** |

**The meeting closed at 7.05 PM**

**Karen Forster**

**Interim Clerk to Bungay Town Council,**

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