**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