

# **OVERTON COMMUNITY COUNCIL MINUTES OF WEBSITE COMMITTEE MEETING 25<sup>th</sup> FEBRUARY 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 PREJUDICIAL INTERESTS** - none raised

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

5. **2019.05 ITEMS DISCUSSED**

- Migration update
  - The migration is now complete although some image files have not been captured. As these files are mainly on pages which either will be removed entirely, or the data therein will be merged with other pages, it was agreed that this was not a big problem
- Updating pages and assigning roles to each committee member
  - As discussed in the last meeting, it was confirmed that:
    - Katrina will be responsible for Community Council pages and uploading documents (an additional “plug in” is needed re document upload)
    - 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. It was agreed that a piece will be placed in the Oracle to request Community assistance with this.
    - An “idiot’s guide” to editing the website has been drawn up and sent to members

Where we are certain already that pages are no longer relevant or cannot be kept sufficiently accurate in the time available to the volunteer members of the committee these will be removed. The data in the remaining pages will be refreshed and edited but will remain, albeit in a format which it’s hoped will be easier for the Community to navigate.

An initial discussion followed about what the revamped site might look like, but it was agreed that it should point visitors to the Facebook pages / websites (etc.) of each Association in the Community to ensure accuracy of data, and minimisation of editing time needed

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 – but will be in March to discuss the feedback from the piece in the Oracle

The meeting closed at 12:00 hrs