

Communications Task & Finish Group report

Prepared for the F&GS Committee Meeting on 3 October 2024.

David Bailey, Adrian Marsh, Akira Summers

1. New GOV.UK domain name kenilworth-tc.gov.uk

- a. Officers have obtained the “gov.uk” domain: after obtaining four quotes we decided to go with Parish Online as our Approved Registrar and the domain has now been purchased and is live. The domain name was selected by following the strict naming rules.
- b. All staff and council members will be provided with a new email address, e.g. david.bailey@kenilworth-tc.gov.uk, which will replace their current “@kenilworth.org” email address.
- c. From the week commencing 7 October, Colbeck will start to migrate user accounts from Google to Microsoft 365 which includes Microsoft Teams and the new email addresses.

2. Website

- a. The town council’s website is up and running at kenilworth-tc.gov.uk
- b. All web traffic to kenilworthweb.co.uk will automatically redirect to this new domain. Any URL hyperlinks for the town council’s website should be updated to the new value.
- c. A lot of work has already gone into updating the town council website and all of its associated links, however, this was much more far reaching than we could anticipate so if anyone notices any omissions please do let us know.
- d. Some accessibility improvements were made along the way.

3. Social media

- a. Instagram
 - i. @kenilworthtowncouncil
 - ii. <https://www.instagram.com/kenilworthtowncouncil>
- b. Facebook (pending)
 - i. <https://www.facebook.com/kenilworthtowncouncil>
- c. YouTube
 - i. <https://www.youtube.com/channel/UCZ5ZUV9lpEhRzac6MmrdYeA>
- d. Visit Kenilworth website
 - i. <https://visit.kenilworthweb.co.uk>

4. Training

- a. From 7 October, Colbeck will provide hands-on user training. This will include Councillor training on the grounds we have previously discussed as follows:
 - i. How to set up and check emails, including how to integrate Outlook into their existing email platforms.
 - ii. How to schedule a meeting
 - iii. How centralised filing works
 - iv. The chat function
 - v. How to edit an online document
- b. Colbek have agreed to include Councillor training in the previous quote of £2,200 and can conduct this face to face, in small groups or individually or as a

“classroom” or they can log onto Councillor laptops remotely and guide them through the platform.

- c. The hope is this will take place towards the **end of the week of 7 October**, however, this may flow into the following week (14 October). Once we know how they are progressing with the work that week we can start to gauge availability and a firm plan for training for those that want it.
- d. **Members could bring a laptop**, and Colbeck will help with setup activities.
- e. We are on-track and we are hopeful we will all be set up, switched over and ready to use the new system from mid-October onwards.

We met on 20 Sept 2024 to discuss these updates.

Many thanks to the Office team for completing all of this work so far and helping to prepare this update.

Cllr David Bailey

26 Sept 2024