

# Frodsham Town Council

Minutes of the meeting of the  
**Communications Committee**  
held in Town Council Office, Castle Park  
On **Monday 18 April 2016**, at 7pm



**Present:** Cllr M Poulton (Vice Chair), Cllr J Critchley, Cllr D Critchley, Cllr A Oulton & Mrs A Scriven

## Meeting 9

No	Item	Action
86	<b>Apologies</b> were received and accepted from Cllrs Jones, Knowles & Pennington	
87	<b>Declarations of Interest:</b> none	
88	<b>Minutes of Meeting held on 21 March 2016</b> were approved by the Committee and signed by the Chair as a true and correct record.	
89	<b>Discrepancies of Last Minutes:</b> none	
90	<b>Opportunity for the Public to Speak:</b> no requests received.	
91	<b>Areas of improvement/implementation</b>	
91.1	Dedicated FTC Notice Board – Medical Centre	Negotiations for a new notice board are ongoing with the supplier <b>AO</b>
91.2	Service Provider update – internet services	No additional quotes for internet services are available at this time.
91.3	Service Provider update – internet services	Cllr Oulton has had discussions with the service provider and he has attempted to use the new credentials given, but no improvements have yet been noticed. The supplier is to be contacted.
91.4	Service Provider update – delivery services	Issue 2 of the newsletter has been delivered, but a few teething problems have been encountered and the delivery provider is to be invited to attend the next meeting.
92	<b>External communications</b>	
92.1	Website	The monthly report was not available on this occasion, but it was felt that in general it is being well used and updated when possible.
92.2	Wikipedia	No information was available at this time. <b>LJ</b>
92.3	Newsletter	Issue 2 has been well received and it was agreed that copy for issue 3 needs to be agreed by the set dates of 3/4 May, to ensure prompt production of the June issue. It was agreed that suggestions for future copy, such as only one school to be profiled per issue on a rotation basis and a photography competition are to be considered at the next meeting of the Newsletter Working Group.
92.4	Newsletter Competition	The entries received were checked. It was agreed to select the winner after the closing date of 22 April and to announce the winner in the June issue.
92.5	Social Media	This seems to be going well at the moment with no particular issues.
92.6	Rotunda – Main Street	The date for the replacement of the panels was confirmed as 13 May.
92.7	Frodsham Town Guide	It was agreed to continue to look for 3 quotes for the production of a Frodsham Town Guide.
93	<b>Any other matters considered to be urgent for discussion, or item for next agenda</b>	
94	<b>Date of next meeting:</b> 16 May 2016	

**Meeting closed 7.30pm**

**Signed** \_\_\_\_\_

**Dated** \_\_\_\_\_

Committee: Cllr D Critchley, Cllr J Critchley, Cllr L Jones, Cllr R Knowles, Cllr A Oulton,  
Cllr F R Pennington, Cllr M Poulton

Town Clerk: Mrs H Catt

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