



IT and Website Group

Meeting held Monday 9th February 2009

7.00pm

Catshill Village Hall, Golden Cross Lane, Catshill

Members present
In attendance Cllrs - Paul Masters (Chair)(PM), Alan Kelly (AK), Gordon Witcomb
Clerk - Gill Lungley

Apologies for absence None presented
Declarations of interest None declared

Agenda Items

1. Purchase of projector
2. Web/e-mail access to parish council office
3. Review website content and improve
4. Suggest options for greater use of website
5. Terms of Reference for each committee and group
6. Contribution to next newsletter
7. Other non-specified items

1. **Purchase of projector** A projector was required for planning committee meetings especially and generally would be useful for other meetings and community use. This was likely to cost in the region of £200 to £300. Members agreed the type and source of the item which the clerk was to order via proforma invoice. **GL**
2. **Web / e-mail access to parish council office** The three options (wireless 'dongle', cable to existing broadband supply, wireless router/wi-fi) were discussed and the wi-fi option was preferred. AK would check on router access and liaise with NEW College. **AK**
3. **Website content** Long-term plan is to consider re-writing the site, for present to add a photo page, eg 'Old Catshill' and current weather information. Content of existing pages to be edited to bring up to date, eg home page, and some pages to be added to conform to the Freedom of Information requirements, eg to show staffing structure, all committee Terms of Reference, all minutes of meetings including committee meetings; also to link to PACT. **GL**
PM
GL is to attend WCC training on website provision 23/02/09
PM will be advising GL on website management.
4. **Wider use of website** The website will be mentioned in the next edition of the newsletter; and highlighted on the parish council's noticeboards. **AK**
GL
5. **Committee Terms of Reference** GL to forward to PM for inclusion on the website. **GL**
6. **Next newsletter** A request would be included for residents to submit photographs of old Catshill and North Marlbrook. **AK**

7. Non-specified items:

- a) It had been mentioned that the website was not user-friendly when sending e-mails to councillors from it. Any messages sent in this way are forwarded from the sender's own outlook express folder/outbox which can cause delays.

Date and time of next meeting It was agreed to meet Monday 9th March 2009 at 7.30pm.*

Agreed as a true record of the
meeting held 09/02/2009

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Chairman, IT & Website Group

*Post-meeting note : arranged date clashed with another meeting, so next meeting re-arranged for Monday 16th March 2009, at 7.30pm