



## **Brixworth Parish Council**

### **Minutes of the meeting of the Media & Communications Committee**

**Wednesday 11<sup>th</sup> January 2017**

**Councillors:** Alex Coles (Chairman), Ian Barratt, Jackie Bird, Sandra Moxon,

**In Attendance:** Peter Rowbotham – Parish Clerk

**Members of the Public** – None

In the absence of the Chairman of the Committee the Parish Clerk opened the meeting and asked for nominations for the appointment of Chairman for the meeting. It was agreed that Councillor Coles would chair the meeting.

This was proposed by Councillor Moxon and seconded by Councillor Bird. Unanimous.

The Chairman reminded everyone of the location of the emergency exit. He also reminded Councillors that the meeting was being recorded.

#### **17/086/MC Apologies for Absence**

Apologies had been received from Councillor Neal Brown who had business commitments. These were accepted by the meeting

#### **17/087/MC Declarations of Interest**

There were no declarations of interest

#### **17/088/MC Minutes of the last meeting (14<sup>th</sup> December 2016)**

The minutes of the last meeting held on 14<sup>th</sup> December 2016 were agreed as a true and accurate record.

This was proposed by Councillor Coles and seconded by Councillor Bird. Councillor Barratt abstained.

#### **17/089/MC Review of Social Media Statistics**

Councillor Coles reviewed the statistics which had been circulated to the Committee Members via email. Councillor Brown had previously sent these out to members.

The number of new posts had slightly dropped over the Christmas period. Facebook and Twitter continues to be active. The web site was subject to a review at the Media and Communications meeting on 8<sup>th</sup> February. It was agreed that the comprehensive report be noted.

#### **17/090/MC The Posting Plan**

The existing plan had been circulated by Councillor Brown. This was reviewed and two areas were shown as 'amber' –

- December audio of the Council Meeting – delayed due to a technical problem
- January Surgery reminder

Planned content includes:

- The Councils meeting schedule on Facebook with links to the web site. The Parish Clerk to action.
- The Council meeting dealing with the budget and precept. Encourage residents to come along and listen and hear the Councils plan. Councillor Coles to action.
- Engaging with the scouts. Partnership working to enable world challenge badge. On hold. Councillor Moxon leading on this.
- The Litter Pick. This is deferred until later in the year. Councillor Moxon is leading on this.
- New Councillor – Councillor Anthony Jennings. Councillor Bird is leading on this.
- New Clerk – Peter Rowbotham will action this.
- A summary of the new faces on the Council - May 2017. Parish Clerk to action.

It was agreed to wait a while before arranging any new photographs of the Councillors.

The above items for the Posting Plan were proposed by Councillor Coles and seconded by Councillor Bird. Unanimous.

### **17/ 091/MC Items for the Brixworth Bulletin**

The deadline was the 25<sup>th</sup> January but may be extended if copy was already in a pdf format or equivalent.

Planned contributions for the Brixworth Bulletin include:

- Introduction to the New Clerk – Peter Rowbotham to action
- New members – to include Councillor Elaine Coe and Councillor Stuart Coe. Councillor Barratt to action.
- New Councillor – Councillor Anthony Jennings – Councillor Bird to action.
- Councillor James Colyer – Councillor Saxton to be asked to lead on this. Otherwise Councillor Bird will action. The Parish Clerk will ask Councillor Saxton.
- Any new successful co-options – a short interview with the new Councillor. Author to be agreed.
- Litter pick – Refer to the success of 2016 and provide the dates for 2017. With photographs. Councillor Moxon to lead on this.
- Finance – An update on the precept. A short report by the Chair of Finance. Councillor James to lead on this.
- Planning – Councillor James, as Chair of Planning, to lead on this article.
- The Chairs letter of introduction – Provided by Councillor Coles.

All articles should ideally be accompanied by a photograph.

Submissions should be forwarded direct to the Parish Clerk who will then liaise with Councillor Brown. Councillor Barratt will do the layout in pdf format. One week to be allowed for this task.

The above actions were proposed by Councillor Coles and seconded by Councillor Moxon. Unanimous.

### **17/092/MC Written Statement on the Employment Tribunal**

The Committee considered a written request for information after the December hearing.

The Council was already committed to do a full statement at the end of the process.

After taking the various issues into account it was agreed that the response should read 'The Parish Council doesn't feel it appropriate to comment at this time as the matter is ongoing'.

This was proposed by Councillor Coles and seconded by Councillor Bird. Councillor Barratt abstained.

**17/ 093/MC Any Other Business**

There was no other business.

The next meeting was scheduled for Wednesday 8<sup>th</sup> February 2017.

***The Meeting finished at 8.40pm***

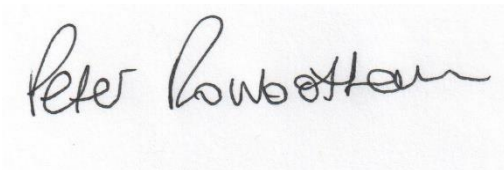
*Signed as a true and accurate record*

**Councillor Neal Brown**

**Chair of the Media & Communications Committee  
Brixworth Parish Council  
8<sup>th</sup> February 2017**

**Peter Rowbotham**

**Parish Clerk  
Brixworth Parish Council  
15<sup>th</sup> January 2017**

A handwritten signature in black ink that reads "Peter Rowbotham". The signature is written in a cursive style and is positioned to the left of the printed name and title.

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