



## **Brixworth Parish Council**

### **Minutes of the meeting of the**

### **Media & Communications Committee**

**Wednesday 22<sup>nd</sup> August 2018**

#### **In Attendance:**

**Councillors:** Councillor Elaine Coe, Councillor Jackie Bird, Councillor Bob Campbell and Councillor Sandra Moxon

**Also Present:** Councillor Tom Mitchell.

#### **Apologies:**

**Also Present:** Peter Rowbotham (Parish Clerk)

#### **Members of**

**the Public:** None

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#### **17/208/MC Welcome**

Councillor Elaine Coe, as Chairman, welcomed everyone to the meeting and reminded Councillors of the arrangements in the event of any required emergency exit. The meeting was being recorded.

#### **17/209/MC Apologies for Absence**

No apologies for absence had been received.

#### **17/210/ MC Declarations of Interest**

None declared.

#### **17/211/MC Minutes of the last meeting (13<sup>th</sup> June 2018)**

The minutes of the last meeting held on 13<sup>th</sup> June 2018 were agreed as a true and accurate record. Proposed by Jackie Bird and seconded by Councillor Campbell. Unanimous.

#### **17/ 212 MC Statistics for Facebook and the Web Site.**

There was a need to review the Admin rights to have access to the reporting functions. There was also an identified need for a Parish Councillor to step up as a 'Digital Champion' for the Parish Council with specific responsibility for web site and social media. Instagram still needed setting up for the Parish Council. A scheduling tool called 'Buffer' would be investigated.

The Parish Council was consistent in producing the number of posts. It was noted that 'fresh' news attracted the higher levels of engagement. The reach per month would always be affected by people accessing the news direct from the 'Brixworth Let us Know' Facebook page.

The Parish Clerk was requested to link the social media sites from the web site.

### **17/213/MC Posting Plan**

The Posting Plan was reviewed and updated by the Media & Communications Committee.

- New Speed Sign (SID) - PR
- Meetings - PR
- Surgery - PR
- Planning Matters – including the Co-op \_FP
- Chairman's Chat – SJ
- Millennium Garden – new seat – EC
- Dog Fouling – JB
- Priorities – feedback on the survey

### **17/214/ MC Any Other Business**

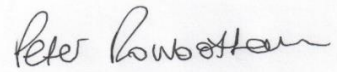
The Social Media Policy would need reviewing. This would be an item at the next meeting.

### **17/215/MC Date of Next Meeting**

Wednesday 19<sup>th</sup> September 2018 at **645pm**

***The Meeting finished at 7.30pm***

**Councillor Elaine Coe (Chair)**  
**Chairman of the Media & Communications Committee**  
**Brixworth Parish Council**  
13<sup>th</sup> September 2018



**Peter Rowbotham**  
**Parish Clerk**  
**Brixworth Parish Council**  
29<sup>th</sup> March 2018  
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