Oldbury on Severn Parish Council

Minutes of the Meeting of the Communications Committee held on Monday 11th October 7pm via Zoom.

To receive apologies: None received

Absent without apologies: Angela Conibere

Present: Chair Cllr Sheila Bedford, Cllr Matthew Riddle, Cllr Chris Jennings, Cllr Keith Sullivan, Roger Davies

Clerk: Victoria Bailey

To approve the minutes of the last meeting held on Monday 16th August 2021

Proposed SRB, seconded MR.

1. Update on 'Welcome Packs'

SRB has not received an update from Angela Conibere; AC has a list.

Action
SRB to ask AC if she has an update on the 'Welcome Packs.'

2. Update on noticeboards

SRB reported that Lisa Riddle is taking ownership of the noticeboard at the Pavilion and Julie Grey is managing the upkeep of the one in Shepperdine very well. As AC is not present there was no update on the central village noticeboard although VB regularly refreshes its information.

3. Update on Website

KS voiced concern over the lack of a community calendar on the new website; RD has had difficulty sourcing the password. CJ would like the information saved on the Google calendar currently used to aid recording of the end of year accounts; RD offered to do this if a new calendar has to be set up. CJ said that although Karen Porter the Hall booking secretary has access to the current calendar she does not have the password. Discussion on layout of the website and the drop down boxes.

Action
CJ will email SRB all the information he'd like in the drop down boxes for the Memorial Hall

MR and SRB thanked RD for his work on the website. SRB reported that she had asked Wessex Water for an item to upload to the website's news desk relating to their work in the area.

Action
SRB to chase Wessex Water for report on their works in the area

4. Decision on providing VB with administrative access to the website

Discussion on the ALCA Briefing note; MR stated that VB should use some of her Clerking hours to learn how to upload/ manage the website; VB and RD agreed to meet at VB's house on 1st December for a teaching session. This was agreed by the committee.

5. To receive any other items of report

None received

To confirm date and time of next meeting

Meeting ended 19.40

Next meeting 7.45pm on Monday 13th December 2021 location to be confirmed.