

HUNTINGDON TOWN COUNCIL

MEDIA SUB COMMITTEE

To: All members of the Media Sub Committee

YOU ARE HEREBY SUMMONSED TO ATTEND
a meeting of the
MEDIA SUB COMMITTEE

A meeting of this Sub Committee will be held
At the TOWN HALL, HUNTINGDON, PE29 3PJ
on THURSDAY 7th JULY 2022
at 6.00pm

A G E N D A

1. **ELECTION OF CHAIRMAN**

To elect a Chairman for the local government year 2022 - 23

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 2022-23

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 19th May 2022 (M6) (attached)

6. **DECLARATIONS OF INTEREST**

To hear any declarations of interest in items on this agenda

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 28**

To discuss theme and content for Huntingdon Issue 28 (contents breakdown attached)

9. **DATE & TIME OF THE NEXT MEETING**

Thursday 25th August 2022 at Huntingdon Town Hall, Market Hill, Huntingdon, PE29 3PJ.

Date: 30th June 2022
Huntingdon Town Hall,
Huntingdon,
PE29 3PJ

Philip Peacock

Philip Peacock
Town Clerk

This meeting will be serviced by the Democratic Officer, telephone 01480 410386

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.

ITEM	ACTION	WHO'S	UPDATE
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NO.		RESPONSIBLE	
39.1	The Democratic Officer was actioned to add Magazine Review, Website Review and Town Guide as an item to a future Media Sub Committee agenda	Democratic Officer	It was agreed to defer these items until the next meeting of the Media Sub Committee (25 th August 2022) to give the Communications Officer time to review the website, magazine, and town guide, to provide a report at the next meeting.

HUNTINGDON TOWN COUNCIL

MEDIA SUB COMMITTEE

A meeting of the Media Sub Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Thursday 19th May at 6.00pm.

Present: Councillors: J Cole (Chairman); D Cole; C Doyle; P Kennington; A McAdam; S McAdam; P Pearce and K Webb.

In Attendance: Councillor K Brockett

Clerk's Note: The Deputy Mayor opened the meeting, as Councillor J Cole arrived at 6.17pm. Cllr P Kennington arrived at 6.17pm and Cllr D Cole arrived at 6.30pm.

36. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors M Kadewere and P Kadewere.

37. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 4th February 2022 (M5) 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 Chairman.

38. **DECLARATIONS OF INTEREST**

There were none.

39. **PUBLIC ADDRESS**

A Member wished to speak. It was proposed, seconded and

RESOLVED to adjourn the meeting.

A Member suggested that once the new committee for 2022/23 has formed that the format of Huntingdon magazine is reviewed. It has had the same layout since 2015, it was suggested that the purpose, content, demographic is fully discussed and reviewed. It was advised that the new Communications Officer may have ideas to contribute on how to improve the publication for Huntingdon residents.

ACTION 39.1 – The Democratic Officer was actioned to add Magazine Review as an item to a future Media Sub Committee agenda.

With no further comments, it was proposed, seconded and

RESOLVE to reconvene.

40. **HUNTINGDON ISSUE 27**

The Chairman invited the Democratic Officer to run through the final proof for each page of Huntingdon magazine, Issue 27.

Front Cover – The front page featured a photograph of HM The Queen in honour of the Platinum Jubilee.

Page 2 – This page featured an advertorial from Safe Local Trades. It was advised that Safe Local Trades had renewed their booking for 2022 and booked a further 4x adverts up to December 2022.

Page 3 – This page included the contents, a message from the Town Clerk and the committee and publisher details. It was noted that there were several errors within the Town Clerk's message that would be corrected.

Page 4 – This page included a whole page on News from Huntingdon Council, this included updates from each standing committee.

Page 5 – This page included an introduction to the Mayor and Deputy Mayor for 2022/23 and a welcome message from the newly elected Mayor. It was requested that the photograph of the Mayor and Deputy was changed.

Page 6 – This page included a full-page article on News from the Coneygear Centre, including information on the newly opened Coneygear Library.

Page 7 – This page featured News from the Head Groundsman and the Huntingdon in Blood Best Kept Garden competition entry form.

Page 8 – This page featured a full-page article on the Coneygear Community Garden, as the winner of the RHS Community Growing Garden competition.

Page 9 – This page featured an article provided by the Fraud and Crime Prevention team on courier fraud. A short half page article from Anglian Water on financial assistance was also included.

Page 10 – This page included community news from the Citizen's Advice Bureau on the increase in cost of living and an article on Armed Forces Day at RAF Wyton. It was noted that the top banner was to be corrected from March 2022 to June 2022.

Page 11 – This page included community news articles from Cambridgeshire Fire and Huntingdon Area Lifelong Learners (HALL) which is a new community group in the area.

Page 12 – This page included a whole page article on the Honorary Freeman Gordon Peacock and Derek Bristow. A Member noted a small typographical error to be corrected.

Page 13 – This page featured a half page article on Huntingdon in Bloom 2022 and a second half page article on Crematorium Opening Service.

Page 14 – The first half of the page included an article from Cromwell Museum and the second half included an article from the Hinchingsbrooke Hospital Garden volunteers.

Page 15 – The first column included information on the Mayor's chosen charities for 2022-23 and information on the Riverside Gala. It was noted that the Mayor's charities could be given a brighter background to differentiate them.

Page 16 – This page included a full page on Shakespeare at the George's production of *Romeo and Juliet*.

Page 17 – This page included the details for Huntingdon Carnival and a half page image from the Summer Reading Challenge.

Page 18 – This page featured the Forthcoming Council Meetings and Forthcoming Events, some more events would be added to the list before the final copy goes to print.

Page 19 – This page featured the standard information on Who's Who at the Council. The Councillor list was updated with the new members.

Page 20 – This page featured a full-page poster on Huntingdon Eco Fair.

Members were advised that the final proof would be sent to print on Friday 27th May 2022, Members were asked to email any comments to the Democratic Officer before then.

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

The date of the next meeting was noted as 7th July 2022 at Huntingdon Town Hall, Market Hill, Huntingdon.

ITEM NO.	ACTION	WHO'S RESPONSIBLE	UPDATE
39.1	The Democratic Officer was actioned to add Magazine Review as an item to a future Media Sub Committee agenda	Democratic Officer	

CHAIRMAN

September 2022- Issue 28 Contents:

Front Cover: Platinum Jubilee display/Coneygear Community Garden

Page 2:

1. Advert – Safe Local Trades (1/2 page)
2. Scam awareness article

Page 3:

3. Contents
4. Welcome message from the Town Clerk
5. Committee and publisher details

Page 4:

6. Staff profile - Sarah Jane Gaule
7. Councillor profiles – Karl Brockett/Gerry Shiels/Amanda Norton

Page 5:

8. Meetings Overview/Council Update (full page)

Page 6:

9. Coneygear Centre Update
10. Grants Round – September 2022

Page 7:

11. News from the Head Groundsman
12. Huntingdon in Bloom

Page 8:

13. Coneygear Community Garden
14. Huntingdon Library

Page 9:

15. Advert
16. Spotlight Productions

Page 10:

17. National Police Memorial Day
18. Hinchingsbrooke Country Park article

Page 11:

19. Commemoration Hall
20. BID Huntingdon

Page 12:

- 21. Huntingdon Library Update
- 22. Advert –

Page 13:

- 23. Community News – Refill Scheme
- 24. Community News

Page 14:

- 25. Cromwell Museum
- 26. News from the Mayor of Huntingdon

Page 15:

- 27. Remembrance Sunday
- 28. Huntingdon Christmas Market

Page 16:

- 29. Civic Carol Service
- 30. Pensioner's Christmas Lunch

Page 17:

- 31. Community News
- 32. Community News

Page 18:

- 33. Council Meetings
- 34. What's On – events list

Page 19:

- 35. Who's Who at the Council

Page 20:

- 36. Advert/Huntingdon Christmas Market poster