

A meeting of the **Community Engagement Committee** will be held on
Wednesday, 18 December 2019
in Shavington Village Hall, Shavington at 7.15 pm

To: Members of the Committee
Councillors K Gibbs, G McIntyre and R Moore
Non-Parish Council Member: Judith McIntyre

Date of issue: 13 December 2019

AGENDA

1 ELECTION OF CHAIRMAN

To elect a Chairman to serve until the next Annual Meeting of the Parish Council.

2 APOLOGIES

3 DECLARATION OF INTERESTS

Members to declare any disclosable pecuniary interest (DPI), non-pecuniary interest or prejudicial interest which they have in any item of business on the agenda, the nature of that interest, and in respect of disclosable or prejudicial interests, to leave the meeting prior to the discussion of that item.

The non-Parish Council Member is invited to declare any potential conflict of interest.

4 MINUTES – 21 AUGUST 2019

To receive the Minutes of the former Communications Committee meeting held on 21 August 2019. ☞

5 TERMS OF REFERENCE

To receive a copy of the Terms of Reference, approved at the Parish Council meeting held in September 2019. ☞

Members are invited to consider the responsibilities set out in item 13 which sets out the key responsibilities of the Committee and to decide how the aims of each of those listed can be met.

6 EVENTS – 2020

The Committee is invited to form itself into Task Groups for the following events. A generic Terms of Reference for Task Groups is enclosed to remind Members that such groups are essentially fact-finding and have no decision-making powers.

Although the Committee does not have its full complement, and Members may feel that this places an onerous burden on a small number of Councillors, the events are sufficiently spaced out.

The following are the annual events which require organising.

- Scarecrow Competition (April)
- Teddy Bears' Picnic (August)
- Halloween Event (October)
- Remembrance Sunday (Sunday closest to 11 November)
- Best-Dressed House at Christmas. (December)
- Carols at Christmas (Sunday before 25 December).

7 REVIEW OF WEBSITE

The former Communications Committee has previously expressed the view that a review of the effectiveness of the website should be undertaken.

From September 2020 all public sector websites must meet certain requirements in accordance with The Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018 which states that '*a failure by a public sector body to comply with accessibility requirement is to be treated as a failure to make a reasonable adjustment*'. (Section 12).

- Meet minimum accessibility standards specified by international standards, and
- Provide an accessibility statement (a model template is available online from Government Digital Services) which informs disabled users -
 - How they can benefit from the Council's accessibility practices.
 - Which bits of the accessibility requirement the Council has not yet met.
 - What the Council is going to do to address this; and
 - What alternative support the Council offers to people who cannot easily access the website owing to its deficiencies and accessibility.(The accessibility requirement applies to uploaded content (PDFs, videos etc.) as well as the actual web pages.

The Committee may wish to consider preparing a specification to enable quotations to be sought. It is suggested that this cannot be drawn up at this meeting but would be appropriate for a Task Group to prepare.

The Clerk has researched how to prepare a specification for a website and a report has been prepared which may be a useful starting point. (to follow)

8 COMMUNITY MANAGER (formerly titled Admin Support Officer)

Members are invited to consider what should form part of the job description for a Community Manager, whose role would include the following:

- Monthly website support (uploading of documents onto the website).
- Taking photographs for various events.
- Compiling the quarterly newsletter to include writing of articles.
- Write and post articles on the website.
- Post and run social media campaigns.
- Input on major events in the parish.
- Manage a diary of parish events ensuring that all aims were achieved.

9 MEETINGS WITH BRAVE LITTLE TANK

Brave Little Tank has suggested the following dates for the annual meetings:

Bi-annual meeting	Wednesday 15 January 2020	whole Committee.
Bi-annual phone call	Wednesday 15 April 2020 at 2.00 pm	B Gibbs
Bi-annual meeting	Wednesday 15 July 2020	whole Committee.
Bi-annual phone call	Wednesday 14 October 2020 at 2.00 pm	B Gibbs

10 DATE OF NEXT MEETING

11 March 2020