



Brixworth Parish Council

Minutes of the meeting of the Media & Communications Committee

Wednesday 8th December 2021

Held via Teams

In Attendance:

Councillors: Councillor Elaine Coe (Chair of Committee), Councillor Jackie Bird, Councillor Barbara Lunnon, Councillor Sandra Moxon & Councillor Christine Ware.

Apologies: None

Absent - None

Also Present: Katrina Jones (Parish Clerk)

**Members of
the Public:** 0

21/493MC Welcome

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

21/494MC Apologies for Absence

No apologies for absence had been received.

21/495MC Declarations of Interest

None declared.

21/496MC Minutes of the last meeting (10th November 2021)

The minutes of the previous meeting held on 10th November 2021 were agreed as a true and accurate record. Prop. Councillor Moxon, Sec, Councillor Lunnon. Unanimous.

21/497MC Brixworth Bulletin – Feedback and plans for next edition

The most recently published article was discussed. It was noted that the Parish Council's pages looked distinctive from the rest of the Brixworth Bulletin and it was agreed that the Committee were happy with this. It was also agreed that the committee would like to continue to set their own pages and that the Parish Council articles would continue to be written by members of the committee whilst there is no administrative assistant.

The deadline for the next edition of 25th January was noted and the following items were suggested for inclusion: MUGA Project; St David's Play Area; Indoor Sports Project at Community Centre; Foodshare; and an interview with new Parish Clerk. It was agreed to draft articles ahead of the next meeting.

21/498MC Brixworth Bulletin - Posting Plan – Review

No updates were made to the posting plan.

21/499MC Community Safety – Messages to the community

Cllr Moxon advised that Cllr Mitchell had an article which could be shared and agreed to review it. It was agreed that community safety messages from the police could be shared on social media.

21/500MC Items referred from the Parish Council.

None.

21/501MC Any other business (Items to be notified to the Chairman before the meeting)

Cllr Moxon had drafted an article about the play area installation at St David's which would be circulated to members of the committee for their agreement.

It was noted that the Parish Council has a Social Media Policy.

It was also clarified that the Parish Clerk could post notifications on the website and social media regarding meetings, surgery dates and sharing messages from partner organisations such as the police and WNC without committee approval of the wording of each item. It was agreed that all other articles would require the agreement of three members of the committee by email.

21/502MC Date of Next Meeting

Wednesday 12th January 2021 at 6.45pm

The Meeting finished at 7.42pm

Signed by:

**Councillor Elaine Coe (Chair)
Chairman of the Media & Communications Committee
Brixworth Parish Council
12th January 2022**

Minutes prepared by:

Katrina Jones

Parish Clerk

Brixworth Parish Council

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