



Window on Woking Community Web Advisory Board

Minutes of a meeting held on Friday 13 July 2007

Present: Sue Barham (SB) Head of Community 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
Lesley Kitchen (LK), Director, WAVS
Alan Rapley (AR) Web Editor, Woking Music Festival
Sean Rendall (SR) Project Manager, Woking Borough Council

Apologies: Adrian Proudfoot (AP) Information Officer, WAVS

Item	Action
1. Notes from last meeting (8 Dec 06) The notes were agreed without amendment	
2. Recent Developments and Current Work A number of developments have been carried out since the last meeting and these were demonstrated (items marked* were specifically requested at the last Board meeting) Registrations: <ul style="list-style-type: none">• 'Register with Us' has been changed to 'Register with this website'*• A third option for Editors to 'Cancel request' for pending registrations has been added * Expiry of pages: <ul style="list-style-type: none">• A new 'alerts' panel has been added which is displayed as soon as the Shell is opened if a web page is soon to expire or has already expired, or if a registration request (for ordinary account, publisher or editor) is pending. The page expiry warnings also have links which enable the expiry date to be quickly rolled forward by a year. AGm asked if this could also include a broken links message.• A 'Last Updated' date has been added to the foot of all pages.* User Forum: <ul style="list-style-type: none">• This has now been made live. Volunteers Area: <ul style="list-style-type: none">• The first phase has been made live with a dedicated area for volunteers created, a panel on the home page and a search facility. Currently only WAVS can add volunteer vacancies, but this will soon be opened up to all registered organisations. The next phase will allow prospective volunteers to register and subscribe to receive alerts if vacancies that match their search criteria are added to the site.	AGn to develop



- AR asked how an organisation would advertise for volunteers for a limited period. AGn confirmed an expiry period had been built in but would check whether this can be further developed to meet.

AGn to check and confirm

‘Your Neighbourhood’:

- This area has been developed to provide a more local level of information. Based on 9 neighbourhood areas, reflects work underway to improve co-ordination among local service providers. Includes local organisations, local events, information on cllrs, contact details for neighbourhood services (WBC) and neighbourhood police officers and PCSO’s, a searchable database of GPs, schools, halls for hire. AGm asked whether the GP information was being updated against NHS website.

SR to check

- AR asked if it was possible to collapse the panels on the right hand side of the pages as they were creating very long pages that require a lot of scrolling. AGm suggested adding different colours to panel headings.

SR/AGn to explore

- SR explained the proposal to open the descriptions for local areas to enable others to add their own comments. LK suggested enabling people who attend the Tune In consultation events that are being run as part of the consultative process for Neighbourhoods to add their own take on their vision/aspirations for the area.

SR to explore with ‘Tune In’ team

- AGn suggested these pages would benefit from the addition of photographs. SB suggested linking up with a photography project being organised for young people in the borough.

SR to liaise with SB’s team

Events:

- A number of enhancements have now been implemented. These include the ability to add repeat events, to create a new event based on an existing, linking to Google maps and a new ‘front end’ with improved search options.

Other suggestions:

- AGm suggested a ‘Search again?’ option for the organisation search when no matches are found.

AGn to add

Firefox compatibility for the shell:

- AGn explained the programme that is now underway for the re-design of the Council’s own website. This will include revisions to the Shell which will overcome the problems experienced by Firefox users.

Other development items:

- LK asked if there is a single development plan for WoW which can be circulated to the Board. SR explained that the project is managed via a collaborative project management tool used by SR, AGn and AGm (AP also has access and has used contributed). This tool includes ‘to-do’ lists which can be made available with the papers for future meetings.

SR to add ton papers for next meeting

3. Window on Woking for Business (WoWfB)

A number of recommendations for setting the development brief were considered. The following was agreed:

- WoWfB will be limited to a single web page (unlimited length) created automatically from an upload form. This also has the benefit of removing the need for access to the Shell (thereby reducing the demand for Support). This will be offered free of charge.



- After some discussion, we agreed commercial organisations would have their own default template.
- AR asked whether a customer feedback/star rating system could be incorporated. The Board concluded this was not a priority for initial development, but could be added at a later date. However, each page could carry a link to 'Buy with Confidence'.
- We agreed that there would be no link to Events for WoWfB
- The Board agreed the recommendation that WoWfB be restricted to organisations that are located/have a base in the Borough (can use postcode look up to verify). No size limit on organisation.
- LK reminded the Board that WAVS cannot provide Support for commercial organisations.

The Board's conclusions to be reported to the Council's Web Strategy Group.

SR to spec. out on basis of this brief.

4. Future membership of the Board

SH stepped down from the Board due to reduced involvement with Woking Twins Club and taking on new roles elsewhere. A letter of thanks to be sent to SH.

SR to draft

SR advised that 15 respondents to the Editors' and Publishers' questionnaire expressed an interest in joining the Board. In addition, two further expressions have been received in response to the latest e-bulletin.

It was agreed that everyone who had expressed an interest in joining the Board should be contacted and given the opportunity to confirm their willingness to participate (subject to confirming they have a mandate to represent their organisation's opinions). In the event that the number of people wishing to join the Board greatly exceeds the Board's capacity, the resulting shortlist will be reviewed to ensure a balanced representation is maintained. Evaluation criteria such as size of WoW web site and activity (e.g. updating information, using events, maintaining a membership area etc) will be taken into account, along with the Board's desire to reflect the range of organisations representative of those using WoW.

SR to contact

SR/LK in consultation with Board

The Board's Terms of Reference currently only provide for two members representing organisations registered with WoW. These terms of reference will need to be revised if more than one new member (as a replacement for SH) is to join the Board. We also agreed further amendment may be required to set a time limit on the period served on the Board.

SR to draft as required and circulate for agreement

5. Date of Next Meeting

It was agreed the next date should be scheduled for October, with follow up dates in February and June next year. The next meeting would be scheduled to start at 7.00p.m. with a Tuesday or Wednesday preferred.

SR to circulate dates

6. Any Other Business

There were no other items of business.

Meeting closed at 3.20 pm
