

Cyngor Tref
Rhuddlan
Town Council

**Rhuddlan Town Council – Minutes of the Information and Website Committee held on the
8th February 2022**

Virtual Meeting during the Covid 19 Restrictions

Present:

Cllr Mike Elgin
Cllr Charlotte Frobisher
Cllr Mike Kermode
Cllr Gareth Rowlands
Town Clerk
Clerical Assistant/Minute Clerk

1. Apologies

Cllrs Andrew Smith, Bleddyn Williams

2. To Elect a Chair

Cllr Mike Kermode proposed Cllr Gareth Rowlands as Chair of the group, seconded by Cllr Mike Elgin. **Resolved.**

3. Chairs Introduction

i) Cllr Gareth Rowlands asked members if they could agree to discuss this evening an urgent matter reference Zoom recordings and their storage as the Council is nearing its capacity and Zoom want to charge \$40 a month to exceed this capacity. Any recommendation could then be presented to Full Council. **Resolved.**

ii) Council had already agreed a budget for the brochure and a paper on the how it could look, and what it could include, has been created by Cllr Mike Kermode. This was circulated prior to the meeting. One Voice Wales and DCC websites had been used to help draft the brochure and includes benefits of being a local councillor and the work that is expected.

The brochure is to raise awareness of the Council's work, encourage people to vote, and encourage people to become a councillor. It's all about local democracy.

Members discussed the format and ideas in the draft paper and these included the brochure size, translation, distribution, set up lead in times, and a statement from Council along with short comments by Councillors about what Town Council is about and how they fulfil their roles and contribute to Rhuddlan's decisions and facilities. It was decided that any comments should be anonymous so as not to contravene any election rules.

The group agreed that Cllr Kermode and the Clerk should prepare a drafted brochure for discussion referencing the discussions above for Full Council to comment on and approve. **Resolved.**

Cllr Mike Kermode and the Clerk were asked to check with DCC electoral Officer that our brochure wording is acceptable, we are not contravening any election rules, and the date required for people to put their name forward for standing as a councillor, and the rules concerning this.

4. Urgent Matter - Zoom Recording Storage

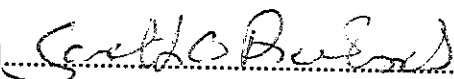
The Chair highlighted our storage problem and the costs associated with keeping items over our permitted capacity. Council has been using this facility for 18 months and although the meeting recordings have proved useful for Freedom of Information requests and Minute taking, Members were asked to consider deleting historical recordings and options of doing that.

The discussion recognised that recording of Minutes can be useful but there should be an agreed time lapse before deleting. Issues noted were a suitable time lapse before deletion, delete after Full Council approval of Minutes, the need to store sub committees and working groups Minutes, and any regulations or legal requirements for the storage of Minutes especially as meetings are public events whereby people can request attendance.

Cllr Mike Elgin proposed that all Full Council meetings be stored for 6 months before deletion. But not sub committees or working groups. These to be kept till approved by Full Council and therefore stored as above for 6 months. Seconded by Cllr Charlotte Frobisher. **Resolved to recommend.**

All the above recommendations will be placed before the Full Council at a future date for approval.

5. Date of Next Meeting – TBC

Signed..........Cllr Gareth Rowlands (Chair of Working Group)

Date.....14/2/22.....