

Minutes of the meeting of the **Communications Committee** of
Campbell Park Parish Council held on
Wednesday 24th June 2015
at the **Parish Office, 1 Pencarrow Place, Fishermead**
commencing at 6.30pm

15/15	Members Present	
	Cllr T Baines Cllr C Brown Cllr I Fraser Cllr T Fraser	Cllr P Halton-Davis Cllr D Kendrick Cllr M Petchey Cllr D Priest (Chair)
	In attendance D Warner, Clerk to Council	
16/15	Apologies for Absence	
	None	
17/15	Declarations of Interest	
	None	
18/15	Minutes of the meeting of the 27th May 2015	
	The Minutes of the previous meeting, having already been circulated, were amended to show that Cllr Halton-Davis was elected as Vice Chair, that Cllr Fraser (T) was elected as Lead Member for the Parish website and that Cllr Kendrick had submitted his apologies for the meeting as he was on holiday. With the amendments incorporated into the minutes, the minutes were approved as a correct record and signed by the Chair.	
19/15	Public Involvement – Deputations, Petitions and Questions	
	None	
20/15	Homeground October 2015 edition	
	<p>The Committee considered articles for inclusion in the October 2015 edition of Homeground, determining that the following articles/features should be included:</p> <p>(Front cover) – photo still to be decided on</p> <p>CPPC’s People</p> <p>Office contact details and lead article (to be decided)</p> <p>Parish Picnics (photos)</p> <p>Budget Consultation (including any feedback) – Cllr Fraser (I)</p> <p>Council and Committee meeting dates</p> <p>Oldbrook Councillors Surgery Notice</p> <p>Health Issues, Legal Highs - Cllr Baines</p> <p>Springfield Centre Refurbishment, user feedback, including further WREN</p>	

	<p>acknowledgement</p> <p>Neighbourhood Plan, draft consultation – Cllr Petchey</p> <p>Pineham Waste Transfer application outcome (subject to appeal)</p> <p>Parish Council Grants - who to and what for</p> <p>Tree story, Penryn Avenue</p> <p>All articles to be submitted by Monday 20.7.15, for approval at the Committee meeting on 29.7.15.</p> <p>Under this item the Committee resolved to make Kid’s Corner a permanent feature in the magazine and thanked Cllr Halton-Davis for all of her efforts in making the feature a success.</p>
21/15	New Parish Council Website (Minute No. 21/14, 35/14,50/14,66/14,83/14, 102/14 & 114/14, 122/14, 133/14 & 09/15)
	The Committee noted that no further work had been completed on the development of the new Parish Council website, which was primarily due to the outstanding content not being forwarded to Bespoke Media. The Committee resolved that all outstanding content should be forward to Bespoke Media within two weeks.
22/15	Members’ Room Printer
	The Committee noted that the Samsung printer in the Members’ Room had failed twice in the last month, and that advice had been received that the machine was beyond economical repair. The Committee resolved that the Lead Member for Hardware should contact Mirus IT in the first instance to establish the leasing cost of two good quality colour business printers. One of the printers to be located in the Members’ Room with the other machine located in one of the top floor offices.
23/15	Parish Council Facebook Page (Minute No. 12/15)
	Cllr Petchey confirmed that the socialmedia@campbell-park.gov.uk had been set up and was ready for use. He went on to confirm that the Parish Twitter account was active, with a number of small adjustments required prior to use, and that the controls had been set so that an alternative administrator could control the account if required. Cllr Petchey also stated that the he would commence work on the new Parish Facebook page in the next few days, at which point Cllr Brown informed the Committee that the existing Parish Facebook page was still active.
24/15	Protocol for reporting and resolving information technology issue/faults
	<p>Committee discussed the required protocol for reporting and resolving information technology issues/faults with Mirus IT and agreed that the following (existing) protocol is adhered to:</p> <ul style="list-style-type: none"> • Members to report all faults directly to Mirus IT • If Mirus IT are unable to resolve the fault remotely, Members to bring their Parish computer into the Parish Office for repair • Mirus IT will resolve the fault on the Parish computer either at the Parish Office or at a Mirus IT facility
25/15	Information Technology hardware requirements for the Parish Office (Minute No. 134/14,11/15)
	Cllrs Fraser (T) and Brown informed the Committee that they had not completed their review of the Council’s hardware requirements for 2015/16 –

	Cllrs Brown, Fraser (I) and Fraser (T) to meet in order to finalise the requirements. Cllrs Brown, Fraser (T) and Priest to then meet with Mirus IT on 10.7.15 in order to discuss the Council's hardware requirements for 2015/16.
26/15	Date of next Meeting: 29th July 2015