

**Minutes of the
Annual General Meeting of the
Littleham and Landcross Community Website Association
3.8.2009**

Present : Sue Beer (SB), John Bromhead (JB), Mari Galvin (MG), Pat Haddrell (PH), David Hogan (DH), Ian Mitchell (IM), Jacqui Poole (JP), Andrew Tregoning (AT)

Apologies : Morris Poole (MP)

Agenda :

1. Minutes of the Last Meeting
2. Treasurer's Report
3. Chair's Report
4. Sponsorship
5. Grants – what next.
6. Contributors – Philosophy Review
7. Content Review
8. Registered Users
9. Capacity
10. AOB

1. **The Minutes of the Last Meeting** were read and agreed.
2. **The Treasurer's Report** : SB distributed copies of the balance sheet for the 2008 – 2009 financial year. She drew out attention to the fact that we were only charged once for the hire of the Village Hall and that the present balance is £258.50. Sponsorship amounted to £250 and the Bridge Trust donated £500 to the Website. SB also distributed a budget sheet for 2009/10. This covered a forecast of the projected outgoings including the cost of hosting the website, line rental, broadband and the purchase of 8 laptops. She pointed out that, with present sponsorship maintained, this gave us a shortfall of £2,989.22. SB reported that she had approached Farm & Cottage Holidays for sponsorship and they had agreed to give us £25. Dartington Crystal, also approached, had declined and the Milky Way had given us 2 free entries in lieu of sponsorship. It was suggested that these be raffled at the Garden Produce Show in the Village Hall on 15th August. If this raises the necessary £25, we will give them a logo on the Home Page and inform them of our decision. We have applied to the Bridge Trust to cover the rest of the shortfall. It was agreed to wait for its response before trying to raise further sponsorship. A vote of thanks was proposed for the Treasurer.
3. **Chair's Report** : PH said the remainder of the agenda should encompass this and she would add any other details at the end.
4. **Sponsorship** : It was pointed out that if we were to increase the capacity of the website, more sponsorship would be required (cf. Item 8 on the agenda). After some discussion, it was agreed that JP would contact Lazarus Press and Penhaven Guest House, PH would contact The Plough and Clovelly Fish, DH would contact The Kathleen & May and Hallsannery and SB would talk to North Devon Holiday Homes and Hoops Inn.
5. **Grants** : It was agreed that this item had been covered under the Treasurer's Report.
6. **Contributors** : DH reported that getting contributors to update their content was challenging. JP pointed out that there had been a number of 'glitches' at the beginning and that this had been offputting for her. MG suggested that the Film Club section would benefit from a reorganisation whereby the next film appeared at the beginning rather than at the end! There was general assent to this and JP agreed to do said reorganisation.
7. **Content Review** : After much debate and discussion, the following decisions were made :a) to dispense with the Home button and, instead, put the word Home curved around the logo;

- b) to subsume Community under About Our Parish; c) to give Clubs and Societies a button; d) since Genealogy was amongst the most frequently visited sections, to give History a button and make genealogy a subset of this; e) although Accommodation only has one item in it at the moment, DH proposed keeping it as a button and working on adding other items. It was agreed that SB would ask Farm & Cottage and North Devon Holidays if they would agree to allowing cottages on their books which are in the parish to appear under this button. SB also agreed to contact the individual cottage owners to this effect.
8. **Registered Users** : DH explained that there was the facility for offering any site browsers the opportunity to become 'registered users'. This would mean that the browsers who accepted this offer would receive automatic emails relating to changes in content and that we, in turn, would acquire a list of names and email addresses which could be advantageous to us. DH pointed out that we would need to draw up a privacy policy. The meeting agreed to offer this facility and DH agreed to draw up the privacy policy. IM suggested that we use the RSS feed button which automatically emails content changes to the browser who clicks it.
 9. **Capacity** : DH reported that we needed to increase the website capacity and that it would cost £120 (as opposed to the present £92) to double the capacity. SB said she had already paid the £92 for the coming year. It was agreed to send the balance to the website provider and thereby double the capacity. There ensued a discussion about the relative value of paid as opposed to free providers: AT reported very successful use of a free provider; it was agreed that we would review the situation in March 2010 with the possibility of using a free provider.
 10. **AOB:** It was agreed that the next meeting would take place at the Crealock at 12.30 for 1 p.m. on 2nd September and that there would be a training session on 9th September from 19.00 to 21.00 at the Village Hall. The meeting ended at 4.15 p.m.