

ACTION LOG: Village Website Development Team, November 2019

19/03/10	Website Operations Manual needs to be completed and checked	Russ	Verification by David/ Jim by end December
19/03/11	Website Technical Operations Manual needs to be completed (including section on "How to use Permissions")	David	Verification by Russ by end Dec
19/05/03	Draft new "Just moved to the village...." welcoming page/ section and test requirement with team & others	Heather	By February
19/05/05	Email all clubs & organisations (eg Petty Pool) to advertise free access for their news	Russ	Postponed until Feb
19/05/08	Contact local Facebook moderators and see whether one would like to join our Website Development Team (and/or next WDT meeting) + try to get our link at top of Facebook page	Heather	
19/08/01	Revalidate web links and directory entries in February 2020	Jim/ Russ	
19/08/02	Continue to chase News stories: • Jim & Heather to check Facebook regularly • Heather to monitor Neighbourhood Watch and document Brian Gray award • St John's news incl pews stories (Jim) • Xmas tree/Christingle on 8 Dec? (Jim) • Blue Cap Xmas market • New PCSO: Imogen Graffham • 40mph speed limit on Cuddington/Mill Lanes	All Team	
19/08/06	Investigate our search 'visibility' within Bing and other search engines	David	
19/11/01	Following website pages need updating: • Village Plan • "Accessibility Statement" somewhere within the website (details provided by PC) • "Communication & Media Policy" statement on PC page	John Russ Russ	