

**Proposal:** Consider the introduction of a WhatsApp group including all Cllrs for ease of communication of non-formal business such as meeting attendance confirmation and sharing informal comms from the office.

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The office would like to propose an informal WhatsApp group be created with ALL Cllrs, Clerk and Deputy Clerk.

**Requirements:**

- Addition to the Electronic Communications policy to include:

**Use of WhatsApp**

**1. Purpose**

The purpose of the Melbourn Parish Council WhatsApp Group is to facilitate efficient communication among council members, enabling quick updates, reminders, and informal discussions related to council activities. It is not a platform for formal decision-making or extensive debates.

**2. Group Administration**

- The group will be administered by the Parish Clerk or a designated staff member.
- Only current council members and relevant staff may be added to the group.
- Members leaving the council will be removed from the group.

**3. Acceptable Use**

- The group should be used for:
  - Sharing meeting reminders, apologies and changes.
  - Informal communication and coordination of council activities.
  - Quick updates on community issues or events.
- The group should NOT be used for:
  - Making formal decisions.
  - Discussion of agenda items.
  - Sharing personal or sensitive information about individuals.

**4. Code of Conduct**

- Be respectful and considerate in all communications.
  - Do not share or forward messages outside of the group.
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- Provide written confirmation (via email to the office is fine) if you are happy to be added to the group and confirmation of the preferred contact number to be used.



- Cllrs to download WhatsApp to their mobile device [Download WhatsApp for iOS, Mac and PC](#) if not already a user.