

## **Minutes of Website meeting held 26<sup>th</sup> January 2017**

- 1. PRESENT:** Cllrs Gareth Rowlands (in the Chair), Mike Kermode, Sara King, Jackie Burnham, Andy Smith.  
Sian Mai Jones (Town Clerk), James Gillet - Denbighshire County Council.
- 2. APOLOGIES:** None

All Councillors were invited to this meeting as an opportunity to put forward their ideas for the new website.

### **3. BACKGROUND**

James Gillet stated that the website is in a strong position in a sense of transferring information from the old to the new. The Town Council need to start with a small website of 7 to 8 pages. Keep it minimal, clean, and modern and have a website that really works. The Town Council need to consider branding and identity colours that will set the tone for a modern council. The website needs to be practical and functional. Some members of the public will use the website to complete a task or to find out about a service. This could mean that they need to be signposted to another website i.e. Denbighshire County Council.

### **4. TOP LEVEL HEADINGS:**

**Your Council** - who we are and what we do

**Your meetings** – to include agendas, minutes etc.

**Your town** - Past and present

**News & Events** – what’s going on? Have one page for every different event.

**Your Mayor** - then leads to Home Page which will include a welcome.

**Your services** - leads to other links e.g. grants, bus shelters.

**Town Clerk** - leads to list of contacts.

**Publication Scheme** - needs to be prominent and it is the shop window for the Town Council.

### **5. OTHER MATTERS DISCUSSED:**

- a. Need to list what the Town Council provides AND don’t provide.
- b. Advertising on the website - something to consider for the future as a potential source of income.
- c. The Town Clerk needs to press ahead with promoting the competition for a new logo. Once the logo has been decided, the Town Council need to have a digital version of this.

- d. The website will be bi-lingual. Councils are waiting for the Welsh Commissioner to make a decision on a Welsh Language Policy which can then be customized for Rhuddlan Town Council.
- e. History (past and present) needs re-writing. It was resolved to ask the History Society to write a fresh history page.
- f. YouTube is the platform for videos. The Town Council do not currently have a YouTube account but it is easy to set up.
- g. Instagram is the platform for photos. Need to still consider photos to make the website more interesting.
- h. The two social media is Facebook and twitter which are to be added at a later date.
- I The rhuddlantowncouncil.gov.uk domain name is managed/owned by Denbighshire County Council.
- J. Mac3 currently host Rhuddlan Town Council webpages.
- k. The new webpage will be hosted by WordPress and will cost approximately £40 a year.
- l. James Gillet will commence work on a new website and will present this to the Town Council soon.