

Gnosall Parish Council
Minutes of the Communications Committee
held on Monday 22nd September 2014

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

No press or public present.

1. To receive apologies and record absences

None.

2. To receive any declarations of interest

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

3. To receive and confirm the notes of the meeting held on 19th August 2014

The notes were agreed as a true record.

4. To consider any matters arising from the last meeting

There were no matters arising from the minutes.

5. Newsletter

The following topics were agreed -

- Housing developments - Keith Abbott or Pat Alker
- School - Trish Edwards
- School, Swimming Pool, Library & Youth Club - Mark Winnington
- Royal Bench unveiling - Paul Boston
- WW1 Memorial - Bob Johnson
- Acres Fun Weekend - Mike Deegan
- SCC Chairman Visit - Jayne Cooper
- Best Kept Village - Dave Clarke
- Neighbourhood Plan - Jayne Cooper
- GFest - Kenneth Ingram
- Grosvenor Centre - Maggie Hughes
- Useful Parish Council Information - Jamie McLaren
- Christmas Lights - Jamie McLaren

The following points were agreed -

- Deadline for information - 2nd October
- Draft to be emailed to committee by - 6th October
- Final draft to be decided - 13th October
- 8 page booklet
- 100 copies
- Approach local shops with idea of purchasing leaflet stands

6. Website

- Assistant Clerk to arrange a meeting with Bob Alker to simplify the front page of the website
- Pat Alker to obtain a quotation for the yearly maintenance contract
- Link to the list of Local Organisations to be put in the left-hand tool bar on the front page (following feedback that it was hard to find)
- Kenneth Ingram to compile a list of the pages that require content. The committee agreed that any such pages will be filled as soon as possible.

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

- Cllr Hughes kindly agreed to take responsibility for the press releases
- Communications committee to compile a list of events and future topics at each meeting.
- It was agreed to contact each local newspaper to find out deadlines for information.
- Any information sent to the press will also be sent to Stafford Tourism Bureau for their email shot.
- Other ideas to publicise information was through NOVA news, in Newport Library and Staffordshire Life.

8. Communications Strategy

A copy of 'Getting your message across' toolkit was handed to each the member of the committee to read and re-visit in the future.

It was agreed by the committee to set up a Facebook and Twitter account for which the assistant clerk and members of the committee will be responsible for updating.

9. To set date for the next meeting

Monday 13th October 2014 at 10am in the Parish Office.