

HUNTINGDON TOWN COUNCIL

MEDIA SUB COMMITTEE

To: All members of the Media Sub Committee

A meeting of this Sub Committee will be held at HUNTINGDON TOWN HALL, MARKET HILL, HUNTINGDON, on THURSDAY 3rd AUGUST at 6.00pm.

AGENDA

1. ELECTION OF CHAIRMAN

To elect a Chairman for the local government year 2017-18

2. APOLOGIES FOR ABSENCE

To receive any apologies for absence

3. APPOINTMENT OF VICE CHAIRMAN

To appoint a Vice Chairman for the local government year 2017-18

4. TERMS OF COMMITTEE

To agree the terms of this Sub Committee, in particular:

- (i) Whether the Media Sub Committee is open to members of the public to attend
- (ii) Whether the Media Sub Committee should appoint any co-opted members for specific items that fall under the responsibility of the Committee
- (iii) Whether all agendas and minutes should be kept/marked as 'Private and Confidential'

5. MINUTES

To receive and approve the minutes of the previous meeting held on 11th April 2017 (M5) (attached)

6. DECLARATIONS OF INTEREST

To hear any declarations of interest in items on this agenda (see notes)

7. PUBLIC ADDRESS

To hear any address to the Sub Committee on matters which are the responsibility of this Sub-Committee from members of the public and other members of the Town Council

8. **HUNTINGDON ISSUE 8**

To receive a first draft of Huntingdon Issue 8

9. **MEETINGS SCHEDULE**

To receive and approve a proposed meetings schedule for issues 9 and 10 of Huntingdon magazine

10. **DATE & AGENDA OF THE NEXT MEETING**

To discuss and agree a schedule of meetings for 2017/18 to suit the production deadlines of each publication (schedule attached)



Philip Peacock
Town Clerk

Date: 28th July 2017
Huntingdon Town Hall,
Huntingdon,
PE29 3PJ

This meeting will be serviced by the Senior Administrator, telephone 01480 410384

Copies for information to:

The members of Huntingdon Town Council, the Youth Town Council representative.

Notes

A. Disclosable Pecuniary Interests

(1) Members are required to declare any disclosable pecuniary interests and unless you have obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.

(2) A Member has a disclosable pecuniary interest if it

(a) relates to you, or

(b) is an interest of -

(i) your spouse or civil partner; or (ii) a person with whom you are living as husband and wife; or (iii) a person with whom you are living as if you were civil partners and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

(a) any employment or profession carried out for profit or gain;

(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);

(c) any current contracts with the Council;

(d) any beneficial interest in land/property within the Council's area;

(e) any licence for a month or longer to occupy land in the Council's area;

(f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or

(g) a beneficial interest (above the specified level) in the shares of any body which has a place of business or land in the Council's area.

B. Other Interests

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

(a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or

inhabitants of the ward or electoral area for which you have been elected or otherwise of the Council's administrative area, or

(b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.

HUNTINGDON TOWN COUNCIL

MEDIA SUB COMMITTEE

A meeting of the Media Sub Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Tuesday 11th April 2017 at 7.00pm.

Present: Councillors J Dyne, S Dyne, S McAdam (Vice Chairman) and S Mulcahy

Absent: Councillor J Jacobs

34. APOLOGIES FOR ABSENCE

Apologies were received from Councillor P Kadewere and co-opted member D McIlwain (Chairman)

35. DECLARATIONS OF INTEREST

There were none.

36. PUBLIC ADDRESS

There was none.

37. MINUTES

Copies of the minutes of the Media Sub Committee meeting held on 2nd February 2017 (M4) had been circulated, following their informal approval by the Chairman. It was

RESOLVED that these minutes were a correct record and they were duly signed by the Vice Chairman.

38. HUNTINGDON ISSUE 7

The Vice Chairman invited the Deputy Town Clerk to run through the suggested content for Issue 7 of Huntingdon magazine. Members discussed ideas page by page as follows:

Front Cover: Members agreed that a picture of the forthcoming Norfolk Road Memorial would be fitting for the front cover.

Page 2: Members were advised that three adverts had been secured for this page, namely, Safe Local Trades (1/2 page), Barracudas (1/4 page) and Acorn Cancer Support (1/4 page).

Page 3: As usual Members noted that this page would contain the contents page, news from the Town Clerk and the Media Sub Committee Membership details.

Page 4: Members were advised that the next Councillor profile would be that of Councillor S Dyne. Members were also advised that where the Finance Committee overview would normally feature on this page, the overview would focus on the finance report from the forthcoming Annual Town Meeting.

Page 5: This page as normal would feature updates from the Leisure & Community Services Committee, along with the Planning Committee. Again, Members agreed that these should be based around the reports given from the forthcoming Annual Town Meeting.

Page 6: Members were content that this page would include a quarterly update from the Medway Centre and Coneygear Park.

Page 7: Page 7 would contain 'News from the Town Hall' highlighting key achievements as outlined in the forthcoming Annual Report of the Council.

Page 8: Members agreed that this page should contain News from the Head Groundsman, along with the entry form for the Best Kept Garden competition. Members requested that the photograph alongside News from the Head Groundsman feature the team in their working environment.

Page 9: Members were informed that this page would feature 2 x ½ page adverts for Churchill Retirement Living and the Huntingdon Carnival.

Page 10: Members agreed that this page would feature the new Mayor of Huntingdon, along with announcing the forthcoming winner of the Mayor's Community Shield.

Page 11: Members were told that this page would feature a ½ page advert for Shakespeare at the George, along with an update article for the Neighbourhood Plan and a write up about the Mayor's Secretary, Marilyn Simpson receiving an award from the Huntingdonshire Association for Tourism.

Page 12: Members agreed that this page should contain information regarding the Council's plan to build a Crematorium and Sports Hub, and plans to bid for Heritage Lottery Funding to support a 3-5-year Heritage programme in the town.

Page 13: It was suggested that this page contained a write up on the forthcoming St George's Day Church Service and evening meal, along with 2 adverts, one for Hunts Forum (1/4 page) and one for HCR104fm (1/2 page).

Page 14: Members noted that this page always contained the Forthcoming Council Meetings and Community Events.

Page 15: Members agreed that this page should contain information on the forthcoming new Mayor's chosen charities.

Page 16: Members were happy for page 16 to contain an update on the projects of Huntingdon In Bloom.

Page 17: Members were informed that 2 x ¼ page adverts had been secured for this page and that the rest of the page was available for a community article.

Page 18: To tie in with the front cover image, Members agreed that a write up should be included for the Norfolk Road Memorial. This page would also contain messages of thanks to the Mayor's Secretary, Marilyn Simpson, following her retirement.

Page 19: It was noted that this page would contain the usual 'Who's Who at the Council'.

Page 20: This page had been confirmed as a full-page advert from CNS Ltd.

Members were all in agreement with the proposed content and the Deputy Town Clerk explained that once the content was submitted, some articles or adverts may need to move pages, but that everything would still be included. Members were happy with the proposed content for Issue 7 and it was

RESOLVED to proceed with creating the issue.

Clerk's Note: In light of the Issue needing to be signed off after the Annual Meeting of the Council, it was agreed that the draft would be circulated to the former committee electronically ahead of being signed off.

39. **DATE & AGENDA OF THE NEXT MEETING**

The date of the next meeting was noted as TBC

CHAIRMAN

M1 – Media Sub Committee - Agenda Item 9

Proposed schedule of meetings and deadlines for production of Huntingdon magazine December 2017 and March 2018:

First Meeting – Theme and Content discussion	Second Meeting – First Draft produced	Second draft circulated to members electronically	Third Meeting – Final Draft produced	Chairman approves Final Draft	Date of Printing	Date of Delivery
Thursday 28 th September 2017	Thursday 2 nd November 2017	Thursday 16 th November 2017	Thursday 23 rd November 2017	Friday 24 th November 2017	Monday 27 th November 2017	Monday 4 th December 2017
Thursday 11 th January 2018	Thursday 1 st February 2018	Thursday 15 th February 2018	Thursday 22 nd February 2018	Monday 23 rd February 2018	Monday 26 th February 2018	Monday 5 th March 2018