



OLDBURY ON SEVERN PARISH COUNCIL

Minutes of the

COMMUNICATIONS COMMITTEE MEETING

Held on 25th February 2020 @ 7.30pm at the Memorial Hall

Present: *Cllr Keith Sullivan (chair), Cllr Sheila Bedford, Emma Pattullo*

Clerk: Emma Pattullo

1 To receive apologies

Apologies were received from Peter Farrell & Tina Bird.

2 To approve the minutes of the last meeting held on 17th September 2019

The minutes of the last meeting were approved as an accurate record & signed by the Chair.

3 Website

3.1 To review usage and linking of website

PF had provided website statistics for the past month. This site continues to have steady use with typically 30-40 visitors per day. As well as council pages (particularly the minutes of full council meetings), several community pages are well used including the Memorial Hall, shop and weather forecast. Most links from search engines come from Google, suggesting that people are not having trouble finding the page from there despite it not being the top link.

PF was asked to investigate which community pages are not often visited so this committee can consider if any need improvement or are not really required.

Action: PF to continue to provide stats & if possible identify 'bottom ten' pages

3.2 To review progress on Accessibility Regulations compliance

By September 2020, we need to have made or have plans in place to make reasonable adjustments to the website to allow accessibility to those with disabilities or who use assistive technology (e.g. screen readers, keyboard navigation, high contrast screens). We also need to produce an accessibility statement explaining what steps have been taken towards compliance, what is planned and what has been deemed not reasonable.

EP has been working on a report to identify what aspects of the site are already compliant and what is not. PF will then assess what can be done within the current contract or at reasonable additional cost.

Action ongoing – EP/PF

3.3 To consider presentation of Memorial Hall committee information

At the hall committee AGM it was noted that hall committee minutes and agendas are not currently available on the website. It was agreed that this would be useful and that to avoid confusion with the 'local information' pages, a new location would be created for this and any other community committees/groups to make such information available if they wish.

Action: EP to check hall committee are happy with this approach and if so, advise PF of required changes.

4 To receive update on Welcome Packs and determine future action

As TB was not present there was no progress to report.

It was noted that there are a number of new residents in the parish who have not received a welcome pack.

5 To receive update on mailing list

No progress to note.

6 To discuss promotion of playing fields and pavilion

Several 'quick fix' actions were identified:

- Investigate costs to install finger posts signs at the corner of Westmarsh Lane and possibly somewhere on Church Road, to show "Playing Fields and Children's Play Area" **Action EP**
- List the Pavilion on "Hallshire.com" website & inform booking secretary **Action EP**
- Monitor usage of outdoor areas to see which are/aren't well used, to prioritise future efforts and investment. A parishioner has been asked to do this.
- Produce new copies of information on the playing fields noticeboard **Action: KS / Playing Fields Committee**
- Add a line to the calendar page on the website to link to information about booking both the Pavilion and the Hall (i.e. to their pages). **Action: PF**

In the longer term it was agreed that the Playing Fields website page and the written brochure would benefit from a refresh.

7 To receive any other items of report

No items were raised

1. To confirm date and time of next meeting

It was agreed that the next meeting of this committee will be held on Tuesday 21st April @ 7:30pm.

Meeting closed at 8:45pm

Signed as a correct record at the following meeting: