

BROADCLYST PARISH COUNCIL

COMMS SUBCOMMITTEE MEETING AGENDA

Agenda issue date: Tuesday 24th July 2023

Meeting date: Monday 31st July 2023

Meeting time: commences 19:00hrs

Meeting venue: Broadclyst Sports Pavilions, Holly Close

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)

NB: There are no matters of a confidential and contractual nature for discussion under Part B (exclusion of press and public) in this meeting.

To: Broadclyst Parish Council Comms Subcommittee Members:

Cllrs L Straw (Chairman), Coton, Fernley, Gent, non-councillor members, Judy Ferrier, Clare Ratcliffe.

For Information: Broadclyst Parish Councillors, District and County Ward Members, Press and Public.

Committee Members are hereby summonsed to a Comms Subcommittee meeting of Broadclyst Parish Council for the purpose of transacting the following business:

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AGENDA

C23/001 MEMBERSHIP AND ATTENDANCE

- i. To confirm membership
- ii. Councillor Record of Attendance and 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.

- iii. Non- Councillor Record of Attendance and Apologies

C23/002 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.

Standing Orders will be suspended:

C23/003 PUBLIC QUESTIONS

To consider requests from members of the public to make representations, answer questions or give evidence in respect of Council business under Standing Orders. (The Chairman reserves the right to restrict this item to no longer than 15 minutes, with a maximum of 3 minutes per item). Please see notes on public speaking during meetings on the last page of this agenda.

The meeting will reconvene under Standing Orders

C23/004 REMIT OF PARISH COUNCIL AND REVIEW OF CURRENT PLATFORMS

- i. To consider and recognise the remit and position of the parish council, along with current officer resource limitations.
- ii. Website
- iii. Noticeboards
- iv. Social media

C23/005 BROADSHEET

- i. Publishing schedule
- ii. Deadlines for copy
- iii. Advertisements
- iv. Current distribution numbers
- v. Distribution challenges and solutions

C23/006 BUSINESS DIRECTORY

- i. To consider the compilation of a directory of local businesses and services
- ii. To consider how a business directory could be published/shared with the community.
- iii. To identify human resource for this, with sustainability and public expectation management considered.

C23/007 WEBSITE

- i. Additional pages per village
- ii. Accessibility of uploaded content
- iii. Interactive 'Doughnut' of council responsibilities
- iv. Upload permissions

C23/008 DATE OF NEXT MEETING

To set the date of the next Comms subcommittee meeting.

C23/009 CLOSE OF MEETING

To close the meeting

Dated this 25th day of July 2023

Signed:

Angie Hurren

Mrs A Hurren

Broadclyst Parish Council Clerk and Responsible Finance Officer

ALL DOCUMENTS AVAILABLE IN LARGE PRINT

Public speaking during meetings

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.

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; 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.

Inclusivity

We appreciate meetings are not easy for everybody to attend. Should you have any special needs or require any reasonable adjustments to help you to make individual contributions, please contact the office in advance on 01392 360269. You may submit questions in advance of the meeting by phone or by emailing clerk@broadclyst.org

Recording of Meetings

Under the Openness of Local Government Bodies Regulations 2014, any members of the public are permitted 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 cannot 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.