

NORTH WALSHAM TOWN COUNCIL

MEDIA & INFORMATION COMMITTEE MEETING

MINUTES - held on 7 February 2018

PRESENT Cllr J Witte (Chair), Cllr B Hester, Cllr J Melville, Cllr R Murphy, Cllr S Stuckey

Acting Town Clerk Ms J Shields

Members of public 0

The meeting opened at 18:30.

1. DECLARATIONS OF INTEREST

No declarations of interest for any items on the Agenda

2. APOLOGIES FOR ABSENCE

Cllr E Wheeler (no apologies).

3. APPROVE MINUTES OF PREVIOUS MEETING

As proposed by Cllr Witte and seconded by Cllr S Stuckey it was **RESOLVED**

That the Minutes of the meeting 26th September 2017 were agreed as a true record.

4. MIGRATION OF WEB & MAIL HOSTING

Move hosting from tech geeks. Word press to a suitable hosting service and emails to google domains. We can then use google drive, google docs, gmail, shared calendars and more. It is our aim to be 'Digital First' **Full Council**

5. DOCUMENT MANAGEMENT

Retire NAS and use google docs. We will then be able to store documents in appropriate folders and make them accessible for people to view. Different access is available for different committee etc. **Full Council**

6. RATIFICATION OF TERMS OF REFERENCE

Terms of Reference as discussed at the Personnel Committee and referred to the next Council Meeting **Full Council**

7. TELEPHONY

To setup and start using the VOIP phones in the Council Offices **Cllr Witte**

8. SCOPE OF DELEGATED POWERS FROM FULL COUNCIL

To be discussed with above item 6. Terms of Reference, being referred to next Council Meeting **Full Council**

9. ANY OTHER BUSINESS ALLOWED BY CHAIR

No other business was discussed

10. DATE OF NEXT MEETING

6th March 2018

The meeting closed at 19.20