

**Gnosall Parish Council**  
**Notes and action points from the meeting of**  
**the Communications Working Group**  
**held on Wednesday 30 June 2010**

Present:	Cllr Colin Sharp (in the chair) Cllr Mary Booth Cllr Andy Bevington Cllr Mike Deegan Cllr Roger Greatrex  Bob Johnson, Old Gnosall DVD creator Alan Baker, GPC's website designer
Apologies/Absences	Absence – Cllr Alker

**1 To Elect a Chairman**

Cllr Greatrex proposed Cllr Sharp, this was seconded by Cllr Deegan and unanimously agreed. Cllr Sharp accepted the position of Chairman.

**2 To agree the notes of the last meeting held on 3 February 2010**

The notes were approved as a true and accurate record.

**3 To consider any matters arising not elsewhere on the agenda**

It was noted that local newspapers are now including more information about Gnosall and the Parish Council. Cllr Booth had formed links with editors of the newspapers and in conjunction with The Clerk, sends information on a weekly basis. Once the website is established, the Clerk to send the same information to Alan Baker.

**4 To review and discuss the website and its contents and consider inclusion of the Old Gnosall DVD.**

The website in its current format was reviewed and discussed. Actions agreed were:

- To complete sections that currently have no information – Chairmen of Committees/Working Groups to be asked to assist
- Alan Baker to include an option to inform anyone (who has agreed) when new information has been added to the website. An option to unsubscribe to be available too
- Clerk to seek permission from all councillors whether or not they want their addresses and phone numbers included on the website
- Clerk to send photograph of Cllr Bevington to Alan Baker

- Clerk to send details of committee representation
- Clerk to send agendas of all future meetings and minutes once approved
- Comment to be included under the heading Meetings and Agendas – to read “members of the public are entitled to attend any of the following meetings”.
- A link to be created from the list of dates of meetings to the appropriate agenda.
- Clerk to send the list of committees, list of members and terms of reference for each committee.
- Homepage banner to be reduced and a different photograph used rather than a photograph of the church.
- A gallery to be included – suggested of a slide show of old photographs to new ones.
- Parish map to be included – refer to GHOST website to look at its map and see whether something similar could be used.
- Heading of GnosallMoretonKnightley to be changed to Parish Newsletter.
- Civic Services to be changed to Civic Service – Clerk to send photo of the Civic Service. Cllr Booth offered to write something for inclusion.
- It was agreed to upload Bob Johnson’s “Old Gnosall” DVD. Bob Johnson to send any additional information for this part of the website to the Clerk before it is added.
- Website email addresses for councillors will be automatically forwarded to councillors personal email addresses when organised.
- Cllr Sharp agreed to liaise with the Clerk and Alan Baker regarding the changes and information to be included.
- It was agreed to have all these changes and additions included by the end of July.
- All members to send any other suggestions or comments to the Clerk.

## **5. To discuss the next edition of GMK including its distribution**

Agreed items for inclusion:

- Website – Cllr Sharp
  - Chippy Jumps and photos – Cllr Greatrex
  - Chairman's comments and new councillors – Cllr Booth
  - BKV/Grass cutting – Cllr Sharp
  - New Notice boards – Clerk
  - Wildflower Meadow – Cllr Deegan
  - Festival Week – Cllr Booth
  - Village Green – Cllr Greatrex
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- Date for editorial matter to be sent to Cllr Sharp agreed as 14 July
  - GMK to be ready by 21 July to be sent to people by the end of the month for distribution as soon as possible after that date.
  - It was suggested that individuals, eg students, may be willing to help distribute GMK for a fee.

### **To agree the date of the next meeting**

Wednesday 8 September at 7.30pm

Clerk to invite Mr Mike Loveless.

Meeting closed at 8.55pm