



Trotton with Chithurst Parish Council

www.parish-council.com/trottonwithchithurst

Parish clerk: Neil Ryder: Steps, Trotton, GU31 5EP

Parish council members are summoned to the meeting to be held on Wed, 14th September 2016 at the Southdowns Manor, Trotton commencing at 20.00hrs.

Members of the Public and Press are welcome and encouraged to attend.

Neil Ryder, clerk 8th July 2016

AGENDA

1. Apologies for absence

2. Disclosure of Interests

To receive any disclosure by Members of personal interests in matters on the agenda.

3. Public questions

The next ten minutes are available for the public to express a view or ask a question on relevant matters on the following agenda. The public are welcome to stay and observe the rest of the meeting

4. Reports from district and county councillors.

5. Minutes from the council meeting held on 13th July 2016.

To be agreed and signed. [Copies on website library page]

6. Website / domain

See appendix 1 below

7. Finance update

A revised 2016/7 budget incorporating changes agreed at the last meeting is attached. The website budget may be revised when the new website is approved. The finance committee will be expecting to make payments shortly (within the budget) for: insurance, WSALC & NALC membership fees, New clerk training course fee, Midhurst Community Bus donation and website fees.

8. Council noticeboards

To discuss purchase of new noticeboard at Fairy Cross and maintenance of Mill Lane one

9. Electoral review of Chichester District

To discuss whether to send in reinforced / new objections to the proposal by the Local Government Boundary Commission for England (LGBCE) to move Elsted from the Harting ward to the Midhurst ward. {CDC summary attached}

10. Farnborough Airport consultation

Summary of proposal attached

11. Complaints about fertiliser spreading near Dumpford on weekend of 13th / 14th August

Planning committee to explain

12. Village bonfire and possible winter meeting

DD and RH to explain

13. Extension of cycle path between Stedham and Trotton

DS to explain

14. Information for councillors that are considered urgent or to be included on future agenda.

15. Date of next meeting: 8pm on Wednesday 9th November 2016, venue to be confirmed.

APPENDIX 1: WEBSITE PROPOSAL

1. Background

At its last meeting (13th July) a budget was agreed for a new website, including £500 for creating the website and associated systems, with running costs of £350 pa (including domain fees) and using a new domain name of trotton-with-chithurst.org.uk.

The domain name has now been registered and NR has researched companies specialising in parish council websites – ie guaranteed to meet all legal & regulatory requirements and to make the maintenance of the website easy for the council.

2. Website features

The key requirements for small council websites are listed on the government website at:

<https://www.gov.uk/government/publications/transparency-code-for-smaller-authorities>

A shortlist of five specialist companies was identified and asked to quote against a list of desired features as below (features not available with our current provider are highlighted in red):

- Web hosting & support
- Domain hosting
- Guaranteed to meet all regulatory requirements and to alert us to new requirements
- Responsive tech (useable on mobiles & tablets, as well as PCs)
- Menu & page creation / editing (inc heading, bullet lists, tables. Links, images)
- Suitable templates / editors for: news, images, events, financial info, council member info, etc
- File library with ability to set login requirements to specific files
- Ability to filter / order lists of files
- Calendar / diary auto-driven from easy-input list
- Ability to attach / link specific docs to events (eg agenda to meeting)
- Email alert to subscribers for events / other items
- Gallery page / pages (ie multiple images with captions)
- Slide show (ie multiple images automatically changing)
- News page / newsletter with auto show top 3 / selected on home page
- Forum facility
- Map: parish boundary on google or other - ie user can expand,etc
- Planning links - ie Chichester district council / SDNP filtered list
- Email hyperlinks (ie hidden email in "send message here" link in text)
- Site map / site search
- Council members area (ie not open to public)
- Advertising banners / placement
- Questionnaire builder
- Social media integration (IF we want it!)

3. Provider selection

One company failed to respond after 3 requests and one was well over our setup budget. The working party (clerk and oe council member) reviewed the other quotes in detail and chose 2commune (<http://www.2commune.com/>) as it offered the best range of the above features for the best price. We were asked not to disclose full details publicly (for commercial confidentiality reasons) but council members are welcome to go through the full quotes on request.

4. Proposal

We propose to go ahead with 2commune on a basic but fully compliant site for £250 setup and £250 per annum running costs (excluding domain hosting) - ie well below the approved budget. We would aim to have this stage ready for council approval and, hopefully, ready to "go live" before our next council meeting. We would then consult members about any additional features we / they feel would be worthwhile.