



## **Brixworth Parish Council**

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

### **Media & Communications Committee**

**Wednesday 21<sup>st</sup> November 2018**

#### **In Attendance:**

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

#### **Also Present:**

#### **Apologies:**

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

**Members of  
the Public:** None

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#### **18/236MC 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.

#### **18/237MC Apologies for Absence**

No apologies for absence had been received.

#### **18/238MC Declarations of Interest**

None declared.

#### **18/239MC Minutes of the last meeting (17<sup>th</sup> October 2018)**

The minutes of the last meeting held on 17<sup>th</sup> October 2018 were agreed as a true and accurate record. This was proposed by Councillor Campbell and seconded by Councillor Bird. Unanimous.

#### **18/240MC Statistics for Facebook and the Web Site.**

The exiting format of data would be used until a meeting could be held with previous System Administrators. It was hoped that the information obtained would shape a strategy for making the best use of the web site and social media.

### **18/241MC Parish Council WordPress Web Site**

There was general satisfaction with the WordPress web site which had met the needs of the Parish Council. This system was more flexible than the Parish Council web sites on offer. The main limitations of WordPress were the size of the document storage and the lack of analytics. These limitations would be overcome by moving to the WordPress 'business user' at a monthly cost of £20. The Committee agreed to move the web site to business user and would support the budget proposal to include £240 per annum for the web site. This was proposed by Councillor Elaine Coe and seconded by Councillor Campbell. Unanimous.

### **18/242MC Brixworth Bulletin**

The Bulletin articles had been submitted for the December edition. The next deadline would be in January. It was agreed that the Bulletin Editor be asked to prepare the artwork again.

### **18/243MC 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
- Winter Entrance Planters
- Calendar promotion – supported by the Parish Council
- Christmas Trees
- Precept setting
- Parking Concerns

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

The Councillors photographs needed renewing, both for the Bulletin and Web Site. This would be completed in the new year.

### **18/244MC Social Media Policy**

The draft Social Media Policy was agreed by the Committee. This would now be submitted to the Parish Council for approval. This was proposed by Councillor Campbell and seconded by Councillor Moxon. Unanimous.

### **18/245MC Council Logo**

The Committee asked the Clerk to pursue this. Quotes would be obtained and an order placed in accordance with the Financial Regulations.

### **17/246MC Any Other Business**

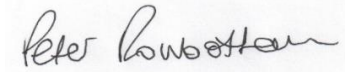
None

**17/247MC Date of Next Meeting**

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

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

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



**Peter Rowbotham**  
**Parish Clerk**  
**Brixworth Parish Council**  
13<sup>th</sup> December 2018  
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