

SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 3 June 2019 at 7.30 p.m. in the Old School Centre, South Brent.

As the previous Chairman is no longer a member of the Council, Cllr Glyn Richards offered to take the Chair and welcomed everyone to the meeting.

Open Forum: nothing was raised.

MC 1-6-19 Election of Chairman

The Committee agreed this item would be deferred until the next meeting and meanwhile Cllr Glyn Richards will Chair the meeting.

MC 2-6-19 Election of Vice Chairman

Cllr Lisette Granados volunteered to be the Vice Chairman of the Media Committee and this was agreed.

MC 3-6-19 Record of members present

Cllr Glyn Richards in the Chair, Cllrs Lisette Granados, Cathie Pannell, Rachel Rafiqi, two members of the public and Julia Willoughby Clerk to the Council were present.

MC 4-6-19 Apologies for absence

Cllrs Paul Fennessy and Charlotte Power have sent apologies.

MC 5-6-19 Declarations of interest (and nature) with regard to items on the agenda
None.

MC 6-6-19 Consider the granting of dispensations

No applications.

MC 7-6-19 Public participation session with respect to items on the agenda

The editor of the newsletter who has kindly agreed to edit the June newsletter was at the meeting to check on the final version.

MC 8-6-19 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the last meeting were confirmed and signed.

MC 9-6-19 Review the Committee terms of reference

The Committee recommends: **the following amendments are made to the Committee terms of reference -**

4 This Committee provides information to the parishioners by the following media:

- **Email. (Add)**

5 This Committee will also be responsible for: -

- **Editorial for 'Around Buckfastleigh and South Brent' six times a year. (Add)**

These articles are written by the Chairman and Cllr Rachel Rafiqi offered to assist, as required.

MC 10-6-19 Councillors are to use the southbrent.gov.uk email for all Council business; consider implementation and training

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The webmaster advised the .gov email addresses for Councillors are sent to personal email addresses and at present Councillors have to respond from their personal email address.

In order to respond from the .gov email address, it will be necessary to either access this from 'Webmail' or adjust Councillors own email settings (a briefing has been prepared by the webmaster). A disclaimer will need to be included with all emails including the phrase 'this is the Councillor's view, not that of the Parish Council'.

The Committee recommends **the SHDC disclaimer might be used as a model to include with all Councillor emails and the launch of use of responses by .gov.uk email is deferred until this is available.**

MC 11-6-19 Update on the following:

I. Quarterly newsletter:

The editor of the newsletter explained he has carried out this task for a few years and has now left the Council. The normal size of the newsletter is four A4 pages, except in June when the issue is eight A4 pages to include annual reports of the Parish Council and each Committee. Cllr Lisette Granados offered to edit the newsletter in future, this offer was very gratefully accepted by the Committee.

This issue will be printed by an online printer on white paper and in colour, as a trial (1500 copies will cost £165).

The final version of the newsletter was agreed by the Committee and the editor was thanked very much for all his efforts over the years.

Cllr Lisette Granados also offered to post the newsletters for which consent forms have been received.

II. Parish Council website

Items for posting on the website are sent by the clerk or Media Committee Chairman to the webmaster.

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

The Committee recommends: **the database of parish groups and organisations is no longer retained, as the information is held on the South Brent community website (and the terms of reference are amended).**

In future only the Parish Council's own contacts will be invited to events etc.

MC 12-6-19 Any other relevant matters and date of next meeting

The next meeting will take place on 21 October (although it was noted two Councillors will be away).

The meeting closed at 8.58 p.m.