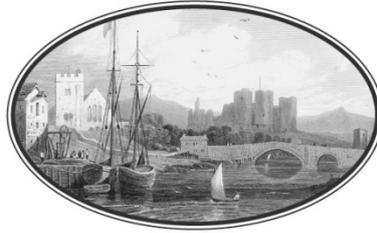


Cyngor Tref **RHUDDLAN** *Town Council*



Minutes of a meeting of Rhuddlan Town Council's Website Committee held at the Community Centre, Parliament Street, Rhuddlan on 5th January 2017.

PRESENT: Cllrs. Gareth Rowlands (Chairman), Sara King, Mike Kermode, Jackie Burnham, Arwel Roberts.

- 1. APOLOGIES – None**
- 2. DECLARATIONS OF INTEREST – None**
- 3. MINUTES –** The minutes of the meeting held on 19th November 2016 were approved.
- 4. URGENT MATTERS AS AGREED BY THE CHAIRPERSON – None.**
- 5. USE OF IT, WEBSITE & SOCIAL MEDIA COURSE –** Cllrs Gareth Rowlands, Mike Kermode and the Town Clerk attended the above course run by One Voice Wales which was very informative as to the benefits of using social media, possible pitfalls and how to avoid them.
- 6. 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.
- 8. CORRESPONDENCE –** An e-mail had been received from Redstone Creative stating that the Town Council own the HTML website pages files and the website as a whole, but not the photographs. Photographs contained, other than those photographed by Sion Hughes, are the sole copyright of SR Hughes. Sion is happy for the archived photographs to remain part of the Council archive, as his sole copyright detail is on

top of those archived webpages. A disc containing HTML files has been received by the Town Clerk.

- 9. WEBSITE: NEXT STEPS** – James Gillet from the IT Section of Denbighshire County Council attended a previous Website Committee and offered to create a new website so as to provide a new image for Rhuddlan Town Council and to explore how the website can link to Facebook and Twitter, free of charge; however the Town Clerk would be responsible for the ongoing operation and maintenance of the website. It was resolved that the Town Clerk and Cllr Gareth Rowlands follow up with James Gillet to accept this offer and to commence as soon as possible.

Should this offer no longer be available by James Gillet, the Town Clerk needs to obtain estimates from suitable organisations for the creation of a new website. Colwyn Bay Town Council paid a private company approximately £2,500 to set up a website with the Town Clerk being responsible for maintaining and updating.

Rhuddlan Town Council need to be mindful of the website content and need to follow guidelines issued by One Voice Wales. The Town Council needs to adopt a formal Publication Scheme which sets out the Council's commitment to make certain information routinely available such as policies and procedures, minutes of meetings, annual reports and financial information. Cllr Mike Kermode kindly offered to present a report to the Town Council to explain in further detail.

It is important that the website has links to other organisation closely associated with Rhuddlan Town Council such as Denbighshire County Council and other community projects/organisations such as Blodeuo, Cylch Meithrin.

The proposed launch date for the new website is 1st April 2017

A new logo is required for the new website. It was resolved to launch an open competition for all ages to put forward their ideas to include the text Cyngor Dref Rhuddlan Town Council. The winner would be announced on the 1st of April when their logo is included on the new website. The winner would also receive a £50 Voucher.

Once James Gillet/private organisation has been appointed to create a new website, an invitation will be extended to all Councillors to attend a meeting to share their ideas on creating a new website.