

Frodsham Town Council

Minutes of the meeting of the Communications Committee

held in Town Council Office, Castle Park
On **Monday 20 June 2016**, at 7pm



Present: Cllr M Poulton (Chair from item 1), Cllr J Critchley, Cllr L Jones & Mrs A Scriven

Meeting 1

No	Item	Action
1	Cllr M Poulton was elected as Chair to transact the following business.	
2	Apologies were received and accepted from Cllr D Critchley and Cllr A Oulton	
3	Declarations of Interest: none	
4	Minutes of Meeting held on 18 April 2016 were approved by the committee and signed by the Chair as a true and correct record.	
5	To Correct any Discrepancies of Last Minutes: none	
6	It was noted that Meeting 10 did not take place due to lack of quorum	
7	Opportunity for the Public to Speak: no requests received.	
8	Newsletter Editorial Group: to set up group and confirm relevant portion of the budget, but to keep the group under the Policy and Process Committee. It was agreed that to request that members of the public become involved with the group, in a guest editor role, for future issues, potentially media/journalism students.	
9	Remaining Matters: to agree transfer of matters & budgets, previously dealt with by this committee to the appropriate committees; to include requests from other committee Chairs.	
9.1	Notice Boards & Rotunda – to be transferred to Community Committee	
9.2	Internet Services – to be transferred to Policy & Process Committee	
9.3	Newsletter Delivery Service & Production - to be transferred to Policy & Process Committee/ Editorial Group	
9.4	Website – to be transferred to Policy & Process Committee	
9.5	Social Media - to be transferred to Policy & Process Committee	
9.6	Town Guide - to be transferred to Policy & Process Committee	
10	Disband the Communications Committee: a recommendation (R1) was made that the FTC Communications Committee be formally disbanded.	

Meeting closed 7.20pm

Recommendation

R1: That the FTC Communications Committee be formally disbanded.

Signed _____

Dated _____

Committee: Cllr D Critchley, Cllr J Critchley, Cllr L Jones, Cllr A Oulton & Cllr M Poulton

Town Clerk: Mrs H Catt
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