

## Overton Community Council

### Website Committee meeting 3 November 2010

**Present: Cllr Burton, Cllr Maskall (Chair) Cllr Pinder, Cllr Pugh, Cllr Starkey**

#### **J Allwood IT Consultant**

1. Questions or comments from members of the public – None received.
2. Apologies - None
3. To disclose personal and pecuniary interests in item of business to be discussed at the meeting. None
4. Matters arising from previous minutes
  - 4.1 Text to accompany photographs. **Cllr Burton to forward comments by e-mail.**
  - 4.2 Tourism Header page. **Cllr Starkey wording accepted for header page.**
  - 4.3 Website web mail addresses to be set up. **D Burton to organise. Access to be followed 1<sup>st</sup> D Burton, 2<sup>nd</sup> J Allwood, and 3<sup>rd</sup> M Pinder.**
  - 4.4 Invoicing protocol. **To be altered.**
  - 4.5 Oracle advert – **to be repeated in Dec issue with slightly altered wording.**
5. New items discussed.
  - 5.1 Joomla. **A separate Demo page to be set up for each committee member to practise editing etc. To be sent by 13<sup>th</sup> November.**
  - 5.2 Oracle advert. **No feedback received.**
  - 5.3 Joomla protocol. **Deferred until after everyone has looked at demo site.**
  - 5.4 Forms **J Allwood to design forms for events and business pages so that we obtain information we require.**
  - 5.5 Wording for new look website adverts. **D Burton to write and circulate press release.**
  - 5.6 Disclaimer. **Terms and Conditions to be checked and (possibly) altered to ensure a disclaimer regarding business adverts is incorporated.**
6. To receive any agenda items for the next meeting and confirm date 8 December 2010.
  - Text to accompany photographs.
  - Demo pages.
  - Joomla protocol.
  - Question re: using Joomla.
  - Home page, ideas for keeping page live and interesting. E.g. Rolling picture gallery, altered once a month. All to look at other sites for ideas.
  - To receive reports and or information regarding ongoing pages.

Meeting closed 10.20 a.m.