

**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 2<sup>nd</sup> NOVEMBER at 6.00pm.**

**AGENDA**

**11. APOLOGIES FOR ABSENCE**

To receive any apologies for absence

**12. DECLARATIONS OF INTEREST**

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

**13. 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

**14. MINUTES**

To receive and approve the minutes of the previous meeting held on 3<sup>rd</sup> August 2017 (M1) (attached)

**15. HUNTINGDON ISSUE 9**

To receive and comment on a first draft of Huntingdon Issue 9

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

Thursday 23<sup>rd</sup> November 2017 at 6.00pm



**Philip Peacock  
Town Clerk**

Date: 27<sup>th</sup> October 2017  
Huntingdon Town Hall,  
Huntingdon,  
PE29 3PJ

This meeting will be serviced by the Deputy Town Clerk, telephone 01480 410384

Copies for information to:

## Members of Huntingdon Town Council

### 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 Thursday 3<sup>rd</sup> August 2017 at 6.00pm.

Present: Councillors J Dyne (Mayor, Ex-Officio) S Dyne; P Kadewere and S McAdam

Absent: Councillors A Beevor and L George

1. **ELECTION OF CHAIRMAN**

The former Vice Chairman opened the meeting and asked whether there were any nominations for Chairman for the 2017/18 local government year. A Member proposed that Councillor McAdam be appointed as Chairman. This proposal was seconded and it was unanimously

**RESOLVED** that Councillor McAdam be elected as Chairman of the Media Sub Committee for the remainder of the 2017/18 local government year.

2. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillor Mulcahy.

3. **APPOINTMENT OF VICE CHAIRMAN**

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

**RESOLVED** that Councillor S Dyne be appointed Vice Chairman of the Media Sub Committee for the remainder of the 2017/18 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

**RESOVLED** 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 Chairman asked Members whether they wished to co-opt any members onto the Media Sub Committee and it was proposed, seconded and

**RESOLVED** to co-opt members 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 Newsletter Sub Committee meeting held on 11<sup>th</sup> April 2017 (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.

6. **DECLARATIONS OF INTEREST**

Councillor Kadewere declared an interest as a member of Unity in the Community, in anticipation of requesting that an article be included in Huntingdon magazine, Issue 8.

7. **PUBLIC ADDRESS**

A Member wished to address the meeting and it was proposed, seconded and

**RESOLVED** to adjourn the meeting.

Councillor S Dyne explained that she was aware Sandwich Close was not being delivered copies of Huntingdon magazine. The Clerk advised that this location would be passed on to the deliverers to ensure that future copies of the publication were received. It was suggested that something be included in Issue 8, asking for any undelivered locations to be reported.

The Chairman agreed that this was a good idea and it was

**RESOLVED** to reconvene.

8. **HUNTINGDON ISSUE 8**

Members had before them a first draft of Huntingdon, Issue 8. The Chairman ran through each page with the Clerk explaining outstanding changes, updates and articles still to come. Members were content with the draft and the following items were discussed:

- Front page – Members had three front cover options to choose from. The first depicted Huntingdon Town Council's 'Pericles' floral display, which Members agreed looked stunning.

- Page 2 – Another ½ page advert for Safe Local Trades had been confirmed and it was agreed that an article on the 3D floral displays could fill the remaining space on the page.
- Page 3 – As usual, it was agreed that this page would contain the contents page, committee and publisher details, and a welcome message from the Town Clerk.
- Page 4 – This page would contain a Councillor Profile and Ben Manning had been identified as the next Member to be offered the slot. The other half of the page would contain the Finance Committee Overview.
- Page 5 – This page would contain overviews of the Leisure Committee and Planning Committee.
- Page 6 – The News from the Medway Centre and News from Coneygear Park would feature on this page.
- Page 7 – This page would contain News from the Town Hall.
- Page 8 – As usual, this page would include News from the Head Groundsman. The results of the Best Kept Gardens and Allotments would also be included on this page.
- Page 9 – The Pensioner's Summer Tea write up, along with the Pensioner's Christmas Lunch reply slip would feature on this page.
- Page 10 – This page would include details of the forthcoming Remembrance Sunday Service in Huntingdon, details of the Civic Carol Service and a half page advert for CNS.
- Page 11 – This page would feature an update on the Neighbourhood Plan, details of the forthcoming Wedding Fair at the Town Hall, along with information about weddings in the Town Hall, plus any updates on the Crematorium/Sports Hub facility.
- Page 12 – This page would be allocated for Mayoral News.
- Page 13 – This page would include details of Huntingdon's Grant Application process, ahead of the next application deadline for October 2017. There would also be an update from Huntingdon In Bloom, following the judging day taking place in July 2017.
- Page 14 – This page as usual would contain forthcoming meetings and events.
- Page 15 – This page would include two half page articles, one regarding Huntingdon's Christmas Lights Switch On and the other about recent twinning news.
- Page 16 – This page would be allocated for any community news articles that were submitted. Huntingdon Carnival, Unity in the Community and the Oxmoor Friendship Group were mentioned as possible articles.
- Page 17 – This page would also be for community news.
- Page 18 – This page had been set aside to contain adverts.
- Page 19 – As usual, this page would include Who's Who at the Council
- Page 20 – This page would be allocated to contain a full-page advert, possibly for the forthcoming Christmas Market.

It was agreed that once a draft had been put together with the above contents, a soft copy would be emailed out to Members of the Media Sub Committee for comments. The final draft would then be sent to the Chairman for final approval.

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

Members had before them a proposed schedule of meetings for the planning and production of Issue 9 and 10 of Huntingdon magazine. The Chairman asked what time suited Members for future meetings and it was agreed that 6.00pm would be convenient. Members were content with the proposed meetings schedule and therefore, the date of the next meeting was confirmed as Thursday 28<sup>th</sup> September 2017 at 6.00pm.

*Clerk's Note: Due to lack of Member availability, the meeting scheduled for 28<sup>th</sup> September 2017 was carried out electronically.*

**CHAIRMAN**