

Costessey Town Council

Minutes of the Communications Working Group of Costessey Town Council, held on Thursday 4th November 2021 at 7pm via Zoom

Present: Cllrs G Blundell (Chairman), T Laidlaw, P O'Connor, S Sizeland; N Bailey (Deputy Clerk) & L Trabucco (Minutes Secretary).

To receive apologies for absence

CO09/21: H Elias (Town Clerk)

To receive declarations of interest

CO10/21: None declared.

To confirm the notes from the meeting held on 15th October 2021

CO11/21: RESOLVED to approve the minutes as a true record with no amendments

To receive further updates and recommendations on the Jerningham Room AV solutions

CO12/21: After much discussion it was suggested that CTC use the Guest wi-fi and purchase a 4G Router as back-up in case any issues arise, with the option that the same 4G Router could also be used in other halls if needed.

RECOMMENDED to Full Council not to take the offer from Cloudy IT but to purchase a 4G Router. ACTION: Deputy Clerk

To consider AV upgrades to the Stafford Hall for general use by hirers

CO13/21: A brief explanation was given regarding the AV system installed in 2010. An alternative to a projector could be an 85inch TV. A comment was made about the visibility issue that some hirers might have when viewing it from the far back of the room. Prices to remove the old system and instal a new projector system should be sought. A suggestion was made to consider equipment that works with Bluetooth and is able to "screen mirror" on the big screen. **Deputy Clerk to source prices and options to be discussed at the next meeting. ACTION: Deputy Clerk**

To consider arranging Xmas Lights Switch-On events

CO14/21: A brief explanation was given regarding the late delivery of the Xmas trees at the Costessey Centre and that unfortunately a definite date of the event could not be fixed until the trees had arrived. A idea was to commit to the organisation of the Christmas Lights Switch event with Carol singers, caterers, mince pies and it was discussed to arrange the date for the last week of November or the beginning of December. A desire was to fix the event on the same date and it was agreed that a Comms WG meeting should be scheduled once the two Xmas trees had arrived to decide what to do next. **ACTION: Deputy Clerk**

Ideas for newsletter content/improvements

CO15/21: The Deputy Clerk shared the draft copy of the Newsletter and asked Councillors their comments and feedback. It was mentioned to make QH/Breckland new play equipment a bigger feature and reduce Breckland Park story as it already had their spot in the summer with the official opening. It was also mentioned to made more CTC driven stories and promote Costessey Community Groups that help the area and examples were mentioned to highlight some of the groups. The Deputy Clerk requested features.

CTC Facebook page comments (on/off/moderating)

CO16/21: Comments were made to justify the option of turning off the comments and after much discussion it was agreed to leave it as it is and not to make any changes to the Facebook comments. A comment was made to make the page clearer for residents and perhaps add the

agenda of the Full Council meeting and to link it to other communication system that CTC has like the Twitter account.

To consider the merits of live streaming to YouTube

CO17/21: Some examples were made where comments from YouTube subscriber gave ratings on the specific live streaming and therefore brought to their attention a way of communicating with the community. A comment was mentioned where “comments” could be made available and answered after a specific meeting or the following day to keep the community up to date.

RECOMMENDED to Full Council the setup of a CTC YouTube account live streaming with comments from subscriber be made available.

To confirm the date of the next meeting

CO18/21: It was agreed to fix the next date once the Xmas trees had arrived at CTC and that the date would be held on a **Thursday 11th November at 7pm via Zoom. ACTION: Deputy Clerk**

CO019/21: The meeting finished at 9:06pm.

Chair:

Date: