

**OVERTON COMMUNITY COUNCIL
MINUTES OF WEBSITE COMMITTEE MEETING
22nd June 2020 (held remotely)**

PRESENT: Cllr Alstead, Cllr Copeman (Chairman) and Cllr England

Clerk

1. 2020.9. Apologies for absence – none received
2. 2020.10. Declaration of personal / prejudicial interests – none received
3. 2020.11. Questions from members of public – none received
4. 2020.12. Accessibility discussion:
 - a) Contrast ratios – decision on colour way for website – **the colour agreed on was purple on white.**
 - b) Additional menu tabs – Covid-19 and Community Agent added, any others needed?
Action: Moving the three columns at the bottom of the home page to three menu tabs at the top - 'Services' which will take the user to pages to report issues with potholes, footpaths.
 - c) Document management – decision on what and how many documents are stored, and how
Action: Minutes and Agenda – It was suggested that the previous two years and current year would be displayed on the website. If members of the public wish to view documents over three years old, they can request to see them from the Clerk.
Action: All the compliance documents will be uploaded onto the website (i.e. Standing Orders, Financial Regulations and Terms of Reference).
Action: Cllr Copeman will ask the website host if they have a clearer format to display the minutes and agenda.
 - d) Test of website compliance using (<https://wave.webaim.org/>) and assessment of % compliance reached.
Action: It was agreed to test the site again having implemented the accessibility steps discussed during this meeting
 - e) Agreement on accessibility statement.
Action: Members agreed on the accessibility statement. A couple of amendments will be made. The completed document will be presented to full council for agreement and approval.
5. 2020.13. Agree items for discussion at next committee meeting - tbc
6. 2020.14. Agree date of next committee meeting

TBC at the next full council meeting

The meeting closed at 20.00 hrs