

Minutes of the Communications sub-Committee meeting of Hay Town Council held in the Registrar's Room, Council Offices, on 31st October 2019

Present: Cllr Josie Pearson (JP) Cllr Trudy Stedman (TS)
 Cllr James Prothero (JPr)

In attendance: Nick Burdekin (NB)

Apologies: Cllr Helen Davies (HD) Cllr Isobelle Keith (IK)

COM163- Minutes of the Meeting dated 12th June 2019

The minutes of the meeting dated 12th June 2019 were agreed and signed as a correct record. IK has replaced JH on the Comms Sub Committee now JH has resigned.

COM164– Matters arising from minutes not on the agenda

(a) Website e-mail addresses

TS has not got an e-mail address for IK. AP, FH and IK need their .gov.uk e-mail accounts setting up. TS came into Council Offices and set up the Town Clerk's e-mail address. However, the lap top is 10 years old and does not have the appropriate licence so is not able to send .gov.uk e-mails at the moment. NB has spoken to Tim Pugh about this and Tim said that there are two solutions: 1. Upgrade the current lap top. 2. Buy a new, up-to-date and licenced lap top/desktop.

Recommendation:

(i) To purchase a new lap top or desk top for the Town Clerk in order to provide an upgrade which will enable the Clerk to use modern software and in order to meet Health & Safety requirements.

(b) Website content / Cllr biographies / photographs

TS said that she has removed Hugh Sawyer from the Cllr contact details. TS has a photograph of IK which was used for the October 2019 newsletter that went out in Wye Local. TS to upload IK's photograph and biography.

(c) Revised Standing Orders – approved by Full Council 1st July 2019

The revised Standing Orders recommended by the Communications Sub Committee were approved by Full Council on 1st July 2019

(d) Policies / handbook

NB said that he has added grievances and sickness (including NL's sickness notes) to the Policies folder. TS said that Paul Egan, OVW, has also advised HTC to get a policy on vexatious complaints. NB to add this to the list of policies to put together. NB also said this task would suit the new Admin Assistant once appointed.

COM165– Wye Local Article (200 words)

(i) December 2019 (deadline for article 14th Nov 2019) – JPr to write – choose topic(s)

JPr to write a 200-word article on the Community Christmas Lunch. JP e-mailed the Town Clerk/JPr last year's invitation/advert which just needs amending, including the newly suggested name of "Community Christmas Lunch" (provisional on Cllrs agreeing at Full Council), revised date and so on.

COM164 – Ben Whittle request for HTC to hold a public consultation on the proposed solar canopy on Oxford Rd car park

NB read out Ben's request that HTC helps to co-ordinate a public consultation on the proposed solar canopy on Oxford Rd that would supply hot water to the school's swimming pool and potentially 4 electric car charging points. NB added that IK in the last Low Carbon Hay meeting had suggested using this as a platform for other elements of Low Carbon Hay, such as the Sustainable Transport Group, the energy champions etc. NB has e-mailed Ben to ask for more details on how Ben would like the consultation to take place, what resources Ben has and so on. No reply as yet. NB to follow up and get details from Ben.

COM165 – Meeting with Julie James AM 20th Nov 2019 – Any amends to briefing note

NB handed out the Briefing Note put together for Julie James AM's previously postponed visit to see if it needs amending for the meeting scheduled for 20th November 2019. Cllrs said that the following sections need updating:

- Council Offices
- Public Toilets
- Recreation Facilities
- Hay Cemetery

The section on Shire Fund can remain the same. NB to make the amendments and circulate to Cllrs for comments before sending the final version to Julie James' office.

COM166 – Launch of "Miles Without Stiles" – Target Spring 2020

(i) Any outstanding actions

JP asked NB if the NRW has agreed to the extension from 12th December 2019 to 31st March 2020. NB said he has e-mailed Michael Smith (NRW) but not had a reply. Michael has not replied to any of NB's previous 3 e-mails, so NB will contact the grants section directly and try calling Michael.

JP said that Jon Pimm has now had 4 additional gates installed across the route. In order to make MWS completely stile-free, there needs to be one radar kissing gate installed at the bottom of Oxford Rd.

JP added that Jon Pimm has asked to use the two remaining gates on the stretch of the walk above Brecon Road. Cllrs unanimously agreed to this request.

Other outstanding actions include:

- A5 flyer. NB to write
- Advertising Consent form for MWS hand-painted sign (to be installed top of Oxford Rd). NB to complete
- Photos of route. Jeff Morgan to take photos once final gate is installed

The launch of MWS was agreed to be either Spring or, if the weather sets fair, sometime during Winter. No date specifically set at this stage.

COM167 – Business cards, compliment slips, letter heads for HTC

NB will get some quotes for business cards, compliment slips and letter heads. TS said that the generic letter head needs to leave a blank space for the Mayor's name/contact details so that this can be simply typed in to ensure future-proofing. TS asked NB to make sure the e-mail address is changed to the .gov.uk address. NB added that this would be another good task for the new Admin Assistant to help with.

COM168 – Accessibility Statement (deadline: September 2020)

NB said that there is a duty placed on Town Councils to put an Accessibility Statement on HTC's website. The Statement is around the ease of use, the consistency of the pages, whether the website can be accessed by people who have visual impairments and so on.

TS said that you can zoom in on the text on HTC's website. There is also a box when you upload images that enables the inputter to include a description of the image. TS added this might be something that GloverSureLtd can help with. Again, this is a task that the Admin Assistant could help with.

COM169 – Action Plan for 2019 / 2020

NB to add to the Action Plan the Ben Whittle/Solar Canopy public consultation exercise. NB to also change the time/date of the Citizen of the Year presentation to July/Hay Summer Show, provisional on Cllrs agreeing this at Full Council.

COM170 – Time and date of next meeting

Friday 6th December 2019, 9.30 am

Signed.....Date.....