

Minutes of the Finance & Resources Committee Meeting held in The Council Office, Unit 2 Wheal Agar, Tolvaddon Energy Park, Tolvaddon on Tuesday 17th March 2015 at 7.00pm.

PRESENT: Councillors Mrs Thompson (Chairman), Szoka (Vice Chairman), Crabtree, Ford and Pavey.

ALSO PRESENT: Ms S. Willsher, Clerk and Mr A Davenport, Focus Technology Europe Ltd (from point mentioned)

The Chairman explained the safety procedures.

FR15/03/1 TO RECEIVE APOLOGIES FOR ABSENCE

Apologies were received from Cllr Ekinsmyth.

There were no members absent.

FR15/03/2 MEMBERS TO DECLARE DISCLOSABLE PECUNIARY INTERESTS AND NON-REGISTERABLE INTERESTS (INCLUDING DETAILS THEREOF) IN RESPECT OF ANY ITEMS ON THE AGENDA AND ANY GIFTS OR HOSPITALITY OVER £25

There were no interests declared.

FR15/03/3 TO CONSIDER APPLICATIONS FROM MEMBERS FOR DISPENSATIONS

There were no applications for dispensations from members.

FR15/03/4 PUBLIC PARTICIPATION (MAXIMUM 10 MINS – EVERY SPEAKER A LIMIT OF 3 MINS UNDER COUNCIL STANDING ORDERS)

There were no members of the public present.

FR15/03/5 TO RECEIVE AND APPROVE THE MINUTES FROM THE MEETING HELD ON THE 24TH FEBRUARY 2015 AND THE CHAIRMAN TO SIGN THEM

It was proposed by Cllr Pavey, seconded by Cllr Szoka and

FR15/03/5.2 RESOLVED that the minutes of the meeting of the Finance and Resources Committee held on the 24th February 2015 are received and approved and signed by the Chairman.

On a vote being taken the matter was approved unanimously.

FR15/03/6 MATTERS ARISING FROM THE MINUTES AND A REPORT ON PROGRESS OF ACTIONS, FOR INFORMATION ONLY

There were no matters arising.

FR15/03/7 TO CONSIDER THE SECOND DRAFT WEBSITE DESIGN BY FOCUS TECHNOLOGY EUROPE LIMITED AND AGREE ANY FUTURE ACTIONS AND FEEDBACK

The second draft of the website was projected onto the office wall and members considered each page and made the following comments:

Home Page

Mr Davenport requested about three landscape photographs and three mission type statements for the slider that ran along the top of the page. A photograph and some text about a historical monument was needed to go along side the photos of Manningham Wood and Tehidy Country Park.

News (right hand side of each page)

It was noted that the busier the website could be and the more information that was uploaded the higher the ranking on Google which would result in the Council's website being higher up the list on the Google search pages. The bar would show the five latest posts; as new posts were added the oldest post would fall off the bottom and be archived. The Council could create a 'sticky post' which could stay at the top of the news feed if needed.

Members discussed community groups and organisations in the parish giving the Council news to put on the website. It was suggested that the Council promotes that they are willing to upload information from groups etc on the website and encourage community groups etc to engage with the Council and send information to be uploaded to the website.

In response to a question Mr Davenport suggested that the Council could write into their Terms and Conditions for the website that groups are automatically giving the Council the right to use any photographs submitted for news/events for their electronic media and that organisations sending pictures of children must prove that they have the consent of the parent/guardian to use the photo.

Social

It was noted that social media such as Facebook could be included on the website. Mr Davenport discussed with members the advantages of social media, how Facebook could be set up and monitored etc. Social media was a very quick way to get information out to the public especially if it was well done and properly managed. It was a good source of two way communication with the public, an effective way to communicate with the youth and the Council could react to issues raised by the public.

Maps

The Clerk and Mr Davenport had had discussions about maps prior to the meeting; the maps the Council currently had were not of a high enough quality to go on the website. Mr Davenport suggested that the Council contacted Ordnance Survey and purchased a licence to use a map for the website.

What's On

Mr Davenport explained that the website would remember information such as addresses which had been included in previous entries. There would be a hyperlink from the calendar to the Council agendas and other relevant information. Further to discussion it was agreed that the agendas for each meeting would be written into the calendar entry and that the minutes would be displayed on a separate page.

It was agreed that the Clerk would send Mr Davenport a list of events to be held in the Parish by the end of the week.

Committees

It was agreed that the page would be amended so that there was a list of Committees and when the Committee name was clicked on the Committee membership and Terms of Reference would drop down.

Illogan Review

The Illogan Review was discussed. Mr Davenport suggested that the Council could consider whether to produce the Review only in an electronic form unless members of the public requested a hard copy. Members felt that some people read the Review because it had been delivered and was there and would not read it if they had to look for it. Members considered whether to upload additional articles to the website that would not fit in the hard copy of the Review or uploading articles as news which could then be included in the next edition of the Review.

Village Trail

Mr Davenport reported that they were revamping the Village Trail so that it was more user friendly and could be printed from the website in a way in which people could use it to walk around the trail. He suggested that the Council could consider producing a young person friendly trail.

Contact Us

It was agreed that the photographs of the Clerk and Administration Assistant would be displayed on this page with a short write up and their direct email addresses.

Email Addresses

Members discussed Councillors email addresses and possible options available. It was agreed that Councillors email addresses would be discussed in detail at a future meeting.

Colours

Mr Davenport said that there needed to be a maximum of three colours with accents and highlights. Members considered the colours for the website using the colour wheel provided by Mr Davenport. It was agreed that the blue that was on the second draft of the website would be used and that a complimentary green in the area of the green coded 99CC33 on the colour chart would be used.

Illogan Park

It was agreed that the Clerk would produce a write up regarding the 'story' of Illogan Park to date and send it to Mr Davenport as soon as possible.

Logo

Members discussed the logo. The image was not really of a high enough resolution for the website. It was agreed that the Clerk would contact the designer of the logo to request a high resolution image of the website. It was also agreed that Focus Technology would consider the logo and provide some suggestions to the Council so that the logo better filled the space on the website.

Useful Links

It was suggested that links to historic and nostalgic sites were included in the website. It was agreed that the Clerk would forward a link for Illogan School as the current link did not work.

In general

Mr Davenport suggested that the Council should consider getting 'fibre' to the premises as it would provide a faster more stable internet connection and there would probably not be much difference in cost; it may even be a bit cheaper.

Members were pleased that there was a consistency of format amongst the pages of the website.

FR15/03/8 DATE AND TIME OF NEXT MEETING

The next meeting would be held on Tuesday 24th March 2015, 7pm in the Council Office.

There being no further business the Chairman closed the meeting at 8.06pm.

Signed:

Date: