

LYMPSTONE PARISH COUNCIL
Minutes of the Communications Committee meeting 31st August 2010

Present: Cllrs Acca, Bailey, Carter, Friend, Longhurst (Chairman) and Whiter, with Don Mildenhall, .

Apologies: Cllr Atkins, Harland Walshaw, Clive Wilson, Pete Hardy and Phillipa Rowe.

10 Minutes

The minutes of the meeting held on 2nd August 2010 were confirmed as a correct record.

11 Website design and layout

The draft layout page had been sent electronically to all members of the Parish Council and

the Committee for comment.

Only the Clerk had commented: that the proposed use of black for the heading was not welcoming or a typical Lymstone colour.

It was noted that this would be blue to match the border of the Parish Council logo and that

the palette of colours in the logo could be used in future.

There was too much information on the first page, leading to clutter and again an unwelcome

feeling.

It was also noted that there would be scope for review once the site was up and running.

The proposed style and layout were accepted.

12 Board of Management

Clive Wilson had pointed out that under the proposals agreed at the last meeting, the Board of Management would have 11 members and there would need to be 6 Parish Council reps at each meeting. This was likely to be unworkable. The position would change if the 'Editors' attended as 'Officers' then a more workable solution would be achieved.

This was AGREED.

13 Editors of the Website

The draft Role Description had been circulated.

This was approved subject to an addition of the words 'or equivalent' after Microsoft.

The Chairman reported that Bryony Snell had volunteered to assist with the website. It

was AGREED that this offer should be warmly welcomed and that the advertising should continue in order to build the required Team.

14 Article for The Herald

Clive Wilson had circulated a draft article for The Herald announcing the website and need for volunteer editors.

Members of the Committee had each had a brief look at this and were encouraged by the style of Clive's writing.

It was AGREED that any further comments should be sent to the Chairman by the end of 2nd September 2010.

15 Structure

The Chairman had discussed structure and advertising rates with Liz Griffiths. He submitted a draft proposal for Community Groups and local businesses.

For Community groups it was AGREED:

- 1 That Groups should be actively encouraged to accept a minimum of a 1 line entry.
- 2 That regular contact details rather than elected officers should be included.
- 3 That the charge for a webpage within the site be £50pa for 2 pages with each extra page costing £25pa.

For business, it was AGREED that listings should be limited to those businesses that were based in the village and there should be more discussion at the next meeting when Liz would report on more research.

16 Village Clubs

The Chairman proposed writing to each Club informing them of the Website and inviting them to join. A draft letter was submitted. Comments were requested by 2nd September 2010. It was suggested that delivery and retrieval of responses by hand might elicit a greater response.