

SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 17 September 2012 at 7.30 p.m. in the Old School Centre, South Brent.

The Chairman welcomed everyone to the meeting.

Open Forum: None.

MC 1-9-12 Election of Chairman and Vice Chairman

Cllr Greg Wall was proposed as Chairman of the Media Committee by Cllr Glyn Richards, seconded by Cllr Donald Wiseman and resolved.

Cllr Glyn Richards was proposed for Vice Chairman of the Media Committee by Cllr Greg Wall, seconded by Cllr Donald Wiseman and resolved.

MC 2-9-12 Record of members present

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

MC 3-9-12 Apologies for absence

Cllrs John King, John Rawlinson and John Summers had sent apologies.

MC 4-9-12 Declarations of interest

None.

MC 5-9-12 Public participation

No members of the public were present.

MC 6-9-12 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the meeting held on 20 February were confirmed and signed.

An item on updating the database of parish organisations could be included in a lean newsletter.

MC 7-9-12 Review the Committee terms of reference

No changes are required to the terms of reference.

MC 8-9-12 Arrangements for the collection and delivery of newsletters with increased postage costs

180 newsletters are posted, but this will be reduced by delivering some by hand.

A further request will be made for the newsletter to be received electronically.

The Committee recommends that **a share in a franking machine might be considered** to reduce costs.

MC 9-9-12 Finalise content of the September newsletter

The Chairman thanked Cllr Glyn Richards for producing this edition; it was noted that items arrived after 5pm this evening (and were too late).

MC 10-9-12 Should the Council sign up to the Devon Community Directory website www.directory.devon.gov.uk

It was noted that this website has existed for years and is owned by DCC; the Committee recommends that **signing up to the Devon Community Directory website is deferred until the Council's postal address is decided.**

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MC 11-9-12 Review the Parish Council website and discuss whether the use of a company such as Vision ICT would be beneficial

The Committee recommends that **the budget line for 2013-14 includes paying a webmaster to design a site which can be managed corporately by Chairs of Committees.**

MC 12-9-12 Would a 'South Brent' leaflet be worthwhile?

It would not be appropriate for the Council to produce a leaflet listing commercial ventures and statutory information (e.g. Primary School phone number etc.) is listed on the village calendar and in the Council newsletters, so a leaflet would be a duplication.

MC 13-9-12 Consider the budget request for 2013-14

Domain name £40 Newsletter printing £150x3= 450 + 300 (June)= £750

New website £600 Delivery £65x4=£260, postage £360

Total £2010

Budget request £2,000 for 2013-14

MC 14-9-12 Any other relevant matters and date of next meeting

The next meeting is scheduled for 3 December.

The meeting closed at 8.16 p.m.