

## [www.parishcouncilwebsite.net](http://www.parishcouncilwebsite.net)

We refer to the service that we provide as being one which provides everything a council needs to maintain their website under the legislation and guidelines imposed by the Local Government Act, Data Protection Act, Freedom of Information Act and the Localism Act; but what does this mean in reality and what does your £300 per year buy?

**1.** We take 14 sets of Agendas and Minutes (12 standard meetings and 2 Annual Meetings), check that the dates correlate to the dates shown on the Meetings Page, convert them to a searchable PDF and upload them to the server. We then create a link from the Meetings Page and upload the revised page to the Server. If we notice that an agenda or a set of minutes is missing we will advise the clerk accordingly.

**1a.** Under the latest guidelines from the ICO we also take any reports or documents and appendix these to the Agenda

**2.** Extra-Ordinary Meetings crop up from time to time, we take these in our stride and do not charge for them.

**3.** Every year we update your Accounts Page. This involves taking your Budget Forecast Spreadsheet, your Receipts & Payments Spreadsheet, your Bank Reconciliation, your Asset Register and your Annual Return, convert them to PDF and upload them to the server. We then create links from the Accounts Page and upload the revised page to the Server. Annual Returns' are often received on paper which we're happy to scan and we redact signatures as necessary.

**4.** We maintain the Meetings dates so that your residents know when the next meeting is taking place and change them when circumstances demand.

**5.** We maintain the Councillors Contact Details

**5a.** We link the member's DPI. DPI's are often received on paper which we're happy to scan or as one large PDF file which we have to separate out and allocate to the individual member's listing. We check and redact signatures as necessary.

**6.** Each year we archive all your Minutes and Planning Information (if applicable) and start new pages for the forthcoming year.

7. Freedom Of Information; our biggest workload. We take your Information Inventory, convert it to PDF, upload it to the server and modify your Publications Page accordingly. Obviously, each time a document is modified or updated this has to be converted and uploaded to the server. When new documents are created this of course means that a revised inventory has to be produced to show the new information and we process that too.

8. The documents that appear in the Information Inventory vary from one council to another but in addition to the financial information and the DPI's covered in 3 and 5 (above) we would expect to see some or all of the following:

Insurance Certificates

Code of Conduct

Freedom of Information Act Inventory

Complaints Procedure

Standing Orders

Financial Regulations

Council Asset Register

Current Contracts Awarded

Data Protection Policy

Data Security Policy

Freedom of Information Act Request Policy

Equality & Diversity Policy

Health & Safety Policy

Current Contracts Awarded

Register of Gifts & Hospitality

Members Allowances  
Parish Plan  
Village Design Statement  
Hall Hire Charges and Regulations  
Cemetery Fees and Charges  
Email and Internet Use Policy  
Risk Management Policy  
Complaints Procedure  
Attendance Record  
Grants to Local Organisations  
Whistleblowing Policy  
Grievance Policy  
Bullying and Harassment Policy  
Disciplinary Procedure  
Media Policy  
Equipment Inspections and Reports

**8.** We provide the facility whereby each time someone opens the website a script is triggered which updates the new documents under Last Page Updated and adds the files to the website Sitemap and the Search Engine Sitemap

**9.** We provide and maintain an RSS Feed

**10.** We provide 24/7 website monitoring and back-ups at Server, Local and Drop Box levels and action all your updates within hours, often minutes of receipt.

***Being totally independent our services are not affected by changes within the council, personnel or Fred down the road who moves away or just gets fed-up!***

**After 5 years we'll give your website a fresh lick of paint, change the photographs and provide any new applications that we've introduced in the interim.**

### **WHATS NOT INCLUDED.**

The things that you choose to add to your website that are not a legal requirement. Excluding these variables is the best way for us to ensure that our customers only pay for what they want on their site.

Typically these are usually directories and links pages, history, visitor information, amenities and services pages, fault reporting pages and/or forms, village halls and museums, roles and responsibilities of the council, its committees and members although often some of the latter can often be included within the Publications Page or the Councillors Page dependent on the amount and type of information.

Other exclusions include email addresses for members and situations where members appear on the council contact form.

However, these exclusions do not mean that you will be expected to pay for each and every change; for £60 per year you can upgrade your Updating Plan to include "One-A-Month". This is where you can make one update/change/addition to any of

these pages at no extra cost effectively saving you up to £120 per year.

## **EXTRAS**

Over the years we have developed many bolt-ons which you can add to your website for a minimal additional charge.

**Live News** is the most popular. This allows you to add a title and snippet of news or details of forthcoming events directly into the news column on your home page with the main article being linked through to your news page. You control how long the item remains in the column or on the news page and new for 2013 is the ability to also post the items to your Twitter Account.

**Live Calendar** can be used where you have (say) a recreation ground or cricket pitch with regular bookings or an active village hall. Our calendar has the added benefit in that the activities for a full month can be printed out by visitors to the site. Again this feature is customer controlled.

**Live Gallery** lets you upload any size of photograph to the website. It automatically creates a thumbnail image and a suitably scaled main image and gives you the facility to caption each shot.

We provide a **Google Map** to every website but this can be upgraded to a map which shows your boundary and pinpoints places of interest or important locations.

Rural communities can benefit from a **Footpaths Map** at no extra charge if the Google Map has been enhanced to show the boundary.

All clerks are give a free **Email** account 'clerk@yourdomain.org.uk' however members can also have accounts on the domain and/or be part of the secure **Contact Form**.

After Live News our most popular service is **Planning** and every Monday morning we visit your planning authority's website and add any new applications, applicable to your parish, onto your own Planning Page. In most locations this is the most popular page and brings a lot of people to the website.

Every council needs to communicate with its residents but unfortunately Forums, Bulletin Boards and Facebook have a reputation for being taken over by "Trolls" and spammers. Polls and Petitions allows you to get feedback in a controlled environment. **Polls** allows you to upload a question and a number of possible answers, members of the public respond by voting for the answer they prefer. **Petitions** allows a member of the public to "petition" the council on a matter there they have strong opinions. Following a checking procedure, which includes the clerk's authorisation, the petition appears on the website where people can vote for or against the proposal.



We continue to invest in the services and facilities we provide in order that Town and Parish Councils can communicate effectively with their residents with a service that's 100% reliable.

Plans are in place for the company's future which will take the service well into the second half of the century and beyond; an important consideration when choosing a supplier.

A website is an asset (according to the External Auditors it should be classed as such) and we hope you'll see yours as being a long term communications tool as well as an historical resource.