



Broadclyst Parish Council
GROWING OUR COMMUNITY

19 New Buildings
Broadclyst
Exeter

Tel: 07532 286713

www.broadclyst.org

**To: All Broadclyst Parish Council COMMS Committee Members
For Information: Broadclyst Parish Council Members, District
and County Ward Members, Press and Public.**

Issue date: Thursday 14th November 2019

Mrs. Angie Hurren

Parish Clerk

Contact number: 01392 360269

E-mail: clerk@broadclyst.org

Members of the Press and Public are welcome to attend this meeting in accordance with the Public Bodies (Admission to Meetings) Act 1960 (1) (2)

There will be a meeting of Broadclyst Parish Council's Comms Committee on Tuesday 19th November 2019 at 14:00hrs at Sports Pavilions, Holly Close, Broadclyst, to which Comms Councillors are hereby summonsed and Comms non-councillor committee members are respectfully invited, for the purpose of transacting the following business:

Comms Committee Agenda

C19/01 APOLOGIES

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Parish Clerk, as it is usual for the grounds upon which apologies are tendered to also be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable. (Applicable to Parish Councillors only)

C19/02 DISCLOSABLE PECUNIARY INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests that are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it. Requests for Dispensations should be made in writing to the Clerk in advance of the meeting.

C19/03 PUBLIC QUESTIONS

For Public question time on items on this Agenda - adjournment for 15 minutes if required

C19/04 BROADSHEET

- i. General Broadsheets update including feedback from parishioners
- ii. Suggested articles for future editions
- iii. Deadlines for 2020 editions – enforcement?
- iv. Size of print run for next 2 editions and budget check
- v. Sponsorship/Advertising
- vi. Distribution

C19/05 WEBSITE

- i. Accessibility: to note that the office is checking the Council's website for compliance with the public sector website accessibility, compliance with which will become a legal requirement next year.
- ii. Content: to note that the office is looking at widgets that will automatically link website content with social media outlets.

C19/06 OPERATION LONDON BRIDGE

To receive a template which sets out protocol for marking the death of a Senior national figure (Operation London Bridge) and to select appropriate actions for Broadclyst Parish (report to be submitted to Council for adoption).

C19/07 EMERGING COMMUNITIES

To consider ways to increase community engagement with residents in new developments in the south of the parish as they come forward.

C19/08 CLOSE OF MEETING

To close the meeting

Dated this 14th day of November 2019

AMS Hurren

Mrs Angie Hurren
Principal, Society of Local Council Clerks
Broadclyst Parish Council Clerk

ALL DOCUMENTS ARE AVAILABLE IN LARGE PRINT BY REQUEST

Public speaking

Members of the public are welcome to attend and speak on Agenda items at this meeting. Please note that there is no requirement or facility to record the details of the speaker before the day of the meeting.

The Chairman will suspend standing orders and invite questions from members of the Press and Public on items contained within this Agenda. The public will then be able to speak on that matter only.

Please note:

- All individual contributions will be limited to a period of 3 minutes – **where there is an interested group of objectors or supporters, a spokesperson should be appointed to speak on behalf of the group.**
- **Speakers should restrict their comments to Agenda items only.**
- The Chairman has the right and discretion to control questions and irrelevant points being raised to avoid disruption, repetition and to make best use of the meeting time.
- Speakers are asked not to come forward if their points have already been covered.
After the public speaking period has finished the Chairman will reconvene the meeting under standing orders, the consideration of reports will begin and the public will take no further part in the meeting.
- All attendees at the meeting are asked to offer all speakers the courtesy of listening to others' points of view, even if they do not agree with it.
- The Chairman will not tolerate any interruptions from the public and is entitled to exclude people from the meeting if the business of the committee cannot be carried out effectively.

Should anyone have any special needs or require any reasonable adjustments to assist them in making individual contributions, please contact the Clerk in advance on 07532 286713

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are now allowed to take photographs, film and audio record the proceedings and report on all public meetings (including on social media).

- No prior notification is needed but it would be helpful if you could let Council's Officers know you plan to film or record so that any necessary arrangements can be made to provide reasonable facilities for you to report on meetings.
- This permission does not extend to private meetings or parts of meetings which are not open to the public. You should take all recording and photography equipment with you if a public meeting moves into a session which is not open to the public.
- If you are recording the meeting, you are asked to act in a reasonable manner and not disrupt the conduct of meetings for example by using intrusive lighting, flash photography or asking people to repeat statements for the benefit of the recording. You may not make an oral commentary during the meeting.
- The Chairman has the power to control public recording and/or reporting so it does not disrupt the meeting.
- Members of the public exercising their right to speak during Public Question Time, but do not wish to be recorded, need to inform the Chairman who will instruct those taking a recording to cease while they speak.