Frodsham Town Council

Minutes of the meeting of the

Communications Committee

held in Town Council Office, Castle Park

On **Monday 9 November 2015**, at 7**pm**

Present: Cllr R Knowles (Chair), Cllr M Poulton (Vice Chair), Cllr C Collins, Cllr A Oulton, Cllr F R Pennington, Cllr T Reynolds, Cllr M Warren, Miss J Critchley, Mr W O'Donoghue, Mr J Watson & Mrs A Scriven (Office Manager)

Meeting 4

No	Item		Action
40	**Apologies** were received and accepted from Cllr Jones & Cllr Wakefield.		
41	**Declarations of Interest:** none		
42	**Minutes of Meeting held on 12 October 2015** were approved by the committee and signed by the Chair as a true and correct record.		
43	**Last Minutes – corrections:** Cllr Reynolds stated his concerns that details of supplier's services were being shared amongst all the members of the committee. The suppliers concerned stated that they had no issues.		
44	**Opportunity for the Public to Speak:** no requests received		
Item 46.6 was brought forward			
46.6	**Frodsham Hub**	Cllr Warren discussed the idea of a Frodsham Hub as a central location for all information/news relating to Frodsham. Concerns were raised that this has been attempted in the past, but has failed and attempts by Love Frodsham and Frodsham Foundation may have alienated some of the 'older' Frodsham businesses. It was agreed to see how the businesses relate to the Newsletter and possibly re-visit the Hub idea in the future.	
7.35pm Cllr Warren left the meeting and Item 45.4 was brought forward			
45.4	**Service Provider contracts – website & newsletter deliveries.**	The terms & conditions (T&Cs) for suppliers present at the meeting were discussed and it was agreed that they did not currently work well for FTC. It was agreed that Cllr Reynolds would prepare a draft letter of intent for the initial run of work to be carried out for the first issue of the newsletter delivery and the general T&Cs would be discussed further in the future. It was agreed for contingency plans to be prepared by the office for continued upkeep of the website during unforeseen circumstances.	
45	**Ideas for areas of improvement/implementation**		
45.1	TV Advertising – Medical Centre	Ongoing	
45.2	FTC Notice Board – Medical Centre	Ongoing	
45.3	Poster giving details of Councillors	Outstanding photos are awaited.	
45.4	Service Provider contract - website	See above	
45.5	Service Provider update – internet services	Cllr Poulton reported on his recent meeting with the computer services supplier. He reported that in the past, purchases were made that were not always fit for purpose and that there had been a rolling monthly agreement in place, rather than a full contract. It was agreed to obtain an additional 2 quotes for internet services with a full 12 month contract.	
8.30pm Cllr Pennington left the meeting.			
46	**External communications**		
46.1	External signage	The quotes for the producing and fitting of the graphics for the van were considered and an EP (1) was made that FTC accept quote B at a cost of £180 + VAT	

No	Item		Action
46.2	Website	The Committee considered the website maintenance contract and agreed that all the proposals suggested should be accepted. A recommendation was made (R1) that FTC accept the website maintenance proposal, which includes increased security and administration services, including moderating, at a cost of £120 per month.	
46.3	Newspaper/ magazine	The first issue is progressing well and it is hoped that it will be available around 20 November.	
46.4	Promotion of room hire in Castle Park	It was agreed that there is a need to increase income from the hire of rooms, but in light of discussions about relocation of the Town Council office, it was agreed to not progress any large scale plans at this time.	
46.5	Social Media	Traffic through social media, including stats from facebook & bitly account is all to be monitored in order for the most relevant and useful information being made available via the various outlets.	
46.6	Frodsham Hub	See above	
47	**Any other matters considered to be urgent for discussion, or item for next agenda:** none		
48	**Date of next meeting:** 15 December 2015		

Meeting closed 9pm

Recommendation

R1: That FTC accept the website maintenance proposal, which includes increased security and administration services, at a cost of £120 per month (see item 46.2).

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.