

**Gnosall Parish Council
Notes of the Communications Working Group
held on Monday 8th December 2014**

Present: Cllr M Deegan, Cllr K Ingram, Jamie McLaren

1 To receive any apologies

Cllr M Hughes

2 To receive any declarations of interest

Cllr Alker declared an interest as the website has been designed by her husband.

3 To receive notes of the meeting held on 10th November 2014

Notes agreed as a true and correct record.

4 To consider any matters arising from the last meeting

Bob Johnson had informed the Assistant Clerk that the 'Gnosall History' page on the website may soon follow the same format as the other pages on the website instead of re-directing to his website.

5 To discuss the presentation for Council

It was agreed that the presentation will be deferred until the January Council meeting.

6 Newsletter

Items for January's Winter 2014/2015 edition

- Light's Switch On - KI / KA
- Housing Update - JC
- Pool, Youth Club, School - MD
- Neighbourhood Plan - JC
- Acres Update - MD
- Park / lighting
- Chippy Jumps
- School - TE
- Precept & Budget - JC
- Grosvenor Ideas - MD/JC
- GFest programme - JMc
- Gnosall Players - KI
- Victorian Market - MH
- Best Kept Village - Dave Clarke
- Moreton Events - David Winterbottom
- Lichfield Lore - KI

Deadline for information - **9th January**

Discuss any changes - **12th January**

Email draft copy to committee - **15th January**

Comments to be received by - **19th January**

Final edition ready to be printed - **22nd January**

It was agreed that Cllr Hughes would be asked to write an introduction to the edition and a 'winter themed' picture to be used for the front cover.

Budget & Printing options for future issues with GPN (from April 2015)

- Assistant Clerk asked to get a quote from Mr Print It for a 12-page booklet
- £1,500 assigned in the 2015/2016 budget for printing of GMK

Email recipients list

- It was agreed to send from 'Undisclosed Recipients' to the distribution list.

Cllr Deegan asked for a choice of fonts for the next publication. It was also agreed to print a poster for each notice board advertising the GMK.

7 Website

The following changes were discussed:

- Change the picture on the homepage (snowy scene)
- Assistant clerk to speak to Bob Alker about uploading a video to the website.
- The committee are to have future discussions on the structure of the side bar.

8 Communications Strategy

It was agreed to defer this item until January.

9 Social Media & Publicity / Press releases

Cllr Alker and Cllr Deegan added as editors to the Facebook page. Twitter account set up but needs more updates.

10 Media

- Press release about the GMK to be agreed in January.

11 To set a date for the next meeting

Monday 12th January 2015 at 10am in the Parish Office.

The meeting finished at 11.30am