

NAILSWORTH TOWN COUNCIL
COMMUNICATIONS COMMITTEE

Minutes of a meeting held on 13 November 2012

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| Present | Cllr J L Duckworth (chair) Cllr A Elliott Cllr MP Robinson Cllr S Robinson Cllr S E Thorpe |
| Apologies | Cllr N I Kay Cllr M J Kelly |

MATTERS ARISING FROM PREVIOUS MINUTES

Council Communications Policy

Cllr Duckworth was still working on this.

Volunteers' Calendar

Cllr Duckworth reported that he had been unable to identify suitable free software, other than Google, to use for an events calendar for the Arkell Centre website, which was hosted by NTC. He agreed to research the possibility of using a Google version as was currently being used for the Library volunteers on the NTC website.

After some discussion, it was agreed to **recommend that the Arkell Centre website should be directly managed by NTC**. It was recognised that this was unlikely to reduce costs as it would involve extra work for NTC officers. However, the impact of this on staff time could be reduced if the proposed weekly online events calendar could be printed out and displayed on the Arkell Centre and TIC noticeboards instead of the weekly posters which Sue Nicholson was currently producing.

MANAGEMENT OF NTC WEBSITES AND EMAIL ACCOUNT

Cllr Duckworth's proposals for managing NTC websites and email account were considered. It was agreed to recommend the following:

- 1. an additional GB of webspace be purchased at a cost of £72 per annum**
- 2. councillors' individual email accounts be limited to 60 MB.**

It was agreed that the 60MB limitation should not be applied to Sue Nicholson's email account, and that the set-up of this account would be harmonised with the Clerk's, in recognition of the need for emails to be stored on both office computers in the same way. Cllr Duckworth agreed to assist with this. Discussion then ensued on the desirability of all councillors using the nailsworthtowncouncil.gov address which had been set up earlier in the year. Some councillors felt that, to ensure the efficiency and effectiveness of internal and external Council communications, it was

vital for all councillors to use this system, whilst others felt there should be flexibility to enable individuals to choose their preferred mode of communication. After further consideration, it was agreed to offer the use of Council hardware, suitably adapted, to Cllr Reed, in order to resolve her difficulty in using the nailsworthtowncouncil.gov address on her work laptop. In response to a question, Cllr Duckworth confirmed that the system allowed him to clear individuals' inboxes as a crisis management measure, and it was agreed that he could do this, if required, in the case of Cllr Reed, who had previously given her permission for this to be done. Cllr Duckworth also agreed to provide written instructions on the operation of the NTC system in case of emergency.

BUDGET ITEMS

The Clerk explained that the nailsworthtowncouncil domain which had been registered by NTC at a cost of £104 + VAT would be renewable at a slightly lower rate in 2014. She had been informed by the providers that, owing to an oversight on their part, an additional annual handling charge of £50 for the previous year had not been included in their invoice, and that this handling charge would also be incurred for the current year. The annual silver web hosting fee (which covered all 3 sites) was currently £100 p.a. + VAT, due for renewal in December. The nailsworthtown domain cost approximately £10 p.a.

It was agreed to **recommend a budget item of £500.00** for the year 2013/14 for Council websites and email.

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Chair

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Date