

Gnosall Parish Council
Minutes of the Communications Committee
held on Thursday 8th September 2016 at 10.00am

Present: Cllr M Deegan (in the Chair), Cllr K Ingram, Cllr P Alker, Cllr M Booth, Cllr D Webb, Robert Alker and Jeanene Walton-Sanders

		ACTION
1.	<p>To receive apologies and record absences</p> <p>Apologies received from Cllr Gregory, Maggie Hughes, Jim McGregor and Amanda Morrell.</p>	
2.	<p>To receive any declarations of interest</p> <p>Cllr Alker and Robert Alker declared an interest in the website.</p>	
3.	<p>To receive and confirm minutes of the meeting held on 7th July 2016</p> <p>The minutes of the meeting were agreed as a true and accurate record.</p>	
4.	<p>To consider any matters arising from the last meeting</p> <p><u>Councillor Stuart Powell</u> It was confirmed that Cllr Powell had agreed to stand down from the Committee, due to other commitments. Cllr M Booth was officially invited onto Committee.</p> <p><u>Councillor Graham Payne</u> Following a previous query with regards to Cllr Payne’s membership on the Committee, members were advised that records had been checked, which confirmed that Cllr Payne had not volunteered for the Communication Committee for this year.</p> <p><u>Notice Boards</u> It was felt that volunteers, who check and maintain the contents of the boards, should be assigned specific notice boards. Cllr Ingram and Cllr Webb volunteered.</p> <p>It was reported that there were some difficulties reading information displayed on the notice board located in Wharf Road and reaching the locks, due to the height of the board. It was also thought that the board had recently been vandalised. Cllr Booth volunteered to carry out an inspection to ascertain the extent of the issues raised.</p>	<p>JC</p> <p>MB</p>

	<p><u>Elastic bands discarded by Postal Workers</u></p> <p>It was agreed to ask the Clerk to write to the Post Office to request that Postal Workers refrain from discarding elastic bands on pavements, as it was littering and also posed a threat to wildlife.</p>	JC
5.	<p>GMK Newsletter</p> <p>A number of images were considered for the front cover of the next edition and it was agreed to use the Lock-up.</p> <p>Volunteers and Anti-dog fouling campaign - it was confirmed that these completed articles had been submitted for inclusion in the GMK.</p> <p>Youth Club - Robert Alker requested an update regarding the Youth Club. It was confirmed that arrangements had been made for the article to be written the week commencing 12th September and that a copy would be forwarded.</p> <p>Village Green article - It was agreed that a photo of the Village Green would need to be obtained for inclusion in the next GMK.</p> <p>Best Kept Village - Jeanene Walton-Sanders to speak to Dave Clarke to request an article and photo for inclusion in the next GMK.</p> <p>It was noted that there had been no articles relating to Moreton provided for inclusion in the GMK.</p> <p>It was reaffirmed that Cllr Alker would write the Introduction and would include details of a name change/title to the GMK.</p> <p>The deadline timescales with regards the next GMK production were reaffirmed.</p> <p>It was suggested and agreed for a future article publicising the Grosvenor Centre for wedding receptions, to be included in a future edition of the GMK. It was questioned whether a photo of a recent function could be obtained and published.</p>	<p>JW-S</p> <p>JW-S</p> <p>PA</p> <p>JW-S</p>
6.	<p>To consider the new Parish Council Corporate image</p> <p>Members considered a number of proofs that had been provided. Two were selected and it was requested for these to be produced in the same font, as that used within the GPC badge of office, for further consideration at the next meeting.</p> <p>It was requested that the new corporate image should be included as an agenda item at the next Committee meeting.</p>	<p>JW-S / JMc</p> <p>JW-S</p>

	<p><u>Roller Banners</u> Members considered a number of examples and agreed that the banners would be beneficial for promoting the Parish Council at forthcoming events. Robert Alker offered to investigate further in order to establish the most suitable product and would report at the next meeting.</p> <p>The budget for the purchase of the banners was queried. It was agreed to ask all Councillors at the next Council meeting on Monday 12th September, for authorisation for the Communications Committee to purchase the banners once chosen.</p>	<p>RA</p> <p>MD</p>
<p>7.</p>	<p>To review the changes to the Communications and Community Engagement Strategy</p> <p>Members were advised that the article headed Leaflet/Flyers within Section 6 titled ‘Other Forms of Communication’, would be completed and emailed to Councillors prior to the next meeting.</p>	<p>MD</p>
<p>8.</p>	<p>Media, Social Media and Publicity</p> <p>It was reported that there had been plenty of press coverage of recent events; The Acres, the Parish Council’s summer recess; the rabbit farm planning application, increase in local vandalism, Best Kept Village competition and the Library bid.</p> <p>It was confirmed that articles of local interest are forwarded to the Newport Advertiser on a regular basis, which do get published.</p> <p>Open Spaces - it was felt that the recent Fun Fair held on the Village Green was poorly attended and that the advertisement of next year’s event needs to be reviewed to ensure greater publicity.</p> <p>Members were provided with the opportunity to view the scrapbook of press cuttings that related to the Parish. It was suggested that the scrapbook should be shared with all Councillors at the next Council meeting on Monday 12th September.</p> <p>It was reported that the Clerk had written to the Police and Crime Commissioner for Staffordshire, but had not received a response to date. It was suggested that a Neighbourhood Watch and Policing article should be included in the next GMK edition to promote the Neighbourhood Watch scheme and to encourage more residents to report individual incidences to the Police.</p> <p><u>Facebook</u> It was confirmed that the Facebook and Twitter accounts continued to be updated regularly.</p>	<p>KI</p> <p>PA</p>

<p>9.</p>	<p>Website</p> <p>It was felt that training on the navigation and management of the website only needed to be provided agreed that Robert Alker would provide training to Cllr Deegan, the Clerk, Cllr Booth and Jeanene Walton-Sanders, as they were the</p> <p>It was reported that Jeanene Walton-Sanders and Robert Alker were due to meet with regards to the uploading of press releases on the website.</p> <p>Robert Alker confirmed that the What's On information featured on the front page had been reduced, in accordance with requests from the previous meeting.</p>	<p>RA /JW-S</p>
<p>10.</p>	<p>To confirm the date and time of the next meeting</p> <p>Thursday 6th October 2016</p>	

Apologies received from Councillor Alker, Councillor Ingram and Robert Alker