

**HUNTINGDON TOWN COUNCIL****MEDIA SUB COMMITTEE**

A meeting of the Media Sub Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Thursday 4<sup>th</sup> July 2019 at 6.00pm.

Present: Councillors: C Doyle, P Kennington; P Kadewere; P Pearce; T Shrapnel and S Sweek and K Webb.

*Clerk's Note: Cllr S Sweek arrived at the meeting at 6.15pm.*

1. **ELECTION OF CHAIRMAN**

The former Vice Chairman opened the meeting and asked whether there were any nominations for Chairman for the 2019/20 local government year. A Member proposed that Councillor T Shrapnel be appointed as Chairman. This proposal was seconded, and it was unanimously

**RESOLVED** that Councillor T Shrapnel be elected as Chairman of the Media Sub Committee for the remainder of the 2019/20 local government year.

2. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors J Cole and S McAdam.

3. **APPOINTMENT OF VICE CHAIRMAN**

The Chairman asked whether there were any nominations and it was proposed that Councillor P Kadewere be appointed as Vice Chairman. This proposal was seconded, and it was unanimously

**RESOLVED** that Councillor P Kadewere be appointed Vice Chairman of the Media Sub Committee for the remainder of the 2019/20 local government year.

4. **TERMS OF COMMITTEE**

(i) Members discussed whether the Media Sub Committee should be open to members of the public. The Chairman noted that any items of a private and confidential matter could be discussed within an allocated closed session of the meeting and it was proposed, seconded and

**RESOLVED** that meetings of the Media Sub Committee would be open to members of the press and public with confidential matters being discussed in a closed session.

(ii) The Democratic Officer noted that this item was for the Sub Committee to agree in principal, whether they wished for individuals to be co-opted onto the Media Sub Committee in the future if required. The Chairman asked

Members whether they wished to approve future co-option of individuals onto the Media Sub Committee and it was proposed, seconded and

**RESOLVED** to co-opt individuals onto the Media Sub Committee should this be required.

- (iii) Members discussed, and it was agreed that all agendas and minutes of the Media Sub Committee should be made publicly available for viewing with the exception of any private and confidential matters. It was proposed, seconded and

**RESOLVED** to do so.

5. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 16<sup>th</sup> May 2019 (M11) 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.

6. **DECLARATIONS OF INTEREST**

Councillor T Shrapnel declared a pecuniary interest under item 8 with regards to the proposed Cards for Good Causes article.

7. **PUBLIC ADDRESS**

There were none.

8. **HUNTINGDON ISSUE 16**

The Chairman invited the Democratic Officer to run through the proposed contents for each page of Huntingdon magazine, Issue 16.

Front Cover – it was proposed that the front cover for issue 16 would be the 3D floral display of the Apollo Launch. It was noted that the flowers had bloomed, and it would be a bright front cover.

**ACTION 8.1:** Cllr K Webb was actioned to take photos of the Apollo Launch for the front cover of issue 16.

Page 2 – This page would feature an advert from Safe Local Trades and an article on scam awareness provided by Safe Local Trades. Members were advised that there were a variety of articles to choose from, as it was a monthly feature.

**ACTION 8.2:** The Democratic Officer was actioned to bring the different scam awareness articles to the next meeting, for Members to choose the most relevant article for the magazine's demographic.

Page 3 – This page would feature the usual items of the contents page, the message from the Town Clerk's desk and the committee and publisher details.

**ACTION 8.3:** The Democratic Officer was actioned to update the committee details with new Members of the committee.

Page 4 – It was proposed that a Councillor Profile was featured on this page, Members suggested Cllr C Doyle as a new Member on the Committee. The second half of the page was allocated to an article from Cambridgeshire Hearing Help.

**ACTION 8.4:** Cllr C Doyle was actioned to provide a Councillor Profile for issue 16.

Page 5 – As previously agreed, the meetings overview was reduced to one page. There would be an update on what had happened at each meeting. Members were advised that this page would also include information on the new standing committee, Strategy & Corporate Plan Committee; including the Sub Committees that would be the responsibility of this committee.

Page 6 – This page would include an update on News from the Coneygear Centre. The second half of the page was reserved for an update on the Coneygear Seniors Project which launched on Wednesday 3<sup>rd</sup> July. Members commented that it was very relevant.

Page 7 – This page was reserved for Community News; the first half of the page would include an article on the environment. It was noted that the first Environment Sub Committee was scheduled for Thursday 11<sup>th</sup> July 2019, and it would be very topical to include an update on the projects of the committee. The second half of the page was tentatively reserved for an article from the Huntingdonshire History Festival.

Page 8 – This page would feature News from the Head Groundsman and a write up of the winners from the Best Kept Garden & Allotment Competition.

Page 9 – This page was reserved for a write up from the Pensioner's Summer Tea and the slip to reserve tickets for the Pensioner's Christmas Lunch.

Page 10 – This page would contain save the dates for Remembrance Sunday and the Civic Carol Service.

Page 11 – Members were advised that page 11 had been reserved for a whole page update on the Neighbourhood Plan, as the referendum was scheduled for September and the last update on the Neighbourhood Plan featured in issue 12.

Page 12 – This page would contain an update from the Mayor of Huntingdon on Mayoral events and how fundraising for the Mayor's Charities was progressing.

Page 13 – The first half of this page was reserved for an article on Cards for Good Causes and an article on volunteering for East Anglia Children's Hospital. The second half of the page was reserved for information on the next round of grant applications.

Page 14 – This page would feature the standard articles from Huntingdon Library and Huntingdon Police Station.

Page 15 – This page was reserved for a whole page article on Huntingdon Christmas Market 2019.

Page 16 – This page would feature a half page review from Spotlight Productions on their performance of Grease. The second half of the page would feature a quarter page advert from Garolla.

Page 17 – This page would contain News from Cromwell Museum and the second half of the page was reserved for an update on the Crematorium & Cemetery Project.

Page 18 – This page would feature Forthcoming Council Meetings and Forthcoming Events.

Page 19 – This page would feature the standard information on Who's Who at the Council.

Page 20 – This page was reserved for an advert or the Huntingdon Christmas Market poster.

With no further comments or questions, it was advised that a rough first draft of issue 16 would be presented at the next meeting.

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

The date of the next meeting was noted as Thursday 18<sup>th</sup> July 2019 at Huntingdon Town Hall, Market Hill, Huntingdon.

<b>ITEM NO.</b>	<b>ACTION</b>	<b>WHO'S RESPONSIBLE</b>
8.1	Cllr K Webb was actioned to take photos of the Apollo Launch floral display for the front cover of issue 16.	Cllr K Webb
8.2	The Democratic Officer was actioned to bring the different scam awareness articles to the next meeting, for Members to choose the most relevant article for the magazine's demographic.	The Democratic Officer
8.3	The Democratic Officer was actioned to update the committee details with new Members of the committee.	The Democratic Officer
8.4	Cllr C Doyle was actioned to provide a Councillor Profile for issue 16	Cllr C Doyle

**CHAIRMAN**