MEETING OF THE COMMUNITY EMPOWERMENT COMMITTEE OF ABERTILLERY AND LLANHILLETH COMMUNITY COUNCIL HELD ON 18 March 2025 AT 5:30 pm at the Council Offices, Mitre Street, Abertillery and via video conferencing (Zoom).

PRESENT

Councillors:

In Person: Barrie Page (Chair), Tracey Dyson, Josh Rawcliffe, Lucy Harmer (non-voting member).

Via Video-Link: Peter Adamson.

Officers: Steve Edwards (Clerk), Molly Jones (Deputy Clerk).

Apologies/Absent: Ben Owen-Jones.

60. Apologies for absence

Apologies were received from Cllr Ben Owen-Jones.

61. Declarations of interest or dispensations

None.

62. Minutes of Previous Meetings

21 January 2025

The Committee **RESOLVED** that the minutes for 21 January 2025 were a true and correct record.

28 January 2025

The Committee **RESOLVED** that the minutes for 2 January 2025 were a true and correct record.

4 February 2025

The Committee **RESOLVED** that the minutes for 4 February 2025 were a true and correct record.

63. Spring 2025 Newsletter

The Committee **RESOLVED** to accept and publish the Spring 2025 Newsletter, with the following amendments:

- Add a 'Wales in Bloom' entry announcement.
- Add that we gave 85 selection boxes to the young performers at AYDMS in the Winter Events section.
- Change the 'grants paid' section to reflect how much grant funding has been awarded this year, and to direct people to the website to view a full breakdown.

64. Website Vision

The Committee discussed the website documents and answered the Website Vision Initial Questions from Her Web Solutions. (Appendix A).

The Committee **RESOLVED** for Molly Jones (Deputy Clerk) and Cllr Ben Owen-Jones to be project leads for the new website going forward.

65.   Date of Next meeting

As required.

The meeting ended at 6:25pm.

These minutes were produced by Molly Jones (Deputy Clerk).

Signed as a correct record by the Chair:………………………………………

Dated:………………………………………………………

Appendix A

Website Vision Initial Questions - March 18 2025

Question	Answer
Who is the primary audience for the website?	People in our Community.
What are the key objectives of your new website?	Promote our council, share information from and to our Community, meet statutory obligations, share the work we are doing and information about events in the area.
What features must be included on the new website?	Fulfil all statutory obligations, a search function, upcoming events/news, grant information, an enquiry form, links to other organisations (redirection), back to the top button/static navigation bar. Possibly a Chair's Blog.
How would you like meeting minutes, agendas, and reports to be organised and accessed? (e.g. by date or searchable archive)	By date (Investigate possibility of making it searchable by keyword/decisions).
Are there specific keywords or phrases you'd like the website to target to improve search engine rankings?	All ward areas. Cllr Ben Owen-Jones & Deputy Clerk Molly Jones to expand on this.
Do you have existing branding guidelines (colours, logos, fonts)?	Continue with current logo but start looking into ways to improve it (as it is not in an accessible format/high quality file). Ben, Molly & Her Web to decide on fonts/colours.
What type of design best represents the council?	C: Community-focused & engaging (vibrant, welcoming, friendly)
Are there specific elements you want included in the design?	Photos of our area/community/beauty spots.
Do you have any design inspirations or websites you like?	Pontypridd Town Council.
What type of homepage layout do you prefer?	Mix of A and B, some movement (like background photos) but with a static navigation and search bar.
Should the website be designed with a focus on mobile-first users?	B: No, but it should work well on all devices.
Are there any colours, design elements, or imagery that should be avoided?	Not cluttered & no political imagery.
What key information or features should be prominently displayed on the homepage?	News and events, photos, search bar, navigation bar/menu.
What types of events do you plan to host that will require ticket sales?	Ticket Sales: Under consideration. Possibly add this in later?

Initial: Date: