

**MINUTES OF THE MEETING OF THE WEBSITE WORKING GROUP HELD ON
31st March 2004 AT 7.00 p.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 4th February 2004 be approved and signed as a correct record.

3. Declarations of Interest

There were no declarations of interest.

4. Website

The Group considered the initial design of the Council's website provided by Claridge Consultancy and agreed that they were happy with the general layout.

Each page of the website was looked at and various alterations and additions were suggested.

Following some discussion it was

RESOLVED:
That the Assistant Clerk contact Claridge Consultancy to advise them of the proposed alterations and to arrange for training of the Clerk, Assistant Clerk and Members of the Working Group to commence as soon as possible.

The Group discussed the possibility of the inclusion of a map of Hartley on the website but, being aware of copyright restrictions it was

RESOLVED:
That the Assistant Clerk be asked to contact the IT Department at Sevenoaks District Council to enquire as to whether they are able to provide a map that could be included on Hartley Parish Council's website.

The Group agreed that as the website has now been set up in accordance with the Website Working Group's Terms of Reference, the role of the Group should now be that of an editorial team. It was therefore

RECOMMENDED:
That the Website Working Group be re-named the Website Editorial Team to support the Clerk and Assistant Clerk in populating the website.

5. Date of next meeting

To be confirmed.

The meeting closed at 8.13 p.m.

Signed:.....
Chairman

Date:.....

