

Gnosall Parish Council
Notes of the Communications Working Group
held on Tuesday 3rd June 2014

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

1 To receive any apologies

Cllr Maggie Hughes

2 To receive any declarations of interest

Cllr Alker declared an interest in discussions regarding the website as her husband has designed the website.

3 To receive notes of the meeting held on 20th May 2014

Notes agreed as true and correct.

4 To consider any matters arising from the last meeting

None

5 Quarterly Newsletter

- Assigned names to the list of topics to be included in the next edition
- Information to be received by 17th June
- Final draft will be checked at the next meeting (24th June)
- GMK to be printed and distributed on the 26th June
- Next edition will be produced in October

6 Website

Following on from the action points of the last meeting, a list was compiled of the updates that have been made -

- 'Gnosall Parish Council' font increased
- Picture of the Parish Office enlarged
- Re-sequenced the Home Page
- Added the words 'ONLY' after appointment for Monday & Thursday's opening hours
- Updated Local Organisations
- 'Under Construction' on the pages with no content as yet

The following requests were discussed -

- Include 2 more pictures at the top of the toolbar
- Remove 'Agendas' and 'Minutes' from 'Notice Board' on Home page
- Have a link for 'Gnosall History' directly to external website
- Include a Structure of the Parish Council
- Copyright at the bottom of the Home Page
- Include Paul Prince within Staff
- Remove 'New Cllr' from Home Page
- Upload statement from Cllr Deegan re. changes to website
- Update on GFest 2015

- 7 Press/Media – update on any press releases and media coverage**
Cllr Deegan to draft a press release for The Acres fun weekend.

- 8 To set a date for the next meeting**
Tuesday 24th June at 10am in the Parish Office.