**Agenda**

1. Introduce Easy Web Sites
	* Who we are
	* What we do
	* Support we offer – Contact details
2. Email – Give you access to email
	* Desktop/laptop/phone
3. Website – Frontend
* Correspondence address
* Telephone number
1. Website - Backend
	* Give you access to the back end of the website – Set Google Chrome to open three tabs
	* Show you how to upload documents
	* Add news
	* Add/amend/delete Councillors
	* Add/delete meeting dates
	* Give access to images
2. Website Improvements
	* Move to one banner image
	* Parish map
	* Link to planning portal
	* Useful contacts