



FRIDAYTHORPE PARISH COUNCIL

fridaythorpecouncil@gmail.com

MEDIA & COMMUNICATIONS COMMITTEE

MONDAY 22 FEBRUARY 2016, 7.15PM

ABN OFFICES, THIXENDALE ROAD

MINUTES

Attendance:

Cllr. Samantha Dunwell (SD)

Cllr. Sue Halfpenny (SH)

Cllr. Brendan O'Donnell (BOD)

Cllr. Glynis Rees (GR)

Others:

Daniel Scullance

Kerry Noakes

Minute Nbr	Detail	Action
MC001/1	Welcome and apologies SD opened the meeting and welcomed everyone. No members of the public were in attendance. Two non-committee council members attended in an observation capacity (Daniel Scullane and Kerry Noakes).	
MC001/2	Appointment of Chair & Vice Chair SD registered an interest in being appointed Chair of the Committee. No objections were raised, appointment was proposed by SH and seconded by BOD. It was agreed in full that there was no need for a Vice-Chair for this Committee.	
MC001/3	Confirmation of membership Membership of the committee was confirmed as SD, SH, BOD and GR. All were in attendance.	
MC002	Review Rules of Guidance for the Media & Communications Committee (ToR) (doc 200) Three minor changes to the Rules of Guidance for the Committee were proposed and approved by all, these are: 1a – remove “no more than 4 members and” 3b – remove “in advance” and replace with “at the meeting” 3c – remove “or other employee” Subject to the above changes the Rules of Guidance for the Committee were approved by all.	SD



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MC003	<p>Review Press & Media Policy (doc 006) One minor change to the Press & Media Policy was proposed and approved by all:</p> <p style="text-align: center;">6.2 – insert “or Chair of the Committee” after “must be issued by the Clerk . . .”</p> <p>Subject to the above change the Press & Media Policy was approved by all.</p> <p>A discussion took place on how the council deals with correspondence. It was agreed that any official correspondence from an organisation was to be dealt with by this committee. Correspondence from villagers to any councillor should be dealt with by that councillor.</p>	SD
MC004	Fridaythorpe Frontier Articles for inclusion in the next edition of Fridaythorpe Frontier and authors appointed are as follows:	
	Parish Council update and greetings from the Vice-Chair – full council; welcome to Kerry; new committees.	BOD
	Articles about life in and around the village – Running by Brendan; Fridaythorpe old photos Facebook page; invite villagers to write and submit articles	BOD
	Allotment – feasibility study undertaken and outcome	DS
	Transport – update	SH
	Thank you messages - Church for fracking meetings; ABN who now host more meetings.	SD
	Dog mess – still lots in the village; reiterate where dog bins and bags are; telephone number of dog warden.	SD
	Litter pick – if not enough litter then do other deeds like paint benches/clean signs/sweep paths; village clean up date tbc keep eye on Facebook and social media	SD
	Fracking – update; independent working group	GR
	First Aid Trg – update - need a minimum of 12 people to attend this, currently have half so need more residents to sign up	GR
	Defib Trg – update	GR
	Festive Fridaythorpe – Thank you’s	BOD
	Clerk vacancy	HR Committee
	Village noticeboards – new one is now in the shelter; looking at replacing the one opposite the garage	SH
	Website and social media – updates and reminders of social media tools used by FPC	SD
	Celebrate achievements of people in the village (young or old)	GR
	What do you want to see in the Fridaythorpe Frontier – It’s your newsletter.	BOD



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	<p>The Committee agreed that the next edition of Frontier will be issued before Easter (27 March). All articles to be submitted to Chair of Committee no later than 10 March. Frontier newsletter drafted and circulated to Committee members for comment w/c 14 March with a view to sending to print no later than 17 March.</p>	
MC005	<p>Parish Council Website: Currently only DS and Laura Waites have access to the website. It was agreed in full by the Committee that this Committee takes over the administration duties for the website. As the clerk is leaving it was also proposed and approved that the password is changed once the clerk has left employment. DS to update password details and then hand-over to the Committee.</p> <p>It was agreed that this Committee would review website content at each of the Committee meetings and updating will be done on an as and when needed basis.</p>	DS
MC006	<p>Parish Council Facebook page The parish council Facebook page only has one administrator (BOD). It was agreed in full that this Committee takes over the administration of the Facebook page, and any other social media outlet of the council. BOD to grant access rights to remaining Committee members.</p> <p>Discussion took place on whether to have a Facebook page that anyone could post messages to or to continue with the current arrangement of administrators approving posts. It was agreed to maintain the existing status of administrator approving posts.</p> <p>It was agreed that we need to pro-actively update the Facebook page with council and village information and to remind villagers that they can use the page to post news of what is happening in and around the village.</p> <p>It was identified that the parish council also has a Twitter account which is currently maintained by BOD. It was agreed that BOD will send the username and password of the Twitter account to the remaining Committee members who will also become administrators of the Twitter account.</p>	BOD BOD
MC007	<p>Any other urgent business No urgent business was raised. SH commented that she liked the new logo and house style and that it is clean and crisp.</p>	
MC008	<p>Confirmation of actions and next meeting dates The next Committee meeting due to take place Monday 16 May.</p>	