

Minutes of the virtual meeting of Ackworth Parish Council's Communications & Media Committee, held on Monday 29 March commencing at 7:30pm

Present: Cllr John Bell in the Chair  
Cllr Balfour, Cllr Cook, Cllr Roberts

**1. To receive apologies and approve reasons for absence**

1.1. None to receive

**2. Declarations of Interests and Dispensations**

2.1. To receive declarations of Interest from Councillors on items on the agenda

2.2. To receive written requests for dispensations for disclosable pecuniary interest

2.3. To receive any requests for dispensation as appropriate

None received

**3. To receive and approve the notes of the informal meeting held 11th March 2021**

3.1. That the notes are approved as an accurate record.

**4. To approve the upload timings of posts discussed at the meeting held on 11<sup>th</sup> March**

4.1. Discussions took place around the posts discussed previously and new ones potentially required dependant on council approval in due course.

**5. To receive and approve the updated 'Social Media Management of Information document.'**

5.1. Cllr Balfour had provided a chart of social media management which gave a good indication as to the types of information required and who would be dealing with/responsible for it.

Discussions were held and amendments suggested. Cllr Balfour agreed to forward a copy of the committee's terms of reference for the admin assistant's information.

It was agreed to recommend to the Parish Council that the document is approved.

**6. To agree the types of Facebook & Website posts/information that can be dealt with by the Clerk and the Admin Assistant without the need for committee involvement.**

6.1. A discussion took place. It was agreed to recommend to the Parish Council that third party content from Wakefield Council, West Yorkshire Police, or other official bodies that do not require amendment by Ackworth Parish Council can be uploaded without the need of approval.

**7. To review the lines of communication and responsibility in relation to Facebook and Website posts is effective/timely?**

7.1. This had been covered in agenda item 5, no further discussion required.

**8. To review the protocol and best practice for social media and other communication.**

8.1. This had been covered in agenda item 5, no further discussion required.

**9. To consider items to be reported back to the Parish Council meeting on 12<sup>th</sup> April**

9.1. It was agreed that the minutes of this meeting and an indication of what was to be included in the newsletter would be sent as an addendum to these minutes for information.

**10. To agree any urgent social media posts not covered at the last meeting**

10.1. None received

**11. To agree the date and time of next meeting**

11.1. It was agreed that there was no benefit in arranging meetings just for the sake of it, and that once a month was ample. An informal meeting would be held the day after the full council meeting to discuss the timings of the information approved at the full council meeting.

To arrange the next meeting for the same evening as the Road Safety Group meeting, with the chair able to call an extra meeting if required.

As there was no further business to be transacted, the chair thanked everyone for attending and closed the meeting at 20.42pm