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COMMUNICATIONS AND IT COMMITTEE

MINUTES OF MEETING HELD: 28 January 2020 at 7.30pm
VENUE: Ingatestone Library

Present: Cllrs D Jelley (Chair) E Benson P Poston R Pittman
 Cllrs M Hart
 R Skepelhorn
 (Apprentice)

CIT20/001	Apologies for absence Apologies for absence were received and accepted from Cllr Jeater and Carpenter
CIT20/002	Announcements and declarations of interest Cllr Poston declared an interest in item CIT20/11 due to an external working relationship
CIT20/003	Public participation session There were no members of the public in attendance
CIT20/004	To approve the minutes from the last meeting The minutes of the meeting held on 22 October 2019 were signed and approved.
CIT20/005	Matters arising for report Cllr Jelley reported that she had discussed Wi-Fi for the pavilion with the clerk on the day of this meeting. The clerk was instructed to research viable options and liaise with Cllr Pittman on this project. Additionally, the tablets that were originally sent to the Anglo European School are not compliant for them as they need Wi-Fi coverage across the whole school. Cllr Jelley will request that we have the tablets sent back to the council offices for re-distribution
CIT20/006	Website Cllr Jelley reported to the committee about the NALC article about how councils can do more to publicise about health and well-being. The idea was suggested to create a portal that provides good contact links to local services and support groups covering a range of issues. The committee members then divided up research responsibilities to collate the findings into a Google Sheet that Cllr Jelley will set up.
CIT20/007	Newsletter Committee members discussed the upcoming articles for the next edition of the newsletter. The next newsletter will be released in May 2020. The reasoning behind this will allow full focus for the NPAC to work with Sue Lees on creating our Neighbourhood Plan document. The release of the newsletter will be after the May election purdah period. Articles that were suggested on the evening will be distributed through the usual medium via the Google Sheets newsletter page.
CIT20/008	Social Media/PR

	<p>R Skepelhorn reported on the recent spike in Instagram social media followers. The following conversation decided that the key messages for the social media channels will include:</p> <ul style="list-style-type: none"> • Promoting upcoming pavilion events • Working with Hearing Help Essex about advertising their parish based events • To continue to advertise that the pavilion is available for hire
CIT20/009	<p>Seymour Field Pavilion projector Cllr Jelley reported on a meeting held on the 28/02/2020 with Richer Sounds who prepared measurements on suggestions on what was required for the pavilion. This was an initial fact-finding meeting that gave the clearer indication on where the projector and screen should be located and the size allocations needed. Cllr Jelley and Pittman will continue to work on this project with the clerk.</p>
CIT20/010	<p>Items for inclusion in the next agenda (not requiring resolution or action) Committee members were reminded that if they have any ideas as to what items they would like to be included that they should e-mail either R Skepelhorn or Cllr Jelley</p>
<p>Having regard to the confidential nature of the business to be transacted, the meeting is now not open to the Press and Public pursuant to Section 1 of the Public Bodies (Admission to Meetings) Act 1960</p>	
CIT20/011	<p>To review the current IT provision and to resolve the next steps It was resolved after lengthy discussion that each IT company involved in the process will be asked to quote to carry out an audit on all the IT equipment we currently have. This will give the committee clearer scope as to what then needs to happen</p>
CIT20/012	<p>Chairman to close the meeting The meeting was closed at 8.29pm. The next Comms & IT Committee meeting is to be held on 31 March 7.30pm at Ingatestone Library, High Street, CM4 9EU</p>