

SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 5th December 2011 at 7.30 p.m. in the Old School Centre, South Brent.

The Chairman of the Committee welcomed everyone to the meeting.

Open Forum: None.

MC 1-12-11 Record of members present

Cllr Greg Wall in the Chair; Cllrs Glyn Richards and John Summers were present; Julia Willoughby Clerk to the Council was in attendance.

MC 2-12-11 Apologies for absence

Cllrs Laura Howe and John King have sent apologies.

MC 3-12-11 Declarations of interest

None.

MC 4-12-11 Public participation

No members of the public were present.

MC 5-12-11 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the meeting held on 5th September were confirmed and signed. There has been no contact from the webmaster regarding link buttons on the PC website for DNPA, SHDC and DCC.

MC 6-12-11 Consider guidelines for commercial advertising in the newsletter and on the website

Following discussion the Committee recommends to the Parish Council that **commercial advertisements from outside the parish are not accepted, small adverts from within the parish can be included in the newsletter when space allows; there should be no advertising on the South Brent Parish Council website.**

MC 7-12-11 Delivery/email of newsletters

The procedure for the next (March) newsletter will be slightly altered; items for the newsletter will be requested by 12 February and the next Media Committee meeting will be held on 20 February. When the newsletters are collected from the printers (by the Editor) they will be passed to the Chairman for posting and collection for delivery. The Committee recommends **the cost of printing envelopes or address labels for the newsletters should be passed on to the Parish Council.**

A few parishioners have asked not to receive the newsletter at all; the Committee recommends **a request is made to those who receive the newsletter via email that the Parish Council is advised when they change address.**

MC 8-12-11 Finalise content of the December newsletter

The newsletter was finalised at the meeting; thanks are due to the Editor Cllr Glyn Richards for another excellent edition.

MC 9-12-11 Review the Parish Council website

It is understood that there have been technical difficulties recently. The clerk will contact Mr John Shepherd the webmaster to find out whether he would prefer to set up a new simple website with an archive.

SOUTH BRENT PARISH COUNCIL

MC 10-12-11 Consider updating the contact database of parish organisations

It will not be possible to do this through the CCD 50 year project in South Brent.

An item could be included in the next newsletter requesting current contact details for village groups. (E.g. name of group, contact name, email address, website address.)

MC 10-9-11 Any other relevant matters and date of next meeting

The next meeting is scheduled for 20th February 2012.

(Closed at 8.12 p.m.)

DRAFT