

Report from Digital Communication Advisory Group 12th May 2020

The following was discussed and agreed at the meetings:

- The new Parish Council web site is now live. Currently we are running the old and new web sites in parallel.
- New Newsletter functionality can be used to improved communications with residents who subscribe to the web site and can be further enhanced from its initial format.
- Cllr S Ashwell explained that she expected emails and hosting of the old site be available until March 2021, however, it was agreed that the PC would transition to the new site and emails as quickly as possible, without causing unnecessary disruption. When we cancel the contract with the current provider we are likely to lose email functionality from the old email addresses.
- The issue of email overload was discussed, and Cllr S Ashwell suggested that, when forwarding or sending emails that each topic be preceded by a 'FOR INFORMATION' or FOR ACTION BY XX DATE. The Group agreed that this was an excellent idea and would serve to help Councillors to filter their emails more effectively and to quickly highlight items that need actioning.
- It was agreed that Standard Operating Procedures be produced to ensure that processes and procedures be produced to protect against the impact of knowledgeable Councillors and personnel leaving the Council.
- It was agreed that the Group read the Information Technology aspects of the GDPR documentation prior to approval by the wider Council.
- It was agreed by the Group that the use of Zoom / other video conferencing has been a success. Alternatives were presented to the Working Group by Dave Duncan and Martin Hassall - it was agreed that the members of the group would review these alternatives and the updated version from the current provider and provide feedback to the Advisory Group.

Parish Councillors are asked to use their new e-mail addresses going forward if they have not done so already. If Councillors need technical assistance, please contact Cllr D Duncan or Cllr M A Hassall.