Frodsham Town Council

Minutes of the meeting of the
Communications Committee
held in the Town Council Office, Castle Park
On **Monday 15 February 2016**, at 7**pm**

Present: Cllr R Knowles (Chair), Cllr M Poulton (Vice Chair), Cllr D Critchley, Cllr J Critchley, Cllr A Oulton, Mr W O'Donoghue & Mrs A Scriven (Office Manager)

Meeting 7

No	Item		Action
68	**Apologies** were received and accepted from Cllr Collins-Doyle, Cllr Pennington, Cllr Wakefield and Mr J Watson. Members welcomed newly co-opted Cllr Donna Critchley to the Committee.		
69	**Declarations of Interest:** none		
70	**Minutes of Meeting held on 18 January 2016** were approved by the Committee and signed by the Chair as a true and correct record.		
71	**To Correct any Discrepancies of Last Minutes:** none		
72	**Opportunity for the Public to Speak** no requests received.		
73	**Areas of improvement/implementation**		
73.1	Dedicated FTC Notice Board – Medical Centre	Ongoing.	**AO**
73.2	Service Provider update – internet services	It was agreed to contact the existing supplier to request a quote to upgrade our system to more suit our needs in our current location, but to keep in mind that this could be subject to change following the outcome of the Operational Review Group. Two additional quotes are also to be sought.	**AS**
74	**External communications**		
74.1	Website	Mr O'Donoghue reported that our current security protocol is working effectively. Further enquiries are to be made with CWC regarding the creation of an FTC YouTube channel. It was agreed to create 3 month figures on usage of the website and engagement with Facebook, to be presented at the next meeting. It was agreed to create a 'Councilors' Corner' section on the website where Cllrs could promote their activities and give updates on local issues in their respective wards.	**WO**
74.2	Wikipedia	Ongoing.	**LJ**
74.3	Newsletter	Concerns were raised that the Newsletter Working Group had not been able to meet to date and so the template for the new 12 page layout was discussed at length. The remaining articles were allocated to members to prepare. The content, layout and adverts we're agreed in principle; as was the use of a structured template to assist in producing future editions. It was agreed to approach a member of FTC staff to assist in putting together articles for future editions of the newsletter.	
74.4	Social Media	It was noted that posts should be sent out regularly and timed to be published during the popular times of day e.g. 7am & between 7pm & 10pm. Cllrs were asked to try to share posts around these times to help promote the FTC site and to increase visits to the pages.	

No	Item		Action
74.5	Rotunda – Main Street	Two quotes for replacement polycarbonate panels for the rotunda were considered and the Committee recommended (R1) that FTC accept quote A, to supply and fit 6 panels to the rotunda at a cost of £332 + VAT	
74.6	Frodsham Town Guide	Ongoing.	
75	**Any other matters considered to be urgent for discussion, or item for next agenda**		
75.1	*Cheshire Community Pride Awards*: application forms for the categories of Best Website and Best Newsletter have been received and Cllr J Critchley agreed to complete and return to the office for entry to the competition.		
76	**Date of next meeting:** 21 March 2016		

Meeting closed 9.30pm

Recommendation

R1: that FTC accept quote A, to supply and fit 6 polycarbonate panels to the rotunda at a cost of £332 + VAT (see item 74.5)

Signed_____ **Dated**_____

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