

CYNGOR TREF LLWCHWR

LLWCHWR TOWN COUNCIL

Minutes of the Meeting of the Newsletter, I.T., Website and Social Media Sub Committee held at the Welfare Hall, Woodlands Road, Loughor on the 19th March,2024.

PRESENT: Councillor J. Williams(Chair)
Councillors A. Phillips, C. Richards, D. Walters, N. Walters,
and M. Williams.

(At the Welfare Hall : 7.04 pm – 8.27 pm)

1.APPOINTMENT OF CHAIR

Councillor J. Williams was appointed Chair.

2.APPOINTMENT OF VICE CHAIR

Councillor D. Walters was appointed Vice Chair.

3.APOLOGIES FOR ABSENCE

There were apologies for absence from Councillors A. Davis, J. Bowen,
K. Roberts and W. Smith.

4.DECLARATIONS OF INTEREST

There were no Declarations of Interest.

5.ITEMS DISCUSSED

a)Whats App Council Group

It was **NOTED** that such a Group could be useful for reminders but could not take the place of an actual Council Meeting or discussion.

It was **RECOMMENDED** to Full Council that-

- i)a Whats App Group would be set up for reminders and prompts
- ii)the Clerk would be the Administrator
- iii)all Members to supply the Clerk with their mobile telephone numbers-any Member who does not have an appropriate device would be emailed
- iv)the Caretaker to be part of the Group.

b)Council Social Media Accounts

It was **NOTED** that-

- i)the Town Council has a social media/internet presence by virtue of its website and Facebook Account
- ii)the WGLA had issued Guidance-“Social Media-a Guide for Councillors”-the Guidance contains information in respect of the use of social media and the internet including the advantages and drawbacks of using such media.

It was **RECOMMENDED** to Full Council that-

- i)the WGLA Guidance be emailed to all Members

- ii)the Council's Website Administrator would be the Clerk
- iii)the Council's Facebook Administrators would be Councillors C. Richards and K. Roberts
- iv)the Council would set up a Twitter Account.

c)Social Media Protocol

The Sub Committee discussed a checklist produced by Councillor J. Williams and also Social Media Protocols/Policies produced by two Town Councils in Wales.

It was **RECOMMENDED** to Full Council that-

- i)the Clerk draft a Social Media Policy for the Town Council
- ii)delegated powers be granted to Councillors C. Richards and J. Williams to approve the terms of such a Policy.

d)Online Calendar

Councillor J. Williams demonstrated the Teamup system.

It was **RECOMMENDED** to Full Council that-

- i)the Teamup system be adopted by the Town Council and would include Town Council Meetings, Events, leave and Hall Bookings.
- ii)the Clerk to be the administrator of the system.
- iii)Councillors to have read only access save for the Mayor who would have editorial rights.

6-ANY OTHER BUSINESS

Councillor N. Walters addressed the Sub Committee in respect of digital training and digital champions.

It was **NOTED** that a Grant of £500.00 had been received and that laptops and tablets were available for training purposes.

It was **RECOMMENDED** to Full Council that-

- i)the initial focus would be to train Councillors
- ii)training would be in the Welfare Hall and Events such as coffee mornings could be utilized to promote training

Chair.