

TENTERDEN TOWN COUNCIL – INTERNAL COMMITTEE

WEBSITE SUB-COMMITTEE

MINUTES OF A MEETING ON 26TH MARCH 2018

Councillors Present: Mrs. S. Ferguson, C. Knowles, Dr. L. Lovelidge, K. Mulholland and A. Sugden. Deputy Town Clerk, Mrs. C. Gilbert (note taker) was also present.

1. **Apologies for absence:** none.
2. **Minutes of the Meeting on 12th June 2017.** Agreed.
3. **Matters Arising.**

Minute 5 – Website Training. Claire Gilbert reported that training was yet to be booked with Webbox, for both herself and Sharon Ratcliffe, but she would ensure this was done.

4. **Review of the Website.** The Committee went through the website and the following observations were made and actions noted.

4.1 'What's on' (the home page picture link). Logos need checking for the various groups, particularly those with a white background, as the 'What's on' title was not visible.

4.2 'What the Council does'. In this section, the link to 'which authority carries out which tasks' should be separated from the body to make it more visible.

4.3 'Links' Page. KCC Highways should be a direct link to 'report a fault' and the tab title amended. A link should be added for ABC's planning. The 'Highways Maintenance' and 'Planning' picture tabs on the bottom of every page should go to the right websites rather than our own 'what we do' page.

4.4 Planning. Set up a Planning page to explain how planning works within the Town Council, etc. and ensure there is a link to ABC's Planning page.

4.5 Audio Recordings. Put either a box round the link to the audio minutes sentence or make it stand out better.

4.6 Focus Groups/Regeneration Project. On the homepage, include more information instead of just 'Tenterden Regeneration Project', i.e. 'Focus Groups, Community Chest & History of the Project'. On the first click, instead of all text on the page and a further drop down tab for 'Focus Groups', turn the whole page into drop down menus clearly marked: Town Hall Focus Group, Cinema Focus Group, Recreation Ground Focus Group, Community Halls Focus Group, Community Chest, Historical Information on the Regeneration Project. Cllr. Justin Nelson had asked (via email) for the Committee to consider including a brief statement of the current position for each of the Focus Groups before the public have to click on the minutes of each.

- 4.7 Bookings. For the 'enquire online' tab for each hireable space, there needs to be a drop down to select the room/venue. At present, enquiries come through, but it does not state what room/venue it is for.
- 4.8 'What's on' Page. There needs to be a link to MyTenterden Events page when you click on 'Events in and Around Tenterden' at the top of the page as it currently does not go anywhere. Subsequent to the meeting, it was identified that this link goes to the bottom of the page once local/Council events are added, i.e. May Fayre, etc. There is also a 'Links' section at the bottom of that page which does go direct to the Events page on MyTenterden. On the right hand side of the page, there are links to TenterdenTown and MyTenterden. TenterdenTown needs removing and MyTenterden needs updating so that it goes to their events page. The weekly classes also need updating.
- 4.9 Meetings including Audio. On 'The Council' drop down menu, rename 'Meetings including Audio' to 'Agendas, Minutes & Audio Recordings of Committees'.
- 4.10 Members. Click box on homepage and listed on 'The Council' drop down menu. Change to 'Who We Are'. On the Members page, remove Rowan and add the two new Councillors. It was discussed whether the Community Warden and Dog Warden should be added to the list, but it was decided that these should be added to the 'Links' page. They could then be contacted via the ABC/KCC websites.
- 4.11 PDFs. Cllr. Sue Ferguson suggested removing spaces from file names when uploading – these can be replaced by a '-' to avoid % marks in the file name.
- 4.12 Fax Number. Remove from the website as no longer used.
- 4.13 Preparing for Emergencies. It was suggested that this be moved to under 'The Council' drop down menu. The tab on the homepage should be replaced with 'Agendas/Minutes link'.
- 4.14 News. Webbox appear to have tweets on the right hand side. These need either removing or replacing with our own tweets feed.
- 4.15 Back up of Website. Check with Webbox that they do hold a back up of the website.
- 4.16 Statistics. It was suggested that we investigate what is most 'clicked' on our website. Claire will look into this.

7. Any Other Business

- 7.1 Claire agreed to find out what the current agreement is with Webbox. It was agreed that we should meet with Webbox in March 2019 to see if there are new ideas out there for improving our website.
- 7.2 Cllr. Justin Nelson (via email) asked the Committee to consider inviting Webbox to quote for setting up a new page for hireable spaces. Claire will then be able to upload the data. The Committee agreed with this request.
- 7.3 Advertising and promotion of the Council's facilities is dealt with internally by the Town Clerk's office as the costs for this are within the Clerk's

discretionary budget. For transparency, a request has been made that this Committee discusses paying MyTenterden the £100.00 annual fee to promote: the Town Hall as a wedding venue and hireable space; the Council's other hireable spaces; and the Friday Street Market. Although Cllr. Sue Ferguson is one of the co-owners of MyTenterden, this is a business transaction and not the Council paying a Councillor. The Committee agreed to advertising and requested that the Town Clerk writes to Sue agreeing the terms and conditions and detailing the advertising required.

- 8. Date of Next Meeting.** A meeting will be arranged once the action points from this meeting have been completed.

Meeting Closed at 8.30 pm.