

## SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 5 June 2017 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 1-6-17 Election of Chairman

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

### MC 2-6-17 Election of Vice Chairman

Cllr Heidi Rodriguez was proposed as Vice Chairman by Cllr Glyn Richards, seconded by Cllr Greg Wall and elected.

### MC 3-6-17 Record of members present

Cllr John Rawlinson in the Chair, Cllrs Glyn Richards, Heidi Rodriguez, Greg Wall and Julia Willoughby Clerk to the Council were present.

### MC 4-6-17 Apologies for absence

Cllr Cathie Pannell has sent apologies.

### MC 5-6-17 Declarations of interest (and nature) with regard to items on the agenda

None.

### MC 6-6-17 Consider the granting of dispensations

No applications.

### MC 7-6-17 Public participation session with respect to items on the agenda

Nothing was raised.

### MC 8-6-17 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the last meeting were confirmed and signed.

An alternative printer could provide 1400 copies of 4 page A4 newsletters cross folded to A5; total price £ 241.00.

This price includes printing in fill colour on 90gsm Navigator paper, cross folding and delivery back to an address.

Veaseys will be asked for a price in full colour to compare.

### MC 9-6-17 Review the Committee terms of reference

**There are no changes to the terms of reference; a further Committee member is needed.**

### MC 10-6-17 Consider actions from the Parish Plan 2016+ which can be progressed: dissemination of information to all

SWE A request for feedback in regard to inclusivity is included in the next issue of the Council newsletter. Communication with young people is a missing area; the Committee recommends **a Youth representative is appointed, to open lines of communication.** A laminated notice will be placed in a bus stop when the casual vacancy is widely advertised (if there is no election).

EE 1 Cllr Greg Wall offered to write a piece about South Brent for the 'Visit Dartmoor' website

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### MC 11-6-17 'Around Buckfastleigh and South Brent' editorials

The Chairman has sent off a piece today, the next is due by 5 August – the Chairman of the Parish Council might like to submit a half page every two months, in future?

### MC 12-6-17 Update on the following:

#### I. Quarterly newsletter:

The budget line will need to be reviewed to reflect the increase in postage costs; Royal Mail will be asked for the cost of a parish mail drop (clerk).

The latest newsletter is complete and ready to go to print; the Chairman was thanked for all his work on the newsletters.

#### II. Parish Council website

It would be useful for someone to have the website login – only as a back-up user. Statistics on the number of hits would be of interest, the clerk will contact Mr John Shepherd, the webmaster and ask him for a report and to attend the next Media Committee meeting.

The Committee would prefer fewer menu items on the home page; the calendar on the website is unused, so all Council meetings could be included on the calendar on the community website, with a link on the PC website.

The one page PC calendar for the year is all that is needed.

**The Committee aspires to provide an electronic notice board (possibly outside the Co-op) 32” and at mid-way height, for use by everyone.**

#### III. Database of parish groups and organisations (if required):

The Chairman continues to update the database and welcomes any reports of changes.

### MC 13-6-17 Any other relevant matters and date of next meeting

Councillors could be shown where to find the PC calendar for the year on the website.

The next meeting will be on 16 October.

The meeting closed at 8.40 p.m.