

Frodsham Town Council

Minutes of the meeting of the Communications Committee

held in Town Council Office, Castle Park
On **Monday 18 January 2016**, at 7pm



Present: Cllr R Knowles (Chair), Cllr L Jones, Cllr A Oulton, Miss J Critchley,
Mr W O'Donoghue, Mr J Watson and Mrs A Scriven (Office Manager)

Meeting 6

No	Item	Action
58	<p>Apologies were received and accepted from Cllrs Collins-Doyle, Poulton & Wakefield. It was noted that Cllr Reynolds resigned from the Communications Committee at the FTC meeting on 11.01.16. In Cllr Poulton's absence, a letter from him was read to the Committee. Cllr Poulton expressed his disappointment that despite the Committee agreeing to the production of a January edition of the newsletter, this had been overruled by the Chair and commitments made to advertisers and providers of copy for the newsletter now had to be broken. Cllr Poulton asked the Committee to consider whether they wished for him to continue in his position of Vice Chair.</p> <p>The Chair commented that the decision had been made to delay the production of the newsletter due to time constraints and agreed, with hindsight, that more discussion within the Committee should have been made. The Chair stated that there would be no newsletter at all without the input from Cllr Poulton and the unanimous agreement of the Committee was that Cllr Poulton should remain as the Vice Chair.</p>	
59	Declarations of Interest: none	
60	Minutes of Meeting held on 15 December 2015 were approved by the Committee and signed by the Chair as a true and correct record.	
61	To Correct any Discrepancies of Last Minutes: none	
62	Opportunity for the Public to Speak: no requests received.	
63	Areas of improvement/implementation	
63.1	TV Advertising – Medical Centre	It was noted that the Town Council information was now being displayed on the TV screen in the Medical Centre. It was hoped that more information may be displayed in the future.
63.2	Dedicated FTC Notice Board – Medical Centre	Cllr Oulton reported on the misunderstanding that had taken place regarding the original offer of a notice board and is continuing negotiations for a replacement. AO
63.3	Service Provider update – internet services	It was agreed to approach alternative suppliers with a view to obtaining additional quotes, but to leave further exploration of this until the future location of the FTC office is confirmed.
64	External communications	
64.1	Website	<p>Mr O'Donoghue reported that the current security arrangements are working well and that the FTC website is now number 2 in a google search for Frodsham. It was noted that it is beneficial for internet search purposes, to leave old or out of date articles on the website. Mr O'Donoghue is to make enquiries with CWC about the possibility of an FTC YouTube account to show the webcasts more easily. WO</p> <p>A basic structure of posting to the website and social media feeds would be documented so that others can help when required. It was also noted that another councillor would be nominated at the next meeting to update the website in the absence of the Office Manager.</p> <p>Cllr Jones agreed to update the current information on the Frodsham Wikipedia page and also requested the addition of a link to his personal blog to be added to his contact details on the website. LJ/AS</p>

No	Item	Action
64.2	Newsletter	Following some discussion, it was agreed that a working group should be set up to allow for regular input into the arrangements required for the production of the newsletter. The group would consist of Cllr Knowles, Cllr Poulton (elected in his absence) and Miss Critchley. It was understood that any other Cllr would be able to attend if they wish and contribute articles etc, but responsibility for individual sections/pages, would be allocated to the initial 3 members.
		It was agreed that a template for content of the newsletter was required to prevent problems in the future if key members were unavailable at the time of production. It was suggested that future editions would be on a bi-monthly basis, with delivery of the next edition to be on the first and second weekends in March. If this is the case, copies of the Festival of Walks leaflets would need to be with the distributor by 2 March at the latest. AS
64.3	Newsletter Competition	The Committee considered the suggestions made for the name of the newsletter and the winner chosen was <i>Frodsham Matters</i> . The winner is to be contacted and arrangements for a presentation are to be made. AS
64.4	Social Media	It was agreed that in recent times it had proven successful to have press statements released as clarification of events. It was agreed that when possible, Cllr Knowles would give final approval to any comments provided by Cllrs on behalf of the Council, but this would need to be on a case by case basis, with the Chair of the Council fulfilling this role if needed.
64.5	Rotunda – Main Street	Quotes for replacement panels have been received but clarification that they are vandal proof is to be confirmed. AS
64.6	Frodsham Town Guide	Cllr Jones presented a proposal for a computer interface system as an additional means of presenting information about Frodsham. He also suggested a Town Guide style app for smart phones/tablets. The Committee acknowledged that these were excellent ideas, but suggested that Cllr Jones bring the matters back with further financial details. LJ
65	Budget	The figures agreed by FTC at their meeting on 11.01.16 were noted.
	Communications	Budget 2015-16
		Budget to be approved at FTC 11.01.16
	1. ATM	100
	2. Website/Webcasts	7,000
	3. Public Consultations	3,000
	4. Telephone & ICT	3,000
	5. Promotion of Events	New – no budget this year
	6. Newsletter	New – no budget this year
		16,100
66	Any other matters considered to be urgent for discussion, or item for next agenda: none	
67	Date of next meeting: 15 February 2016	

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 S Wakefield.

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