

**Gnosall Parish Council**  
**Minutes of the Communications Committee**  
**held on Thursday 9<sup>th</sup> July 2015 at 10am**

Present: Cllr M Deegan, Cllr D Webb, Cllr P Alker, Cllr M Booth, Cllr K Ingram Cllr G Payne, Miss M Hughes, Jayne Cooper

**1 To receive any apologies**

All present

**2 To receive any declarations of interest**

Cllr Alker declared an interest in any discussions relating to the website.

**3 To receive minutes of the meeting held on 4<sup>th</sup> June 2015**

The minutes of the meeting held on 4<sup>th</sup> June were agreed as a true and accurate record.

**4 To consider any matters arising from the last meeting**

**Wifi connection to Grosvenor Centre**

Further to concerns raised with the Clerk from hirers of the Grosvenor Centre that they are unable to connect to the wifi, the Clerk had discussed this with Mr Baker, the Council's IT Support and he had suggested 3 options:

- a) To install a wireless dongle in your office desktop so that you can switch from wired to wireless at any time to check the integrity of you wireless connection. (Cost – No cost)
- b) To supply and setup an office laptop. This will be configured to access the office network and provide for emergency/remote working. It will be available for any visitor that is unable to connect with their own device. (Cost – circa £400)
- c) To supply and install a large video wall in the office that is built in, mains powered and wired permanently to the internet. This will be viewable for anyone at the conference table. (Cost – circa £1000)

Option a) would be worth trying and options b) and c) were discounted. The Clerk to contact BT for advice and also to enquire about BT infinity for the parish office. Cllr Ingram felt the wifi available in the Grosvenor Centre should be more secure rather than open as it is currently.

Drop Box – Committee members agreed to undertake training on Drop Box. Cllr Abbott to be asked to do this.

**5 GMK Newsletter**

**Plans for Summer edition**

**Review**

- Clerk awaiting information about costs of using non-glossy paper and other alternatives to reduce printing costs.
- More distributors needed to help with future editions
- Summer edition, consider printing more, ie 1100 to reach a few more households

**August edition - Content:**

- Introduction – PA to write
- Superfast Broadband – KI to write
- Retiring Cllr, Derek Watson-Jones – GP to write and use a photograph and link with 120 anniversary of GPC event
- SCC Inquiry costs – JC had chased up response again
- GFest Fun Weekend – MD to write and take photographs
- GFest funding- MB to write
- New Cllr Details – JC to write
- Localism – article already prepared by DW
- Library volunteers – repeat from spring edition
- Acres allotment planned work and SBI award – MD to write
- Outside bodies representation - MB to write about SPCA
- Youth Club project – MD to write
- Shops in Gnosall – repeat from spring edition
- Public meeting in September regarding village facilities – KA to be asked to write article
- Dog fouling issue – DW to write
- Vandalism on Acres – JC to write

**Deadline dates:**

- Week commencing 13<sup>th</sup> July deadline for articles and photographs
- 20<sup>th</sup>-24<sup>th</sup> draft newsletter prepared by J McLaren and agreed by Chairman and sent to Mr Print it
- 29<sup>th</sup> July draft to be sent to members from Mr Print it to confirm by 30<sup>th</sup>.
- 3<sup>rd</sup> August sent to Mr Print it for copying 1100 copies
- Week commencing 10<sup>th</sup> August - distribution

**6 Website**

## Action agreed:

- GFest to be more prominent on website
- What's On sections needs updating – B Alker to do using information from GPN
- Grosvenor Calendar needs updating – Assistant to Clerk to action
- Items posted on Facebook and Twitter should be posted on the website at the same time and there should be a consistent style- B Alker/Assistant to Clerk to action
- Minutes of meetings not up to date – some work carried out. Still some to do
- All members to think about “facts of the month” and send to J McLaren to ensure on the 1<sup>st</sup> of each month, a new fact is uploaded. Some facts can be extracted from 120 years of parish council event
- Open Spaces section – in progress
- Maggie Hughes to interview older residents that live in the village and liaise with Bob Johnson to get stories and tales from times gone by for inclusion on the website.
- Jim McGregor to be asked for photograph for homepage as well as GMK
- Link from Parish Council page to new Heritage group page to be created

**7 Social Media and Publicity**

The use of Social Media had increased with more followers. A more consistent system is needed to ensure Facebook, Twitter and the website have the same style

At a future meeting, an explanation and short presentation on how information is uploaded on social media sites to be arranged.

**8 Media – press releases, publicity and media coverage**

More press releases had been sent to the local newspapers and although some information had been printed on 9<sup>th</sup> July on Gfest and The Acres in Staffordshire Newsletter it was felt the coverage of Gnosall is still poor. Coverage in The Express & Star and Newport Advertiser is slightly better. As suggested previously better relationships to be developed with local newspapers – this would be the main focus of the next meeting.

**9 To set a date for the next meeting**

10<sup>th</sup> August – members to meet in the parish office to help sort GMK's ready for distribution

10<sup>th</sup> September 2015