

**Draft Minutes of Meeting of IWALC Communications Group
held on Wednesday 14 September 2022 at 2 pm via Zoom**

Present: Diana Conyers (chair), Anne Bamford, Simon Cooke, Sue Hardy, Helena Hewston, Mick Lyons, Heather Rowell (County Officer), Jill Webster (Communications Officer).

1. **Welcome and Apologies:** Diana welcomed members. Apologies were received from John Graney.

2. **Minutes of Meeting held on 20 January 2022:** These were agreed as an accurate record of the meeting.

3. **Website:** Simon explained that he is going to rebuild the site, using a dynamic, 'word-press' type system, which can be accessed by IWALC staff. He proposes to keep the present headings as a start but additional material (such as a small collection of council-related data) could be added later. The site will comply with legal accessibility and GDPR requirements, be secure and include an automatic link to the Facebook page. He recommended that: (i) it be hosted by a professional server; (ii) the domain name be transferred to the County Officer; and (iii) IWALC staff have a professionally-hosted email address. ***The above recommendations, including their cost implications, were accepted and Simon agreed to have an initial version ready for members to look at in about a month.***

4. **Bulletin:** Members agreed that the September issue, which had been delayed due to the Queen's death, be published the following day. The future format of the Bulletin was discussed. ***It was agreed: (i) to request the MP to limit his contributions to 500 words and avoid any party-political references; (ii) to request commercial companies to limit contributions to 500 words, focus on news related to community service and avoid overt advertising; (iii) that the IW College no longer be asked to make regular contributions, since this was unfair to other further education institutions; (iv) to consider having more theme-based issues; (v) to remind representatives at the next Executive meeting of their responsibility to ensure provision of material for the Bulletin.***

5. **Meetings with Cabinet:** Members discussed possible reasons for the low attendance at monthly meetings with the IW Cabinet. ***It was agreed that when notices of meetings are sent out, it should be reiterated that the meetings are open to all councillors.***

6. **Date of next meeting:** The next meeting will be called when the need arises.

DC/17 September 2022