

Notes – Communications Group Meeting on 20th November 2024

Present: Cllrs Castro (Chair) (JC), Sharp (AHS), Arger (MAr), Alesi (MA), Martin (AM)

Apologies: Cllr Riordan

1. **Notes on last meeting:** Accepted as an accurate record.
2. **Matters Arising:**
 - Village Updates currently being delivered. Thanks to Jean and all the delivery helpers.
 - IT changes – JC has had 3 meetings with his school Trust’s IT specialist. The following is based on his advice.
 - Re Service Contract Specification: question about Microsoft Access Database – is it one database for both laptops, or one for each? This could result in higher charges. **ACTION: JC to check with Office.**
 - 4.1 Add a requirement to encrypt the data on IT equipment
 - 4.3 Add data destruction and contractor should provide a certificate of data destruction
 - 9. Re security anti-virus – Microsoft should be sufficient in his opinion.
 - 11. Should state a minimum 1Tb capacity
 - 12.1 Include GDPR in training in 1st paragraph
 - 15. Limit information shared with contractor, so as not to breach GDPR. Plus, complete Appendix A (this could be embedded in the contract)
 - 19. Re insurance against data loss, include a recovery pack against Ransomware.
Re IT policy:
 - 4.2 Change to encrypted rather than password protected re email attachments
 - 4.5 This doesn’t make sense – remove.
 - Mike Metcalfe could provide IT training
 - 4.7 Error – data processor’s permission, not data controller.
 - 5.27UK government recommends not to change passwords regularly. Best practice is a three-word combination.
 - 8.2 Typo ITT
 - Add 8.6 – who to contact if you have a data breach. What is the procedure?
 - Thanks to Clerk for a very thorough job in writing these documents.
3. **Update on logo embroidery**
 - Prices all to have VAT added: £20 for digital set-up.
 - Polo shirts - £12
 - T-shirts - £10
 - Sweatshirts - £18
 - Hoodies - £20
 - Preferred colours light grey or charcoal
 - **ACTION: JC to ask for prices for zipped hoodies and fleeces and ask for PC approval.**
4. **Booklets**
 - MA showed research and work to date. Front pages contain useful historical facts and photos.
 - Staplehurst Society may well have further historical information. **ACTION: MA to check.**

- Might be a good idea to think about size and appropriate page limit, then work to that.
- Discussion including that if a list of local businesses were to be put on website, a disclaimer would also be required.
- Thanks to MA for her work to date.

5. Communications Group Vision and Strategy

- 📌 Looked at 3 policies: Community Engagement/Social Media & Electronic Communications/Strategy plus IT.
- 📌 Councillor IT disclaimer requires modification
- 📌 Tender needs to go out, now that IT expert has overseen and advised. **ACTION: JC to update documents and forward to Clerk.**
- 📌 Discussion and decision to approach this in 3 phases, the first providing feedback to points raised in the NDP residents' survey.
- 📌 Phase 1: To focus on the main issues raised by responders in the Residents' Survey – 3G, Youth Club, Jubilee Field and Medical Centre.
- 📌 **ACTION: AHS to tweak headings and send to MA.**
- 📌 **Phase 2:** To focus on everything else (as per strategy headings from SPC workshop)
- 📌 **Phase 2:** Dissemination
- 📌 **This could then be the front page of the Spring Village Update.**

6. AOB

It was agreed that future meetings should take place somewhere warmer than the YC.

Next meeting: 18th December.