

# Website, Social Media & Newsletter Panel

8 June, 2021

3:00pm

DRAFT Notes

Present:

Cllr Victoria Alcock (VA)

Cllr Gill Cleeve (GC)

Cllr Roy Dyer (RD)

Cllr Philip How (PH)

Cllr Kevin Taylor (KT)

All members attended the meeting via Zoom.

1. To elect Chairman and Vice-Chairman of the Website, Social Media & Newsletter Panel;

It was proposed, seconded, and agreed that Cllr Warren-Howles be elected as Chairman and Cllr Cleeve as Vice-Chairman.

2. Apologies

Apologies were received from Cllrs David Curtis (DC) and Cohl Warren-Howles (CW-H).

3. To approve the notes from the Website, Social Media & Newsletter Panel meeting held on 11 May, 2021;

The notes were approved as correct record.

4. Presentation regarding videoing a Virtual Tour of Town Hall

Ben Atkinson from ATS Film gave a brief overview his work, including sharing his Showreel <https://vimeo.com/560399047>. Ben discussed several options on the work he could do:

- *Option one* - £500 – one of day filming, two days of editing, three edit requests and music licence. Delivered by digital download.
- *Option two* - £750 – As above plus up to five days of filming, including voice over work and more staged, options.

Due to the timing of the start of the outside work and the time constraint over filming the outside of the building VA proposed that the Mayor took these options to the Town Clerk and the Finance Officer, to suggest they use their delegated power to approve the budget for the videoing to begin.

It was unanimously agreed due to the tight time-constraints.

### Meeting Ended

At 3:30pm, both VA and PH had to leave the meeting, which left the meeting no longer quorate, so it was agreed to defer the rest of the agenda to a future meeting, with the date still to be agreed.

*The meeting closed at 3:31pm.*