

**NOTES OF A MEETING OF THE BTC WEBSITE TASK & FINISH GROUP
HELD AT THE OLD MINING COLLEGE CENTRE
ON TUESDAY 14 FEBRUARY 2017 COMMENCING AT 5.30 PM**

PRESENT

Councillor Pullen (in the Chair)
Councillors Ennis, Miss Fisher and Mrs Rigby

In attendance

Mrs M Danby, CEO

1. Review of Documents

Members considered:

- a) Cllr Mrs Fisher's findings after visiting other Town Council websites.

Members **AGREED** that they would visit the following websites prior to the next meeting of the Group:

Barnstaple Town Council
Chesham Town Council
Chichester Town Council
Chippenham Town Council
Didcot Town Council
Falmouth Town Council
St Neots Town Council (Cambridgeshire)
Witney Town Council

- b) A document submitted by a member of the public giving his comments on how the current website might be improved.

Members **AGREED** that whilst the majority of the suggested amendments could be quite easily implemented they would rather agree how the frames comprising the website should look before populating those frames/pages with information, etc.

2. Officer Time

The CEO said that the amount of time needed to update the website and upload documents is nominal and this currently done by herself and the Senior Administration Officer, though in-house training could be given to the two Administrative Assistants so that they might share that workload.

There would be a short-term need for more Officer time to be made available to implement the agreed changes to the website but going forward this would then revert back to being a nominal time requirement.

The CEO also said that the website developer and host, e-Mango, would implement changes within the current website parameters for little or no cost; a major revamp would be likely to cost c£2,000 (or more). Members **AGREED** that they were looking to revise the website within its current parameters.

3. Consultation

CLlr Ennis tabled a draft template questionnaire that he had compiled and given out to a small number of people of varying ages. Members **AGREED** to use a revised version of the template questionnaire (see attached) and that the questionnaire should be distributed to:

- Local schools
- Community groups
- Tenants of the Old Mining College Centre
- Burntwood Business Community
- BTC Website
- BTC Councillors

It was **AGREED** that a deadline of two weeks from publication during week commencing 20 February 2017 be applied for completed questionnaires to be returned to the CEO. (**NOTE:** A deadline date of 10 March 2017 was subsequently applied due to the schools be closed for the February half-term holiday.)

4. Date of Next Meeting

Thursday 23 March 2017, commencing at 6pm in the Training Room, The Old Mining College Centre.

The Group will look at the pages which comprise the current website with a view to agreeing which might be changed or deleted, therefore the CEO was requested to have a laptop, projector and screen set-up so that Members could easily view the website.

(The meeting closed at 6.20 pm)

Signed

Date