



BRAMSHOTT & LIPHOOK PARISH COUNCIL

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NOTES FROM THE PARISH COUNCIL WEBSITE WORKING PARTY MEETING HELD IN THE HASKELL CENTRE, MIDHURST ROAD LIPHOOK, AT 6.30 PM ON 17 NOVEMBER 2005

Present: Dr J Tough (Chairman), B Hope, M Croucher, (Parish Councillors), Mr A Groves (Clerk).

Chairman.

1. It was agreed that Cllr Tough should be the Chairman of the Working Party.

Terms of Reference.

2. Cllr Tough outlined the terms of reference for the Committee.

Information Requirements.

3. The Clerk suggested that the following items should be included on the website (in no particular order):

Home Page – with news items
About Liphook
Parish Council
Council Working – how the Council operates
Publication Scheme
Notice Boards
Opening times
Services provided
Councillors/Officers
Committees – Structure, Agenda, Minutes, schedule of meetings
Venues for Hire, Hire Charges
Sporting and Recreational Facilities
Community Groups and Clubs
Links to other sites

Contact Us
Search facility
Press Releases
Events – what’s on and Village Diary
Problem Reporting
Tourist Attractions

Operating and Managing the Site.

4. Cllr Tough proposed using Microsoft “Front Page” with the website hosted on a remote server, which he explained. The Clerk thought that there were three broad options – self help/hosted site, outsourced design/hosting with self updates, outsourced design/hosting/updating. Costs and alternatives were discussed. Although, it was suggested that “FrontPage” was entry level software, Cllr Tough said this was not so and felt that the website could be developed and stylised to meet the needs. It was felt that the design of the site and updating should be as simple as possible, with updating done by the staff.

Website Mock Up/Other Sites.

5. Cllr Tough demonstrated his “draft” website. The overall design, indexing/listings, use of PDF files, formatting of documents, archiving, and updating were discussed. The websites for Ringwood, Bersted, Alton, Horndean, and Liss were viewed to obtain ideas for design, style, and ease of use. The Clerk sought reassurance that the updating of “Front Page” would be quicker than sending an e-mail and would be simple without creating extra work for the staff. The speed and method of updating, design, appearance of the home page, staff training and layout of the home page/site were all discussed further.

Hosting.

6. The hosting of the site, the cost, the requirement for mail forwarding and domain names were discussed further.

Decisions

7. The following were decided:

- Cllr Tough would design and set up the site using “Front Page”.
- The information list would be considered by the staff (additions to be passed to Cllr Tough).
- The hosting of the site, the cost, and domain names would be investigated.
- Mail forwarding was required.
- The updating of the site would be done by the staff.
- A verbal report would be made to the Parish Council on 28 November.