

Carlton Parish Council

Approved Notes of the Website Working Group Meeting held on the 4th February 2021 at 5.45pm by Zoom Conferencing App.

Present: Cllr G. Taylor, Cllr K. Mann, Cllr C. Lund, and Mr J. Thewlis (non-voting member)

Clerk: Mrs S. Rockliff

1. Appointment of Chairman for the Website Working Group

Cllr Mann proposed Cllr Taylor be elected as Chairman of the working group. Cllr Lund seconded the proposal.

Resolved that Cllr Taylor be the Chairman of the Website Working Group.

2. Terms of Reference for the Website Working Group.

Members of the group considered the draft terms of reference. Cllr Mann proposed that they be recommended for adoption by the Council. Cllr Taylor seconded the proposal.

Resolved that the draft Terms of Reference for the Website Working Group be recommended for adoption by the Council.

3. Website Accessibility Statement.

Members of the group considered the draft of the accessibility statement for the current website.

Resolved that the accessibility statement be published by the Council on its website.

4. New Website Providers and Costs.

Members of the group considered the Council's website requirements and possible providers. Two possible website providers were identified.

Resolved that Cllr Mann provide the clerk with a website specification sheet and:

Cllr Lund to research and identify a third parish council website provider;

the clerk to forward the specification to three website providers;

the clerk to invite the website providers to present a model of a website to the Working Group and answer questions.

5. Parish Council Facebook Page.

Members of the group considered creating a Facebook Page for the Parish Council.

Resolved that the recommendation to Council be that the creation of a new website, that is compliant with all legal requirements, be the priority of the Council and the creation of a Facebook page be considered again after this has been achieved.

6. Date and Time of Next Meeting:

Thursday 4th March at 5.45pm.

Cllr Taylor closed the meeting at 7.00pm.