

**Abingdon-on-Thames Town Council**

**Draft Notes of the Communications Review working group held on Monday  
10<sup>th</sup> August 2020 at 11.00 am via Web Ex**

**Present:**

Cllr Andy Foulsham	Chair
Cllr Andrew Coveney	Vice Chair
Cllr Samantha Bowring	
Cllr Neil Fawcett	

**In Attendance:**

Miss Louise Brown	Administrative Assistant (Clerk to the meeting)
Mrs Susan Whipp	RFO/Treasurer

**1. Communications review scope:**

Members Considered the Communications review that had been previously distributed and agreed the proposed scope was correct.

**2. Website**

It was agreed that the Website should be the priority as the deadline for Website Accessibility is September 2020.

Louise Brown to work with Alpay to ensure a basic level of accessibility is achieved ahead of the September deadline and refreshed quotes will be obtained for a new website.

Refreshed quotes to be sent round to members for consideration.

**3. Google Analytics**

Google Analytics to be obtained from the current CMS System with help from Alpay and sent out with website quotes.

**4. Modern Government Software**

Susan Whipp to speak to Nigel Warner, Town Clerk, about his research into 'Modern Government' software and whether this would be suitable for the council to use as a tool for enquiries.

## **5. Further Actions**

Now that the scope has been agreed, Louise Brown and Susan Whipp to bring forward proposed tasks with timeframes to be agreed at the next meeting.