

**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**  
**on THURSDAY 28<sup>th</sup> OCTOBER at 6.00pm.**

(Subject to the outcome of the Extra Ordinary Town Council meeting held on 26<sup>th</sup> October – this meeting may be held via Zoom)

**A G E N D A**

10. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence

11. **MINUTES**

To receive and approve the minutes of the previous meeting held on 7<sup>th</sup> October 2021 (M1) (attached)

12. **DECLARATIONS OF INTEREST**

To hear any declarations of interest in items on this agenda

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. **HUNTINGDON ISSUE 25**

To discuss the first draft of Huntingdon Issue 25

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

Thursday 25<sup>th</sup> November 2021

This meeting will be serviced by the Democratic Officer, telephone 01480 410386
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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](mailto: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 7<sup>th</sup> October at 6.00pm.

Present: Councillors: J Cole; M Kadewere; P Kadewere; P Kennington (ex officio) P Pearce and K Webb (ex-officio).

In Attendance: Councillor S Sweek.

*Clerks note: The Vice Chairman led a minute's silence in memoriam of Cllr Trish Shrapnel as former Chairman of this committee.*

1. **ELECTION OF CHAIRMAN**

The former Vice Chairman opened the meeting and asked whether there were any nominations for Chairman for the 2021/22 local government year. A Member proposed that Councillor J Cole be appointed as Chairman. This proposal was seconded, the former Vice Chairman asked for further nominations. Cllr P Kadewere was nominated. A vote was taken.

Cllr J Cole: 3 votes

Cllr P Kadewere: 1 vote

It was

**RESOLVED** that Councillor J Cole be elected as Chairman of the Media Sub Committee for the remainder of the 2021-22 local government year.

2. **APOLOGIES FOR ABSENCE**

Apologies were received from Councillors C Doyle; V Hufford; S McAdam and A 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 2021-22 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 29<sup>th</sup> April (M6) 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**

There were none.

## 7. **PUBLIC ADDRESS**

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

**RESOLVED** to adjourn the meeting.

A Member raised a query on civic regalia for Councillors at Civic events, new robes and branded ties were requested. It was advised that the Media Sub Committee was not responsible for the budget for civic regalia, and it would be more appropriate for a Town Council meeting.

**ACTION 7.1:** The Democratic Officer was actioned to raise civic regalia with the Town Clerk.

A Member queried why the electoral role held by HDC was not available to Members. It was advised this was a GDPR issue.

It was proposed, seconded and

**RESOLVED** to reconvene the meeting.

8. **HUNTINGDON ISSUE 25**

The Chairman invited the Democratic Officer to run through the proposed contents for each page of Huntingdon magazine, Issue 25.

Front Cover – It was suggested that the front cover include an image of the completed crematorium or the Christmas lights in the High Street.

Page 2 – This page would feature an advertorial from Safe Local Trades, which will include an advert for storage facilities and an article requesting more gardeners.

Page 3 – This page would include the contents, a Christmas message from the Town Clerk and the Committee and Publisher details.

Page 4 – This page would include a staff profile from the Deputy Town Clerk and an update from the Council on activities and decisions from recent meetings.

Page 5 – This page would include a whole page on the opening of Huntingdon Crematorium, lots of images would feature to advertise the facilities.

Page 6 – This page would include a half page from the Coneygear Centre Manager, a Member requested that information was included about the Supporting Older People Project, to promote it to readers. The second half of the page was allocated to Community News.

Page 7 – This page would include News from the Head Groundsman and a write up on the Huntingdon in Bloom entry to the virtual RHS competition.

Page 8 – This page was allocated two half page articles from Remembrance Sunday and the National Police Memorial Day service.

Page 9 – This page was reserved for a scam awareness article provided by Cambridgeshire Constabulary. Members were advised that this would be a regular feature in the magazine. The second half of the page was reserved for an article by BID Huntingdon on their upcoming projects.

Page 10 – This page would include an article from the Mayor of Huntingdon and an article from Huntingdon Library.

Page 11 – This page was allocated to a half page advert and an article from CAB.

Page 12 – Members suggested this page was reserved for an article from DISH and the reopening of Huntingdon Methodist Church.

Page 13 – This page would include information on the local Christmas church services and the second half of the page was allocated to an advert.

Page 14 – This page was reserved for a half page article from the Civic Society and a half page article from Cromwell Museum.

Page 15 – The first half of this page was allocated to Hunters Down Care Home on National Reflection Day. It was proposed that the second half of the page included an article on Oxmoor Community Fridge.

**ACTION 8.1:** Cllr P Kadewere was actioned to provide an article on the Oxmoor Community Fridge.

Page 16 – This page was reserved for community news and an update from the Commemoration Hall.

Page 17 – This page was allocated to a save the date for the Pancake Flipathon. The Chairman suggested an article from the Ladybird Trust.

Page 18 – This page would feature Forthcoming Council Meetings and Forthcoming Events. It was advised this would depend on COVID-19, as to whether there were enough events to fill the page.

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

Page 20 – This page would include a Christmas Message from the Mayor and the Mayor's Chaplain.

Members were requested to email any article requests to the Democratic Officer. With no further comments or questions, it was advised that a rough first draft of issue 25 would be presented at the next meeting.

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

The date of the next meeting was noted as Thursday 28<sup>th</sup> October 2021 at Huntingdon Town Hall, Market Hill, Huntingdon.

<b>ITEM NO.</b>	<b>ACTION</b>	<b>WHO'S RESPONSIBLE</b>
7.1	The Democratic Officer was actioned to raise civic regalia with the Town Clerk.	Democratic Officer
8.1	Cllr P Kadewere was actioned to provide an article on the Oxmoor Community Fridge.	Cllr P Kadewere

**CHAIRMAN**