

the Beaulieu (Land Trust) Community Gardens Cabin so again this will be an issue to be raised by Melanie and Suzanne at the meeting with the Land Trust next week. Chloe will attempt to speak to a Police contact and this will be raised with the Council with a view to setting up a working group to organise the event.

23/CC.05 To discuss IT issues

23/CC.05.1 To receive report on a potential reporting app

Suzanne had met online with a representative from Cloudy IT regarding the possible production of a reporting app for the Council whereby residents would have a QR code taking them to a site where they could geolocate problems to be reported and the report would go through to the relevant local authority or organisation. It was noted that for the app to be effective, there would be a lot of work required by the Council to locate the various assets and ownership of them and then collate the information for the provider. It was also noted that there would be an ongoing hosting fee. Whereas Councillors agreed that this was a good idea, it was further agreed to carry out further research before deciding on how to proceed. It was agreed to enquire with Chelmsford City Council and Essex County Council regarding their reporting systems and also to enquire with Parish online and then to consider the issue further.

23/CC.05.2 To consider functionality issues and costs in relation to the Zoho operating system.

It was noted that as the Council will have a full complement of Councillors and in view of future employee needs there may be a need for an additional licence with Zoho. It was agreed that it would be better to have an independent admin account. Andrew will obtain clarity on additional costs. Also it was considered beneficial for standard operating procedures for the workings of the account to be agreed by the Council.

23/CC.06 To discuss format of article for The Clerk magazine

Suzanne, in her capacity as branch Chairman of the Essex branch of SLCC has been invited by the head office of that organisation to produce an article for the national magazine. She presented a draft of the article. Councillors provided some clarity on the fact that shadow Councillors were not just Parish Councillors but drawn from other community organisations as well and to point out the amount of work carried out to make sure that the Council could be fully effective as from 1st April 2023. Also to point out the importance of shadow Councils being properly resourced. The article was otherwise **agreed**.

23/CC.07 To discuss issues regarding a Council newsletter

There was a discussion on the format of such a magazine and whether it should be online and in hard copy and issues surrounding distribution were also discussed. It was **agreed** that for the time being the Council will contribute to other community

magazines and to set up a working group to work through what is required from a future magazine and the various issues that will need to be addressed.

23/CC.08 To consider Communications policies

23/CC.08.01 To consider the draft media policy

The draft policy was discussed and it was noted that it is important that although photographs and recordings may be taken of the meeting itself, members of the public should not be included in such recordings or photos. Chloe mentioned that the City Council has a useful clause to assist with this issue which she will communicate to Suzanne to enable the policy to be updated for further consideration.

23/CC.08.02 To consider the first draft of the Communications policy

The draft was considered. It was agreed that only factual information, clarifications and notices should be posted on social media and that Councillors and officers should not enter into discussions or debates online. It should be made clear that the Council is not duty bound to respond to social media posts but that the official means of communication with the Council is via the Executive Officer's email address or the contact form on the website. It was agreed that Councillors may share posts to other sites. There should be clauses to bind Councillors to collective responsibility. Also to add reasons for removal of posts to be factually incorrect information.

It was agreed that the next meeting of this committee will be on 2nd August 2023.

Meeting concluded at 7.22pm