

SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 18 March 2019 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 1-3-19 Record of members present

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

MC 2-3-19 Apologies for absence

Cllr Cathie Pannell has sent apologies.

MC 3-3-19 Declarations of interest (and nature) with regard to items on the agenda

None.

MC 4-3-19 Consider the granting of dispensations

No applications.

MC 5-3-19 Public participation session with respect to items on the agenda

Nothing was raised.

MC 6-3-19 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the last meeting were confirmed and signed.

MC 7-3-19 Newsletter distribution

Cllr Glyn Richards advised a copy of the newsletter was being posted to 150 homes, with limited response to GDPR consent forms only 50 newsletters have been posted or emailed this month. A mail drop to all TQ10 9 postcodes (2,000 properties) costs £58 per 1,000.

The Committee recommends the Council **investigate future newsletters being sent by Royal Mail to all TQ10 9 postcodes (2,000 properties) and printed by an online printer (to keep costs down).**

MC 8-3-19 Councillors are to use the southbrent.gov.uk email for all Council business; consider implementation and training

The Webmaster explained there are different options for achieving this which will be investigated further.

The Committee recommends **from 3 May 2019 all Councillors use their parish council email address to send and receive all Council emails (the webmaster will provide details).**

MC 9-3-19 Consider the next steps required to comply with the General Data Protection Regulation

The clerk explained a large number of paper documents are still held locally, the Committee recommends **Parish Council documents and papers held by the clerk are taken to Devon Archive.**

SOUTH BRENT PARISH COUNCIL

MC 10-3-19 Update on the following:

I. Quarterly newsletter:

Cllr Heidi Rodriguez edited the latest newsletter and enjoyed doing so - she was congratulated and thanked by the Chairman and the Committee.

II. Parish Council website

News items which are time limited now come off the site automatically. It was acknowledged that a good deal of work is done to keep the website up-to-date and the Webmaster was thanked by the Chairman for all his assistance.

III. Database of parish groups and organisations: a consent form needs to be issued to all organisations for this to remain active

This matter will be deferred to the next meeting/Council.

MC 11-3-19 Any other relevant matters and date of next meeting

The Chairman and Committee members were thanked for all their efforts during this term of office. The next meeting will take place on 3 June.

The meeting closed at 8.35 p.m.