



## Window on Woking Community Web Advisory Board

Civic Offices, Woking Borough Council

Minutes of a meeting held on Friday 6 October 2006

**Present:** Sue Barham (SB) Head of Cultural Services, Woking Borough Council  
 Andrew Green (AGn) Web Developer, Article Seven  
 Andrew Gresham (AGm) Web manager, Woking Borough Council  
 Sue Heightley (SH) Web Editor, Woking Twins Club  
 Alan Rapley (AR) Web Editor, Woking Music Festival  
 Adrian Proudfoot (AP) Information Officer, WAVS  
 Sean Rendall (SR) Project Manager, Woking Borough Council

**Apologies:** Lesley Kitchen (LK), Director, WAVS

Item	Action
1. SR welcomed everyone to the inaugural meeting of the Advisory Board and in LK's absence chaired the meeting.	
2. <b>Terms of Reference</b> Draft TOR were agreed without amendment and adopted by the Board. SR advised these will be published, along with Board agendas and minutes, on the site	Publish documents on website (SR)
3. <b>Current work and existing development programme</b> We reviewed the background to the Community web project, its development and progress to date on marketing and encouraging take up by organisations and the community in general. We discussed the following: <ul style="list-style-type: none"> <li>§ Suggestions for monitoring 'dormant' websites - AR suggested keeping records of how many times an Editor has logged in to the Admin shell</li> <li>§ Readspeaker – need to make the link to this more prominent e.g. at head of page?</li> <li>§ Volunteer Noticeboard – adding equipment loan as a feature? SH gave example of borrowing childrens's chairs and tables for events</li> </ul>	AGn/SR to consider options and report back to Board
There are a number of existing development commitments that will take up to the end of the year to fulfil. Thereafter, the Board will be better placed to influence the prioritisation of development options.	
4. <b>User Survey</b> We discussed the need to survey organisations using the website for feedback that will help to identify areas for development. The Board asked that this survey should be carried out in tandem with a site 'visitor' survey to get a more balanced view.	Visitor survey to be added (SR)



The suggestion was also made that a panel of users could be set up to test new features under development. This has been used to good effect in developing the online grants form and would be valuable in future developments.

Board to comment on draft questionnaire (all)

5. **Marking Window on Woking's 1<sup>st</sup> Birthday**

We discussed a number of ideas for promoting the community web through next month, possibly in conjunction with other events, and linking with the survey. Ideas included a group photograph and a mosaic of organisations' logos.

Further ideas welcome (all)

6. **Next/Future meetings**

LK had asked for next meeting to be scheduled early December

Circulate possible dates (AP)