

OVERTON COMMUNITY COUNCIL MINUTES OF WEBSITE COMMITTEE MEETING 14TH JANUARY 2019

PRESENT: Cllr Copeman (Chairman) and Cllr Pugh

Clerk

1. **2019 01 TO RECEIVE ANY QUESTIONS OR COMMENTS FROM THE PUBLIC ATTENDING THE MEETING** – no representations made.

2. **2019 02 APOLOGIES FOR ABSENCE**

Cllr Walker

3. **2019.03 TO DISCLOSE ANY PERSONAL OR PEDJUICAL INTERESTS** - none raised

4. **2019.04 TO DISCUSS ANY ITEMS FROM THE PREVIOUS MINUTES** – no outstanding items

5. **2019.05 ITEMS DISCUSSED**

- New website host
 - It was agreed to permit the new web host to have access to the website to allow them to investigate the site and establish how seamless the migration may be
- Updating pages and assigning roles to each committee member
 - Katrina will be responsible for Community Council pages and uploading documents
 - Charlotte will be responsible for the calendar and keeping it updated
 - Lesley and Charlotte both to be responsible for content although it was agreed that, as much as possible, to try to include links to the organisations' individual Facebook pages / websites to ensure content is kept updated as possible
 - Tony will be assigned tasks at a later date
- Discussion of programme of updates to the website to be discussed with new host to schedule them as part of the 1 hour development time included in the host fee
 - Lesley has made some excellent suggestions to improve the website content notably a community page with her suggested title of the Overton Pulse
 - Further ideas were discussed – e.g. interface with Facebook to draw traffic to the site, disabling the business directory but the schedule will be drawn up at a later website meeting and sent to the new host

6. **2019.06 TO RECEIVE ANY AGENDA ITEMS FOR THE NEXT MEETING AND CONFIRM DATE**

The date of the next meeting is to be confirmed

The meeting closed at 16:00 hrs