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11 West End

HOLBEACH

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Clerk/RFO: Jan Hearsey Deputy Clerk: Brandi Rogan

Meeting of the PR/IT Committee – Thursday 13th May 2021

Present: Cllrs: S Richardson, S Hutchinson & R Stevens.

Clerk: Jan Hearsey

Deputy Clerk: Brandi Rogan

The Clerk opened the meeting @ 18:00 and took the first two agenda items.

PR-2021/2-1 To co-opt an additional council member to the committee.

It was proposed, seconded and agreed to co-opt Cllr Rick Stevens to the committee

PR-2021/2-2 Appointment of Chairman

It was proposed, seconded and **agreed** to appoint Cllr Sam Richardson as Chairman. Cllr Richardson chaired the meeting from this point.

PR-2021/2-3 Apologies for absence and reasons given.

None were received.

PR-2021/2-4 To appoint a member to the Finance Committee.

It was proposed, seconded and **agreed** that Cllr R Stevens would represent the PR/IT Committee on the Finance Committee.

PR-2021/2-5 Declarations of interest. To receive any declarations of interest in accordance with the requirements of the Localism Act 2011 and to consider any requests for dispensations in respects of pecuniary or non-pecuniary interests in Agenda items.

None were received

PR-2021/2-6 Briefing on what PR and IT do and procedures to follow.

Cllr S Hutchinson reported that Cllr R Stevens had been added to the Council's Facebook page but reminded everyone that it should not be used for personal messages.

Social media is good, look into Twitter, there are now 811 followers on the Facebook page. The PR/IT team should respond professionally and speak to each other re posts.

IT was going well, the Council had migrated to 365 and were employing Ark, there was a new printer and email address. Ark offer training which should be taken advantage off.

PR-2021/2-7 To agree how we are going to record face to face meetings.

It was **agreed** to pursue various ways of recording meetings and livestreaming to Facebook. Periscope is a possible way of recording.

PR-2021/2-8 To agree an action list for the website, Facebook page and press releases.

The Governance Toolkit document is to be sent to all Councillors from Cllr S Johnson.

Vexatious complaints policy needs to be looked at. There are various very good policies from other Councils' which need to be read through. Cllr S Hutchinson will take on this task.

Cllr S Richardson said that PR/IT should be the central hub for all committees with regard to informing the public. Ask each committee to send through their vision and it will be placed on social media. Each committee should have something within the next month to report.

Website needs a few more documents, the committee should add what the Council does and what they manage. The minutes can go on the website once they are approved. Facebook posts are immediate.

Cllr R Stevens said that the Council needs fresh ideas to get the public on our side.

Cllr R Stevens and the Clerk to look into the feasibility of hosting the Council's own website. This could be recommended to **full Council**.

The Clerk will look into the prices of a webcam.

It was suggested that we have a "what happened in Holbeach on this day" history feature.

The Clerk will look into the Ark IT training for Councillors.

PR-2021/2-9 Update on IT developments and to agree an action list for future IT improvements.

Cllr S Hutchinson presented an idea for an electronic notice board, There were various options ranging in price from £1139 to £2799, there was around £3000 available in the IT budget. This would be presented to **Full Council**.

The issue with the wifi signal could be sorted by moving the router from the Deputy Clerk's office to the Clerk's office and the purchase of a signal booster. Cllr R Stevens has a booster that could be tried before a purchase was made.

The litter picker had asked for an email address in order to report fly tipping, investigate if this would require an additional licence or not and put to **Full Council**.

It was decided that Cllr G Rudkin should use his HPC email address as opposed to his South Holland one, to be put to **Full Council**.

It was decided that all Councillors should be asked to check their emails regularly, to recommend to Full Council.

Date and time of next meeting to be confirmed.

Meeting closed @ 19:00

Signed by the Chairman... ..