



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 10AM ON 22 NOVEMBER 2007

Present: Dr J Tough (Chairman), Miss N Young (Parish Councillors), Mr A Groves (Clerk).

CHAIRMANSHIP

Cllr Tough said he was happy to continue, subject to the agreement of the Working Party.

Decision: Cllr Tough would remain as Chairman subject to the agreement of Cllr Croucher **MC.**

THE WEBSITE

The role of the Working Party, funding, the background to the current website, outsourcing, and its design were discussed.

Decision: The design of the website would be looked at, so it could be updated. **JT**

CONTENT

Reference was made to the items listed under the Information Requirements in the notes of the meeting in November 2005. The development of the content, links, and additional information needs were discussed.

Decision: The information requirements were to be reviewed and extended were necessary, together with the internal and external links. **JT**

The Clerk left the meeting.

WEBSITE DEVELOPMENT

Cllr Tough and Cllr Miss Young worked through the website page by page, discussing each and suggesting how they might be developed. The Home Page shows an email address using the

Council's domain name, council@bramshottandliphook-pc.gov.uk and Cllr Tough explained that email to this address was forwarded to one of the Council's Tiscali accounts. A number of addresses had been set up on the domain in that way, including the Millennium Centre. The domain name was established according to the naming convention for local government websites set by the Office of the Deputy Prime Minister which approved it. The purpose of these email addresses was to present a corporate appearance.

It was agreed that the general appearance of the website needed updating and this was discussed. It was agreed that the Home Page should be striking and present an interesting and inviting appearance. When the style for the Home Page is set, this should be adopted to provide a degree of uniformity through the website.

It was suggested that people running regular and special events at the Millennium Centre be invited to provide information to go on the website.

Cllr Young suggested that there could be a series of photographs which gave a tour of the Millennium Centre and it was agreed that this should be done.

Cllr Tough said that Cllr Jordan had suggested that details of members should be included on the website, including addresses and photographs. It was thought that this was a good idea but would require the permission of each member for their information and photograph to appear.

It was felt that more links within the Website between one page and another were needed.

Links to the websites of societies, organisations and schools etc within the Parish should be included. However, if they did not have a website, they could be offered a webpage using their material (text and photos) within the Parish Council website which would be provided free of charge.

Decisions: The general appearance of the website would be updated, and the home page would be striking, presenting and inviting appearance.

JT

CONCLUSION – This concluded the business of the meeting at 11.30am.
Confirmed at the meeting held on.....2008
Signed
Chairman