Radyr & Morganstown Community Council
Cyngor Cymuned Radur a Threforgan

Agenda Item 14

Meeting: **Council**

Date: **19 January 2023**

Report Author: **Clerk to the Council**

Publicity & Communications

Introduction

1. Members of the Publicity Group met on 10 January 2022. The meeting was attended by Councillors Silver, Davies, Patel, Charles and Cook. A summary of issues discussed, including recommendations, is set out below.

Key Issues/Notes of Meeting

2. As set out below.

Issue	Background	Recommendation
Update on proposed new website, including responsibility for updating	Enquiries have been made with a number of local councils to help best practice with a view to creating a new website. In the meantime, small improvements continue to be made to the site. The home page has been regularly updated to include reference to events such as Remembrance and Christmas. The 'Contact Us' page has been given greater prominence with improved access to contact details for Members.	Council are asked to accept the quotation from Webjects, who have provided websites at a number of other local councils. Here are the three sites supported by this firm: Bridgend Town Council - Cyngor Tref Pen-y-bont ar Ogwr https://www.penarthtowncouncil.gov.uk https://www.cwmbran.gov.uk/ A quotation from Webjects appears under the confidential business on the agenda. (1) It is **Recommended** that Members consider the quotation. (2) It is **Recommended** that future responsibility for maintaining the site is given to the Clerks, Chairman of the Council and Chairman of the Publicity Group.
Social media:	The Council's Twitter account (@RandMCCouncil) has been in place for some time. The number of followers has risen to 291 in January 2023 from 273 in August 2022. A Council Facebook page has been created but has not yet been fully brought into use	(3) It is **Recommended** that future responsibility for maintaining the Council's Twitter account is given to the Clerks, Chairman of the Council and Chairman of the Publicity Group. (4) It is **Recommended** that further work in relation to the Facebook account is put on hold for the time being.
E-mail Accounts • Clerks • Members	The Council has agreed that firm up-to-date costs are obtained for the creation of a separate email address to allow the Clerk and Assistant Clerk to have	The Chairman of the Group met with our current IT providers on 11 January 2023 to discuss these options. Updated costs are to be submitted.

	separate emails. Costs have been obtained for a second email address.	
IT Equipment: • Staff • Members	The Council has agreed that the Clerk obtain costs for the purchase of IT equipment for staff to use when working from home, including a simple mobile phone to avoid staff using their own phones for Council business.	Members supported the acquisition of new equipment for use by the staff. Members considered the level of support/equipment provided to Members of Cardiff Council. Members agreed to further examine the potential for the purchase of IT equipment for use by Members.
Hybrid Meetings, possible solutions and equipment	There is political will to return to face-to-face meetings. Several pilot exercises have taken place.	Pilot exercises have been held. Costs are awaited in relation to the purchase of a camera.
(vi) Welsh language scheme Review	The Council has agreed that a review of the Welsh Language Scheme is undertaken. The existing scheme can be seen here.	On 29 September 2022, the Council agreed that the Council's existing Welsh Language Scheme is reviewed against the advice circulated by the Commissioner. The advice of the Welsh Language Commissioner was noted.
(vii) Complaints Policy	The existing policy can be viewed here. Further consideration of the existing policy was deferred at the Annual Council meeting in May 2022.	The Clerk was instructed to circulate the existing policy to Members in order to commence a review.

Financial Implications

3. The Council has set aside £20,000 within Earmarked Reserves to help meet new IT challenges and pressures.

Links to Corporate Objectives

4. The Council's Annual Report confirms that the Council's objectives include delivering:

   A Prosperous Community. A Resilient Community. A Healthier Community. A More Equal Community. A Cohesive Community. A Community of Vibrant Culture & Thriving Welsh Language. A Globally Responsive Community.

5. The issues described in this report will help the Council deliver these Wales-wide sustainability goals.

Staffing Implications

6. There are no direct staffing implications though some of the measures described above will improve the service which staff are able to provide to the Council and community as a whole.

7. The Council's limited staff resources may bring the need to work in partnership with other bodies to deliver these objectives.

Risk Management Implications

8. The Council's Risk Register includes measures to manage information, improve communication and review arrangements for meetings.

Legal Implications

9. The Local Government and Elections (Wales) Act 2021 includes provision for improved digital communications and arrangements relating to holding meetings.

Recommendation

10. It is **Recommended** that Council considers the issues and recommendations referred to in this report.