

SOUTH BRENT PARISH COUNCIL

Minutes of the of the Media Committee held on 18th October 2021 at 7.30pm at South Brent Village Hall.

The Chairman Cllr Hancock opened the meeting.

Open Forum: nothing raised.

MC 14-10-21 Record of members present. Cllrs Hancock, Fone, Johnston and Granados and the clerk.

MC 15-10-21 Apologies for absence. None received.

MC 16-10-21 Declarations of interest (and nature) with regard to items on the agenda. None.

MC 17-10-21 Consider the granting of dispensations. Not applicable.

MC 18-10-21 Public participation session with respect to items on the agenda. Not applicable.

MC 19-10-21 Confirm the minutes of the last meeting and report any matters arising. Cllrs will confirm at the next Media committee meeting. Clerk to forward minutes.

MC 20-10-21 Review of the information pertaining to a new Parish Council website. Cllrs agreed that the main contenders are Parish Council Websites and Eyelid. The decision was not resolved, Cllr Johnston will confirm the final costs and the decision will be recommended to Full Council on 25th October with figures supplied beforehand.

MC 21-10-21 Review of the Parish Newsletter. Cllr Hancock proposed that the roles within the Newsletter are split into sourcing content, editing the Newsletter, and production. Cllr Fone proposed a more sustainable structure for the completion of the website, seconded by Cllr Johnston. Carried and to be recommended to full council. Clerk to add Editor of the Newsletter to May offices of the Council, to then be decided annually. Cllr Fone and Cllr Granados will liaise on delivery of the Newsletter for the December 2021 issue. Deadline is 21st November but the committee ask that content is submitted as early as possible. Cllrs considered the recycled and recyclable paper which was trialed on the most recent issue, the clerk reminded Cllrs that they could budget for the increase in cost for this paper. Cllr Granados proposed that the paper is continued to be used, seconded by Cllr Fone. Carried.

MC 22-10-21 To consider the budget requirement for 2022/2023 for this committee. Year 2021/22 budget is £2000. Spend to September 2021 (six months) is £1193.53 with two Newsletters still to produce but includes £277.54 (nett) for a new projector and case. Cllrs considered the current fuel increases which may impact on the cost of delivery from the printers, and the cost to have the Newsletter delivered and suggested a potential maximum cost of £500 per Newsletter (four per annum), and £1500 for the new website. With the potential for both of these items to increase in cost it was felt prudent to request £1000 more, therefore a budget of £4500 for the media committee, 2022/23, with the understanding that reserves could be allocated elsewhere if not required. To recommend to full council.

MC 13-10-21 Date of next meeting. Full Council is 25th October 2021, next Media committee to be confirmed, dependant on website.

Items for next meeting. Website.

Meeting closed at 9.10pm