

Abergele Town Council

MINUTES

A meeting of the Marketing and Promotion Sub-Committee was held at 6.30pm on Thursday 14th February 2019 in Room 4, Council Offices, Llanddulas Road, Abergele.

617/18 Attendance Register

The Mayor, Cllr. M D Bird,
Cllrs: G. Frost; S. Jones-Roberts; D A MacRae; R.M. Medicott; B. C. Roberts;
Mrs L Whalley (Deputy-Clerk)

618/18 Apologies for Absence

Cllrs: C. McCoubrey; A. Wood;

619/18 Absence without Apologies

Cllr: D M Armstrong

620/18 Declaration of Interest

Members were reminded that they must declare the **existence** and **nature** of any personal interests (using the form provided for this purpose). None Declared

621/18 Minutes

The Minutes of the last meeting of the Marketing and Promotion Committee held on 14th January 2019 were **APPROVED**.

622/18 An e-mail update from A P Systems regarding the progress of the IT installation and ongoing issues regarding support was **RECEIVED** and **CONSIDERED**. Members **RESOLVED** that the Clerk and the Chair should meet with the company to review the service so far and to agree a way forward. The Mayor and Cllr Frost will also attend the meeting.

623/18 A cost for anti-virus protection was **RECEIVED**. The costs were **APPROVED** subject to satisfactory clarification the level of anti-virus protection promised in the initial agreement. (Refer min no. 622/18)

624/18 An e-mail from CCBC regarding IT support was **NOTED**.

625/18 The Data Processor Agreement from Delwedd was **APPROVED**.

626/18 The Town Council area of the new town website, **DEFERRED** from the Placeplan Committee, was **CONSIDERED**. Members agreed that information should be limited to statutory publication requirements, plus the following Town Council specific information as follows: Introduction to the Council, welcome message and mission statement, list of statutory duties and powers, precept information and town council projects, grants information & guidelines and application forms, room hire, staff vacancies and the online enquiry form.

627/18 TOWN GUIDE

- a) Articles and the map for the Town Guide were **REVIEWED** and proof read for submission to the publisher. Remaining articles will be carried forward to the next meeting.

b) A cover design for the guide was **CONSIDERED** from amongst the samples. Members considered a composite of elements of the designs before them incorporating the new branding. Cllr Frost was tasked with creating the composite using the branding toolkit and the publisher's suggestions. It was also suggested that a plain cover with just the branding on the front be used to raise the profile of the brand.

Meeting Closed at 21:45

Signed

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(Chairman)