



Botley & North Hinksey Parish Council



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Minutes of the Communications Committee Thursday 22nd June 2023

Committee members: Cllrs Kay (chair) Berrett, Church, Dowie and Keily

Councillors present: Cllrs Kay, Berrett, Dowie & Keily.

Others present: Julie Flenley – Locum Clerk

On zoom: None

1. Apologies for Absence. Cllr Church.
2. Declarations of Interest in Items on the Agenda. None received.
3. Election of a Vice Chairman. Cllr Berrett proposed Cllr Keily as Vice Chair of the Communications Committee. Cllr Kay seconded. Unanimous vote, motion carried. Cllr Keily was confirmed as Vice Chairman of the Communications Committee of Botley and North Hinksey Parish Council.
4. Questions from Members of the Public. None received.
5. Website/domain – to NOTE progress in changing domain name and CONSIDER quote from Kitson regarding the domain change (paper on Dropbox). Cllr Berrett informed the council that a meeting with Kitson Consulting had taken place to discuss changes to the domain name and emails, and quote had been received from them. Cllr Berrett proposed that we accept the quote from Kitson Consulting. Seconded by Cllr Kay. Cllr Keily voted in favour, Cllr Dowie voted against. Majority vote, motion carried.
6. To consider other required actions arising from the change of Council name. Cllr Kay noted that many of the policies would need to change to reflect the change in parish name. Cllr Dowie noted the need for a policy review schedule. Cllr Berrett proposed that the name changes on the policy documents take place when the document is reviewed. Seconded by Cllr Dowie. Agreed unanimously, motion carried. Cllr Berrett also noted that the parish noticeboards, facebook page and signage would need to be amended to reflect the parish name change over time. Clerk to review.
7. To APPROVE a widget on website landing page with meeting dates. Cllr Kay proposed that a widget with the future meeting dates be added to the landing page of the website. Seconded by Cllr Berrett. Agreed unanimously, motion carried.
8. To AGREE to add new training course videos to the confidential section of the parish website. Cllr Dowie proposed that Clerk write to councillors to ask them to submit training materials to her (e.g. Powerpoint presentations, Word Documents, etc.) for adding to the confidential section of the website by Cllrs Berrett or Kay. This would be for

councillors and staff to access. Seconded by Cllr Berrett. Agreed unanimously. Motion carried.

9. To REVIEW website management including the Website Policy. Cllr Kay proposed that the Committee accept changes to the Website Management Policy (as defined in the dropbox document) with the insertion of the words in the second bullet point of Appendix 1 'and the events calendar' with the proposals to be taken too full council for approval. Seconded by Cllr Keily. Cllr Dowie called for a named vote. Cllrs Kay, Berrett and Keily voted in favour, Cllr Dowie voted against. Motion carried.

Cllr Berrett also proposed that once the probation period of the new Clerk and RFO have been successfully passed, that the possibility of the Clerk and RFO taking on more of the website management, pending workload would be evaluated. Seconded by Cllr Kay. Cllr Dowie called for a named vote. Cllrs Kay, Berrett and Keily voted in favour, Cllr Dowie voted against. Motion carried.

10. To REVIEW post-election website updates. Cllr Berrett noted that the Registers of Interests needed to be added to the website, and that there were still outstanding Communications Agreement forms. Spreadsheet listing the Committees and Working Groups once established whether public members of Working Groups are happy for their names to be added. To be discussed at a future meeting.

11. To AGREE a calendar of Council articles for the Sprout. Cllr Kay noted that updates on the pavilion and skatepark projects alongside updates on the public arts project and local environment action plan with the potential of going into the Sprout for September/October editions. Cllr Berrett noted that the Remembrance Committee should also be updating. Cllr Berrett proposed that it goes on the agenda for 27th July 2023 with the possibility of the Clerk writing the updates in conjunction with the leads for each project. Agreed, motion carried.

12. GDPR – for committee to note that 6 licences with HighSpeedTraining were available and that training is to be booked for all new councillors. Item already approved by full council, Clerk to book and let councillors know.

13. Date of next scheduled meeting: Thursday 9th November 2023 at 7pm in Seacourt Hall.