

SOUTH BRENT PARISH COUNCIL

Minutes of the of the Media Committee held on 5th July 2021 at 7.30pm at South Brent Village Hall.

Cllr Lisette Granados (Chair) welcomed everyone to the meeting and asked that she was addressed as Chair.

Open Forum: nothing raised.

MC 01-07-21 Election of Chairman of the Media committee.

Cllr Fone proposed Cllr Granados, Cllr Johnston seconded, carried.

MC 02-07-21 Election of Vice Chairman of the Media committee.

Cllr Fone proposed Cllr Hancock, Cllr Johnston seconded, carried.

MC 03-07-21 Record of members present

Cllr Lisette Granados in the Chair, Cllrs Fone, Johnston, Hancock, Richards, Lucy Bruckner clerk to the Council and one member of the public.

MC 04-07-21 Apologies for absence

None

MC 05-07-21 Declarations of interest (and nature) with regard to items on the agenda

None.

MC 06-07-21 Consider the granting of dispensations

No applications.

MC 07-07-21 Public participation session with respect to items on the agenda

No request received. Cllr Richards is attending as Chairman of the Parish Council.

MC 08-07-21 Confirm the minutes of the last meeting, and report any matters arising.

Proposed as correct by Cllr Hancock, seconded by Cllr Granados.

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

MC 09-07-21 Update on matters arising at the previous Media committee meeting.

Cost of recycled paper, Cllr Granados. Minute point MC 12-04-21. Recommendation that one Newsletter is published on recycled and recyclable paper, at an increase of £78.00 for 12 pages. Proposed to print one edition only by Cllr Fone, Seconded Cllr Johnston. Carried unanimously under delegated authority.

MC 10-07-21 Review of Media committee Terms of Reference.

Amended, and for full council.

MC 11-07-21 Consider updating or purchasing new website, taking into account the Internal Auditors report, GDPR, accessibility, transparency and security and the Community website.

- The clerk had already obtained some information and quotations and these had been circulated to the Media committee.
- Councillors had invited Massimo of ITSsorted to attend the meeting, he reported that there are two websites, village and parish council, they are separate but could be combined. He recommends keeping them separate. There will need to be a person keeping on top of the content. Massimo acknowledged the work of John Rawlinson and John Shepherd, and that John Shepherds former work will make the transfer of information easier. Massimo is undecided whether the best course for the Parish Council is to buy a website from Eyelid Productions who he considers to be the best, or to build it himself. The costs would be similar, between £1000 and £1500, plus the price of the domain, hosting and support annually. It will be a Wordpress website, current website is Jumela which is old technology and will end up not being

SOUTH BRENT PARISH COUNCIL

fixable. Decide on the provider first and then the content, and whether the community website should be amalgamated.

- Cllr Granados – everything seems to be mixed up ie email, domain, maintenance all in different places.
- Cllr Fone recommended a new website to the committee.
- Cllr Hancock proposed a working group to be recommended to full council to continue with this project with recommendations to full council if appropriate. The working group should be small and needs someone who knows the history of the parish council and someone who knows websites, it does not need the clerk to attend. The clerk reminded the committee that the need for a website is to show agendas, minutes and finances, the rest is not so important but there are legal requirements, the clerk gave thanks to John Shepherd for all his work on the website.
- The working group will -
- assess the quotes received,
- present their findings to the media committee for selection which will be presented to full council for approval.
- review and develop if necessary ideas for the websites presentation and any additional content once the basic website has been designed.

Action. It was resolved unanimously to recommend to full council to consider that a new website is developed subject to approval of full council of the quote based on it fulfilling council needs and legal obligations; the media committee has agreed a small working group and would welcome another councillor to volunteer with Cllrs' Johnston and Granados in steering the new website project forward.

MC 12-07-21 Approval of the rates for the different pages of the Newsletter to be recommended to full council to ensure automatic approval for payment.

Agreed to use recyclable and recycled paper for one production. Dealt with in Point 9.

MC 13-07-21 Review of the Parish Newsletter. Cllr Hancock.

Add as a standing item for each meeting in order to review the previous Newsletter and plan for the next. Media committee should be aware of feedback, share it and review it with a view to producing the best they can. Cllr Hancock will write a precis of committee actions each quarter.

Date of next meeting. 4th October 2021.

Items for next meeting

- consider the structure of the Newsletter.
- website working party update.

Meeting closed 9.48pm