

PRESTON UNDER SCAR PARISH COUNCIL

16 SEPTEMBER 2024

REPORT OF THE CLERK AND COUNCILLOR SAYERS

REDESIGN OF COUNCIL WEBSITE AND MIGRATION TO GOV.UK DOMAIN NAME AND EMAIL ADDRESSES

1. At its last meeting the Parish Council asked us to develop a specification for a new Parish Council website and to seek quotes for registering a gov.uk domain and for setting up and managing gov.uk email addresses for the Clerk and all Councillors.
2. A specification for a new website has been developed and is attached at Appendix A to this report for the Council's consideration.
3. Once the Council has approved a specification, the next step will be to identify suitable potential suppliers. At the last meeting it was suggested that the Council should seek quotes only from companies who are able to provide a comprehensive service ie: are a "one-stop-shop" for domain, website and emails" so that, in the event of any technical issues arising, the Council will only need to deal with one supplier. To be eligible for the government grant (£100+VAT) towards the cost of registering a gov.uk domain name the Council must use one of the Cabinet Office Approved Domain Registrars (of which there are currently 35, many of whom are a one-stop-shop). Sufficient funding is available to provide grants for up to 1,000 Parish Councils but funding will now cease at the end of February 2025.
4. Approved Registrars are companies who have satisfied the Cabinet Office that they are. experienced in working with and supporting Parish Councils and understand how the sector operates and what it needs from them. They will provide:
 - Active, accessible support
 - Service set up and migration
 - Support device set up
 - The council's technical point of contact
 - Telephone support
 - Ensure continuity of service
 - Ensure compliance with the Practitioner's Guide
 - Manage Cabinet Office funding invoices

For these reasons, it is recommended that quotes should only be sought from Approved Registrars. It would be appropriate to seek 3 quotes.

5. This excludes the Council's current website host from consideration as they are unable to provide domain registration and are therefore not on the Approved Registrar List. The Council has paid its current supplier for webhosting services to 31 July 2025 (this is renewable annually).

6. RECOMMENDATIONS:

- (1) That Councillors consider the attached specification for a new website and amend or approve it for use in seeking quotes;
- (2) That the Clerk, in consultation with Councillor Sayers, seek quotes from 3 companies included on the Cabinet Office List of Approved Registrars who are able to provide a “one-stop-shop” service for domain name, website and emails;
- (3) That, once obtained, the quotes be submitted to the Parish Council along with any clarification/additional information requested to assist the Council in selecting a supplier

Preston under Scar Parish Council Website Brief

Background - why we need a new website.

1. We want to migrate to a [gov.uk](https://www.gov.uk) domain because we believe it will be mandatory for PCs in the near future.
2. Very few people visit the existing website.
3. We believe the existing website is boring and projects an old-fashioned image of the PC and by extension the village.
4. The existing website is not considered a valuable resource for information.

Goals

1. Create an engaging, easy to use and brand enhancing website.
2. Meet our Statutory Duties
3. Inform parishioners and visitors/potential visitors.
4. Provide answers
5. Migrate to a [gov.uk](https://www.gov.uk) domain name
6. To meet the new accessibility standard

Audience

- Parishioners
- Visitors
- Potential visitors
- Researchers

Brand personality

- Trusted
- Reliable
- Accessible
- Helpful
- Local
- Official

Key people

- Parish Clerk
- Councillors
- Parish Residents
- Visitors/potential visitors

List of community and local info pages:

1. What's on - events
2. Community notice board

3. Bio-diversity
4. Photo Gallery
5. Village Hall
6. Church
7. Village maps (old and current)
8. Services - chip van, taxi, gardening etc.
9. Walks and public footpaths
10. History
11. Emergency plan
12. Cemetery

List of data we are required to include:

Organisational Information about the Parish Council:

1. Role of the Parish Council
2. Names and contact details for Councillors and any responsibilities they hold including appointments to other bodies
3. Councillors register of interests, gifts and hospitality
4. Name and contact details for Parish Clerk
5. Agendas, papers and minutes of Parish Council Meetings
6. Decision Making processes and records of decisions (incl Clerk's delegated authority)
7. Timetable/dates of Parish Council Meetings
8. Details of any public land and buildings the Parish Council owns

Other "public account" data:

Financial information

1. Finalised budget
2. Precept
3. All items of expenditure over £100
4. End of Year Accounts
5. Annual Governance Statement
6. Internal Audit Report
7. Grants - given and received
8. List of current contracts awarded and value of contract

Governance Information

1. Standing Orders
2. Financial Regulations
3. Code of Conduct
4. Current written protocols, policies and procedures for delivering services/responsibilities and plans
5. Internal and Administrative Policies and Procedures - policies relating to service delivery, equality and diversity policy, health and safety policy, policies and procedures for handling requests for information, complaints procedures (incl FOI requests)

6. Lists and registers the Parish Council maintains eg Asset Register, Risk Register etc
- 7.

Other documents required to be published

1. Responses to consultation papers (incl in minutes)
2. Responses to planning applications (incl in minutes)
3. Records Management information ie personal data and access to information
4. policies incl information security policies, records retention, destruction and archive policies data protection and data sharing
5. Data Protection and other Impact Assessments
6. Disclosure log of information provided in response to FOI Act and Environmental Information Regulations
7. Information about the Cemetery
8. Schedule of any charges

Do we want any Interactive elements?

1. Report a problem
2. Bring an issue to PC agenda
3. Record wildlife sightings
4. Download documents/images
5. Upload images or 'adverts'