

COMMUNICATIONS GROUP MINUTES – WEDNESDAY 20th AUGUST 2025

1. Present:

Cllrs. Sharp (AHS), Melville (JM), Alesi (MA) and Martin (AM)

2. Apologies:

Cllrs. Arger and Riordan

3. Minutes of last meeting

Agreed as a true reflection of the meeting – proposed by Cllr Melville, seconded by Cllr Alesi.

4. To formally recommend the IT disclaimer discussed at last meeting and amended IT policy for inclusion in next full council meeting.

Comms Group confirmed our recommendations from our last meeting: the IT disclaimer and amended IT policy have been forwarded to the Clerk and had input from Heliocentrix to ensure suitability. Amendments comprise additional items to existing current IT policy. (NB hashtags need to be removed.)

5. SharePoint

AHS demonstrated how to access shared working:

- Go into top left of screen dotted square symbol One Drive
- Go into My Files
- Create and customise documents. Share.
- Group practised this.
- Also advised to use Calendar more efficiently.
- It was noted that group emails are being missed because they do not currently have an alert bleep. **ACTION: Check with Heliocentrix how this can be rectified. Cllr Melville has subsequently researched that this can be done via the admin account. Is this the Clerk?**
- **ACTION: Group members to practise with the shared area to familiarise themselves.**

6. Chairman's Video Update

- AHS has expressed an alternative to a Chair's Facebook video report – council groups to provide video soundbites reporting on their events and activities, which would go to office for checking and then be published on the website. Typical groups to be included would be GSG, SEHT and RSG. Scripts would be provided.
- The group agreed to make this a medium-term project (2025/26) and will research its viability.

7. Village Update

- Invitations for reports will go out on 8th September. It was agreed to limit the number of groups, giving priority to council working groups, but also to include some of the groups who have said they'd like to be included and have not been to date. **ACTION: MA will send a list of suggestions. AM will liaise with Jean and**

work out a list and send out to the group for agreement asap. Ask Jean if she has a template invitation and will she email out?

- **ACTION: AM to ask Jean to publish a poll at some point, asking if residents would prefer a) a paper copy of the VU, b) a virtual copy or c) forego any copy.**
- This poll could also be added to the next update, but this information is for the future, not the current schedule.
- **ACTION: Ask Jean to put on FB for residents to look out for the next edition.**
- **ACTION: AM to send the schedule to Simply Print for their information.**

8. Quotes for council laptops

- Preferred machine is HP Probook model 455G10 at £595 + VAT with 3-year warranty and via 3-year lease (possibly with CF Corporate.)
- Group checked the specifications to ensure suitability.
- **ACTION: JM to write a report for inclusion in September council meeting.**

9. AOB

- MA asked about social media access by councillors. Research required.
- Decision to change meeting time of this group to 7pm.

Next meeting at the earlier date (due to availability of Chair) of Wednesday 10th August.