

SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 6th June 2011 at 7.30 p.m. in the Old School Centre, South Brent.

Cllr Glyn Richards the current Vice Chairman of the Committee welcomed everyone to the meeting.

Open Forum: None.

MC 1-6-11 Election of Chairman and Vice Chairman

Cllr Greg Wall was proposed to continue as Chairman by Cllr John Summers; this was seconded by Cllr John King and agreed.

Cllr Glyn Richards was proposed as Vice Chairman by Cllr John Summers; this was seconded by Cllr Laura Howe and agreed.

MC 2-6-11 Record of members present

Cllr Glyn Richards in the Chair; Cllrs Laura Howe, John King and John Summers; Julia Willoughby Clerk to the Council was in attendance.

MC 3-6-11 Apologies for absence

Cllr Greg Wall has sent his apologies.

MC 4-6-11 Declarations of interest

None.

MC 5-6-11 Public participation

No members of the public were present.

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

The minutes of the meeting held on 7th March were confirmed and signed.

MC 7-6-11 Review the Parish Council website

Mr John Shepherd is now the webmaster and is also controlling the South Brent community network. The Committee recommends that **if there are any cost implications for running the Parish Council website, an application should be made to the Council for reimbursement.**

The possible introduction of a Council 'blog' will be included on the next Media Committee agenda, as will links to the DNPA and SHDC websites.

MC 8-6-11 Finalise content of the June newsletter

Cllr Glyn Richards has prepared a six page edition, to include the Chairman's annual report and the income and expenditure summary 2010-11; also the Produce Association wishes to insert an A5 flier into the newsletter – this was agreed by the Committee. Cllr Richards has offered to remain the newsletter editor; the Committee is most grateful for this and for Cllr Richards work on this edition.

The printers will be asked how much the cost would increase if a colour edition was printed.

MC 9-6-11 Review the Committee's terms of reference

No alterations to the terms of reference are needed; the contact database of parish organisations could be updated – this will be included on the next agenda.

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There was some discussion regarding items to be circulated to all members of the Council, this should be done via the clerk so that relevant documents may be printed if required (in addition to any forwarded emails).

MC 10-6-11 Any other relevant matters and date of next meeting

The next meeting is scheduled for 5th September 2011.

The meeting closed at 8.15 p.m.

DRAFT