

# Frodsham Town Council

Minutes of a meeting  
held on Tuesday 23 August 2016 at 9.30 am  
In Castle Park House, Frodsham



**Communication Meeting** – Items deferred from P&P Committee (17 August) to allow Mrs Scriven, Office Manager, to be in attendance.

**Present:** Cllrs D Critchley, J Critchley, M Parker, F Pennington, M Poulton  
Mrs H Catt (Town Clerk) and Mrs A Scriven (Office Manager)

It was agreed by those present that Cllr M Poulton would chair the meeting.

No	Item	Note/Decision/ Action
<b>41</b>	<b>Communications</b>	
41.1	Internet Services	Following discussion about the problems with the current system, which relates in part to poor commissioning, it was agreed that the IT and Telephony Services should be put out to quotation ready for when we move. TC will contact CWAC, and Northwich & Winsford Town Councils for recommendations of companies to invite to quote.
41.2	Newsletter	There had been issues with the production and delivery of Newsletter 2 and several adverts advertising events were out of date. Newsletter 3, due in June, has not been published or delivered due to a variety of issues. It was agreed that JC would prepare a report outlining these problems and with recommendations for a way forward to the next P&P. If members of the press approach the office TC will contact the relevant Chair to seek advice before responding.
41.3	Website	A report prepared by OM was noted and it was agreed that a monthly report would be presented to P&P.
41.4	Social Media	New sections should be created by OM on the website for Freedom of Information requests and 'Comments, Compliments and Complaints – to be discussed further. It was suggested that CWAC Cllrs could make regular reports on our website rather than take up time at FTC meetings. They could also be asked for a written report to reduce the time needed for them to report on current issues.
41.5	Town Guide	It was noted that there is a Memorandum of Agreement with The Architect's Publishing Partnership Ltd regarding the publication of the Town Guide with one edition outstanding. No-one liked the existing Town Guide and everyone felt we could do better ourselves so it was agreed that TC would contact them. She will explain that we don't need another edition at the moment as we have enough copies of the existing guide and try to get out of the Agreement altogether. If necessary TC will ask what the cost to terminated the contract early and report back to P&P.