

SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 15 October 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 1-10-18 Record of members present

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

MC 2-10-18 Apologies for absence

Cllrs Cathie Pannell and Greg Wall had sent their apologies.

MC 3-10-18 Declarations of interest (and nature) with regard to items on the agenda

None.

MC 4-10-18 Consider the granting of dispensations

No applications.

MC 5-10-18 Public participation session with respect to items on the agenda

Nothing was raised.

MC 6-10-18 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the last meeting were confirmed and signed.

MC 7-10-18 Consider the steps required to comply with the General Data Protection Regulations

Management of documents will need to be considered.

The Committee recommends **the draft consent form adopted by the Parish Council will require the inclusion of email addresses and phone numbers** (as amended by Cllr Richards). This will then be issued with the December newsletter to all those who have the newsletter posted or emailed.

The Privacy Policies adopted are correct.

At the Devon Association of Local Councils AGM different workshops were offered, Cllr Glyn Richards attended one on GDPR and discovered that **all Councillors should use only the southbrent.gov.uk email addresses for any Council business, or their private emails could be subject to a data request**. This will be clarified for the Parish Council meeting on 26 November.

MC 8-10-18 Review the Freedom of Information Policy

No changes are required to the Freedom of Information Policy.

MC 9-10-18 Budget request for 2019-20

During 2018-19 printing and delivering newsletters will cost around £1,660, plus £180 for the domain names of both the Parish Council and community websites. The Committee agreed the Media budget line could remain at £2,000 for 2019-20.

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MC 10-10-18 Update on the following:

I. Quarterly newsletter:

The Chairman/editor will stand down at the elections in May 2019, Cllr Heidi Rodriguez will look at how the newsletter is put together.

The print quality of the newsletter could be better, Cllr Glyn Richards offered to obtain a quote (from an online printer).

II. Parish Council website

The website requires some updating, the Chairman will discuss this with the webmaster.

III. Database of parish groups and organisations:

This is subject to the implications of GDPR and will be removed from the website; **a consent form will need to be sent to each contact for all the groups previously on the database.**

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

The next meeting will take place in the New Year.

The meeting closed at 8.10 p.m.