

St Keyne & Trewidland Parish Council

Project Plan

1 Background

To have a Facebook page to reach out to villagers on social media and to have a social media presence, all councillors will be able to add to page content, I will lead and share with John.

2 Project Summary

Social Media presence of the parish council will encourage more participation and awareness amongst the younger parishioners. It will need supervision, probably minimal, to avoid possible abuse of the page

3 Benefit to Residents

News and council activity will pop up on individual's timelines, keeping people informed and engaged.

4 Relevant Previous Decisions and Actions

This is a new proposal to open the parish council up to social media platforms, starting with Facebook

5 Does St Keyne & Trewidland PC own or have control of the necessary assets?

Parish councillors will decide and control Facebook page content

6 Cost

No cost envisioned

7 Officer Time Required and Timescale

Best estimated time needed to supervise the Facebook page is 10 minutes max per day

8 Timescales

Ongoing, with regular updates to be posted to the page. With 2 or 3 admins, the work can be shared and continues in case of illness or change of councillors

9 How does this meet the council's responsibilities and duties?

It will help the parish council to reach out to villagers and impart information effectively

10 Risks considered and possible mitigations

Little to no risk as it is run as a page rather than a group, only administrators can post content and public comment can be restricted or turned off totally

11 How will the project be monitored and success measured?

All councillors can view the page and see interaction or villager's participation if required. The daily supervision will be myself and possibly one other

12 Recommendation – including next steps if approved

As all Facebook pages need a picture, it would be nice if someone has an aerial image of the Parish to use. Alternatively, maybe two photos of images iconic to the Parish and its two villages

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