



Window on Woking Community Web Advisory Board

Civic Offices, Woking Borough Council

Minutes of a meeting held on Friday 8 December 2006

Present: Sue Barham (SB) Head of Community Services, Woking Borough Council
 Andrew Green (AGn) Web Developer, Article Seven
 Lesley Kitchen (LK), Director, WAVS
 Alan Rapley (AR) Web Editor, Woking Music Festival
 Adrian Proudfoot (AP) Information Officer, WAVS
 Sean Rendall (SR) Project Manager, Woking Borough Council

Apologies: Andrew Gresham (AGm) Web manager, Woking Borough Council
 Sue Heightley (SH) Web Editor, Woking Twins Club

Item	Action
<p>1. Notes from last meeting (6 Oct 06) The notes were agreed without amendment</p>	
<p>2. Recent Developments and Current Work Online grants applications. Supporting this has been the major activity over the last few weeks. Initial problems have now been ironed out and areas for improvement for next year identified. LK reported some interest from S.C.C. in developing a common approach to grant applications.</p> <p>AP reported on his Support activities including 31 requests for new registrations (including a number of duplicates). Some people are using 'Register with Us' who wish to register as volunteers with WAVS. Existing options (Approve' or 'Reject') not appropriate for handling these types of requests. We discussed options for improving this function to clarify its purpose and agreed:</p> <ul style="list-style-type: none"> • Change 'Register with Us' to 'Register with this website' • A third option for Editors to be provided 'Cancel request'*. This will allow Editors to respond appropriately with their own message. • An intermediate page be added to be displayed after clicking on 'Register with this website'. This page can be scripted by each organisation to describe the circumstances in which they will approve registrations (e.g. 'This facility is only available to members of our committee' etc) • Some adjustments to the existing text to be made 	<p>SR to discuss with SCC</p> <p>AGn to develop</p> <p>SR</p>
<p>3. User Survey Initial results Initial results for the user Survey and Editors' questionnaire were presented. Reminders to be sent out and closing date for Editors Survey to be Christmas.</p> <p>Positive feedback received on all proposed developments. We discussed the</p>	<p>SR to send reminders</p>



equipment loan ('Noticeboard') and agreed:

- to be developed on basis of Noticeboard on Council intranet.
- enable anyone to view but will need an account to create a posting
- link from primary navigation bar ('Grants and Support' to be renamed 'Grants') and via new navigation panel ('Our Noticeboard') on posting organisations' home pages

AGn to develop

4. Planned Developments

(1) Keeping organisations' home page details up to date.

We agreed:

- 'This page last updated (date)' to be added to page footers based on date content last changed or date last page expiry re-set
- If no changes to org.'s homepage for prolonged period of time (2 years?) auto reminders to be sent and then auto delete organisation (unpublish so can be restored if required)

AGn to develop

(2) Organisations that have not added any content and do not have another website.

We agreed:

- Send courtesy email after (4 weeks?) and offer advice and training. Terms of training to be agreed.

SR, LK and AP to agree basis of training

We also agreed to offer 'refresher' training once/twice a year.

(3) Improving responses to Registration requests.

We agreed:

- Add 'Cancel Request' (item 2*)#
- Can a message appear in the Shell for Editors if there are pending registration requests? Use the slide down screen?

AGn to develop

(4) User Forum.

We agreed:

- The Forum will be available to view on the public site, but access to publish will be restricted to publisher/Editor account holders
- The intro text needs to make clear the purpose of the Forum, and recommend that people also check the FAQs
- AR suggested a search facility would help to avoid the same questions being repeated

AGn to develop

(5) Volunteers Area.

We agreed this is to be prioritised for completion by the end of March 07.

AGn/SR/WAVS

(6) Window on Woking for Business.

Initial expressions of interest are currently being sought by businesses. This information will be used to survey needs and expectations in order that the community site can identify how businesses can be accommodated on the site.

We agreed that there are a number of issues that need to be considered, and the next meeting should be dedicated to it.



5. Items raised by users

One item was received prior to the meeting, asking when the Admin Shell will be made compatible with Firefox.

AGn explained there is a long-standing commitment to do this, but it is a significant area of work (estimated to be two weeks).

We agreed to delay making a decision on where this fits into the work programme until the Editors survey has closed and responses analysed.

6. Any Other Business

AP mentioned that Help text in Admin shell is no longer up to date. The User Guide can be updated easily. The online help will probably be most cost effectively updated by the company that was commissioned to create it originally.

AP to identify changes.
SR to contact

7. Date of Next Meeting

WoW for Business meeting w/c 20 March or w/c 26 March
following meeting w/c 18/6 or 26/6

SR to circulate dates

[Meeting closed 3.30pm](#)
