



## OLDBURY ON SEVERN PARISH COUNCIL

Minutes of the

### **COMMUNICATIONS COMMITTEE MEETING**

Held on 12<sup>th</sup> November 2019 @ 7.30pm at the Memorial Hall

**Present:** *Cllr Keith Sullivan (chair), Cllr Sheila Bedford, Peter Farrell*

**Clerk:** Emma Pattullo

#### **1. To receive apologies**

None received.

Not present without apologies – Tina Bird.

#### **2. To approve the minutes of the last meeting held on 17<sup>th</sup> September 2019**

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

#### **3. Website**

##### **3.1. To consider usage of the website and any changes required**

PF reported recent usage statistics; the website is receiving a steady number of visitors (~25 per day) with occasional peaks. This compares well with similar sites.

It was discussed that a Google search for Oldbury on Severn brings up information from the Wikipedia page. It would be useful to have a link to the community website from there. PF agreed to look into this.

**Action: PF to investigate linking to website from Wikipedia page.**

##### **3.2. To determine the best way to progress compliance with the Website Accessibility Regulations**

EP explained the new Website Accessibility Regulations which are designed to ensure that public body websites are accessible to as many people as possible. The Regulations have been in place since September 2019 and the website must comply by September 23<sup>rd</sup> 2020.

EP has attended training to establish what needs doing and will audit the website to establish what specifically needs doing. PF will establish whether any additional Wordpress modules will be required to allow the required functionality. EP & PF will then work together to establish how changes can be put in place and whether there will be any aspects which will be a 'disproportionate burden' as defined in the Regulations.

**Action: EP/PF to pursue compliance & report progress to next meeting.**

**4. To receive update on the Welcome Pack and determine future action**

This was being progressed by TB who was not present thus no report received

It was noted that once the revised pack is ready for distribution, it needs to get to as many new residents as possible. Councillors will be asked to take note of anyone moving into the village and report to this committee. Notices could also be placed in the shop, pub and 4Ward magazine to advertise that the pack is available.

**5. To receive update on the Parish Mailing List**

PF has reviewed the existing Mail Chimp list. As there are a significant number of addresses, it would be sensible to start with that rather than begin again from scratch. PF & EP will draft and send an email to those on the list to explain intended future use and ask them to confirm that they still wish their address to be included. A sign-up form will also be added to the website.

**Action: PF/EP to send email to mailing list members**

**6. To consider how to support the PFC in promoting the use of the Pavilion & playing fields**

The Playing Fields section of the website is rather out of date and requires downloading of the brochure to get any details rather than information being available on the page itself. It was agreed that the page could benefit from being made more appealing and informative.

The PFC would need to provide the actual information to be included but this committee could work on improved presentation.

KS will raise at the next PFC meeting.

**Action: KS to raise at the next PFC meeting.**

**7. To receive any other items of report**

No items raised.

**8. To confirm date and time of next meeting**

It was agreed that the next meeting of this committee will be held on Tuesday 14<sup>th</sup> January @ 7:30pm.

Meeting closed at 8:25pm.

*Signed as a correct record at the following meeting: .....*