

**MINUTES OF THE MEETING OF THE WEBSITE WORKING GROUP HELD ON  
12<sup>th</sup> DECEMBER 2003 AT 10.00a.m. AT THE PAVILION, MANOR FIELD.**

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

In attendance: Mrs H Gilder (Assistant Clerk)

**1. Apologies for absence**

There were no apologies for absence.

**2. Minutes of the previous meeting**

RESOLVED: That, the minutes of the meeting of the Website Working Group held on 6<sup>th</sup> November 2003 be approved and signed as a correct record.

**3. Declarations of Interest**

There were no declarations of interest.

**4. Broadband**

The Working Group received a report from the Assistant Clerk that following a number of initial problems with the telephone line, broadband was now up and running in the Parish Office. However, the computer does not have sufficient USB ports to enable all of the existing equipment to be used.

RESOLVED: That the Clerk be authorised to purchase a USB Port Hub for the Parish Office computer to enable broadband and all existing equipment to be utilised.

**5. Website**

Cllr Abraham informed the Group that he had contacted Sevenoaks District Council to obtain details of their website designer and for details of how to apply for .gov.uk domain name registration.

The Group considered a quotation from Claridge Consultancy for the design of the Council's website but as this was the only quotation received, the Group agreed to defer any decision until they were in possession of the quotation from Webgoblins and had received the requested information from Sevenoaks District Council.

RESOLVED:  
That once the information on applying for a .gov.uk domain name was received, an application to register should be submitted.

The Group considered designing the website without the assistance of a Consultant. Cllr Oxtoby informed the Group that the TBG Learning course that she had attended had been very useful and agreed to feed back information gained on the course to Cllrs Abraham and Harris.

RESOLVED:  
That the Working Group would independently experiment with the designing of a website and at the next meeting, on the outcome of this, the issue of whether or not a consultant be employed should be considered.

**6. Date of next meeting**

To be confirmed.

The meeting closed at 10.32a.m.

Signed:.....  
Chairman

Date:.....

