

SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 3 November 2014 at 8.30 p.m. in the Old School Centre, South Brent.

The Chairman welcomed everyone to the meeting.

Open Forum: Nothing was raised.

MC 1-11-14 Record of members present

Cllr John Rawlinson in the Chair; Cllrs Greg Wall and Donald Wiseman and Julia Willoughby Clerk to the Council were present.

MC 2-11-14 Apologies for absence

Cllrs Glyn Richards and John Summers had sent their apologies.

MC 3-11-14 Declarations of a pecuniary interest (and nature) with regard to items on the agenda

None.

MC 4-11-14 Consider the granting of dispensations

No applications.

MC 5-11-14 Public participation session with respect to items on the agenda

No members of the public were present.

MC 6-11-14 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the last meeting were confirmed and signed.

MC 7-11-14 Can the database of parish groups and organisations be updated?

Cllr Glyn Richards may hold an electronic copy of this.

MC 8-11-14 Review the Freedom of Information policy and Fol requests made/received

Two Fol requests have been made and two received in the last two years.

The Committee recommends that **the following are added to the Freedom of Information policy:**

Section 5 – Grievance policy, Disciplinary policy, Dignity at Work policy, Grant Aid policy and the Community Benefit Fund applications and guidelines.

MC 9-11-14 Quarterly newsletter: update

The deadline for items is 23 November. So far the following are to be considered for the winter 2014 edition: Introduction to Neighbourhood Planning; posting newsletters outside the village; sponsorship of seats for Wellington Square; sponsorship of Christmas lights and Community Champion awards.

MC 10-11-14 Review the Parish Council website and current status

See below.

MC 11-11-14 Consider a recommendation to the Council on a possible new Parish Council website

Two local quotes have been obtained for a new website, the Committee recommends that **one of the quotes for a new Parish Council website is accepted with a view to possibly extending into a community website.**

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The newsletter could include a request for images which encapsulate South Brent for the new website. It is hoped that Kevin Chamberlain can be part of the process of transferring to another website, although he is proving difficult to contact.

MC 12-11-14 Discussion of proposal presented by Emily Stewart (of [BASEDtraveler](#)) on 'Creating a South Brent visitor brochure.'

The Committee recommends that **Emily is thanked for her presentation to the Parish Council but there is no budget line for a brochure in 2013-14 and Media resources are required for a new website.**

It was noted that the heart of South Brent is the people, not what there is to see.

MC 13-11-14 Budget request 2015-6

A budget request of £1,800 will be made for 2015-16.

MC 14-11-14 Any other relevant matters and date of next meeting

The next meeting could take place after Open Spaces in June.

The meeting closed at 9.25 p.m.