

SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 4 June 2018 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 1-6-18 Election of Chairman

Cllr John Rawlinson was proposed for the office of Chairman by Cllr Cathie Pannell, seconded by Cllr Heidi Rodriguez and agreed by the Committee.

MC 2-6-18 Election of Vice Chairman

Cllr Heidi Rodriguez was proposed as Vice Chairman by Cllr Cathie Pannell, seconded by Cllr Greg Wall and agreed by the Committee.

MC 3-6-18 Record of members present

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

MC 4-6-18 Apologies for absence

Cllrs Paul Astal-Stain and Glyn Richards have sent apologies.

MC 5-6-18 Declarations of interest (and nature) with regard to items on the agenda

None.

MC 6-6-18 Consider the granting of dispensations

No applications.

MC 7-6-18 Public participation session with respect to items on the agenda

Nothing was raised.

MC 8-6-18 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the last meeting were confirmed and signed.

MC 9-6-18 Review of the Committee terms of reference

The Committee recommends: **GDPR is added to the terms of reference, if the Parish Council wishes the Media Committee to deal with the requirements of this legislation.**

MC 10-6-18 Consider the steps required to comply with the General Data Protection Regulations; NALC model privacy notices and Data Protection Policy attached

Management of documents will need to be considered.

Other likely tasks include a slip with the September newsletter and to email recipients covering GDPR as well as contacting the local organisations included on the database.

MC 11-6-18 Consider actions from the Parish Plan 2016+ which can be progressed: dissemination of information to all

SWE 1 Accessibility to all groups and those in the community is by means of the website, newsletter and notice boards.

Information for visitors to South Brent is on local websites. (No further action at this point)

MC 12-6-18 Update on the following:

SOUTH BRENT PARISH COUNCIL

I. Quarterly newsletter:

The eight page edition is nearly complete and will go to the printer on Wednesday.

II. Parish Council website

All working well.

III. Database of parish groups and organisations:

This is subject to the implications of GDPR and will mean contacting all groups.

MC 13-6-18 Any other relevant matters and date of next meeting

The next meeting is scheduled for 15 October (check availability of members), subject to GDPR requirements.

The meeting closed at 8.30 p.m.