

A SPECIAL COMMUNICATIONS COMMITTEE MEETING OF ALCESTER TOWN COUNCIL WAS HELD AT 10.30am ON TUESDAY 16th JUNE 2015 AT GLOBE HOUSE, ALCESTER

Present

Cllrs Y Morrison (Chairman), C Neal-Sturgess (Mayor) A Brown, E Payne
Also: K Wright (Deputy Clerk)

PUBLIC PARTICIPATION AT DISCRETION OF CHAIR

There were no members of the public present.

A G E N D A (Standing Orders apply only Committee members to take part)

1. Apologies

Cllrs C Brannigan (Deputy Mayor) and M Nash

2. Declarations of Interest

There were no declarations of interest

3. Minutes of Last Meeting

This item was deferred to the next Communications meeting, minutes have been circulated and approved by members.

4. Members only section of Website

Following concerns raised by other Councillors at the Full Council meeting regarding the security and confidential content of items to be included on a members only website the Committee felt they had to meet to discuss issues. The SDC Website Development team at SDC had also been contacted and their concerns circulated to members too. However it was agreed that the type of content intended to go on this portal would be suitable to continue with the project.

Information to be shared:

- Draft minutes from all Council meetings
- Summaries of propositions to Full Council/items brought by individual Cllrs
- Notes from meetings Cllrs have attended
- Summaries of discussions/thoughts between Cllrs
- All information will be brought into the public domain at the appropriate time
- No personal details or sensitive information

Security:

- ATC Cllrs and relevant SDC Ward members only
- All members should sign a privacy agreement/code of conduct to ensure information shared is only for the members intended.

Format:

- Any Councillor should be able to put information onto the members only page
- This should ideally be in the form of typing directly onto the page rather than a pdf document.
- Information should be categorised into the committees
- Cllrs should be informed via an automatic alert email when there is a new item and which committee it relates to.

It was also discussed that a "Reserved Matters" item be added to the full Council agenda should it be needed to discuss sensitive information, this will be discussed with the Town Clerk.

5. Propositions to Full Council

The Communication Committee will put the proposition to Full Council to allow information to be shared via the members only page on the website

6. Date of next meeting

July 14th 10:30am at Globe House