

MAESTEG TOWN COUNCIL

Minutes of a **COMMUNICATIONS COMMITTEE MEETING**
held remotely via Microsoft Teams, on **Wednesday, 4th November 2020.**

PRESENT:

COUNCILLORS: **CLLR R DAVIES (CHAIR)**
P Davies, A James, R Penhale-Thomas and L Thomas

ITCS OFFICERS: A Deere and B Stokes

APOLOGIES & DECLARATION OF INTEREST: None Received

268. TO CONSIDER AND DISCUSS THE PROPOSED WEBSITE RE-CONFIGURATION WITH MEMBERS OF ITCS

The Chair welcomed both officers from ITCS to the meeting and advised that in the previous meeting committee members had looked at the mock-ups and an email was sent to ITCS, however members felt it was better to meet with ITCS to explain the and discuss concerns and queries.

ITCS advised that currently the website was released on an old design platform where there are many issues and the platform is unable to be upgraded. Currently any updates of information to the website the Clerk has to email ITCS and they update. Previously the Clerk was able to update the website and a new configuration would allow for this inhouse. The backend of the website is fairly easy to use and ITCS see no issues with the Clerk being able to use this.

Members also discussed the following:

- a) Enquiring officially to register a .gov.wales or .gov.uk domain (e.g. maesteg.gov.wales or maesteg.gov.uk

ITCS advised that there are certain criteria that would be needed to obtain the gov.uk website including W3C standards, accessibility, colours and fonts which have their own restrictions. Development timescales are increased as this there are many other restrictions including not using translator software plug ins.

Members queries whether any analysis of the accessibility had been done to make it compliant for users with disabilities. ITCS advised that the website would be DDA compliant whereby there are no conflicting colour schemes and font size is also compliant. The text on the website is actual text and can be used by the text to speech software that many disabled users use.

It was agreed that Maesteg Town Council would keep the current domain www.maestegcouncil.org

- b) To discuss the establishing of email addresses for Councillors who wish to have them - resolution from June 2020 Council Meeting

Many Councillors had recently received fishing emails that highlight how unsecure personal email addresses can be. It was agreed that the opportunity should be given to all councillors to receive a @maestegcouncil.org email address that is more secure and would also give access to the full range of Office 365.

ITCS advised that the cost of this would be the Office 365 licence fee, which is set at £4.50 + VAT per email address.

- c) Publishing of the new website?

Members queries how long it would take to publish a new website. ITCS advised that once the format had been agreed the build of a new website would take approximately 2 weeks. The main time delay is creating the initial design that everyone is happy with, unfortunately mock-ups do not give a full interactive experience and do not link from the home page to another page as they are just to allow for the design of the website. The website content is reliant on what is provided by Maesteg Town Council; however, it was agreed that the majority of content can be lifted from the current website and once the website is live the content can be adjusted. Following this the website would be sent to the Council for testing, dependent on what issues are raised these are resolved and the website is then signed off. Next stage is the testing by ITCS whereby the team tries to hack the site and fix any vulnerabilities. Once all the testing is complete the website will go live.

Members were keen to proceed with upgrading the website and ITCS advised they would work on the new design with a blend of the 2 options originally provided to the committee.

RESOLVED:

- ITCS to work on amalgamating the original 2 mock website options and create a new mock-up for the committee to agree and take to full council
- Clerk to arrange new email addresses for all Councillors

269. TO DISCUSS ANNUAL NEWSLETTER

Clerk advised that Maesteg Town Council should be producing an annual newsletter to all residents to advise what the Council has achieved in the year. Clerk had produced a draft newsletter that highlighted Maesteg Town Council support during the beginning of the pandemic. Members discussed and agreed that it would be beneficial for the newsletter to highlight further achievements throughout the year to include all the organisations that have been helped throughout the pandemic including photos, the winning posters from the Christmas Poster competition and the Council's Christmas message.

Clerk advised that should Maesteg Town Council use Royal Mail they will only deliver to the whole of a post code area therefore, Llan Middle would also be included. Clerk advised that Electoral services are able to provide property figures for the Maesteg Town Council boundary.

RESOLVED:

- Chair of Communications to assist with the newsletter
- Clerk to ascertain the number of properties within Maesteg Town Council boundary and contact local leaflet delivery company to find costings for delivering the newsletters.

RECCOMENDATIONS:

1. Full Council to agree the new website mock-up
2. To agree the email addresses
3. To agree the Newsletter and for distribution

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**Read and accepted at a remote meeting of the Council
held on 1st December 2020**

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Chair of Communications Committee

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Mayor