

Stone Town Council – Management Sub-Committee

Minutes of the meeting held virtually on Tuesday 22 September 2020

NOTE: Due to the Coronavirus Pandemic (COVID-19) and Government Guidelines on public gatherings, the meeting was held virtually on Zoom. Members of the public were invited to observe the meeting streamed live on YouTube.

PRESENT: Councillor J. Davies in the Chair and
Councillors: Mrs A. Burgess, Mrs L. Davies, I. Fordham, M. Green and
R. Kenney

By Chairman's invitation: Councillors: A. Best, Mrs K. Dawson, Mrs J. Hood,
J. Powell and C. Thornicroft

ABSENT: Councillor: K. Argyle and T. Kelt

MAN20/036 Apologies

Councillor: K. Argyle and T. Kelt

MAN20/037 Declarations of Interest and Requests for Dispensations

None received

MAN20/038 Representations from Members of the Public

None received

MAN20/039 Minutes

That the Minutes of the Management Sub-Committee Meeting held on the 4 August 2020 (Minute No's MAN20/028 – MAN20/035), be approved as a correct record.

MAN20/040 Updates

The Sub-Committee received updates on the following:

a. Website

The Town Clerk advised the Sub-Committee that accessibility requirements for public sector websites were coming into force on 23 September 2020.

* Items marked with an asterisk refer to reports or papers circulated with the agenda or distributed at the meeting. They are attached as an appendix to the signed copy of the Council minutes.

The Town Clerk advised the Sub-Committee that the Marketing and Events Assistant had undertaken a lot of work to make the website compliant which it now is, in most respects. There are some outstanding issues which include the way agendas and minutes are formulated so their readability by screen readers can be improved. This issue is being worked on currently along with the uploading of an accessibility statement which the Marketing and Events Assistant had prepared before leaving the organisation.

The Chairman stated that the website should be compliant and functional in enabling the effective promotion of the Town Council's events (arranged by the Tourism & Town Promotion Sub-Committee) and the delivery of information relating to COVID-19 and the work of the Promotion of Stone Working Group.

The Town Clerk advised the Sub-Committee that this was a task normally performed by the Marketing and Events Assistant and he would be seeking to fill the vacant post when the organisation of sufficient public events could safely resume.

b. Facebook

The Town Clerk informed the Sub-Committee that the Marketing and Events Assistant had set up and prepared for a Town Council Facebook page (earlier in the year) as a marketing tool for communicating events, which hadn't then been launched.

The Town Clerk confirmed that when launched postings would be made by Officers with Members able to make comments in the same way that the general public do.

The Sub-Committee expressed the view that a Facebook page was a highly effective tool in reaching younger residents of the town, when compared with other modes of communication such as the blander website style presentation. It was suggested that the Facebook launch be given priority so that people are aware of what is going on in their town and to provide information about the work of the Town Council. It was agreed that when resources are available the matter would be addressed.

c. Service Continuity Plan

The Chairman reiterated the invitation issued to Sub-Committee members at the last meeting to submit their views to him on items that should be considered for inclusion within the Town Council's Service Continuity Plan following the COVID-19 emergency and lessons that had been learned. The suggestions put forward would be collated for

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consideration at a future Sub-Committee meeting.

d. Resolutions Progress Report

The Town Clerk invited feedback on the Resolutions Progress Report that has been issued to Members.

The Chairman said that the report should be issued at regular intervals as part of the Town Council's standard procedures.

e. IT Contract

The Town Clerk informed the Sub-Committee that the Town Council's IT contractor had provided an exemplary service during the COVID-19 lockdown. Their service has been first class and highly responsive. It had enabled the Council to keep its remote systems running while the office had been largely unoccupied.

Chairman

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