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Minutes of the meeting of the Website Committee held on 05th June 2013 at 20:55 at the Village Hall

Present - Nick Papé, Di Ames, James Rudgley, Noreen Byrne

Clerk - Anne Papé

MINUTES

1. To receive and approve apologies for absence.

1.1 There were no apologies.

2. Declarations of interest in any matter – being prejudicial or personal

2.1 No declarations of interest.

3. To review the website content

3.1 A Parish Council Facebook page had now been set up. There would be a link between the Facebook page and the Parish website.

3.2 The Committee reviewed each section of the website and agreed the following actions:

- The information about Great Barford would be moved to a separate tab. News would be displayed on the homepage instead.
- Committee membership would be updated under Your Councillors.
- Councillors would be asked to supply photographs for inclusion on the website.
- Councillor Papé would arrange times to set up parish council e-mail for Councillors who required assistance.
- Councillor Papé would show all committee members how to upload information to the website at the next committee meeting. The In Your Area section would be used for the demonstration.
- The website provider would be asked to restore the website to a different URL, to ensure effective back up.
- Councillor Ames would look into setting up a Twitter account.
- Councillor Ames would ask people if they would like events included on the website when taking Village Hall bookings.
- Councillor Byrne would look into digitising of maps. Clerk to provide maps.
- The latest edition of the Bugle would be uploaded.
- The website would be used to provide information only and not as a sounding board.

Initial: *NP*

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4. To agree a format for the advertising content

4.1 A searchable database of people advertising in The Barford Bugle would be put in place.

Action - Clerk to provide Councillor Papé with a list of advertisers.

Meeting closed 21:30

Signed:  Date: 18 JUNE 2013

Initial: NP