

SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 2 November 2015 at 7.30 p.m. in the Old School Centre, South Brent.

The Chairman welcomed everyone to the meeting.

MC 1-11-15 Record of members present

Cllr John Rawlinson in the Chair; Cllrs George Link and Heidi Rice and Julia Willoughby Clerk to the Council were present.

MC 2-11-15 Apologies for absence

Cllr Greg Wall has sent apologies.

MC 3-11-15 Declarations of interest (and nature) with regard to items on the agenda

None.

MC 4-11-15 Consider the granting of dispensations

No applications.

MC 5-11-15 Public participation session with respect to items on the agenda

No members of the public were present.

MC 6-11-15 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the last meeting were confirmed and signed.

MC 7-11-15 Update on the following:

I. Quarterly newsletter:

The Chairman advised the deadline for the next edition is 22 November. The following items will be requested: Cllr Rice - snow/grit; Cllr Kelly - near miss traffic incidents; Cllr Link – Parish Plan; clerk - Christmas lights; Chairman - refugees. A draft will be circulated by email for comments.

II. Review the Parish Council website

Cllr Link stated that the website is clear and easy to read but is not visually attractive; local photos will be requested in the newsletter (Chairman). The clerk will try to find a map showing the parish boundary. It was acknowledged that this is work in progress and can be improved - including the summary of South Brent which is quite basic. The Chairman will speak to the webmaster to find out whether he or the builder of the website will make the changes.

Cllr Link will email his feedback to the Chairman.

III. Parish Councillor emails

At present Councillors are unable to reply to emails using their southbrent.gov.uk address. It was noted that South Brent Parish Council is a corporate body and emails could be subject to Freedom of Information requests.

The Chairman will make enquiries and draft a protocol for Councillors on using their Parish Council email addresses, to include the clerk being copied in to these.

IV. Database of parish groups and organisations:

The Chairman has brought this list up-to-date and will circulate it to Councillors again.

SOUTH BRENT PARISH COUNCIL

MC 8-11-15 Budget request for 2016-17

It was agreed that the existing budget line of £1,800 will still cover the cost of the quarterly newsletter and domain name. (The cost of setting up the new community website will be included in the Local Projects budget line, rather than Media.)

MC 9-11-15 Review the Freedom of Information publication scheme

It will be recommended to the Parish Council that **no changes are required to the Freedom of Information publication scheme.**

MC 11-6-15 Any other relevant matters and date of next meeting

The next meeting will be scheduled for May/June 2016.

The meeting closed at 8.19 p.m.

DRAFT