Minutes of the Meeting of the

Social Media Group

held via the Zoom software

on Wednesday 11th March 2024 at 6:15pm

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PRESENT

The Mayor (Councillor Mrs C. Stevens)

The Deputy Mayor (Councillor W. D. Elliott BA QTS)

Councillors: N. Harteveld (Chairman)

 M. Woodward

 F. K. Galliford, Town Council Secretary

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As the Mayor, Councillor Mrs C. Stevens, was experiencing difficulties connecting to the Meeting, the Meeting was chaired by the Deputy Mayor, Councillor W. D. Elliott BA QTS.

335. APOLOGIES:

Apologies for absence were received from Councillor C. Jones.

336. DECLARATIONS OF INTEREST:

 No Declarations of Interest were received.

337. APPOINTMENT OF CHAIR:

Councillor N. Harteveld was unanimously voted to become the Chair of the Social Media Group.

**RESOLVED THAT:** Councillor N. Harteveld be appointed as Chair of the Social Media Group.

 Councillor Elliott continued to chair the Meeting.

338. TERMS OF REFERENCE FOR THE SOCIAL MEDIA GROUP:

Members considered the Terms of Reference for the reconvened Social Media Group, which last met in 2019.

 **RECOMMENDED THAT:**

(i) the Social Media Group is to cover the redesign of the Milford Haven Town Council website;

(ii) the Social Media Group is to review the Town Council’s social media platforms: Facebook, X (formerly known as Twitter) and Instagram;

(iii) the Social Media Group is to look at the requirement for each Town Councillor to possess an official “gov.uk” email address.

339. MILFORD HAVEN TOWN COUNCIL WEBSITE:

Members considered expressions of interest received from four local website developers relating to plans to redesign the Milford Haven Town Council website.

The Milford Haven Town Council’s website currently uses the IONOS software. Councillor and staff email addresses – “milfordhaventowncouncil.co.uk” – are integrated within the website package.

A Member mentioned that he had experienced a delay receiving emails to his Town Council email address, with a large volume of emails being received at the same time.

**RECOMMENDED THAT:** the Town Council Secretary is to investigate this issue and contact IONOS regarding this matter.

Upon considering the four expressions of interest, a Member asked about the functionality and maintenance of a new website. The Milford Haven Town Council website is currently updated and maintained by the Town Council Secretary.

Another Member noted with interest that one of the developers mentioned the DDA (Disability Discrimination Act) in their correspondence. This is a legal requirement to provide website content to meet the needs of disabled people under the website accessibility regulations.

A further Member suggested contacting the four developers with a comprehensive list of the Council’s requirements for the new website. Members stressed the importance of the Council continuing to access and maintain its website.

 **RECOMMENDED THAT:**

(i) the Town Council Secretary is to contact the four website developers to ascertain management and cost factors regarding a new Milford Haven Town Council website;

(ii) the “gov.uk” email address requirement for all Councillors is to be further and fully investigated;

(iii) the Town Council Secretary is to ask the four website developers if email hosting will be included in a new website.

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