

SOUTH BRENT PARISH COUNCIL

Minutes of a remote meeting of the Media Committee held on 10 November 2020 at 7.30 p.m. by Zoom

Cllr Lisette Granados (Chair) welcomed everyone to the meeting.

Open Forum: nothing was raised.

MC 1-11-20 Record of members present

Cllr Lisette Granados in the Chair, Cllrs Cathie Pannell, David Hancock and Charlotte Power. Katharine Griffiths, Clerk to the Council was present.

MC 02-11-20 Apologies for absence

Apologies received from Rachel Rafiqi,

MC 03-11-20 Declarations of interest (and nature) with regard to items on the agenda

None.

MC 04-11-20 Consider the granting of dispensations

No applications.

MC 05-11-20 Public participation session with respect to items on the agenda

No public present.

MC 06-11-20 Confirm the minutes of the last meeting, and report any matters arising.

One amendment to 08-06-20 addition of: "If possible where time allows, any publications will be circulated to committee members to be reviewed prior to publication."

The minutes of the last meeting were accepted and will be signed at a later date.

MC 07-11-20 Parish Council Website - New Design update. Website updates and information. (Cllr Granados)

The issue was discussed. Quotes for the work are required. A number of different people will be approached for the quotes.

MC 08-11-20 Covid19 Remote council meetings Policy - To form and agree guidelines for remote council meetings and public access to view associated supporting documents.

A document from another Parish Council was discussed. It was agreed that Cllr Granados would type up document suitable for South Brent PC and would circulate to the committee members.

MC 09-11-20 Website Accessibility Requirements

- To consider the NALC guidance and the evaluation tick list (circulated)

- To consider providing information about Abilitynet for residents and agree for the clerk to gain further information and submit a proposal to the next media committee about Free Website Accessibility Widget available to residents for inclusion into the councils website.(Cllr Granados)

The use of Abilitynet was discussed and sits along side the accessibility of the website and will be reviewed at the same time.

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MC 10-11-20 Newsletter: Autumn, Winter and Spring (Cllr Granados)

There was a long discussion about the newsletters and articles.

The Autumn newsletter has not been published yet. The deadline is the 15th November for the Winter edition. After a discussion it was agreed that the Autumn and Winter editions will be combined and if government guidelines allow, they will be printed and distributed.

MC 11-11-20 Council publications – To discuss and review procedures currently in place and review council standards, if any, in place for local government bodies. (Cllr Granados)

This item was not discussed any further as it was felt it had already been covered.

MC 12-11-20 Budget request for 2021-22

A request from Cllr Richards for a portable microphone and stand approximately £45, mini projector ~ £100, a replacement notebook/laptop ~ £300 and a stand ~ £50.

It will be looked into as to the necessity of the equipment.

A request for £2500 for the 2021-2022 budget will be put to the finance committee.

MC 13-11-20 Date of next meeting.

TBC

Date of next meeting TBC

The meeting closed at 21:33.