

SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 9 September 2013 at 8.40 p.m. in the Old School Centre, South Brent.

The Chairman welcomed everyone to the meeting.

Open Forum: None.

MC 1-9-13 Election of Chairman, Vice Chairman and Newsletter editor

Cllr John Rawlinson was proposed for the office of Chairman by Cllr Greg Wall, seconded by Cllr Donald Wiseman and agreed by the Committee.

Cllr John Summers was proposed as Vice Chairman by Cllr Donald Wiseman, seconded by Cllr Greg Wall and agreed by the Committee.

Cllr Glyn Richards was proposed as Newsletter editor by Cllr John Summers, seconded by Cllr Greg Wall and agreed by the Committee.

MC 2-9-13 Record of members present

Cllr John Rawlinson in the Chair; Cllrs Glyn Richards, John Summers, Greg Wall and Donald Wiseman were present; Mr J Shepherd and Julia Willoughby Clerk to the Council were in attendance.

MC 3-9-13 Apologies for absence

Cllr John King had sent apologies.

MC 4-9-13 Declarations of interest

None.

MC 5-9-13 Consider the granting of dispensations

None.

MC 6-9-13 Public participation

No members of the public were present.

MC 7-9-13 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the last meeting were confirmed and signed.

Review the Parish Council website (the Committee agreed this could be brought forward)

Mr Shepherd explained that he is willing to continue as webmaster and in recent months he has been making improvements to the Council website. It had been thought that SHDC would be able to provide a website service for parish councils – but SHDC has other priorities.

Mr Shepherd advised that any suggestions for changes to the website can usually be achieved and the Committee agreed the site is now easier to navigate. The Chairman offered to meet with the webmaster who was thanked for all his efforts (and left).

MC 8-9-13 Review the terms of reference; are quarterly meetings required for the newsletter?

The Committee recommends **the following amendments to the terms of reference:**

2 Meetings to occur at least twice a year.

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- 4 This Committee provide information ('with the approval of the Parish Council' deleted) to the parishioners by the following media:
A Parish Newsletter; a Parish Web site.**

In practice the newsletter is often changed late in the process and circulated to the Committee by e-mail.

MC 9-9-13 Arrangements for the collection and delivery of the newsletter
Cllr Greg Wall is happy to assist with posting and has sent out 178 newsletters today. The Editor will send the newsletters requested via e-mail.

MC 10-9-13 Review the Parish Council website
(See minute 7-9-13 above.)

MC 11-9-13 Any other relevant matters and date of next meeting
The Committee will approve the content of the December newsletter at the end of the Parish Council meeting on 25 November.

The meeting closed at 9.37 p.m.