



NORTH WALSHAM TOWN COUNCIL

Media & Information Committee Meeting

27 June 2019

To: **All Members of the Media and Information Committee**

You are hereby **SUMMONED** to attend a **Committee Meeting** to be held at **18 Kings Arms Street, North Walsham NR28 9JX** on **Tuesday 2 July 2019, at 18.30**

Should you be unable to attend please phone/email with your apologies and reasons.

Yours sincerely

J. Shields

Town Clerk

AGENDA

1. **APOLOGIES FOR ABSENCE**
To accept apologise of absence
2. **DECLARATIONS OF INTEREST**
To receive declarations of personal or pecuniary interests and consider requests for dispensations
3. **APPROVE MINUTES OF PREVIOUS MEETING**
To approve minutes of meeting 5 June 2019
4. **CONSIDER PROPOSED COMMUNICATIONS PLAN**
See Cllr Wright proposed communication plan and agree editorial Group Members
5. **AGREE FACEBOOK ADMINISTRATION**
Consider Cllr Wrights proposals and recommend back to Full Council
6. **REVIEW POLICY'S AND REFER ANY SUGGESTED AMENDMENTS TO PERSONNEL & GOVERNANCE**
 - i. CCTV policy – See policy as at Full Council 25 June
 - ii. Communication Protocol
7. **REVIEW EVENT MANAGEMENT PACK**
To review event management plan and refer any changes back to Full Council. See existing pack issued at Full Council 25 June
8. **CONSIDER INFORMATION SECURITY**
9. **CONSIDER PURCHASING G-SUITE**
£9.20 per month, for business email, secure team messaging, shared calendar, unlimited storage
10. **CONSIDER ACQUIRING DESKTOP PUBLISHING SOFTWARE**
Consider purchasing or freeware to create our own advertising pages - software £80 for 1 machine

11. CONSIDER CHANGING EMAIL/WEBSITE HOSTING

Cllr Heinrich has suggested <https://www.heartinternet.uk>

12. REPORT ON WEBSITE DEVELOPMENT

13. ANY OTHER BUSINESS ALLOWED BY THE CHAIR

To discuss any other business allowed by the Chair

14. ITEMS FOR THE NEXT AGENDA

15. DATE OF NEXT MEETING