Frodsham Town Council

Minutes of the meeting of the

Communications Committee

held in Town Council Office, Castle Park

On **Monday 12 October 2015**, at 7**pm**

Present: Cllr R Knowles (Chair) Cllr M Poulton (Vice Chair) Cllr C Collins Doyle Cllr L Jones Cllr A Oulton Cllr T Reynolds Miss J Critchley Mrs A Scriven (OM)

In Attendance: Mr W O'Donoghue & Mr J Watson

Meeting 3

No	Item		Action
29	**Apologies** were received and accepted from Cllr Pennington & Cllr Wakefield.		
30	**Declarations of Interest:** none		
31	**Minutes of Meeting held on 20 August 2015 –** it was noted that these minutes and the recommendations from it, were approved at full Council on 28 September 2015.		
32	**To Correct any Discrepancies of Last Minutes:** none		
33	**Minutes of Meeting held on 14 September 2015 –** it was noted that these minutes have not yet been approved by full Council		
34	**To Correct any Discrepancies of Last Minutes:** none		
Item 37.3 was brought forward			
37.3	Website	Mr O'Donoghue confirmed that he had been working on the updated FTC website and it was nearly ready to 'go live'. Concerns were raised about the security issues that had occurred in the past and the Committee were assured that the new arrangements included many more security features and a more secure server site. The Committee thanked Mr O'Donoghue for his hard work and asked him to submit an invoice for the work he has carried out thus far. It was noted that there was currently no contract in place for any further work and Mr O'Donoghue agreed to produce a document which would also contain his terms and condition along with an estimate of future costs. It was hoped that the contract would be available to be presented to Council at its meeting on 26 October.	
Item 37.4 was brought forward			
37.4	Newspaper/ magazine	Mr Watson (Frodsham Web) gave a presentation on the distribution service that he has quoted to provide for the delivery of the newsletter. The Committee thanked Mr Watson for his excellent presentation.	
35	**Opportunity for the Public to Speak:** no requests received		
36	**Ideas for areas of improvement/implementation**		
36.1	Minutes & Agendas to be in shops/pubs/doctors	It was agreed that the use of the poster to advertise the previous FTC meeting had been successful and would be used again for future meetings.	
36.2	TV Advertising – Medical Centre	Cllr Jones reported that he now has a template for use in preparing slides for the Medical Centre screens.	
36.3	Dedicated FTC Notice Board – Medical Centre	Cllr Poulton reported that he had been able to get a 900 x 600 noticeboard made at no cost and this would be delivered to the Medical Centre shortly. Cllr Jones stated that the Practice Manager would arrange the fitting of the noticeboard.	
8.05pm Cllr Jones left the meeting.			
36.4	Posters giving details of Councillors	It was agreed to take new photos of cllrs at the next FTC meeting so that the pictures and backgrounds can be more uniform.	
37	**External communications**		
37.1	External signage	It was noted that the purchase of van has been approved and delivery is awaited.	

No	Item		Action
		Suggestions and options for the signage for the van were discussed. It was agreed that the writing should be informative, giving select details only. A draft design is to be prepared for consideration at the next meeting.	
37.2	E-newsletter	It was noted that no progress had been made on this matter as yet, but a group email list was being compiled. It was agreed to try to produce a monthly newsletter with approx 3 items of interest. Discussions took place regarding data protection and it was confirmed that the email template to be used covers this issue and FTC has a data protection licence.	
37.3	Website	*See above*	
37.4	Newspaper/magazine	It was noted that quotes for production & delivery have not yet been considered by Council. It was agreed that it would be too time consuming to try to produce the newsletter within the Communication Committee meetings and so Cllrs Doyle, Knowles, Oulton & Poulton and Miss Critchley volunteered to be part of the working group. All other Councillors are to be asked if they wished to join. A recommendation (R1) was made that there should be a separate working group formed to prepare and produce the newsletter and they should be given delegated powers to decide the format and content for the first issue.	
37.5	Promotion of room hire in Castle Park	It was agreed to bring suggestions for ways to increase income from hire of rooms to the next meeting.	
37.6	Social Media	It was agreed to record information on the traffic through social media, including stats from facebook, website and bitly account and these would be presented at the next meeting.	
37.7	Media Coverage	Recent concerns regarding the FTC Planning Committee's comments on an application at the Mersey View were discussed. Cllr Knowles had worked on a press release with Cllr Wakefield and this is to be circulated to the media.	
38	**Any other matters considered to be urgent for discussion, or item for next agenda:** none		
39	**Date of next meeting:** the schedule of meetings was agreed with the next meeting to be held on 9 November 2015		

Meeting closed 9.45pm

Signed_____ **Dated**_____

Committee: Cllr D Clarke, Cllr C Collins-Doyle, Cllr L Jones, Cllr R Knowles, Cllr A Oulton, Cllr F R Pennington, Cllr M Poulton, Cllr T Reynolds, Cllr S Wakefield.