

MINUTES OF A MEETING OF THE MARKETING & COMMUNICATIONS COMMITTEE, HELD ON
THURSDAY 21st February 2013 IN THE COUNCIL CHAMBER, KINGS HOUSE, THETFORD
STARTING AT 2.00 P.M

Present:

Councillor Miss C A Fulford Chairman
Councillor Mrs B J Canham
Councillor D M Crawford
Councillor T Jermy

In attendance:

Susan Glossop, Acting Town Clerk
Chris Crimmen, Committee Secretary

- 670/12 DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTEREST
None
- 671/12 APOLOGIES FOR ABSENCE
Apologies were received from Councillor B J Skull
- 672/12 MINUTES
To confirm the minutes of the committee's meeting held on the 15th November 2012, as received by Council on the 27th November 2012 under minute 491/12(d) signed/initialled by the Chairman.
- 673/12 FACEBOOK PAGE AND TWITTER
The Chairman led a discussion on the current Guildhall Complex Facebook page, the administration of which has recently been taken over by the Civic Secretary who was invited to join the meeting. She had embraced the Twitter page and made regular entries. As there had been no issues with the page it was proposed that the Town Council has its own page to be administered by the Civic Secretary. The page would be advertised on all of the Council stationery, e mails and linked from the website. It was proposed that four councillors be administrators of the page to assist the Civic Secretary who in turn will train another Council administrator to help.
RECOMMENDATION: That the Town Council have a Facebook/Twitter account.
- 674/12 PAYPAL
The Chairman asked whether Paypal had been adopted with regards bookings. The Acting Town Clerk advised that the Finance Manager had reviewed this for the Finance Committee and an update would be available at the next meeting.
- 675/12 WEBSITE
Due to the impending appointment of the new Town Clerk it was decided to put this update on hold until he is able to have input.
- 676/12 NEWSLETTER
The Chairman reported she had not received any reports from other Committee Chairman for the regular newsletters proposed in the last Marketing and Communication minutes. It was felt that a draft structure for requesting and receiving news articles for every Committee and Council section should be produced. This could then be signed off by the Town Clerk so the Council news can be released monthly.
- 677/12 ARCHANT COLUMN
The discussion in 676/12 on regular news and press releases was also covered by this minute number.

Chairman.