

# Town and Cinque Port of Sandwich

Sandwich Town Council  
Guildhall  
Cattle Market  
Sandwich  
Kent CT13 9AH



Telephone: 01304 617197  
Email: [enquiries@sandwichtowncouncil.gov.uk](mailto:enquiries@sandwichtowncouncil.gov.uk)  
[www.sandwichtowncouncil.gov.uk](http://www.sandwichtowncouncil.gov.uk)

12<sup>th</sup> January 2022

**To:** The Mayor, Cllr P Graeme, as Chairman  
Councillors: Friend, Fox, Lintott, Sampson  
Co-opted Member: Ms L O'Donoghue

Your attendance is requested at an ordinary meeting of the **IT & Communication Committee** to be held within the Guildhall on **Monday 17<sup>th</sup> January 2022 at 4.00pm** to transact the business set out below.

A Hollobon-Baxter  
Chief Executive

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## AGENDA

- 1. APOLOGIES FOR ABSENCE**
- 2. DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS**
- 3. GENERAL IT UPDATE**  
To receive a verbal update from the Chair regarding IT considerations, including social media (e.g., LinkedIn) and branding separation.
- 4. WEBSITES**  
To discuss website requirements, if any, for STC / STBF and The Guildhall.
- 5. GDPR AND SEPERATION OF COMPANY DATA**  
To discuss GDPR issues, requirements, and separation of company data.
- 6. BROADCASTING MEETINGS**  
To discuss and consider broadcasting meetings.
- 7. DATE AND TIME OF NEXT MEETING**  
To be confirmed.