

Gnosall Parish Council
Notes of the Communications Working Group
held on Tuesday 20th May 2014

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

1 To Elect a Chairman & Vice Chairman

Cllr Mike Deegan was appointed Chairman & Cllr Pat Alker was appointed Vice Chairman.

2 To receive any apologies

Cllr Maggie Hughes

3 To receive notes of the meeting held on 7th April

Notes agreed as true and correct.

4 Quarterly newsletter (GMK)

Agreed that 200 copies to be printed, subjects have been agreed at last meeting but also need to include:

- Drama Group production
- World Cup theme
- Prominent place on website.

5 Website - Feedback / Comments & Suggested Changes

Cllr Deegan had compiled a list of all comments and feedback about the website that he had received. The following actions came from the list -

- Have 'Parish Council' & 'Village Information' as expanding folders on left-hand toolbar
- Increase the size of the Parish Office picture
- Increase font size of 'Gnosall Parish Council' at top
- Monday & Thursday opening hours to read 'By Appointment ONLY'
- Ask Bob Alker to re-sequence the 'Home Page'
- Parish Council items at top of page, Non-Parish Council underneath
- 'Notice Board' to include folders 'Latest Agenda's', 'Latest Minutes' and 'Other Information'
- Front page of latest GMK as link to folder of latest and previous publications
- 'Neighbourhood Plan' & 'Housing' information at the top of the page
- Only 1st page of 'Local Organisations' has been included, will re-send information to Bob Alker
- Increase font size in 'What We Do'
- Create flowchart for 'How We Do It' to show structure of Council
- Include Paul Prince in 'Employees'
- 'Under Construction' picture on any page that does not yet have any content
- Request list of external communications list from Alan Baker
- Statement re. new website changes on home page & link to forum
- Update on GFest

- Include GHD3 & GHD4 within 'Housing' folder
- Introduce 'Fact of the Month'

6 Press/Media – update on any press releases and media coverage

Nothing to report at the moment.

7 To set date for the next meeting

Tuesday 3rd June 2014 at 10am