



26th February 2021

COMMUNICATIONS COMMITTEE

TO: MEMBERS OF THE COMMUNICATION COMMITTEE

Councillors; Naveed Akhtar, Pranav Bhanot, Jamie Braha, Rochelle Hodds and Mona Sehmi.

You are hereby summoned to attend a virtual meeting of the **COMMUNICATIONS COMMITTEE** which will be held on **4th March 2021** utilising the Zoom Communications Service, hosted from the **Parish Council Offices**, Hainault Road, Chigwell, at **6.00pm** to transact the business shown in the Agenda below.

Meeting ID: 854 6590 7918 Password: 198389

Anthony-Louis Belgrave
Clerk to the Council

AGENDA

1. RECORDING OF MEETINGS

Members of the Public and Councillors are asked to note that in accordance with Standing order 3 (l) photographing, recording, broadcasting or transmitting the proceedings of a meeting may take place.

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence.

3. OTHER ABSENCES

To **NOTE** any absences for which no apology has been received.



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4. CONFIRMATION OF MINUTES



To **APPROVE**, as a correct record, the minutes of the meeting held on the 11th January 2021.

5. DECLARATIONS OF INTEREST

To **RECEIVE** any Declarations of Interest by Members.

- A Member with a personal interest in a matter must consider whether it is a “prejudicial interest” (i.e. prejudicial to the public interest).
- A Member must consider him/herself as having a prejudicial interest if it is a personal interest which a member of the public with knowledge of the relevant facts would regard as so significant and particular that it could prejudice the Member’s judgement of the public interest.

Any Member who is unsure if a personal interest needs to be declared should consult the Clerk for clarification.

6. COMMUNICATIONS STRATEGY & IMPLEMENTATION POLICY REVIEW

Members are advised that at the meeting held on 22nd March 2018 the Communications Strategy & Implementation Policy, as shown at **Appendix 1** was approved. This document is intended to guide the council’s communications and advise members, in accordance with an agreed procedure. Members are further advised that at the meeting held on 11th January 2021, it was agreed that the ‘External correspondence’ segment of this policy would be revised by the Chairman, based upon proposals submitted by the membership of this committee.

Members are now asked to **CONSIDER** and **REVIEW** this policy document.

7. SOCIAL MEDIA – Management Plan, Schedule & ‘Work for Hire’ Contract Agreement

Members are reminded that at the meeting held on 11th January 2021, it was agreed the Social Media Management Plan & Schedule provided by the selected service provider would be approved, on the condition that an accordant and appropriate contractual agreement is completed, which is applicable to the associated services.

Members are now asked to **CONSIDER** the following documents, then **APPROVE** an appropriate course of action:

- Social Media Proposal; as shown at **Appendix 2a**
- Social Media Management Plan; **Appendix 2b**
- Social Media Schedule; **Appendix 2c**
- Social Media ‘Work for Hire’ Contract Agreement; **Appendix 2d**

Members are now asked to **CONSIDER** and **APPROVE** the afore-listed documents.





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8. SOCIAL MEDIA POLICY REVIEW



Members are advised that at the meeting held on 22nd March 2018 the Social Media Policy, as shown at **Appendix 3** was approved. This document is intended to direct this committee's activities, advise members, in accordance with an agreed protocol and regulate the Parish Council's online presence.

Members are now asked to **CONSIDER** and **REVIEW** this policy document.

9. PARISH COUNCIL WEBSITE PROJECT UPDATE

Members are advised that at the Management committee meeting held on 25th June 2020, the selected service provider was approved for this project, this decision was subsequently ratified at the council meeting held on 9th July 2020. Members are further advised that, following consultation, the selected service provider has completed the framework for this website and is presently engaged in the transfer of content from the presently operational website.

Members will now **RECEIVE** an update from the Chairman on the progress of this project and the associated timelines.

Members are now asked to **CONSIDER** and **COMMENT** on this update.

10. OTHER COMMUNICATIONS MATTERS

International Women's Day Commemoration Proposal



Members are advised that International Women's Day (IWD) is a global day celebrating the social, economic, cultural and political achievements of women. Marked annually on March 8th, this is a call to action for accelerating gender parity. Significant activities are witnessed worldwide as a wide variety of groups come together to celebrate women's achievements or rally for women's equality. International Women's Day (IWD) is one of the most significant days of the year to, celebrate women's achievements, raise awareness about women's equality and lobby for accelerated gender parity. The campaign theme for International Women's Day 2021 is 'Choose To Challenge'.

Members will now **RECEIVE** a brief update from the Chairman and Councillor Bhanot, on a proposal to commemorate International Women's Day (IWD), as shown at **Appendix 4**, for Member's information.

Members are now asked to **CONSIDER** how this event may be celebrated, then **APPROVE** an appropriate course of action.



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World Cancer Day Event Proposal

Members are advised that World Cancer Day is marked on 4th February, to raise awareness of cancer and to encourage its prevention, detection and treatment. It is an initiative of the Union for International Cancer Control (UICC), the largest and oldest international cancer organisation dedicated to taking the lead in convening, capacity building and advocacy initiatives that unite the cancer community to reduce the global cancer burden, promote greater equity, and integrate cancer control into the world health and development agenda.

Members are asked to refer to the following hyperlink for further information.

[Official website of World Cancer Day by UICC | 4 February](#)

Members will now **RECEIVE** a brief update from the Chairman on this matter.

Members are now asked to **CONSIDER** how this event may be commemorated, then **APPROVE** an appropriate course of action.

11. MATTERS TO BE BROUGHT FORWARD TO THE NEXT COMMUNICATIONS COMMITTEE MEETING

To **NOTE** any matters which Members may wish to draw to the attention of the Committee and/or request to be included in the Agenda for the next meeting of the Committee.

12. DATE OF NEXT MEETING

Members are now asked to **CONSIDER** and **CONFIRM** the date of the next meeting.

13. EXCLUSION OF THE PUBLIC AND THE PRESS

In the event that the Agenda contains Exempt (blue) pages, to **CONSIDER** the following motion to be proposed by the Vice Chairman:

“That the public and the press be excluded from the meeting, the Council believing that publicity would be prejudicial to the public interest by reason of the confidential nature of the business about to be discussed.”

<p>There are no confidential items to be considered.</p>

Anthony Belgrave
Clerk to the Council