

## South Brent Parish Council

[www.southbrent.gov.uk](http://www.southbrent.gov.uk)

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Cllr John Rawlinson  
Cllr Glyn Richards  
Cllr John Summers  
Cllr Greg Wall  
Cllr Donald Wiseman

7 July 2014

Dear Councillor

### South Brent Parish Council – Media Committee meeting

You are hereby summoned to attend a meeting of South Brent Parish Council Media Committee on Monday 14 July 2014 at 7.30 p.m. in the Craft Room, The Old School Centre, Totnes Road, South Brent.

**Members of the public and the press are most welcome to attend the meeting.**

Yours sincerely

Clerk to the Council

Before the meeting there will be an Open Forum for discussion with members of the public for 15 minutes for items not included on the agenda (each speaker has a maximum of 5 minutes - at the discretion of the Chairman).

### AGENDA

1. Election of Chairman and Vice Chairman of the Media Committee.
2. Record of members present.
3. Apologies for absence.
4. Declarations of a pecuniary interest (and nature) with regard to items on the agenda.
5. To consider the granting of dispensations.
6. Public participation session with respect to items on the agenda.

7. Confirm the minutes of the last meeting (attached), and report any matters arising.
8. Review the terms of reference (attached).
9. Consider requests and responses under the Freedom of Information.
10. Discuss the database of parish groups and organisations.
11. Arrangements for publishing historic information.
12. Quarterly newsletter: update.
13. Review the Parish Council website and consider any changes/updates.
14. Sending email from Councillors .gov email address.
15. Any other relevant matters and date of next meeting.