



IT and Website Group

Meeting held Monday 16th March 2009 7.30pm

Catshill Village Hall, Golden Cross Lane, Catshill

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

Apologies for absence None presented
Declarations of interest None declared

Agenda Items

1. Purchase of projector
2. Newsletter – review, printing and distribution
3. Parish Council office access to broadband
4. Website review
5. Other council websites (WCC / BDC)
6. Other forms of promotion

1. **Purchase of projector** This had been purchased and was used at the latest planning committee meeting to good effect. It is to be available for wider use.
2. **Newsletter review, printing and distribution** The draft newsletter (AK) had been agreed at the last Events Committee meeting. Using A3-size paper folded in half to provide 4 x A4 sides, 3000 copies are required; printing costs not yet ascertained, distribution likely to cost c£130. AK and AP to seek printing quotes.

AK
AP

It was noted that the website address is not easy to remember and is unwieldy.
 PM hopes to include the parish council logo as a mini icon in the website address window.

PM

3. **Parish Council office access to broadband** Ownership of the equipment in the Village Hall was not clear; it was agreed to write to both NEW College and the Village Hall trustees to advise of intent to connect via wi-fi. Cost of connection likely to be less than £30.

AK
GL

4. **Website review**
 PM – the PACT banner has been moved to the bottom of the first page, replaced by banner for the newsletter and link to pdf. (Consider link to access adobe pdf reader download)
 To back up the newsletter item requesting old photo's on the website's 'gallery' section; parishioners to be encouraged to send in photo's to be scanned and added to the gallery.
 The 'Parish Services' section needs editorial. There is now current weather information.
 'What's On' is for major events. A calendar may be included in the future.
 Will have to consider a rewrite at some time in the future, possibly using different software.

PM

5. **Other council websites (WCC / BDC)** GL had attended a training session for the WCC's 'My Parish' website; it is accessible and easy to use (user guide available). Currently the Catshill and North Marlbrook page has a brief welcome, the parish council logo and a link to the Parish Council website only. It was agreed this is probably adequate for the time being.

This parish council's information on the BDC website was out of date, when this was brought to BDC's attention it was removed.

6. **Other forms of promotion** The new notice board for Marlbrook was to be installed soon. AK is able to laminate long-term notices. AK
The Network Community Screen currently seen in the post office could be a potential way of promoting the parish council, but may be costly. GL

Date and time of next meeting It was agreed to meet Monday 20th April 2009 at 7.30pm.

Agreed as a true record of the meeting held 16/03/2009

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Chairman, IT & Website Group