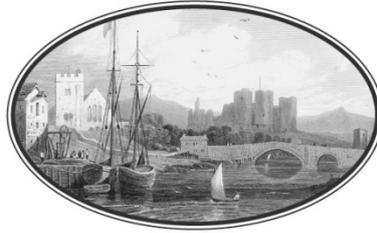


*Cyngor Tref* **RHUDDLAN** *Town Council*



**Minutes of a meeting of Rhuddlan Town Council's Website Committee held at the Community Centre, Parliament Street, Rhuddlan on 10<sup>th</sup> November 2016.**

**PRESENT:** Cllrs. G. Rowlands (Chairman), S. King and M. Kermode (taking the notes); together with the Town Clerk who had been delayed by traffic problems.

**APOLOGIES** – Cllrs. J. Burnham and A. Roberts.

- 1. DECLARATIONS OF INTEREST** – None
- 2. MINUTES** – The minutes of the meeting held on 19<sup>th</sup> October 2016 were approved.
- 3. URGENT MATTERS AS AGREED BY THE CHAIRPERSON** – None.
- 4. PART 2 BUSINESS** – It was proposed, duly seconded and unanimously agreed that in accordance with Section 100A (4) of the local Government Act 1972, the press and public be excluded from the meeting during consideration of the following item of business because it is likely that exempt information as defined in paragraph 1 of Part 4 of Schedule 12A of the Act would be disclosed.
- 5. CORRESPONDENCE** – An e-mail had been received from Redstone Creative stating that for personal health reasons the firm was tendering its resignation from the role of webmaster/photographer from 31<sup>st</sup> March 2017. The Committee recorded its thanks for the role taken by Redstone Creative in setting up and maintaining the website and acting as the official photographer for many years. Concern was expressed regarding the copyright of the website and of the photographs contained on it and the Town Clerk was asked to clarify the position regarding this matter with Redstone Creative.
- 6. WEBSITE** – The Chairman welcomed James Gillett, from Denbighshire County Council, who was responsible for their website and its associated social media links. It was explained to Mr. Gillett that the main aim is to create a new website so as to provide a new image for the Council and to explore how the website can link to

social media platforms such as Facebook and Twitter. Mr. Gillett said that he would be pleased to provide information and advice to the Committee on this matter in the context being a “critical friend”.

In terms of the website; he said that Dream Weaver, the platform used for the present website, was now outdated and was difficult to link to social media packages. In his view, the WordPress software package offers a low-cost and easily maintainable platform for a new website and it also links readily into Facebook and Twitter. He is willing to design the basis for a new website and social media facilities for the Council, free of charge; however the Council would be responsible for the ongoing operation and maintenance of them. The Chairman thanked Mr. Gillett for his generous offer and said that we would be in touch with him when the Council had discussed the matter further.

Mr Gillett stressed that accessibility should be regarded as a key issue when creating a new website, particularly one by a public body. The aim should be to enable all users to have ready access to the information on the website, even if they have communications difficulties such as impaired vision or dyslexia.

In terms of the use of social media such as Facebook and Twitter; he stressed that making speedy responses is a key issue if these platforms are being used a communications facility with the town’s residents. In response to questions he agreed that Facebook could be used solely as a one-way information platform by the Council but he suggested that many of Facebook’s regular users may expect more of a two-way communications facility from it.

In terms of the resource implications; Mr. Gillett explained that the County Council employed 2 full time members of staff in connection with its website and social media communications packages; however, he did say that the web site contained some 5,000 pages.

Having considered the information provided by Mr. Gillett, it was decided that the Town Clerk should obtain estimates from suitable organisations for the creation and maintenance of a new website; including costs of adding a social media dimension to it. Mr. Gillett said that he will provide a list of firms that might be suitable to do this work.