

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 virtually
on a Zoom Video Conference Call on
THURSDAY 16TH FEBRUARY 2020 at APPROXIMATELY 6.30PM,
FOLLOWING THE ENVIRONMENT SUB COMMITTEE.**

**Press & Members of the Public
please see note on how to access at bottom of this Agenda**

A G E N D A

61. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence

62. **DECLARATIONS OF INTEREST**

To hear any declarations of interest in items on this agenda

63. **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

64. **MINUTES**

To receive and approve the minutes of the previous meeting held on 13th February 2020 (M9) (attached)

65. **HUNTINGDON ISSUE 20**

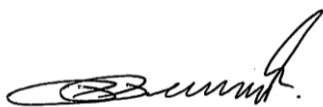
To receive and approve ideas and content of Huntingdon Magazine Issue 20 (attached)

66. **DELIVERIES**

To receive feedback and discuss deliveries for Huntingdon Magazine

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

Thursday 6th August 2020, on Zoom Video Conference Call



Philip Peacock
Town Clerk

Date: 10th July 2020
Huntingdon Town Hall,
Huntingdon,
PE29 3PJ

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.

For Members of the Public or Press to join the Zoom meeting, you will require an access number / code. Please email town.council@huntingdowntown.gov.uk to request this access, stating your name and address and business(if applicable) please. You will be emailed the access details

HUNTINGDON TOWN COUNCIL

MEDIA SUB COMMITTEE

A meeting of the Media Sub Committee was held at Huntingdon Town Hall, Market Hill, Huntingdon on Thursday 13th February 2020 at 5.30pm

Present: Councillors: J Cole; C Doyle; P Kadewere; P Kennington; P Pearce and T Shrapnel

In Attendance: Councillors P Brown; V Hufford and K Webb (Ex Officio)

Clerk's note: Councillor T Shrapnel arrived at the meeting at 5.45pm, the Vice Chairman Councillor P Kadewere opened the meeting.

55. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor S Sweek.

56. **DECLARATIONS OF INTEREST**

There were none.

57. **PUBLIC ADDRESS**

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

RESOLVED to adjourn the meeting.

A Member raised that they would like badges, ties and scarves to wear for Council events. It was noted that robes were suggested at a previous Town Council Meeting. It was advised it was more appropriate to raise this at a Finance Committee or Town Council meeting.

A Member asked whether it was required for organisations who received an award from the Grants Sub Committee to display a plaque, thanking Huntingdon Town Council. It was advised that it wasn't a requirement, though a grant acknowledgement letter was required. If Members wished to update the grant scheme criteria, it would be more appropriate to raise at Grants Sub Committee or Finance Committee.

It was proposed, seconded and

RESOLVED to reconvene the meeting.

58. **MINUTES**

Copies of the minutes of the Media Sub Committee meeting held on 23rd January 2020 (M8) 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.

59. **HUNTINGDON ISSUE 18**

The Chairman invited the Democratic Officer to run through the final draft for Huntingdon magazine, Issue 18.

Front Cover – The front cover would feature photo of Coneygear Centre opening or spring flowers as a back-up. A banner would read: opening of new Coneygear Centre.

Page 2 – This page included a scam awareness article on common frauds and an advert from Safe Local Trades. It was noted this advert was the last booked advert for this quarter. Safe Local Trades would be approached to renew their bookings for the next four issues.

Page 3 – This page would contain the contents, the Town Clerk's welcome message and the committee and publisher details.

Page 4 – This page had a Councillor Profile from Cllr Mike Baker. Some typographical errors were highlighted, and it was recommended that a sentence would be added to let readers know Cllr Mike Baker was elected in September 2019. The second half of the page included a quarter page advert from The Garden Guys, it was noted that on investigation the website provided in the advert was 'for sale', the company had been contacted to clarify. If no response was received the advert would be removed from the issue. The other quarter page was an article on International Women's Day.

Page 5 – This page included a full page of meeting updates from the standing committees: Leisure & Community Services Committee, Finance Committee, Strategy & Corporate Plan Committee and Planning Committee.

Page 6 – This page featured a half page article from the Environment Sub Committee provided by Corporate Officer. The second half of the page included an article from the Godmanchester Food Bank.

Page 7 – This whole page included an article on Huntingdon Crematorium, including information about the public consultation for the new depot building.

Page 8 – This page featured a half page for Huntingdon In Bloom and a half page on News from the Heads Groundsman. The launch date for Huntingdon in Bloom would be confirmed with the Heads Groundman and added to the magazine.

Page 9 – This page included News from Huntingdon Library and the Mayor's Fundraising News. Photos from the Mayor's Ball were requested for the magazine.

Page 10 – The double page spread would feature a whole page write up of the opening of the new Coneygear Centre on page 10 and page 11 it was advised that

the deadline would be tight for this article as the event is close to the print deadline. A photo montage of the Civic Opening would be included.

Page 11 – The second half of the double page spread was allocated for information on Coneygear Seniors Launch.

Page 12 – This page included the Pensioner's Summer Tea slip and the Pensioner's Christmas Dinner article. Members were requested to send in any photos for the Pensioner's Christmas Dinner.

Page 13 – This page featured for an article from Shakespeare at the George on their 2020 production of *Twelfth Night*. The second half of the page had an article Huntingdonshire Beekeepers Association.

Page 14 – This page featured a half-page article from the Cromwell Museum on the re-opening of the Museum following the refurbishment. On the second half of the page was an article titled 'Progress at the Commemoration Hall'.

Page 15 – This page included a half page on Huntingdon Riverside Gala and a half page from BID Huntingdon.

Page 16 – This page included a half page on Huntingdon Town Hall Weddings, as the beginning of the wedding season was looming. The second half of the page included an article on Cambridge Science Festival.

Page 17 – On the first half of page 17, a quarter page article on the Annual Town Meeting and a quarter page article on Annual Town Council meeting (Mayor Making) was featured. The second half of the page included the Mayor's Community Shield form.

Page 18 – This page would include the standard Forthcoming Council Meetings and Events.

Page 19 – This page would include the standard Who's Who at the Council.

Page 20 – The final page would include a full page on Councillor's Attendance report.

Members were advised that the magazine goes to print on Tuesday 18th February, for delivery from 2nd March 2020.

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

The date of the next meeting was noted as Thursday 2nd April 2020 at Huntingdon Town Hall, Market Hill, Huntingdon.

ITEM NO.	ACTION	WHO'S RESPONSIBLE	UPDATE
46.	Democratic Officer to invite The Artworks to attend a meeting of the Media Sub Committee	The Democratic Officer	Members were presented with a report on deliveries at a previous meeting and did not approve to GPS

			track areas of delivery being missed. Due to budget limitations Royal Mail delivery was inaccessible. The current delivery company was deemed as satisfactory.
46.	Democratic Officer or The Artworks to provide a copy of the contract between HTC and The Artworks	The Democratic Officer	The Artworks do not have a contract with the deliverers.

CHAIRMAN

September 2020- Issue 20 Contents:

Front Cover: Mayflower 400 years

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. Councillor/Staff Profile
7. COVID-19 Update

Page 5:

8. Meetings Overview/Council Update

Page 6:

9. Coneygear Centre Update (Summer Brunch Club)

Page 7:

10. Hinchingsbrooke Country Park (Chris Jordan)
11. Bloomfield Park/Coneygear Park article (update on antisocial behaviour)

Page 8:

12. News from the Head Groundsman
13. Grant Applications October 2020

Page 9:

14. Community content TBC
15. Community content TBC

Page 10:

16. Remembrance Sunday
17. Commemoration Hall Feature (TBC)

Page 11:

18. Message from the Mayor
19. Mayor Making 2020

Page 12:

- 20. Huntingdon Library Update
- 21. Community News (TBC)

Page 13:

- 22. Community News (TBC)
- 23. Town Hall Weddings

Page 14:

- 24. Cromwell Museum Whole Page (artist impression to take up second half of page)

Page 15:

- 25. Christmas Lights Switch On and Christmas Market

Page 16:

- 26. Community News (TBC)
- 27. Advert – Howdens ½ page (TBC) & Civic Carol Service TBC

Page 17:

- 28. Huntingdon Volunteer Centre (TBC)
- 29. Community News (TBC)

Page 18:

- 30. Forthcoming Council Meetings
- 31. Forthcoming Events

Page 19:

- 32. Who's Who at the Council

Page 20:

- 33. Advert