

SOUTH BRENT PARISH COUNCIL

Minutes of the remote meeting of the Media Committee held on 12th April 2021 at 7.30pm by Zoom.

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

Cllr Granados. On behalf of the Parish Council I would like to hold one minutes silence to acknowledge the death of his Royal Highness the Duke of Edinburgh who passed away peacefully at Windsor Castle on Friday 9th April. We extend our heartfelt condolences to her Majesty the Queen and all members of the Royal family, and to all those who have been touched by his passing, in this period of mourning.

All observed one minutes silence.

Open Forum: nothing raised.

MC 01-04-21 Record of members present

Cllr Lisette Granados in the Chair, Cllrs Cathie Pannell, Rachel Rafiqi, Charlotte Power, David Hancock, Lucy Bruckner Clerk to the Council and one member of the public.

MC 02-04-21 Apologies for absence

None

MC 03-04-21 Declarations of interest (and nature) with regard to items on the agenda

None.

MC 04-04-21 Consider the granting of dispensations

No applications.

MC 05-04-21 Public participation session with respect to items on the agenda

No request received.

MC 06-04-21 Confirm the minutes of the last meeting, and report any matters arising.

One amendment to Minute 07-11-20 Parish Council website – The Clerk is to provide quotations. The minutes of the last meeting were accepted with this change and will be signed at a later date.

MC 07-04-21 GDPR, Accessibility and Security of council website. Cllr Granados. John Shepherd, the current webmaster, has been asked if the current website could comply with GDPR, accessibility and security. The Council could ask Mazzy Mow to review the website in the hope that we could keep it rather than start afresh. Cllr Rafiqi reminded the committee that full council has already agreed the website needs to be legally compliant. Clerk to follow this up and report to Cllr Granados.

MC 08-04-21 The Elections 2021. Cllr Granados. Not applicable, not discussed.

MC 09-04-21 Council Openness and Transparency. Cllr Granados. The Council should improve on transparency and record meetings audibly and add to website. Clerk - websites must be compliant for the blind or partially sighted. Cllr Hancock – audible will need a transcript on line to be legally compliant. Cllr Rafiqi – Zoom already does this, not in favour of adding recorded meetings to website. Noted that hybrid meetings (face to face and live streamed to allow members of the public to attend) may happen soon. Cllr Pannell suggested asking the Clerk to check this further, Clerk will follow up and report to Cllr Granados.

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MC 10-04-21 To discuss the role of Parish Council Newsletter Editor. Cllr Granados. The Editor is sole working with no other being involved. Suggested the Clerk cross references and checks the whole Newsletter. Cllr Pannell – Media Committee should do this. Cllr Granados – because of a prior issue with articles which were considered too political to print discussion about the Newsletter went to Full Council and then it was not printed. Cllr Hancock – then the process was not followed correctly. Cllr Rafiqi – the Media Committee should be dealing with the Newsletter as a whole, protocol decrees that recommendations should be made and voted on.

MC 11-04-21 To discuss and if agreed to approve a recommendation to full council to seek a casual delivery person to deliver council material locally in areas that are not covered by the current provision and as a stand by. Cllr Granados. About 56 copies to be delivered around Aish as the current delivery person will no longer cover that area. Cllr Hancock – need to solve this problem. Cllr Granados has found someone to do these delivers at the same time as delivering The Beacon. There is a local person who knows every property and could help. Cllr Pannell – very rural area so takes as long to do this as to the whole of the rest of the parish, plus the increased size and therefore weight of the Newsletter is an issue to the delivery man. Cllr Rafiqi – likes the colour newsletter and there is more to read in it, and also likes the size of the publication, however there will be a cost implication whatever we choose to do. Cllr Granados – Cllr Hancock does not receive a copy as he lives outside of the 30mph zone, perhaps we should deliver to more properties. How many properties are outside the 30mph zone? Cllr Glyn Richards as Member of Public – formerly there were about 150 outside the 30mph limit and 22 of those received it by email. Cllr Hancock – could volunteers deliver them? Cllr Pannell – always done by Terry, not used volunteers before. Some Cllrs would be happy to deliver in their local area. Cllr Granados – will add to Newsletter to ask for volunteers to deliver.

MC 12-04-21 To consider printing the newsletter of recycled or sustainable paper. Cllr Granados. Cllr Pannell – the paper is recycled and the coating is clay. Cllr Power – suggested getting quotes for recycled paper, Cllr Granados will do this. Cllr Hancock – reminder to check the weight of the paper. Cllr Pannell the cost is £328 for 1300 copies, it used to be £189 for eight pages some time ago. Cllr Granados – what are the environmental benefits of changing the paper used.

MC 13-04-21 Budget request for 2021-22. Cllr Granados. This was dealt with at the last meeting. Regarding the Ricoh MP C307 printer used by the Clerk, confirmed this has approximately two years to run on contract (to be confirmed). Cllr Rafiqi – the OSC has a printer which could be used. Cllr Granados suspended Standing Order to allow Cllr Glyn Richards as a member of the public to speak - the printer was bought when paper copies of agendas, minutes and other paperwork had to be supplied to all Cllrs. Clerk to check if there is a financial penalty for ending the contract early and report back. A lesser printer would then be purchased for use by the Clerk.

Date of next meeting tbc
Meeting finished 9.11pm.