

**Minutes of a virtual meeting of Cherry Burton Parish Council Media and Communications Advisory Committee Meeting held on Monday 8<sup>th</sup> February 2021 at 7.30pm.**

Present: P. Huntsman (PH) – briefly on 1<sup>st</sup> call, E. Sutcliffe (ES), P. Wardale (PW) and L. Docherty (LD)

Apologies: None

Declarations of Interest: None

2) Due to issues hosting the meeting on Zoom there could not be fully two way discourse with all attendees so minutes of the previous meeting were not put forward for approval

3) As LD was able to communicate with all attendees, he was able to provide an update with what is possible with the current website:

- Changes to homepage to make more visually appealing and/or easier to navigate
  - The layout was changed to meet accessibility legislation and changes to the layout are limited to predetermined layouts used by all Councils hosted on the Platform.

**Action**

**LD – to follow up and clarify if improvements within the current system could be made i.e. are there any plans in the near future to update again.**

- Options to sign up to a newsletter distribution list
  - Not a built in option. They could provide a page which emailed the clerk to manually add to the list.
- Provision of a forum page
  - No option – recommended to use FB for this functionality
- Site security – currently not a secure connection to the website so some people may not be able to access
  - Moving to a Secure server is in progress

Follow-up discussions were on the use of MailChimp to collect, store and allow user management of options for the newsletter email distribution list

**Action**

**ES – to forward his Mailchimp “proof of concept” page which could be incorporated with PC website if the PC setup a free account with MailChimp.**

**ES – to discuss the Website and MailChimp to get a decision from the PC as to how they would like to proceed on these two items.**

4) It was decided to get feedback from the PC before setting a next meeting date.