B&LPC Website Working Party (Version 2 18.01.12)

The meeting was held in the Parish Office on the 8th February 2012 at 16.00.

Present: Cllrs. Croucher, Easton (Chair), Jerrard, Jordan, Robinson. Apologies: Cllr Evans

1. PC's Model Publication Scheme.

We went through the website requirements set out in the scheme to find many of them, although indicating they were present on the website were in fact not there. This is despite the PC signing off the scheme by the Clerk each year under its auditing processes. Clearly this will take a considerable amount of work by our information officer to correct this situation.

2. The Website currant Front Page.

There was a general discussion about our currant front page. The overall feeling was in needed to be more dynamic in content, with currant issues being a major part of the page. MC is to talk to AB about the technical capabilities of the current technology to see if something can be done about this.

PR pointed out that Gina is currently email all councillors with incoming topics of importance (police, EHDC, HCC amongst a number of others) and many of these would be very useful for the electors to be aware of. As a consequence the website would become a fountain of current and relevant information, and would, as a consequence, drive up the regular visitor numbers.

Pictures down the right hand side to things like the next film would help improve ticket sales.

3. Draft Committee & Council Minutes

A general discussion took place regarding draft minutes with particular regard to their presence on the website. Councillors will recall upon advice from the Council's HR Consultant these were NOT to be put onto the website until they had been adopted. This had originally arisen because there were a set of Draft Millennium Hall Minutes, which were very damaging to the PC which had been publish by the Clerk on the website.w.

The general feeling amongst the WP was that it was a good idea to put draft Minutes on the Website, BUT not until the Chair of meeting the Minutes were of, agreed as to the contents accuracy prior to publication. This option should be brought before Council to approve of such a working practise.

4. Additional Links

It was felt the number of standard links should be increased, examples being the Police.

5. Website content updating Training.

There was general agreement that our staff should be trained to carry out much of the updating of the website's content. This would need the agreement by the actual staff member and MC was asked to talk to staff about this job role. Subject to their agreement Mrs Spencer and Mrs Benham would be done first, followed by Mrs Ring and Mrs Moore a few months later.

6. Additional Features

We should look to replace the current paper based Parish Diary of events with an electronic equivalent. Advertisers would complete an online form, which would be vetted prior to being placed onto the website.

The site should have a search facility whereby visitors to the site can put in words which are matched to the website contents and feedback provided as to where this information can be found.

Update. (18.02.12)

I have now had the opportunity to talk to Alan Baker (AB) about the above points.

Firstly the technology allows us to easily add a more dynamic area within the front page to cover the points Paul has asked for.

With regard to a "picture" showing the next film or what ever. Again this can easily be done, but Alan did point out that to be meaningful you would need a few words with it and it is the words that can "enlarge" the area you actually need to really make the area stick out.

I would suggest we go ahead with these features. AB has said they could be incorporated within the currant £500 budget.

With regard to the replacement of the "Diary of Events", this can also be done, but would need further investigation and possible costing. The main element is that the "online form" having been completed would need to be vetted prior to being put into the diary, to stop misuse.

Anyway it sounded positive, and at little or no cost.