

Minutes of Media Committee Meeting

Monday 30 July 2018

Present:

Jane Bilsland (JB)

Sharon Harris (SH)

Gary Skentelbery (GS)

Apologies: Brian Axcell

As this was the inaugural meeting, there was no agenda. All agreed that we should discuss and agree the remit of this committee.

1. There was a general discussion around the Council email addresses and security. It was agreed that a general clear up of the email addresses is required. JB suggested that Joanne and/or Irene (clerk/assistant clerk) obtain the email address that each councillor uses for council business and delete all others.

Action: JB to ask Joanne to organise this.

2. **JB** agreed to chair this committee.
3. **SH** informed us that Irene will in all likelihood be the administrator on media and we agreed that Irene should be included in future meetings.

Remit of the committee

4. **Priority.** Develop a new website
5. Set up a Facebook page, bearing in mind that a fb page for organisations can be difficult
6. Set up a Twitter account. These are generally used by businesses and the older generation, and link to all our main contacts and partners e.g., police, schools etc
7. Newsletter. Currently this is produced once a year. We agreed that we should consider producing it twice a year to coincide with the election of the new Parish Council chair (May) and prior to Christmas (November).
Note- copies of the newsletter can be seen on the website.

8. **Considerations** Producing a timetable for the newsletter to include deadlines for articles and items of news e.g. for the November newsletter the deadline should be the end of September, to allow time to plan it and for Joanne to produce a draft before publishing.
Should the Information guide come under the Media committee?

ACTIONS

JB to ask Joanne

1. For printing and distribution costs for the newsletter
2. To look at costs for alternative printing and distribution costs
3. For details of the budget and where it sits (F&GP?)
4. Timescales and deadlines for items and articles

JB to contact Culcheth and Glazebury for information and feedback on what they do, including costs.