



Brixworth Parish Council

Minutes of the meeting of the Media & Communications Committee

Wednesday 8th September 2021

Community Centre & Library, Spratton Road, Brixworth NN6 9DS

In Attendance:

Councillors: Councillor Elaine Coe, Councillor Jackie Bird, Councillor Barbara Lunnon & Councillor Sandra Moxon.

Apologies:

Absent - None

Also Present: Peter Rowbotham (Parish Clerk)

**Members of
the Public:** 0

21/471MC Welcome

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

21/472MC Apologies for Absence

No apologies for absence had been received.

21/473MC Declarations of Interest

None declared.

21/474MC Minutes of the last meeting (14th July 2021)

The minutes of the previous meeting held on 14th July 2021 were agreed as a true and accurate record. This was proposed by Councillor Lunnon and seconded by Councillor Moxon. Unanimous.

21/475MC Brixworth Bulletin

Review of recently published edition

The Committee discussed the layout and content of the latest Bulletin. Generally it was thought that the text was too large, and more photographs should be used. Articles should normally be boxed. A style guide was needed

which would formalise and document clear guidance to ensure consistency – and this would also be useful for new staff.

Next Edition

Deadlines likely to be

- Deadline for final version: 4th November
- Deadline for complete artwork (i.e. the four PC pages): 10 November
- Publication date: last weekend in November

Provisional articles identified include:

- Contents
- Chairman's/ Council Chat SM
- Tree Planting Sites (Page 2) BL
- Climate Change / Emergency with an 'eco' side bar (Page 2) CW
- Police matters, Play Park and MUGA -SM
- Parish Council Information including new office address and restarting surgeries.
- New Parish Clerk. Surgeries.
- New Councillor – Gary Spratt (4) JB

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 4th August 2021.

21/476MC Community Safety

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

21/477MC 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.

21/478MC 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.

21/479MC Any Other Business

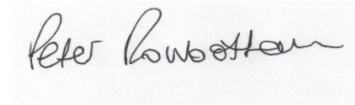
None

21/480MC Date of Next Meeting

Wednesday 13th October 2021 at 6.45pm

The Meeting finished at 7.30pm

**Councillor Elaine Coe (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
October 2021**

A handwritten signature in black ink, appearing to read 'Peter Rowbotham', is shown within a light grey rectangular box.

**Peter Rowbotham
Parish Clerk
Brixworth Parish Council
1st October 2021
Telephone: 079 8314 1786
Email: parish.clerk@brixworthparishcouncil.gov.uk**