

Cyngor Tref
Rhuddlan
Town Council

**Rhuddlan Town Council – Minutes of the Website & Information Committee Meeting on
the 31st May 2022**

Virtual Meeting during the Covid 19 Restrictions

Present:

Cllr Mike Elgin (Mayor)
Cllr Mike Kermode (Deputy Mayor)
Cllr Jackie Burnham
Cllr Gareth Rowlands
Cllr Bleddyn Williams
Town Clerk
Clerical Assistant/Minute Clerk

1. Appointment of Chair

Cllr Mike Kermode proposed Cllr Gareth Rowlands as Chair, seconded by Cllr Jackie Burnham. **Resolved.**

2. Apologies

Cllr Val Simmons. Members were reminded that only members of the committee need their apologies recording, and that Cllr Simmons is a member.

3. Declaration of Interest

None

4. Minutes of the February meeting held on 8th February 2022

It was noted that the Minutes had been approved by Full Council and signed already.
Matters Arising

This is a committee and not a working group and as such does not need Council's full approval to resolutions.

5. Hybrid Meetings

The committee was informed that Cllrs Gareth Rowlands and Mike Kermode had trailed a hybrid meeting system from the Community Centre along with the Clerk and Assistant Clerk who participated virtually. The Wi-Fi connection worked well.

Cllr Kermode invited the Clerk to inform Members why we need to investigate a Hybrid system.

SR

The Clerk highlighted the Welsh Government Elections Act 2021 requiring Town & Community Council's to hold meetings whereby it can be Face 2 Face in public but also be available virtually, or by phone. Many are staying on Zoom for now, and others are ignoring it.

The trial used a Kandao Meeting system which was described by the Clerk as to its method of working, its capabilities, along with details of the discussion the trial raised. A short video of the system was played on screen for Members to see.

Cllr Jackie Burnham asked if any reviews had been investigated. Cllr Mike Kermode answered that those on Amazon are quite good but not referring to the same model the trial had favoured.

The price was noted as £720 and would take 3/5 working days to be delivered so potentially arriving for the next Full Council meeting on June 9th. Cllr Bleddyn Williams noted that Amazon Prime would charge £799 for the same system and would arrive sooner.

Cllr Gareth Rowlands then explained the use of the community centre screen and how the meeting would be set up so the Mayor could see the Members who had chosen virtual attendance.

Through the trial both the Clerk and Assistant Clerk could see & hear virtually.

Cllr Mike Kermode offered the use of his camera as a backup which was warmly accepted. Members were reminded that the Clerk has delegated power to spend up to a certain amount on purchases that were part of his remit to provide to Council. It was also noted that Amazon Prime allowed a 30 day money back guarantee.

Cllr Mike Kermode proposed that the system be purchased from Amazon Prime making use of the Clerks delegated spending amount, seconded by Cllr Jackie Burnham. **Resolved.**

The Chair informed Members that a good projector would be required which would need a least 4000Lumens as a loaned projector of this description proved adequate. Cllr Jackie Burnham suggested looking on Amazon Prime and proposed that the Clerk be asked to choose a suitable projector. It was noted that an OPTIMA projector at £459 seemed to fit the Council's needs as long as it includes USB and HDMI capabilities.

Cllr Burnham so proposed, seconded by Cllr Mike Kermode. **Resolved.**

The Chair pointed out that the Kandao system, and projector could be transported to other venues if needed.

6. IT Equipment for Councillors & Town Council email addresses

Members were reminded that Full Council had already resolved to create Town Council email addresses for all Councillors.

Cllr Gareth Rowlands opened up a debate on the provision of suitable IT equipment for each Councillor. He explained why this would be advantageous as DCC have found. It would allow all Town Council communications to be on it, save a paper resource, and the relatively cheap cost of laptops, tablets, smartphones etc.

The discussion was informative and asked several questions on how such a dedicated Town Council system would work, which type of equipment would be suitable, training requirements, data protection issues, and the strength of broadband signal required.



It was proposed by Cllr Mike Kermode to invite the DCC IT department to the July meeting to present details on how their system works, and invite Rhuddlan's County Councillors to attend to add their observations. Seconded by Mike Elgin. **Resolved.**

7. Urgent Items

i) Cllr Jackie Burnham said that if a business group is created she would be happy to discuss with them a Rhuddlan Business section on Town Council's website. There could be issues with this as Council's website is a government website so the Clerk was asked to check. He reported that this would be acceptable.

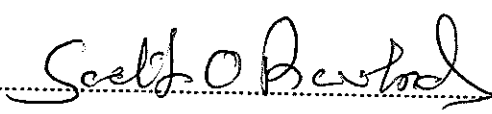
Cllr Burnham further suggested a Town Trail type system or the use of QR codes, perhaps a fee to be listed on it. Cllr Bleddyn Williams suggested a tourism/business website being created.

Members agreed these were good ideas but some investigation is required to understand how. Cllr Bleddyn Williams noted that Council could purchase a domain name for as little as 99pence per annum for the first year and £14.99 thereafter.

Cllr Jackie Burnham proposed that a tourism/business website domain name be researched, seconded by Cllr Bleddyn Williams. **Resolved.**

ii) Cllr Mike Kermode in noting that an Annual Report needs producing was informed that the deadline is the end of August for the 2021/2 financial year. It can be as short or as long as Members want it. The Clerk highlighted items that could be included in the plan.

Cllr Mike Kermode suggested that a draft plan will need to go to the Website & Information committee in June or July so as to go to Full Council before the deadline.

Signed..........Cllr Gareth Rowlands (Chair)

Date.....

