



## **Brixworth Parish Council**

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

### **Media & Communications Committee**

**Wednesday 17<sup>th</sup> October 2018**

#### **In Attendance:**

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

#### **Also Present:**

**Apologies:** Councillor Jackie Bird,

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

**Members of  
the Public:** None

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#### **18/225/ 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.

#### **18/226/ MC Apologies for Absence**

Apologies for absence had been received from Councillor Jackie Bird.

#### **18/227/ MC Declarations of Interest**

None declared.

#### **18/228/ MC Minutes of the last meeting (19<sup>th</sup> September 2018)**

The minutes of the last meeting held on 19<sup>th</sup> September 2018 were agreed as a true and accurate record. This was proposed by Councillor Elaine Coe and seconded by Councillor Campbell. Unanimous.

#### **18/ 229 MC Statistics for Facebook and the Web Site.**

The information provided was noted. There was further work to do on the development of the available data. Councillors thought that that it would be useful to know what residents the preferred source of information was.

There was also a requirement to understand the web site activity. There was a query regarding the web site hosting and the Clerk would check these arrangements. It would worthwhile upgrading the web site to utilise the Google Analytics data.

The Clerk would ask the Brixworth Bulletin team to see if they have received any reader feedback on the newsletter content.

**18/ 230 MC Brixworth Bulletin**

The deadline for the Bulletin was 25<sup>th</sup> October 2018. The first draft articles were reviewed and these would be updated before forwarding onto the Editor.

**18/231/ MC Posting Plan**

The Posting Plan was reviewed and updated by the Committee.

- The routine items – meetings, monthly surgery
- New Councillors – Councillor Coe
- Planning matters – including the proposed Coop the proposed industrial site – Councillor Peacock
- Chairman's Chat – Councillor James
- Millennium Gardens – location of new bench & the Silhouette – Councillor Coe
- Dog fouling – Councillor Campbell
- Priorities – Feedback Figures – Parish Clerk
- Speed Indicator Device – Parish Clerk
- Recruit further Councillors – Parish Clerk
- Rural Broadband – agreed to hold until work was about to start

Any relevant press releases from trusted partners such as the Police, County Council, DDC etc would also be published.

The Councillors photographs needed renewing, both for the Bulletin and Web Site.

**18/232 Social Media Policy**

The first draft was reviewed and this would come back to the Media & Communications Committee on 21<sup>st</sup> November 2018.

**18/233 Council Logo**

This would come back to the Media & Communications Committee on 21<sup>st</sup> November 2018.

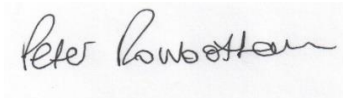
**17/232/ MC Any Other Business**

None

**17/224/MC Date of Next Meeting**

Wednesday 21<sup>st</sup> November 2018 at 645pm

*The Meeting finished at 7.45pm*



**Councillor Elaine Coe (Chair)**  
**Chairman of the Media & Communications Committee**  
**Brixworth Parish Council**  
21<sup>st</sup> November 2018

**Peter Rowbotham**  
**Parish Clerk**  
**Brixworth Parish Council**  
18<sup>th</sup> November 2018  
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