Attach 3

Minutes of an IT/Social Media Committee Meeting of Sandwich Town Council held Wednesday 14th November 2018, in the Mayors Parlour, Guildhall, Sandwich at 4:00pm.

Present: **Councillors:** **Ms C Felton**
D Friend
Ms L O'Donoghue

Officers: **Mrs A Hollobon-Baxter**
Miss M Beardmore

01.11.18 **APOLOGIES**
No apologies.

02.11.18 **DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
(i) Cllr Friend declared a *disclosable pecuniary interest* in item 03.11.18: IT as CEO/owner of Training Highway.

03.11.18 **IT**
Office 365 training is awaiting confirmation of dates for January and will include extensive excel training for TC an RFO for accountancy purposes. RFO to be asked which accountancy software package is preferred together with costings. RFO to place all IT hardware on an asset register in order that this Committee can run a depreciation/replacement programme. Project Manager ran through budget lines.
RESOLUTION: Office 365 training to be given in January. RFO to supply report in relation to preferred software package and an IT asset register.

04.11.18 **SOCIAL MEDIA**
Miss M Beardmore and Mrs A Hollobon-Baxter are receiving social media training in November. Social media content following a Committee meeting was discussed with all media postings being positive and informative to hopefully reduce negativity. It was noted that if Council need to approve content before posting there would potentially be a two-month delay however, if Council agreed to post prior to approval this can be instant. Before presenting to Council it was agreed to obtain advice from District Council and revert to Committee.
RESOLUTIONS: Obtain social media timeframe posting advice from DDC.

05.11.18 **DATE OF NEXT MEETING**
To be arranged.