

## Overton Community Council

### Website Committee meeting 15 February 2011

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

**J Allwood IT Consultant**

1. Questions or comments from members of the public – None received.
2. Apologies – Cllr H Toone
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 Website web mail addresses to be set up. D Burton organised. **Access to be followed 1<sup>st</sup> D Burton, 2<sup>nd</sup> J Allwood, and 3<sup>rd</sup> Chairman. Addresses to be sent to all members.**
  - 4.2 Invoicing protocol. **To be altered.**
  - 4.3 Disclaimer. **To be devised.**
  - 4.4 Forms. **Designed to be e-mailed and forwarded.**
  - 4.5 Joomla protocol. **Deferred.**
5. New items discussed.
  - 5.1 Text to accompany photographs. Text discussed and agreed for rolling picture gallery. Some photographs to be retaken to ensure privacy issues are covered. Other photographs are required so that all business premises are represented. **D Burton to organise and forward pictures to J Allwood so they can be actioned. Links from some photographs to other web pages to be inserted.**
  - 5.2 Business section. **To ensure this is up and running within weeks, pass business information to J Allwood who will devise, draft and return same for approval.**
  - 5.3 Joomla. To ensure this is updated before the next meeting – **All members to compare both websites and e-mail J Allwood with details regarding which pages need updating. J Allwood and D Burton to meet within the next two weeks.**
  - 5.4 Home page. **To keep this lively have the latest news/info section. Any news to be sent to committee via Google for approval (if no answer is received within 24 hrs, approval is taken as given).**
  - 5.5 Google groups. J Allwood has set up a group for us to communicate through.
6. To receive any agenda items for the next meeting and confirm date 15 March 2011.
  - Invoicing protocol.
  - Disclaimer.
  - Joomla protocol.
  - New photographs.
  - New site.
  - To receive reports and or information regarding ongoing pages.

Meeting closed 11.10 a.m.