

Gnosall Parish Council
Minutes of the Communications Committee
held on Thursday 8th October 2015 at 10am

Present: Cllr P Alker, Cllr M Booth, Cllr K Ingram (in the Chair) Cllr G Payne, Miss M Hughes, Mr J McGregor, Jayne Cooper

Press and Public – none present

1 To receive any apologies

Received from Cllr M Deegan, Cllr D Webb.

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 10th September 2015

The minutes of the meeting held on 10th September were agreed as a true and accurate record.

4 To consider any matters arising from the last meeting

a) Council's agreement to increase budget for 2015/16 to cover printing costs

It was acknowledged that Council had agreed a budget increase for the remainder of the 2015/16 financial year.

b) To review a sample black & white and colour newsletter and consider this for 2016/17 as well associated costs

Samples were reviewed and it was agreed that a newsletter with black and white and colour pages was not acceptable. It was also agreed that in 2016/17 three editions would be printed, in full colour, rather than 4.

c) Computer training for parishioners to be discussed as agenda item at next meeting

This to be carried forward to the next meeting.

d) Wifi connection to Grosvenor Centre

The new router had been installed and would be monitored to determine whether a good signal is available in the Grosvenor Centre. Should this fail, a new phone line (or a reconnection of a very old line) would be considered. It was also agreed to have safer controls to the free w-ifi to ensure no inappropriate material is being viewed by users. Clerk to action

e) Drop Box –Training still to be arranged.

5 GMK Newsletter

All members had copies of the draft articles and were asked to read them and send in changes to the Clerk. A draft newsletter would be prepared on 12th October.

Jim McGregor, as requested, had taken photographs for inclusion in the newsletter that were shown to members that were, subject to minor changes, approved. Front cover photograph yet to be taken.

Deadline dates:

- Week commencing 12th October draft newsletter prepared by J McLaren
- Draft approved 19th October
- 26th October send to Mr Print it for copying 1000 copies
- Week commencing 2nd November - distribution

6 Media**a) To report on any responses from Editors of Local Newspapers**

The Clerk had arranged to meet the Editor of Newport Advertiser on Thursday 15th October and had contacted Stafford Newsletter but had not yet received a response.

b) Update on any press releases, publicity and media coverage

It was felt that there had been a slight increase in media coverage. Cllr Booth had been collecting newspaper articles for the Clerk that relate to Gnosall, particularly Gnosall Parish Council. These cuttings may be useful when the Parish Council re-applies for Quality status.

7 Website

The website had been updated with many changes. More changes had been identified and members were asked to continue to monitor and inform the Clerk where changes are needed. Comments received from the Memorial Village Hall, regarding difficulties in finding information, were discussed. It was agreed to include a new heading called Community Halls that would have a one-click link to the Memorial Village Hall, Moreton Millennium Centre, Impstones and the Fire Station (ref Community room). Details of the Head teacher's forthcoming marathon to raise money for Eclipse would also be added.

It was noted that Shenstone Parish Council had contacted the Clerk to enquire about costs and name of the webmaster who had designed Gnosall PC's website as they considered it one of the best Parish Council websites. Details of the webmaster and costs had been passed on.

8 Social Media & Publicity

It was noted again, that social media sites are very popular with more followers and this is proving to be an excellent way in sharing important information to parishioners quickly. Cllr Booth felt cllrs should be informed of information being posted on the website and social media sites beforehand however other cllrs felt the daily website update was sufficient. The Clerk would determine whether she felt something was worthy of informing cllrs beforehand.

With the recent resignation of the Assistant to the Clerk, it would be important that the Clerk and members are aware of how to post information on social media and the website. Mr Bob Alker had offered to help with maintaining the website until a replacement Assistant to the Clerk is appointed.

9 To set date for the next meeting

- 3rd November at 10am –GMK distribution
- 17th November 2015 – next Communications Committee meeting