

## **Website Committee**

### **Minutes of the meeting held on Monday 29<sup>th</sup> October 2012**

**Present:** Cllr M Minihane (Chair), Cllr D Burton, Cllr L Pugh, Mr J Allwood (IT Consultant)

**1. 2012.20 Questions or comments from members of the public**

None received

**2. 2012.21 Disclosure of personal and pecuniary interests in items of business to be discussed**

None

**3. 2012.22 Matters arising from the minutes of the previous meeting – 15<sup>th</sup> May 2012**

4.2 Churches – contact needs to be made as follows requesting information:

- a. Methodists – Cllr Pugh
- b. RC Church – J Allwood

4.3 Walks

Cllr Burton and J Allwood to arrange a meeting to progress this issue

4.4 Old website

A successful transition had been made from Oraica to Siteground. The committee expressed its thanks to Mr Allwood for his contribution to this process.

5.1 Facebook page

Community interest was evident with regard to the new Facebook page with over 50 members to date. It was agreed that this would be a good vehicle for Christmas messages and greetings and that it would be helpful if this could be publicised through the Oracle. Additionally it was suggested that readers be advised to use the website to check local accommodation availability in the event of this being required when visiting family and friends.

It was further suggested that the Facebook page could include an invitation to readers to visit the website  
Councillor Burton undertook to progress both issues.

5.2 Static pages – considerable progress had been made since the previous meeting with only the following issues remaining outstanding:

Increase the number of random images

Create a box for up to date news

Make the font size and colour the same on all Business pages – JA to draft for next meeting

Add Costcutter telephone number

Keep Overton Tidy - Page to open NOT direct download – JA to progress  
RH column on Community Council page - bullet points don't show  
Neighbourhood Assistance Scheme – A5 size poster required  
Scouts update – Cllr Burton to provide for next meeting

#### 5.3 Updating of Council pages

It was agreed that Mr Allwood would contact the Clerk to progress the necessary training to enable her to update the Community Council pages. Additionally a new box would be required for 2013 Minutes.

#### 5.6 Advertisers' fees

It was unanimously agreed that advertising charges would be discontinued with immediate effect with the exception of full page advertisements. One-line entries would be included at the Committee's discretion.

### **4. 2012.23 New items discussed**

#### 4.1 Inclusion of Community Council policies and procedures on Website.

It was agreed that public documents, including Standing Orders, Complaints Procedure, Code of Conduct and other appropriate documents, be included on the Council website page.

#### 4.2 Councillors' retrieval of Council documentation

Discussion took place on the need for councillors to be able to access Council documents electronically, including those which would not be in the public domain. It was agreed that the best way forward would be a shared Community Council Dropbox account – Councillor Minihane agreed to set this up.

### **5. 2012.24 Date of next meeting**

Monday 17<sup>th</sup> December at 7.30pm

The meeting closed at 8.35pm