

HELLEDON PARISH COUNCIL

Minutes of the meeting of the Media & Communications Committee
held on Wednesday 27 May 2015 at 7.30pm in
The Council Chamber, Diamond Jubilee Lodge Hellesdon

PRESENT

Mrs S Prutton – Chairman
Mr A Adams Mr D Buck Mr D Jones-Blackett
Mr J Knowles Miss J Wright
Mrs P Kirby – Parish Clerk Mr K R Owen – Public Relations Officer

IN ATTENDANCE

No other attendees

Cllr Adams opened the meeting welcomed those present and invited nominations for Chairman.

1. Election of Chairman

Cllr Prutton was nominated and was happy to hold this position
RESOLVED Mrs Sue Prutton holds position of Chairman

2. Election of Vice Chairman

Cllr Buck was nominated and was happy to hold this position
RESOLVED Mr Danny Buck holds position of Vice Chairman

3. Absence and Apologies for absence

All members present

4. Declarations of Interests and Dispensations

Cllr Buck. Agenda item 10.1
Non pecuniary interest - Member of SEAS, Friend of article writer of 'Standfirst' &
Chairman of Hellesdon Youth Club

5. Election of representative to the Finance & Operations Working Group

Cllr Prutton was nominated and was happy to this position
RESOLVED Mrs Sue Prutton is the representative of the Media and
Communications committee for the Finance & Operations Working Group.

6. Terms of Reference

Due to time constraints in preparation of meeting papers it was agreed to consider at next committee meeting

7. Election of members to – Website Development Group

Cllr Prutton and Cllr Knowles were nominated and were happy to hold the positions. **RESOLVED** Mrs Prutton and Mr Knowles appointed to working group to work alongside Mr Hall & Mr Owen to oversee production.

8. Date of committee ordinary meetings for ensuing year

RESOLVED meeting dates are Monday 10 August, Monday 9 November 2015, Monday 8 February 2016

9. Public Participation

None in attendance.

10. General Matters

10.1 – The Grapevine – Summer 2015. The draft magazine was considered. Mrs Kirby explained to new committee members the procedure with regard to the production of The Grapevine, timelines and printing. Mrs Kirby indicated the contact information for all councillors is published as a regular feature on the inside front cover. This was noted. Amendments were suggested and agreed. Cllr Prutton offered to proof read following production of each final draft.

11. Exchange of Information

Cllr Buck enquired with regard to administrator details of the Parish Council's Facebook page. The clerk explained attention to such communications would be incorporated within the revamp of the website. In the interim it was with agreement the Facebook & Twitter pages are removed from public access as information displayed is not current.

12. Date, time and venue of next meeting

As agreed the next meeting would be held in **The Council Chamber, Diamond Jubilee Lodge on Monday 10 August 2015 at 7pm.**

The meeting closed at 8.03pm