

Minutes of the meeting of the Communications Committee of Chelmsford Garden Community Council held on 21st December 2023 at 5.30pm at the Beaulieu Community Centre, 17 Centenary Way, Chelmsford, Essex

Present: Councillors Andrew Wright (Chair)
Melanie Williamson
Romilly Wakeling
Cynthia Driver

Executive Officer Suzanne Walker

No members of the public were present

23/CC.26: Apologies

Received from Councillors Golla, Jeffreys, Drew-Smith, Tron and Alderman.

23/CC.27: Declarations of Interest

None.

23/CC.28: To approve the minutes of the meeting of the Communications Committee held on 14th September 2023

The minutes from the meeting of this committee held on 14th September 2023 were **agreed** by all Councillors and signed by the Chair.

23/CC.29: To review arrangements for events with a view to making a recommendation for the appropriate budgetary amount for Community Engagement and communication issues.

The report on technology presented by the Executive Officer was considered and it was **agreed** to recommend to the Council that an appropriate amount of money is set aside in the budget to cover the potential purchase of equipment to broadcast a meeting subject to further research as to the most appropriate system together with a projector and the licence for a system to allow a secure network to be hosted for meetings. Consideration was also given to the cost of community events and it was **agreed** to recommend additional amounts in the budget for hosting and supporting events. It was also agreed to recommend the purchase of the software to assist with internet connectivity.

23/CC.30 To agree arrangements for Councillor training in relation to the Zoho system

Following discussion, it was **agreed** that the Executive Officer will host an online session to guide Councillors as to the basics of the use of Zoho and that if more technical issues arise then Councillor Wright can assist. Also to put together a brief 'how to' guide.

23/CC.31 To receive update from the Executive Officer regarding website arrangements.

The Executive Officer provided a report in relation to updating the website for it to be effective for the work being carried out by the Council and also compliant with the law and to enable the Council to apply for the Local Council Award scheme. It was agreed that she liaise further with Councillor Wright outside this meeting and enquiries are made with Netwise who host the system to make sure that any changes can be made and that she has appropriate administration rights.

23/CC.32 To receive report in relation to website policies

It was noted that the Website Accessibility statement needs to be updated and a website document policy put in place and that will be worked on further to be considered at a future meeting. Also there is a need for the website to be tested for accessibility and the Executive Officer will provide details of a free online so that may be undertaken and also enquiries will be made with Netwise as to whether they undertake such testing.

23/CC.33: To receive a report on progress of D Day event preparations

The Executive Officer provided a report on the stage of planning for the event. It was noted that it has not been possible to organise a community choir so it was agreed to approach the local schools. So far as capacity is concerned it was agreed to restrict the number to 500 people to be monitored carefully and in view of this to restrict promotion to a local level. To enquire with the Bowls club and Morrisons as to parking provision. A site meeting and a meeting with volunteer stewards will need to be organised in the New Year.

23/CC.34: To consider any specific actions required at present to promote the Special Constable scheme

It was noted that a meeting took place this morning with the inspector of the Community Policing team and an officer from the City Council. The inspector had agreed to look into the issue of finding a Special Constable volunteer as local advertising has not been successful and it was noted that the Executive Officer will carry out some research into a scheme where a local Council has part funded a PCSO in their area and for the issue to be put onto the February agenda.

23/CC.35 To discuss issue of potential flyer to distribute to all residents to promote the Council

The Executive Officer had obtained some reasonable printing quotes and it was agreed in principle to look to produce a flyer and to consider the issue further at a future meeting. This could be a task for the new employee. Also it was noted that the Council has already suggested that the residents of Domsey Lane should be leafleted to make sure they are aware of the Council and not isolated and to look to produce a leaflet for them to promote the January drop in event at Channels.

Meeting concluded at 7pm.