

South Brent Parish Council

<http://www.southbrent.gov.uk>

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SOUTH BRENT PARISH COUNCIL

MINUTES of a meeting of the Media Committee held on 11th September 2006, at 7.30 p.m. in The Old School Centre, Totnes Road, South Brent.

PRESENT: Cllrs Kevin Chamberlain, Mark Copleston (Chairman), Stephen Hanney and Peter Kelly;
Cllr Glyn Richards was also present, and Julia Willoughby clerk to the Council was in attendance.

MC 1-09-06 ELECTION OF CHAIRMAN

Cllr Mark Copleston was re-elected Chairman of the Media Committee, with Cllr Kevin Chamberlain Vice Chairman. Cllr Glyn Richards was welcomed to the meeting.

MC 2-09-06 APOLOGIES had been received from Cllr Cathie Pannell.

MC 3-09-06 CONFIRMATION OF THE MINUTES OF THE LAST MEETING

The minutes were confirmed on 26.9.05.

MC 4-09-06 REVIEW FREEDOM OF INFORMATION POLICY, AND SCHEDULE NEXT REVIEW

The Committee will recommend to the Parish Council **that the Open Spaces Committee replaces the Play Area Committee in the list of Parish Council Committees; the charging policy remains unaltered; all Committee minutes will be made available on the website; a confidentiality clause will be included with all outgoing Parish Council e-mails. A further review of the Freedom of Information policy will take place in September 2007.**

MC 5-09-06 CONSIDER DRAFT TERMS OF REFERENCE FOR THE MEDIA COMMITTEE

The Committee recommends to the Parish Council that **with the addition at item 5 of publication of Parish Council press releases on the website, the draft terms of reference for the Media Committee are approved.**

MC 6-09-06 UPDATE ON PARISH COUNCIL WEBSITE

There was a discussion about accessibility to Parish Council minutes on the website, and it was suggested that further fine tuning could be carried out perhaps with a site map for ease of navigation.

MC 7-09-06 CONTENT OF AUTUMN NEWSLETTER

It is anticipated that the newsletter will be printed in the first week of October. Articles to be included:- winter carnival, Christmas lights, Service of Remembrance, Allotment Association, Recreation Association and any other items received.

MC 8-09-06 ANY OTHER RELEVANT MATTERS

The next meeting of this Committee will take place during March 2007

The meeting closed at 8.20 p.m.