

**MINUTES OF THE MEETING OF THE WEBSITE WORKING GROUP HELD ON  
15TH SEPTEMBER 2003 AT 7.30 p.m. AT THE PAVILION, MANOR FIELD**

Present: Cllr Mr L Abraham  
Cllr Mr M Harris (Chairman)  
Cllr Mrs A Oxtoby

In attendance: Mrs Gilder (Assistant Clerk)

**1. Apologies for absence**

None

**2. Election of Chairman**

RESOLVED: On the motion of Cllr Oxtoby, seconded by Cllr Abraham that Cllr Mr M Harris be elected Chairman of the Website Working Group until the Annual Meeting of the Council in May 2004 or until such time as the Group is dissolved, whichever is sooner.

**3. Declarations of Interest**

None

**4. Terms of Reference**

RECOMMENDED: That the Terms of Reference as set out below be approved.

1. To investigate the provision of a website for Hartley Parish Council including the approximate costings.
2. To propose the preparation and to take the necessary action to set up a website.
3. To look at the provision of a broadband facility to the Parish Office.

**5. Website**

Various options were considered and it was  
RESOLVED: That the following organisations would be contacted in order to obtain further information and costs of setting up the website.

- 1) The Local Channel
- 2) Claridge Consultancy Limited
- 3) Reverend Worssam (to obtain information on who set up the Church's website)
- 4) Local schools.

The Assistant Clerk was requested to look into the possibility of adult education courses on website building and to inform the Members of any available courses.

It was RESOLVED: That a recommendation go to the next meeting of the Finance Committee to take up the offer of BT for the free installation of broadband at a monthly cost of £29.99 + VAT for one computer.

**6. Date of next meeting**

Wednesday 1st October 2003 at 7.30 p.m. at the Pavilion, Manor Field.

The meeting closed at 8.45 p.m.

Signed:.....  
Chairman

Date:.....



