



Brixworth Parish Council

Minutes of the meeting of the

Media & Communications Committee

Wednesday 20th September 2017

Councillors: Councillor Neal Brown (Chairman), Councillor Jackie Bird, Councillor Elaine Coe and Councillor Sandra Moxon.

In Attendance: Peter Rowbotham – Parish Clerk

Members of the Public – None

17/138/MC Welcome

The Chairman welcomed everyone to the meeting and reminded Parish Councillors of the fire evacuation procedures.

17/139/MC Apologies for Absence

No apologies had been received.

17/140/ MC Declarations of Interest

None.

17/141/MC Minutes of the last meeting (20th July 2017)

The original email enclosing the agenda and previous minutes had not been received by all Councillors. A further email of Monday 18th September was sent out when it was realised that the earlier email had not been received. The agenda had been posted on the noticeboards on Thursday 14th September in accordance with the required timescales. The Clerk apologised for this technical problem.

The minutes of the last meeting held on 20th July 2017 were agreed as a true and accurate record and these were signed by the Chairman.

17/142/MC Review of the statistics for Facebook and the Web site

The monthly statistics had not been produced by the Chairman due to the lack of media activity during the summer months.

17/143/MC Brixworth Bulletin

The Parish Council pages within the last Brixworth Bulletin had been well received and had illustrated a proactive approach to community matters.

It was agreed to arrange a photographer to come along to update the Councillor photographs. It was hoped that the photograph update would be an annual event. It was planned to have a volunteer photographer (subject to availability) at the Full Council meeting on Thursday 26th October 2017.

The Committee considered items for the next edition of the Brixworth Bulletin. The deadline was 25th October 2017 and it was hoped that the following draft articles would be complete by this meeting.

- Planning – Councillor James
- Chairman's Chat – Councillor Coles
- Finance – Councillor James
- Sports Council – Councillor Collyer
- New Councillor – Parish Clerk
- Doctors' Surgery – Brixworth PC view of the Doctors Surgery s106 – Councillor Brown
- Parish Council Surgery and the frequently asked questions (FAQ) – Councillor Bird
- Library Car Parking s106 funded – Councillor Brown

The Saturday Surgery FAQ would be added to the web site complete with the actions to illustrate the 'you said – we did' approach.

The Committee discussed improving engagement of the youth including connecting through the schools. The possibility of a youth council was discussed. Councillor Brown would look at this and prepare a discussion document for a future meeting in order to develop an action plan.

17/144/MC Police Public Relations

Councillor Moxon had discussed Police matters at the recent Parish Council Surgery. It was thought that there was a need for clear messages from the Police to be highlighted within the Brixworth Bulletin. This included proper use of 101 and 999 and not using social media to highlight local crime and ASB.

Whilst it was agreed that a regular column in the Bulletin would be advantageous to the Police this was not a Council publication and would be entirely an editorial decision. The Police would need to contact the Brixworth Bulletin Editor direct.

17/145/MC Standard Posts for Regular Publication

The standard items for regular publication was agreed by the Committee. The following areas would now be subject to pre-agreed releases:

- Meeting Agenda and Notices
- Weather Warnings
- Road Closures
- Notice of the monthly Parish Council Surgery

17/146/MC Posting Plan

- Planning – Councillor James
- Chairman's Chat – Councillor Coles
- Finance – Councillor James
- Sports Council – Councillor Collyer
- New Councillor – Parish Clerk
- Doctors' Surgery – Brixworth PC view of the Doctors Surgery s106 – Councillor Brown
- Library Car Parking s106 funded – Councillor Brown
- Parish Council Surgery and the FAQ – Councillor Bird

It was agreed that the Parish Surgery form developed by Councillor Moxon was useful and this template would be distributed for other Councillors to use.

17/147/ MC New Doctors Surgery Press Release

The draft media release prepared by Councillor Brown was agreed by the Committee. A quote from the Chairman would be included before sending out for use by external Partners.

17/148MC Any Other Business

Councillor Moxon suggested an article on the Police Community Support Officer.

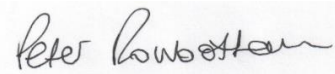
Councillor Moxon left the meeting at 8.58pm

17/149/MC Date of Next Meeting

Wednesday 18th October 2017 at 730pm

The Meeting finished at 9.00pm

**Councillor Neal Brown (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
18th October 2017**



**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
12th October 2017
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