

**Minutes of Bransgore Parish Council**  
Working Party  
“WEB DESIGN/ IT DEVELOPMENT”

Held on Monday, 16<sup>th</sup> April, 2012, in the Parish Office.

Present: - Cllr. D. Stoddart, Cllr. J. Lay , Mr. E. McNamara [Parish Clerk], Cllr. A. Hickman & Mrs. N. Hembury

Circ to: - Parish Council

Next Meeting: Monday 28th May at 10=00 a.m.

Previous minutes were read and signed off as a true record of that meeting.

**Item 1.0: - Parish Web Page** <http://www.bransgore-parish.gov.uk/>

- 1.1 The Web Design package WebPlus has been upgraded to Version X5.  
The ‘links’ have been re-connected: Action: [DS] closed  
Serif’s User Forum has been configured. Action: [DS] closed
- 1.2 Superfast broadband for rural areas: that Hampshire County Council has been successful in its bid to BDUK for £5m. See <http://www3.hants.gov.uk/broadband.htm> Parish Council is involved in stakeholder meetings. Ongoing action: [EM/DS]

**Item 2.0 Agenda: Hardware, Software and Contractual Actions**

- 2.1 A BT Hub has been ordered and installed. Action: [EM] closed
- 2.2 A new Tower may be considered to run the Financial Software. Advised that alternative Financial Software and Booking system is being considered: Noted that we have Avalon Software that is not being used.  
Agreed that a potential Supplier <http://www.rbssoftware.co.uk/> be contacted and a webinar set up before the next meeting. The Financial Committee will also have to sanction this potential purchase. Action: [EM]

**Item 3.0 Documentation and Disc Storage**

- 3.1 Acknowledged that Parish Files [including Sage] is stored/backed up on DVD’s and stored in the fire-proof safe. Action: [DS/EM] closed
- .  
3.2 Also agreed to investigate using BT Cloud as a secondary secure medium. Action: [DS/EM]
- .

**Item 4.0 Newsletter**

- 4.1 Councillor Lay is shadowing the compilation process that uses Microsoft’s “Publisher”. Agreed that eLearning be considered as part of Publisher experience. Action: [JL/DS]
- 4.2 Agreed to purchase and install Serif’s DrawPlusX2 in order to provide graphics support. Action: [DS/EM]

**Item 5.0 Office Logistics and Printer configurations**

- 5.1 The Office layout has been changed. Noted that dual use of the Printer requires additional USB cabling. Action: [NM]

**Item 6.0 Office Logistics and Printer configurations**

6.1 Google Analytics <http://www.google.com/analytics> has been established, to analyse the hit rate against the Parish Website.  
However, certain generated data is confusing; agreed to seek advice from a technical source: Action:[DS]

6.2 The Google User Forum link has also been configured. Action: [DS] closed

**Item 7.0 Student participation.**

7.1 The clerk has concluded dialogue with a local ICT student, who has compiled some draft web pages, for consideration by Parish Council. Action: [EM] closed

**Item 8.0 AOB**

8.1 **Village/Parish websites**  
Agreed to review the inter-related websites, with a view to rationalise the web pages. Action:[DS/AH]

Signed:-  
Dated:-

DRAFT