

Minutes of the Events & Communications Committee Meeting of Hessle Town Council held on Wednesday 1st July 2020 at 7.30pm via ZOOM conference call in line with the temporary powers enabled by Section 78 of the Coronavirus 2020 Act.

HESSLE TOWN COUNCIL
EVENTS & COMMUNICATIONS COMMITTEE
Wednesday 1st July 2020, 7.30pm

Minutes

Members present: Councillors; P Davison, G Fordham, L Howe, V Padden (Chair) & J Wilding

Advisory Members (non-voting): None present

Clerk: Joanna Render

Apologies: Cllr Adams & Walker, Kathie Jenkins and Michelle Edwards

18982 DECLARATION OF INTEREST: The Chairman will now read out the following
Members must declare their pecuniary or non-pecuniary interests in items at this meeting – other than personal and prejudicial interests – and ensure that they act appropriately.

None received

18983 MINUTES OF PREVIOUS MEETING: To confirm as a correct record the minutes of the meeting held on the 3rd June 2020 and authorise the Chairman to sign.

(Howe/Davison)

Resolved – The minutes of the meeting on the 3rd June 2020 were confirmed as a correct record and the Chair was authorised to sign.

18984 CHAIRMAN'S COMMUNICATIONS: To receive such communications as the Chairman may wish to put before the Committee.

Cllr Padden expressed that this is a financially critical time for the Council, and we should be mindful of the finances and expenditure going forward.

18985 INCOME & EXPENDITURE: To note the income and expenditure as at 31st May 2020

(Padden/Davison)

Resolved - The Income & Expenditure as at 31st May 2020 was noted.

18986 UP TO DATE LIST OF EVENTS AT THE TOWN HALL: Due to the Covid- 19 pandemic this list has been suspended.

The Clerk advised that Blood Donation sessions are still being held at the Town Hall.

She also advised that the Town Clerk was currently preparing a Risk Assessment for the re-opening of the Town Hall. Current restrictions will be lifted for Community Halls from the 4th July, and some user groups will be able to return once all safety measures have been put in place by the Council, user groups will be contacted by the office to discuss their return.

(Padden/Howe)

Resolved - update noted

18987 EVENTS

c) Christmas Lights – 27th November 2020, 6.30pm

The clerk advised that she has instructed Lighting & Signs and the lights will go up as normal.

She will obtain quotes for Traffic Management, Marshalling, First Aid and Staging and bring to the meeting in September, when it will be decided if the switch on event will go ahead, given the current Covid 19 situation.

(Padden/Davison)

Resolved – Update noted.

18988 CHANGE OF SEPTEMBER'S MEETING DATE Committee to agree to change the date of the September meeting to Wednesday 16th September 2020. Clerk to provide information in support of this.

The Clerk explained that this change of date would assist with the planning of the Christmas lights switch-on event. Changing the date would give the schools time to establish if they would be able to support the stage event. Under current restrictions they would not be able to support the event, however these may have changed by the time they return from summer holidays, and by this time they will be in a better position to advise.

(Padden/Fordham)

Resolved – Agreed to the change of the next meeting to Wednesday 16th September 2020.

The Communication meeting will now commence. Advisory members are welcome to stay if they wish.

18989 NEWSLETTER/WEBSITE/NOTICEBOARDS – INCOME & EXPENDITURE

(Padden/Davison)

Resolved – the income and Expenditure to 31st May 2020 was noted.

18990 NOTICEBOARDS – Cllrs Fordham and Padden to provide a verbal report/ update.

Cllr Fordham advised that he has had meetings with two suppliers, and now is just awaiting quotes for new noticeboards, he explained that there those in Hornsea as the Clerk for Hornsea Town Council is currently working from home.

Cllr Padden advised that he has obtained a quote for the refurbishment of the existing boards, these can be fixed to the current boards, and clearly show the Town Council crest. The Clerk advised that the noticeboard warden has applied posters and he has reported that he is satisfied with how they are applied and removed. Cllr Padden did explain that the drawing that was included in the papers is the wrong way round – it should be 2m width by 1m height.

A discussion was held and whilst it was felt that new boards were the way forward for the future, however, as no quotes had been received and materials may be hard to come by, coupled with the current financial situation that a compromise would be to have a couple of the noticeboards refurbished to see how they would look, this would also be more immediate.

The committee agreed to the refurbishment of 2 noticeboards, further discussion as to the new and replacement noticeboards will be undertaken at the September meeting, once quotes have been received.

(Fordham/Wilding)

Resolved – To refurbish of 2 noticeboards @ a cost of £200.00 (fitted) per noticeboard, to be ratified at the next meeting of Full Council. New noticeboards will be discussed at a future meeting of the Events & Communication Committee once the quotes have been received.

18991 HESSLE TOWN – ISSUE 105– August 2020 –Committee to consider if they wish to produce a newsletter / leaflet for delivery in August and to discuss the contents.

It was agreed that a four page A4 newsletter be sent to all households, updating them on what the Council has been doing during the Covid 19 pandemic, and to thank all those who have volunteered and supported the community. The following articles were agreed.

- Round-up on what the Council has been doing-Chair
- Food Bank update-Cllr Carroll
- Thank you to all volunteers, and to those shops who have remained open and assisted those in isolation.
- The clerk will contact all councillors for their input.

(Padden/Wilding)

Resolved – to produce a 4 page, A4 newsletter for delivery early September. To include updates on the work of the council, thanks to all the volunteers and shops who have supported the residents, and an update on the food bank. Clerk to contact all councillors for their input.

18992 ADVERTISERS –‘HESSLE TOWN’- Issue 105

The Clerk advised that there probably would not be space for the advertisers in this next shorter issue.

(Padden/Davison)

Resolved - noted.

18993 HESSLE TOWN COUNCIL WEBSITE MATTERS: Committee to note that the website must be compliant with Website Content Accessibility Guidelines – WCAG 2.1 to at least AA standard by September 2020.

- a) Committee to receive a verbal report from Cllrs Howe and Padden and to consider and make a decision on the information from Aubergine, Background; Response to Cllr Howe’s questions; Costings & ongoing support.
- b) Committee to consider and make a decision on the quote from Mobius – committee to note that Cllr Howe has asked for further information on what this includes – to date he has received nothing back from them.

Cllr Howe advised that he had asked 3 companies for quotes and has received two, one from Aubergine along with a detailed proposal of the process and one from Mobius, the third company declined to quote, as WCAG 2.1 is not something they are familiar with.

A discussion took place comparing the two quotes, and information provided by both companies.

Cllr Howe feels that Aubergine have provided a very detailed structured cost and plan of what is included and how they would provide the service. As well as building the new site, they will host and look after it to ensure the Council remain WCAG 2.1 compliant. The timescale from start of the project to finish would be approximately 7 weeks. The cost would be - Year 1, £1573 + Vat, to include the build of the new site, provide protection and support and provide ongoing compliance monitoring. Each additional yearly cost of £600 + Vat to maintain and support us. Additional tools can be added on if necessary, at extra cost, for example event booking.

Cllr Howe was able to show the full details of the proposal and an example of a website that had been prepared by Aubergine, for Leighton Buzzard Town Council, advising that they have worked with a number of Councils of all sizes. He advised that it is very important that they will ensure that our website constantly meets the legal requirements as per WCAG 2.1.

Cllr Howe is happy to take the lead on this project and work alongside both Clerks and Aubergine as he does have some website

Davison/Padden

Resolved – That the quote from Aubergine of £1573 + VAT be accepted - to provide a WCAG 2.1 compliant website, and the additional hosting & support package at £299 +VAT and ongoing compliance scan and report at £299 + VAT. To be passed to the next meeting of Full Council to be ratified. Cllr Howe will work with the Clerks in liaising with the company.

18994 TIMETABLE – ‘HESSLE TOWN’

The Clerk advised that at the time the agenda was prepared no newsletter was to be issued.

The Committee have now agreed to send a newsletter out. Due to timescales the Committee are happy that the Clerk prepare the newsletter and send the proof out as normal. All councillors will be asked for their input.

(Padden/Davison)

Resolved - That the Clerk contact all councillors for input to the shortened newsletter and prepare with a view to it being delivered by early September 2020.