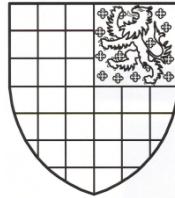


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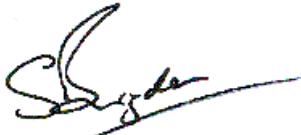


**LEWES  
TOWN  
COUNCIL**

**To: Cllrs Ashby; Catlin; Elliott; Jones; Makepeace; Murray (S); O'Keeffe; Rowell and Watts**

A Meeting of the **Communications Working Party** will be held on

**Tuesday 6<sup>th</sup> February 2018**, in the **Council Chamber, Town Hall, Lewes** at **2:30pm** which you are summoned to attend.



S Brigden, Town Clerk  
26<sup>th</sup> January 2018

## **AGENDA**

### **1. ELECTION of CHAIRMAN**

To elect a Chairman for the working party for the 2018/19 municipal year

### **2. APOLOGIES FOR ABSENCE:**

To consider apologies from members of the working-party who are unable to attend.

### **3. MEMBER'S DECLARATIONS OF INTEREST:**

To note declarations of any personal or prejudicial interests in matters on this agenda.

### **4. QUESTION TIME**

To receive any questions regarding items on the agenda for this meeting.

### **5. MINUTES**

To agree Minutes of the meeting held on 6<sup>th</sup> March 2017.

(*attached; page 3*)

### **6. NEW WEBSITE**

To receive a presentation on progress with the new Council website.

(*site designer will be present*)

### **7. SUGGESTIONS FROM MEMBERS**

To consider items suggested by Members:

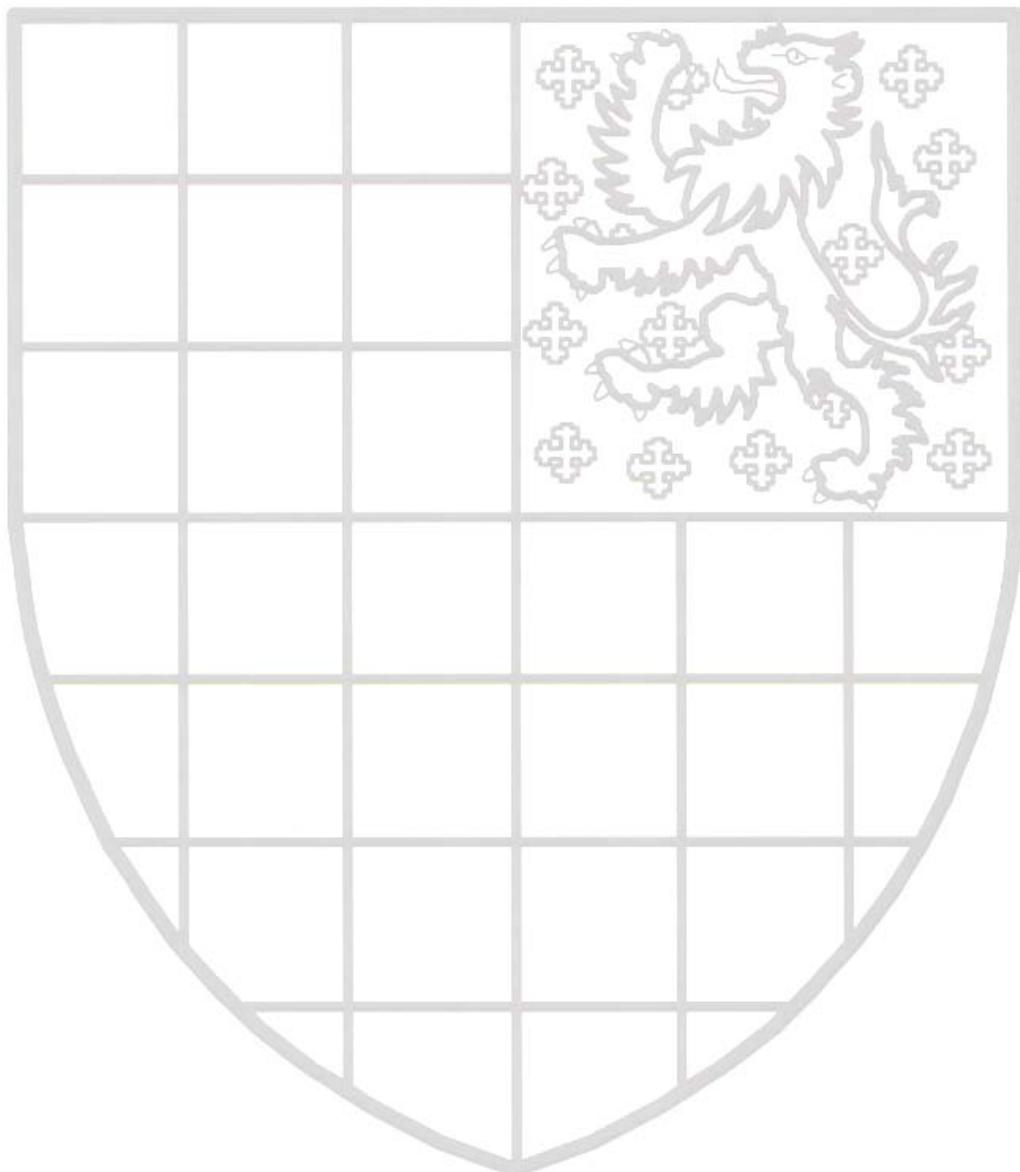
- Social Media training
- inviting young people to help and advise on the best way to engage their peers
- the best ways to inform residents of our spending/budget decisions
- info graphics versus spreadsheets
- other forms of communication
- is there a need for a Communications Officer?

*For further information about items on this agenda please contact the Town Clerk at the above address.*

**PUBLIC ATTENDANCE:** Members of the public have the right, and are welcome, to attend meetings of the Council – questions regarding items on this agenda may be heard at the start of each meeting with the Chairman's consent, and subject to time available. Questions or requests to address the Council should, whenever possible, be submitted in writing to the Town Clerk at least 24 hours in advance. General questions can be raised at our offices between 9am-5pm Mons- Thurs; 9am-4pm on Fridays – our staff will be pleased to assist.

**Distribution:** Cllrs Ashby; Catlin; Elliott; Jones; Makepeace; Murray (S); O'Keeffe; Rowell and Watts  
Copy: all Councillors, for information

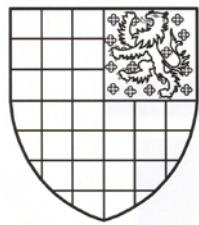
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**LEWES  
TOWN  
COUNCIL**

## **MINUTES**

of the meeting of the **Working Party** formed to consider Communications & public engagement, held on **Monday 6<sup>th</sup> March 2017** in the **Council Chamber, Town Hall**, Lewes at **9:15am**.

**PRESENT** Cllrs A Ashby; S Catlin; W Elliott; H Jones; I Makepeace; S Murray; R O'Keeffe (*Chairman*) and E Watts

*In attendance:* S Brigden (*Town Clerk [TC]*).

**ComWP2016/23 APOLOGIES FOR ABSENCE:** Apologies had been received from Cllr Rowell, who was in Hampshire.

**ComWP2016/24 DECLARATIONS OF INTEREST:** Cllr Makepeace declared an interest in that she was acquainted with one of the presenters who would be offering services, and Cllr Jones declared familiarity with another (representing a different company), who was a regular patron of his business.

**ComWP2016/25 QUESTIONS:** There were none

**ComWP2016/26 MINUTES:** The minutes of the meeting held on 19<sup>th</sup> December 2016 were received and signed as an accurate record.

**ComWP2016/27 EXCLUSION of THE PRESS & PUBLIC:**

At this point the Chairman moved, and **it was resolved that:**

**ComWP2016/27.1** “That in view of the confidential nature of the business to be transacted during the remainder of the meeting, pursuant to the Public Bodies (Admission to Meetings) Act 1960 etc. any members of the press or public present be excluded and instructed to withdraw. The nature of that business is to consider tender values and submissions for prospective contracts.”

**ComWP2016/28 BUSINESS OF THE MEETING:**

Members had earlier been provided with copies of proposals from three potential providers of a new website for the Council. These had been selected at an earlier meeting (27<sup>th</sup> October 2016), when examples of their work for other clients had been studied online.

The three companies had each met with TC individually and been given a wealth of background information and technical detail upon which to base their submissions. All three offered design; hosting and maintenance of a new website based upon the common Wordpress™ content management system, and offered various additional features linking to social media networks; mapping; video; newsletter subscription lists *etc* and comprehensive analytical tools to assess key aspects of use. All offered comprehensive up-to-date functionality in terms of routine management of content by Council officers, and a site which would be responsive to the wide range of devices and browser software which may be used to access it, and offer intuitive navigation options. Initial training was included, and further options quoted-for. Each company had suggested variations on the presentation of key information, such as Agenda and Minute records accessible in a calendar format in addition to topic listings, or Members' contact details shown graphically on a Ward map with 'pop-up' photographs, personal biography *etc*.

Each company made an independent presentation to the Working Party, at hourly intervals through the morning, and addressed questions from Members.

There followed a lengthy discussion as to the perceived attributes of each company and the service offered. There was some contention as to the preferred choice and a

vote was called to determine a final recommendation. Council would be advised to commission the work, and the company would work with TC and a small sub-group from the Working Party to produce the new site in approximately three months.

**ComWP2016/29 RECOMMENDATIONS**

It was agreed to recommend the appointment of NTD Internet Solutions Ltd, of The Hub, Station Street, Lewes BN7 2DA to design and provide a new website for the Council.

**ComWP2016/30** There being no further business, the Chairman declared the meeting closed, and thanked everyone for their contribution.

*The meeting closed at 12:50pm*

Signed ..... date .....

Draft