



## Brixworth Parish Council

2021/2022 Min 21/503/MC – 21/513/MC

### Media and Communications Committee

#### Minutes of the meeting of the Media & Communications Committee held on Wednesday 9<sup>th</sup> March 2022 at 7pm via Teams

**In Attendance:** Councillor Elaine Coe (Chair of Committee), Councillor Jackie Bird, Councillor Barbara Lunnon, & Councillor Christine Ware.

**Apologies:** Councillor Sandra Moxon

**Absent:** None

**Also Present:** Ruth Gasson (Parish Clerk)

**Members of the Public:** None

#### 22/503MC Welcome

Councillor Elaine Coe, as Chairman, welcomed everyone to the meeting.

#### 22/504MC Apologies for Absence

Councillor Sandra Moxon – Family

It was **RESOLVED** to accept these apologies.

#### 22/505MC Declarations of Interest

None declared.

#### 22/506MC Minutes of the last meeting (12<sup>th</sup> January 2022)

The minutes of the previous meeting held on 12<sup>th</sup> January 2022 were agreed as a true and accurate record.

Prop.Cllr. Ware, Sec. Cllr. Bird. Abs.Cllr. Lunnon.

#### 22/507MC Brixworth Bulletin

Feedback and plans for next edition. Submission deadline date: 25<sup>th</sup> April 2022.

#### 22/508MC Brixworth Bulletin - Posting Plan – Review

Focus on the following articles for the next edition:

- Playground opening. **Action:** Cllr. Coe.
- Introductions on new staff members. **Action:** Cllr. Lunnon.
- Photos from refurbished Community Hall. **Action:** Cllr. Coe.
- Police feature.
- Climate Action Group. **Action:** Cllr. Ware.



**When we do need to print we only use 100% recycled paper**

#### **Members of the Media & Communications Committee**

*Councillor Elaine Coe (Chairman), Councillor Barbara Lunnon (Vice Chair)  
Councillor Jackie Bird, Councillor Sandra Moxon & Councillor Christine Ware*



## Brixworth Parish Council

2021/2022 Min 21/503/MC – 21/513/MC

- Chair Chat. **Action:** Cllr. Moxon. (Maybe speak about Jubilee)

### **22/509MC Big Conversation – Messages to the community**

It was agreed to share WNC information via the Website and Social Media. **Action:** Clerk.

### **22/510MC Items referred from the Parish Council.**

#### **Photos / Police and Cllrs.**

The Clerk advised that this was in hand.

#### **Opening of Playpark (Early April 2022)**

There was discussion about the opening, and it was agreed that Cllr. Coe would take the lead with contacting local children to attend. However, prior to next actions a confirmed handover date is required from the contractor.

**Action:** Cllr. Moxon/Clerk to chase contractor, Kompan for a site completion and handover date. **Action:** Clerk to respond to questions on Brixworth *Let Us Know* FB Group.

### **22/511MC Induction for Admin Assistant**

#### **Mentor**

It was agreed that Cllr. Lunnon would act as a mentor to the new Admin Assistant who will be starting in April and who will take the lead on Media and Comms.

#### **Brand and Comms Guidelines**

It was agreed that Cllr. Coe and the Clerk would work to develop these in preparation for the Admin Assistants start date of the 4<sup>th</sup> April 2022. **Action:** Cllr. Coe/Clerk

### **22/512MC Any other business (Items to be notified to the Chairman before the meeting)**

There was no other business

### **22/513MC Date of Next Meetings**

Wednesday 20<sup>th</sup> April 2022 at 6.45pm to be held at the Library and Community Centre.

Wednesday 27<sup>th</sup> April 2022, Brixworth Bulletin editorial meeting. (Cllr. Coe & Admin Assistant.)

*The meeting closed at 7.53pm*



**When we do need to print we only use 100% recycled paper**

#### **Members of the Media & Communications Committee**

Councillor Elaine Coe (Chairman), Councillor Barbara Lunnon (Vice Chair)  
Councillor Jackie Bird, Councillor Sandra Moxon & Councillor Christine Ware