

Gnosall Parish Council
Minutes of the Communications Committee
Held on Thursday 3rd October 2019 at 1.00pm in the Parish Office

Present: Cllr K Ingram (in the Chair), Cllr G Gregory, Cllr G Payne, Cllr P Alker, Cllr A Mills, Jim McGregor and Jeanene Walton-Sanders

Press and Public Open Forum – none present

		ACTION
1.	To receive apologies and record absences Apologies received from Cllr Archer and Cllr D Webb. Cllr Kessey's absence was noted.	
2.	To elect a Chairman for Communications Committee Cllr Ingram was proposed and seconded as Chairman. This was agreed and Cllr Ingram accepted this position.	
3.	To elect a Vice Chairman for Communications Committee Cllr Gregory was proposed and seconded as Vice Chairman. This was agreed and Cllr Gregory accepted this position.	
4.	To receive any declarations of interest Cllr Alker declared an interest in the website.	
5.	To receive and confirm minutes of the meeting held on 7th March 2019 The minutes of the meeting were agreed as a true and accurate record. It was noted that an additional meeting had taken place at the end of March 2019 with a specific agenda item to finalise the Communications and Community Engagement Strategy Document and Jeanene Walton-Sanders was asked to circulate the final version to all members.	JWS
6.	To consider any matters arising from the last meeting No matters arising	
7.	Media, social media and publicity <u>Website</u> It was reported that the Website was widely used. <u>Facebook</u> This was proving very useful as a means of communicating with parishioners and was well used, with lots of hits. It was queried whether older posts should be removed and it was agreed by members that this was not necessary. Following receipt of a SPCA Social Media Policy, it was confirmed that Gnosall Parish Council has its own policy, which complies with GDPR. Therefore, adoption of the SPCA policy was not necessary.	

8.	<p>To consider the budget for GMK and Website</p> <p>It was reported that the current budget was £3,000 and costs for the 3 GMK editions per year comes to slightly under this amount.</p> <p>Members were informed that the GFest 2019 Programme printing costs were £166.00 for a 4-page document, provided by Quattro, which were cheaper than the Parish Council's current supplier.</p> <p>It was agreed to carry out a review of the GMK's printing costs by comparing Quattro and the current supplier and Cllr Ingram was asked to bring with him to the January 2020 meeting, price comparisons between the 2 suppliers. Members would then consider costs and make a decision about which supplier to use, prior to the GMK March 2020 edition.</p>	KI
9.	<p>To make a note of information that requires updating on the Parish Council Website (requested by Clerk)</p> <p>Cllr Mills provide a list of amendments required:</p> <ul style="list-style-type: none"> • Councillor Contacts 2018 – needs updating. Members were advised that this had previously been identified and would be deleted by R Alker • Terms of Reference – all Terms of References are currently over 3 years old. Industry best practice is to review these annually and add a review date to the bottom of the document. Members confirmed that the Terms of Reference were up to date. Clerk to forward latest version to R Alker for uploading onto the website. • Christmas Working Group, Action Plans, National Restart Heart Day and Plan Working Group – 2018 Village Ramble poster displayed. JWs to ask R Alker to remove. • Value for Money Document – Started working towards a Strategic Plan and three year forecast which will be updated each year. This item was queried. JWs to query this with Clerk. • Finance and Insurance – Asset register dated March 2017 and Finance Risk Assessment dated 2017. Clerk to provide up to date versions for uploading onto website. • Public Meetings – nothing since 2016. Members were advised that Public Meetings were organised for matters such as large-scale housing development applications. No such issues had arisen since 2016 and therefore no Public Meetings had taken place. <p>Cllr Mills was thanked for taking the time to review the website and for highlighting areas that require updating</p>	<p>RA</p> <p>Clerk/RA</p> <p>JWS/RA</p> <p>Clerk</p>
	<p><u>Knightley Magazine</u></p> <p>It was agreed that the Over 84's Tea Parties should be included in the Knightley magazine, to highlight the events for those residents eligible to participate.</p>	Clerk

	<p><u>Moreton</u></p> <p>It was reported that a resident from Moreton had recently expressed their dissatisfaction to Cllr Mills with regards the lack of communication from Gnosall Parish Council.</p> <p>Members felt there were adequate means of communicating with parishioners outside of Gnosall Village; Parish Council information was included in the Mobstead Newsletter, Website, Noticeboards, Facebook Page, Moreton Church newsletter and the GMK Newsletter.</p> <p>It was noted that when the Council meetings had taken place in the Moreton Millennium Centre that very few residents from Moreton attended.</p>	
10.	<p>To consider contents and timescales of Parish Council's contribution to the SLCC magazine The Clerk</p> <p>It was suggested and agreed that this should be an agenda item for the next Council meeting, for all Councillors to consider and agree on the articles to be included and to assign authors.</p>	Clerk
11.	<p>To confirm the date and time of the next meeting</p> <p>January 2020 - To be confirmed</p>	

Meeting closed 1.45pm