

## SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 6 June 2016 at 7.30 p.m. in the Old School Centre, South Brent.

The Chairman welcomed everyone to the meeting.

Open Forum: nothing was raised.

### MC 1-6-16 Election of Chairman

Cllr John Rawlinson was proposed by Cllr Greg Wall, seconded by Cllr Heidi Rodriguez and elected Chairman of the Media Committee.

### MC 2-6-16 Election of Vice Chairman

Cllr Heidi Rodriguez was proposed by Cllr John Rawlinson, seconded by Cllr George Link and elected Vice Chairman.

### MC 3-6-16 Record of members present

Cllr John Rawlinson in the Chair, Cllrs George Link, Cathie Pannell, Heidi Rodriguez, Greg Wall; Glyn Richards (IT volunteer) and Julia Willoughby Clerk to the Council were present.

### MC 4-6-16 Apologies for absence

None.

### MC 5-6-16 Declarations of interest (and nature) with regard to items on the agenda

None.

### MC 6-6-16 Consider the granting of dispensations

No applications.

### MC 7-6-16 Public participation session with respect to items on the agenda

No members of the public were present.

### MC 8-6-16 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the last meeting were confirmed and signed.

### MC 8-6-16 Review the Committee terms of reference

The Committee recommends **no changes are required to the terms of reference.**

### MC 9-6-16 Update on the following:

#### I. Quarterly newsletter:

The Chairman advised is now complete and will go to the printers this week.

#### II. Review the Parish Council website

No photos have been received yet for the website banner but have been requested again in the newsletter.

#### III. Parish Councillor emails

The Chairman has drafted the following:

- The Parish Clerk should be copied in to all emails sent by Councillors from their PC email address

## SOUTH BRENT PARISH COUNCIL

- If using your home computer to send parish council emails please confirm that you have a current virus protection software installed and updated
- Agreed disclaimer to be used:  
Please note this e-mail is confidential and may also be privileged. If you are not the intended recipient, please notify the sender immediately; after notifying the sender please delete the e-mail. Unless you are the intended recipient you should not copy the e-mail or use it for any purpose or disclose its contents to any other person. This e-mail message has been scanned for computer viruses, however South Brent Parish Council do not accept any liability in respect of damage caused by any virus which is not detected. Please note that the Council monitors e-mail for business purposes.
- A standard signature template to be agreed e.g.;



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+44 (0)7xxxxxxxxx (mobile)  
Email: [fred.bloggs@southbrent.gov.uk](mailto:fred.bloggs@southbrent.gov.uk)  
<http://www.southbrent.gov.uk/>

In addition these will need to adhere to information governance legislation.  
The disclaimer could be a hyper link.

#### IV. Database of parish groups and organisations:

The Chairman has brought this list up-to-date and will circulate it to Councillors for any additions.

#### MC 10-6-16 Consider the introduction of a protocol for use of IT devices during Council meetings

This has arisen due to conversations breaking out when a device is shared during a meeting. Wires trailing across the floor are an issue. All equipment should be PAT tested if connected to the mains at both the Old School Centre and Village Hall.

The Chairman has prepared a draft protocol which will be adapted to conform with the Council protocol on the filming and recording of Council and Committee meetings.

#### MC 10-6-16 Consider an 'in house' IT session for Councillors

It is possible the Devon Association of Local Councils could help, or similar workshops have been held locally.

#### MC 11-6-15 Any other relevant matters and date of next meeting

The next meeting is scheduled for 31 October 2016.

The meeting closed at 7.58 p.m.