



## **Brixworth Parish Council**

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

**Wednesday 14<sup>th</sup> July 2021**

#### **Video Conferencing**

##### **In Attendance:**

**Councillors:** Councillor Elaine Coe, Councillor Jackie Bird & Councillor Barbara Lunnon

**Apologies:** Councillor Sandra Moxon

**Absent -** None

**Also Present:** Peter Rowbotham (Parish Clerk) and Ciara Wanstall (Assistant Parish Clerk)

**Members of  
the Public:** 0

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##### **21/462MC Welcome**

Councillor Elaine Coe, as Chairman, welcomed everyone to the meeting which was being recorded.

##### **21/463MC Apologies for Absence**

Apologies for absence had been received from Councillor Moxon. These were received by the meeting.

##### **21/464MC Declarations of Interest**

None declared.

##### **21/464MC Minutes of the last meeting (14<sup>th</sup> April 2021)**

The minutes of the previous meeting held on 14<sup>th</sup> April 2021 were agreed as a true and accurate record. This was proposed by Councillor Coe and seconded by Councillor Bird. Unanimous.

##### **21/465MC Brixworth Bulletin**

##### **Next Edition**

Deadline for the next edition was 4<sup>th</sup> August 2021. The Editor would be Councillor Coe.

Provisional articles identified include:

- Page 1 – Contents - EC

- Page 1 – Chairman's/ Council Chat SM
- Page 1 – The 'Tommy's' on the Community Centre
- Page 2 – Environmental issues including Trees & Flowers
- Page 3 – Parish Council Information
- Page 4 – Domestic Violence advice

Further new Councillor photographs would be organised to update the photo library for future editions.

There would be an informal editorial meeting to view the content and layout on Wednesday 4<sup>th</sup> August 2021.

#### **21/466MC Community Safety**

There were no key messages to the community. (Other than the Domestic Violence advice being promoted via the Bulletin)

#### **21/467MC Document Review**

The Committee reviewed the following documents

- Freedom of Information Publication Scheme
- Data Protection Policy
- Data Breach Policy
- Privacy Policy

It was agreed that the Parish Council be recommended to adopt the above as soon as practical. This was proposed by Councillor Bird and seconded by Councillor Coe, Unanimous.

#### **21/468MC Items Referred from the Parish Council**

The Committee had been asked to promote the proposed Summer Play Scheme. This had not progressed because of the uncertainty of the event.

#### **21/469MC Any Other Business**

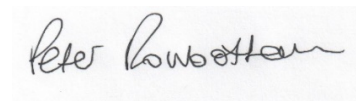
None

#### **21/470MC Date of Next Meeting**

Wednesday 6<sup>th</sup> September 2021 at 6.45pm

*The Meeting finished at 7.32pm*

**Councillor Elaine Coe (Chair)**  
**Chairman of the Media & Communications Committee**  
**Brixworth Parish Council**  
**6<sup>th</sup> September 2021**



**Peter Rowbotham**  
**Parish Clerk**  
**Brixworth Parish Council**  
1<sup>st</sup> September 2021  
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