



RAYNE PARISH COUNCIL

Clerk to the Council: Mrs Amanda Brown
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Minutes of the Communication and Data Management Committee held on Monday
5th January 2023 at 7.30pm in the Community Information Point, Rayne for the
purpose of transacting the following business:

Members present: Cllr T Agutter Cllr T Rippingale
Cllr K Davies Cllr S Wilsdon
Cllr M Eldred (Chair)

Clerk: M Eldred

Members of the Public: 0

MINUTE NUMBER	BUSINESS
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23/01/CD	APOLOGIES
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Resolution	Apologies were accepted from Cllr Hooks
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23/02/CD	DECLARATIONS OF INTEREST
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	Cllr Agutter declared a pecuniary interest in his capacity as IT Supplier to the council
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23/03/CD	CONSIDERATION OF THE MINUTES OF THE MEETING HELD ON 17th OCTOBER 2022
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	The minutes of the meeting were agreed by all present
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Resolution	Proposed: Cllr Agutter, Seconded: Cllr Wilsdon. All agreed.
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23/04/CD	POLICIES TO BE REVIEWED
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23/04.01CD	The following policies were all read and any amendments made accepted
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	Proposed: Cllr Rippingale, Seconded: Cllr Davies. All agreed.
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23/04.01CD	Complaints Policy– <i>Dates Changed</i>
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23/04.02CD	Councillor Handbook – <i>Amendment to Social Media section relating to Councillor comments – Dates Changed</i>
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23/04.03CD	Data Breach & Information Security Policy – <i>Dates Changed</i>
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23/04.04CD	Freedom of Information Policy – <i>Dates Changed</i>
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23/04.05CD	Grant Funding Policy – <i>Dates Changed</i>
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- 23/04.06CD Health, Safety and Wellbeing policy – *Agricultural Equipment added to training list in light of Chain Saw training for groundsmen.*
- 23/04.07CD Subject Access Request Policy – *Dates Changed*
- 23/04.08CD Virtual Meeting Policy – *Dates Changed*
- 23/04.09CD Vexatious Complaints Policy – *Dates Changed*
Proposed: 'en bloc' Cllr Agutter, Seconded: Cllr Davies

23/05/CD WEBSITE

The Chair reported that a meeting had taken place that day between Cllrs Eldred and Davies with the preferred supplier Wingnut websites owner Ben Morrell.

The terms and conditions of an agreement were discussed and the suppliers terms of 50% payment upfront and the balance on completion were accepted.

Further discussions took place with regard to website content and it was agreed that Cllr Eldred would forward details of requirements and a number of village photos in order that the design process could be commenced.

It was agreed that a conversation between Councillor Agutter and the supplier would take place in the very near future in order to iron out any anomalies relating to technical issues and transfer of data. It was hoped that a presentation of possible designs would be available for the February, or latest March, Full Council meeting. Cllr Eldred would give an update at the January Full Council meeting.

23/06/CD PARISH COUNCIL SURGERY

Cllr Eldred stated the commencement of this would take place once the new website was launched in order to create a greater marketing impact.

23/07/CD NOTICEBOARDS

There had unfortunately been no reply from grant application approaches but this would be followed up in the near future. It was agreed no action would be taken with regard to the Noticeboard at the school at this time.

23/08/CD INFORMATION/ITEMS FOR FUTURE MEETINGS.

Village Awards – Suggestion from Cllr Rippingale that there were distinct categories for awards. Cllr Eldred asked that these were not limited just to one awardee and discretion was used.

No Comment on Councillor Award

Annual Parish Assembly – Invitation to Chief Fire officer of Essex – Rick Hylton.

Action: Interim Clerk to send an official invite as soon as possible.

Essex County Fire and Rescue
Service Headquarters, Kelvedon Park
Rivenhall, Witham CM8 3HB

- 23/09/CD** The date of the next meeting was confirmed as 13th March 2023 at 7:30pm in the Community Information Point.

23/10/CD The Chair thanked the members for their input and attendance and the meeting was declared closed at 8 pm.

Signed:

Dated: 13th March 2023