
Agenda Item:	Communications Report
Meeting Date:	Monday, 14 July 2025
Contact Officer:	Communications & Community Engagement Officer

Background

This report will update members on various communication matters.

Current Situation

Summer Newsletter

This was issued at the start of the month and is a large issue. We have printed a number of copies which have been delivered by hand and others posted to Care Homes as recommended in the Community Engagement Strategy. We have also printed A5 copies to go in 1863 Café and we will be taking a handful to the Carnival as we have Cllrs holding a surgery there.

Welcome to Witney Guide

Work has recommenced on this and is scheduled in for a couple of hours each week for the Communication and Community Engagement Officer, Administrative Support Assistant Communities and Planning and Administration Assistant – Communications & Engagement

Social Media Policy Review

A completely new and revised draft policy is attached, which contains two sections, how we as the Council use Social media and the legislation and guidelines that apply, and a section about the rules we apply as a council to dictate acceptable and expected behaviours for those interacting with us on our platforms.

Website

The website requires a spring clean and some tidy up tasks to ensure we won't have to purchase additional space. This will also be a regular and scheduled task where we remove old news posts and the associated images. Please let us know if you spot any broken links or missing images as some images may be used on static pages and deletion would impact these.

Impact Assessments

The Town Council has a duty to consider the effects of its decisions, functions and activities on equality, biodiversity, and crime & disorder. Consideration should also be given to effects on the environment, given the Council's Climate Emergency declaration in 2019.

- a) Equality – no direct implications.
- b) Biodiversity – no direct implications.
- c) Crime & Disorder – no direct implications.
- d) Environment & Climate Emergency – We are printing more copies of the newsletter to give access to certain parts of the community, but not in the numbers we were before we made the decision to create a digital version.

Risk

In decision making Councillors should give consideration to any risks to the Council and any action it can take to limit or negate its liability.

Social Value

Social value is the positive change the Council creates in the local community within which it operates.

Recommendations

Members are invited to note the report and,

1. Review the Draft Social Media Policy; and
2. Consider any changes to the Draft Social Media Policy