

**Minutes of Web & Media Committee held in  
'Yr Aelwyd', Tregynnwyr at 6.30p.m. on Monday 3<sup>rd</sup> February 2020**

**PRESENT: Councillors: J. Slate (Chair), R. Griffiths, Elwyn Williams, J. Porter.**  
**Clerk. APOLOGIES: None.**

1. Declaration of interest – none.
2. The minutes of the meeting held on 18<sup>th</sup> November 2019 were confirmed as a true record (**Minute 0220 – W/M2**).
3. **New accessibility regulations for websites.** The chair moved that this item be moved up the agenda so that Cllr. Dafydd Williams could address the meeting.  
Cllr. Williams suggested that spending money to update the website in line with the DDA *regulations* was not warranted because he believed we could claim exemption on the grounds that a) it would be an unreasonable burden on our resources and b) that the number of visitors to the website was small.  
The chair advised that as a government body or public funded body we were not exempt from the regulations. She agreed that some very small public bodies could claim unreasonable burden on resources however as we had resources available to fund the work it was very unlikely; we could claim exemption. The number of people visiting a website was not detailed in the regulations as a valid reason for exemption and so could not be put forward. The chair argued that by making the website more accessible this could increase footfall.  
The cost of the making the website accessible is currently so high as there are so many pages, Cllr. Williams suggested that the Council could consider simplifying the website, thus reducing the pages that would need to be accessible. It was also suggested by the chair that other sites she had looked had one webpage but had alternatives to read items in Welsh or English. The Chair thanked Cllr. Williams for his contribution. The committee considered the points raised and unanimously agreed (**minute 0220 – W/M3**) a) the clerk to contact Carmarthen Town Council and 1 Voice Wales for advice on accessibility issues; b) the chair to discuss with Vision ICT the alternatives available to the Council, particularly as far as costs are concerned, also the reduction of the number of pages and having one webpage.
4. **Newsletter** – the Chair confirmed that it was planned to have the next issue ready by mid/end of May to allow updating after the AGM (6<sup>th</sup> May). Clerk to ask all the chairs of Committees for contributions, also the headmaster. Consideration to be given to how the newsletter is distributed. The current council chair to provide an update and also suggested that biographies be included of the new (20/21) officers of the council, should be known after the April meeting.
5. **Council Policies** – a) the clerk had circulated the following: i) Anti-harassment and bullying policy; ii) Dignity at Work Policy; iii) Grievance Policy; iv) Protocol on Member/Officer Relations; v) Whistleblowing Policy; vi) Disciplinary Procedure. It was unanimously agreed (**minute 0220 – W/M 5a**) that it be recommended that these six policies be adopted by Council; b) Social Media Policy – following a discussion it was unanimously agreed (**minute 0220 – W/M 5b**) that together with this Policy the Council also consider a Policy on use of Social Media by members, the chair to provide an example for consideration at the next meeting.
6. **Domain Names** – this was deferred to the next meeting.
7. **Next Meeting** – it was agreed that a Special Meeting be called (first week in March) to discuss in detail Website Accessibility and Social Media Policies.

Meeting closed at 7.40p.m.

**Confirmed as true record signed:**

**Date:**