

MINUTES OF MEETING



COMMUNICATIONS PANEL MEETING

Venue	Conference Room, Station Street, Mullumbimby
Date	Thursday, 29 October 2020
Time	4.30pm

BYRON SHIRE COUNCIL

COMMUNICATIONS PANEL MEETING MINUTES

29 OCTOBER 2020

Minutes of the Communications Panel Meeting held on Thursday, 29 October 2020

File No: I2020/1708

PRESENT: Cr J Martin, Cr S Ndiaye

Staff: Annie Lewis (Media Communications Officer)
Amy Phillips (Digital Communications Officer)
Charlotte Hayes (Website and Digital Communications Officer)

Cr Sarah Ndiaye(Chair) opened the meeting at 4:40pm and acknowledged that the meeting was being held on Bundjalung Country.

APOLOGIES:

Mayor Simon Richardson, Cr Cate Coorey

DECLARATIONS OF INTEREST – PECUNIARY AND NON-PECUNIARY

There were no declarations of interest.

Note: The minutes of the meeting held on 30 July 2020 were noted by the Panel.

BUSINESS ARISING FROM PREVIOUS MINUTES

There was no business arising from previous minutes.

STAFF REPORTS - GENERAL MANAGER

Report No. 3.1 Mobile app for Council
File No: I2020/1559

Moved:

That the Communications Panel:

- 1. Notes the report.**
- 2. The report be deferred to the next meeting of the Communications Panel**

(Ndiaye/Martin)

Report No. 3.2 Report from previous meeting
File No: I2020/1568

Moved:

That the Communications Panel defers this report to the next meeting.

(Martin/Ndiaye)

BYRON SHIRE COUNCIL

COMMUNICATIONS PANEL MEETING MINUTES

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Report No. 3.3 Communications Report - July - September 2020
File No: I2020/1651

Moved:

That the Communications Panel notes the report.

(Martin/Ndiaye)

Report No. 3.4 Draft Communications and Social Media Policy
File No: I2020/1652

Moved:

That the Communications Panel approve the Draft Communications and Social Media Policy be submitted to Council for endorsement.

(Ndiaye/Martin)

Report No. 3.5 Website discussion
File No: I2020/1653

Moved:

That the discussion with Charlotte Hayes be noted.

(Martin/Ndiaye)

Report No. 3.6 Utilities projects update
File No: I2020/1703

Moved:

That the Communications Panel notes update provided by Merran Davis.

(Ndiaye/Martin)

There being no further business the meeting concluded at 6:30pm.