

LYMPSTONE PARISH COUNCIL

Minutes of the Communications Committee meeting 2ND August 2010

Present: Cllrs Acca, Bailey, Carter, Friend, Longhurst (Chairman),
with Don Mildenhall, Harland Walshaw, Clive Wilson and Pete Hardy.

Also present: Liz Griffiths, Advertising Manager for the Lympstone Herald

Apologies: Cllr Atkins and Whiter and Phillipa Rowe.

3 **Presentation from the Website designer**

Tim Thompson of brand new media presented his ideas for the design and construction of the new website. He explained the background to the project as far as he was concerned. A draft project programme was submitted covering design and construction of the website, appointment of editors, entering content and switching from the existing website.

Decisions were needed on source of content, charging policy and relationships with local organisations.

There was a need to identify the annual running costs for the website and building a fund to cover future expansion.

Local organisations had not been approached to ask whether they would be willing to take advantage of the website. This would need to be done quickly.

With regard to future development, Tim explained that whilst he would be prepared to carry out minor adjustments to the site, anything more than this would be a chargeable issue. The site was developed using 'Wordpress' and so was 'open-source' and could be changed quite easily by anyone with the right skills.

The Committee considered the design of the proposed website. It was clear that there were no criteria for the design other than this should be a community resource and should be cost neutral.

AGREED 1 that the draft layout page should be sent electronically to all members of the Parish Council and the Committee for comment.

2 that an article be included in the Herald promoting interest in the new website.

4 **Minutes**

The minutes of the meeting held on 19th July 2010 were confirmed as a correct record.

5 **To receive any Declarations of Interest**

None

6 **Terms of Reference**

The committee gave final consideration to the terms of reference BoM. It was AGREED:
That the Communications Committee would be the BoM.
That the Parish Council be recommended to approve the Terms.

7 **Editors of the Herald and Website**

The draft Role Description had not been circulated beyond the Chairman.

It was AGREED that this should be circulated to all members with comments to be sent to the Chairman as quickly as possible.

8 **Next Meeting**

It was AGREED that the next meeting would be held on 23rd August 2010.
The Chairman would prepare and circulate the agenda.

9 **Chairmanship**

The Chairman reminded the Committee that he felt that as Chairman of the Parish Council, he should not chair this Committee for an extended period.

The Chairman was requested to stay in post until the new website was live and there had been a period of settling in.

Chairman