

SOUTH BRENT PARISH COUNCIL

Minutes of a meeting of the Media Committee held on 14 July 2014 at 7.30 p.m. in the Old School Centre, South Brent.

The Chairman welcomed everyone to the meeting.

Open Forum: None.

MC 1-7-14 Election of Chairman and Vice Chairman of the Media Committee

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

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

MC 2-7-14 Record of members present

Cllr John Rawlinson in the Chair; Cllrs Glyn Richards, Greg Wall and Julia Willoughby Clerk to the Council were present.

MC 3-7-14 Apologies for absence

Cllrs John Summers and Donald Wiseman had sent their apologies.

MC 4-7-14 Declarations of a pecuniary interest (and nature) with regard to items on the agenda

None.

MC 5-7-14 Consider the granting of dispensations

No applications.

MC 6-7-14 Public participation session with respect to items on the agenda

No members of the public were present.

MC 7-7-14 Confirm the minutes of the last meeting, and report any matters arising

The minutes of the last meeting were confirmed and signed.

MC 8-7-14 Review the terms of reference

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

- 6 This Committee has delegated spending ability within the associated budget line. All fees associated with production **and distribution of the** newsletter (and advertising therein) shall be reported to and approved, or otherwise, at full Parish Council meetings.

MC 9-7-14 Consider requests and responses under the Freedom of Information

The Committee agreed it would be useful to have annual statistics on the number of requests received and made by the Council and the responses.

MC 10-7-14 Discuss the database of parish groups and organisations

The last version of this spreadsheet will be forwarded to the Chairman, if possible.

MC 11-7-14 Arrangements for publishing historic information

This relates to the Council website where an article on Beating the Bounds and lists of Council Chairmen and clerks can be found. A link to the books written by Cllr Greg Wall could be included.

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MC 12-7-14 Quarterly newsletter: update

Cllr Glyn Richards explained that due to a technical issue, some emails on his system were lost, these included three items for the last newsletter (from the Carnival Committee, the Flower Festival and South Hams CVS).

Items for the next edition are required by 24 August.

The Committee recommends that **no advertising is included in the Parish Council newsletter.**

MC 13-7-14 Review the Parish Council website and consider any changes/updates

Nothing further has been heard from SHDC about their pilot for local council websites.

The Chairman has recently met with Mr John Shepherd the webmaster and some changes have been made to the listings of information available on the Council website. The menu could be simplified, further work will be carried out.

It was noted that information on the home page is 14 years out of date!

The website is hosted by 'Dartsoft' which is owned by a former Councillor who no longer lives locally; it would be helpful if the person controlling the website was in the village. The Chairman will make enquiries.

MC 14-7-14 Sending email from Councillors .gov email address

The etiquette for this should be established; some Councillors are able to send emails from their .gov email address. The Devon Association of Local Councils will be contacted for further advice.

MC 15-7-14 Any other relevant matters and date of next meeting

The next meeting is scheduled for 10 November 2014; data on Fol requests will be available for that meeting.

The meeting closed at 8.28 p.m.