

Frodsham Town Council

Minutes of the meeting of the Communications Committee

held in the Town Council Office, Castle Park
On **Monday 21 March 2016**, at 7pm



Present: Cllr R Knowles (Chair), Cllr M Poulton (Vice Chair), Cllr J Critchley, Cllr L Jones & Cllr A Oulton. Mrs A Scriven (Office Manager) & Mr I Leather (Newsletter Printer).

Meeting 8

No	Item	Action
77	Apologies were received and accepted from Cllr D Critchley & Cllr F R Pennington. Members noted that Cllr Wakefield has left the Committee and Clare Collins Doyle is no longer a councillor.	
78	Declarations of Interest: none	
79	Minutes of Meeting held on 15 February 2016 were approved by the Committee and signed by the Chair as a true and correct record.	
80	To Correct any Discrepancies of Last Minutes: none	
81	Opportunity for the Public to Speak: no requests received	
<i>Item 83.3 was brought forward by the Chair.</i>		
83.3	Newsletter	It was agreed that the Newsletter Editorial Working Group would meet outside the Communications Committee and adverts would be arranged in advance, possibly for 2 issues at a time. The Committee were disappointed to note that the CWC councillors had not supported the second issue of the newsletter but had advertised in an alternative publication. It was agreed that adverts would be arranged by 3/4 th of the months prior to publication and the next issues would be available in June and then August. It was agreed to have a template of dates for future issues. Mr Leather was thanked for his continued hard work and assistance.
82	Areas of improvement/implementation	
82.1	Dedicated FTC Notice Board – Medical Centre	It was agreed to look for an alternative supplier to make the notice board – AO & MP
82.2	Service Provider update – internet services	Quotes have been received, but it was agreed to obtain further ones. It was agreed to request a trial of the improved email addresses. Cllr Alan Oulton will test an upgrade email service to assess it's use before spending an increased amount with Medhurst on improved services.
82.3	Service Provider update – delivery services	A recommendation for the delivery company, prepared by the Chair, was agreed by the committee and will be forwarded to him. The newsletter is to be delivered to the office on Thurs 24 March and delivery to households taking place over the following 2 weekends.
83	External communications	
83.1	Website	It was noted that data from previous years needs to be added to the website and this is ongoing. A report submitted from the website developer was studied and it was noted that the figures are improving with features such as Councillor Corner, but information in all areas must be kept up to date. It was agreed to request written reports from the website developer in future rather than incur costs from his attendance, unless specifically required. It was also agreed that any breakdown of invoices from the website developer (Warren O'Donoghue) would not include extras above the agreed monthly fee unless authorised by the committee. It was also noted that a formal agreement (pro-forma) would be signed by both parties to ensure both parties are aware of each other's service level, and more importantly FTC can show the Precept payers what their money is being used for.

No	Item	Action
83.2	Wikipedia	Cllr Jones had initially updated the Frodsham entry on Wikipedia, but following subsequent events it is once again out of date. Cllr Jones agreed to check it on a monthly basis to keep it updated.
83.3	Newsletter	<i>See above</i>
83.4	Social Media	Some difficult discussions have recently taken place on social media, but these had been handled well by the Chair of the Council with current and accurate responses being given. The Office Manager is to check Facebook daily for any questions that may arise.
83.5	Rotunda – Main Street	It was noted that the date for the replacement of clear panels is 13 May 2016.
83.6	Frodsham Town Guide	It was noted that the search for advertisers was going well and that any profits raised from production of a new Town Guide, would be used for the newsletter. It was agreed to publish a 54 page, A5 booklet, to be issued in September 2016 and would be left at collection points around Frodsham. It was also agreed for members of the Committee to carry a supply with them and to leave them in various places as they travel around, thus allowing communication with an extremely wide audience. Quotes for production are to be obtained for various quantities (2,000, 3,000 or 5,000).
83.7	Community Pride Awards	It was noted that the entries for Best Website and Best Newsletter categories have been submitted.
84	Any other matters considered to be urgent for discussion, or item for next agenda	
84.1	Cllr Jones raised the issue of a Town Council app, for mobile phones/tablets and gave details of the Frodsham and Helsby Smart Local app. Cllr Jones asked that committee members study the information he provided with a view to further discussion at the May meeting.	
85	Date of next meeting: 18 April 2016. It was agreed that meetings from May 2016 onwards would be held on the second Monday of each month.	

Meeting closed 8.35pm

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.

Town Clerk: Mrs H Catt
Frodsham Town Council, Castle Park, Frodsham WA6 6SB
Tel: 01928 735150 Email: council@frodsham.gov.uk Website: www.frodsham.gov.uk