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Minutes of the meeting of the Website Committee held on the 2nd July 2019 at the Parish Council Office – 59 High Street, Great Barford.

Present: James Rudgley (Chair), Di Ames, Noreen Byrne

Apologies: None

Clerk: Joanne Lee

MINUTES

1. **Elect a new Website Committee Chairperson.**
James Rudgley was elected as Chair.
2. **To receive and approve apologies for absence.**
None
3. **Declarations of interest in any matter – being prejudicial or personal.**
None.
4. **Discuss and agree protocol on how to Great Barford Parish Council deal with all information media.**
The Committee were advised that a new Community page had been set up and this should not be linked to the Parish Council facebook page.

Action It was decided that the Clerk should respond to Facebook comments and a handover of this responsibility would be over a controlled period of time. It was also discussed and agreed that a policy should be made in replying to correspondence in a certain time agreed to allow enough time for the Clerk to respond appropriately.

Action Di Ames to find example policies dealing with acceptable response time for comments received via on-line and social media.

Action Clerk to put on the Full parish Council meeting for Di Ames to share her findings on examples of responses to correspondence timings.

Signed: _____

C3 [Signature]

Date: _____

16-07-19

Initial: *CLP*