



Trotton with Chithurst Parish Council

www.parish-council.com/trottonwithchithurst

Chairman: Mrs Carola Brown, M.D
Ballards Brewery Ltd, The Old Sawmill
Nyewood, GU31 5HA

**Parish council members are summoned to the meeting to be held on Wednesday, 13th July 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 7th 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 11th May 2016 and the extraordinary meeting on 22nd June.

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

6. Matters arising from these minutes (not on agenda).

7. Annual return for 2015/16 (NR)

Sent to auditors 28th June 2016 [Copy on website library page with supporting documents]

Notices posted inviting public scrutiny of unaudited financial return between 24th June and 25th July

8. Clerk's review of compliance / working practices (NR)

Website compliance check completed via CPALC and reviewed with DS (see next item); website judged to be 25% compliant (mainly due to recent regulations).

Further compliance checks to be reported at future meeting(s)

9. Website / domain / council name proposal (DS / NR)

Summary of proposal below

10. Budget for 2016 / 17 (JD / NR)

Draft budget [copy on website] to be approved / changed – note: this would allow the new finance committee to authorise new noticeboards, 2 training courses for the new clerk, and other items shown in the draft budget. Any other expenditure proposals.

11. Defibrillator

Training (CB); Equipment serial number, batteries etc as required by S E Coast Ambulance Service (KT); Chithurst Monastery re use of their machine and staff (DS).

12. Milestone details for possible listing, and update on Maple Ridge garden centre (KT).

13. Annual safety inspection of Chithurst churchyard (DD)

14. Village bonfire and possible winter meeting (DD & RH)

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

16. Date of next meeting: 8pm on Wednesday 14th September 2016, venue to be confirmed.



Discussion of council name and proposed new domain and website

1. Website compliance check

As the new parish clerk, I agreed to start doing compliance checks on all areas of the council's operations, and I started with the website because I have considerable professional experience in this area (though not with parish council websites). I used the online checklist system of CPALC (Communities, parish and local councils organisation) to check our website's compliance with legal / regulatory requirements. The detailed results are shown on our website library page but the overall conclusion is that it is only 25% compliant, mainly as a result of recent legal / regulatory changes. While not all of the additional information required is appropriate in our case, the councillor responsible (DS) and I agree that it needs a significant upgrade.

2. Building a new, compliant, website

The current website is maintained using (spanglefish.com), a "cheap and cheerful" content management system intended mainly for amateur / personal sites and it costs £30 per annum (pa). Complying with the modern requirements using this system would impose a major burden on the person responsible. There are, however, 4 or 5 companies that offer specialised parish council website services – ie offering all of the required facilities as well as those suggested by best practice guidelines – which are recommended by parish council best practice guides . These still allow the clerk (or someone else) to publish news, notices, minutes and other information but within fully prepared modules – and they would advise us of any new regulations that required us to make changes – so that compliance and maintenance would be significantly less burdensome. They also offer a variety of additional features that would be useful to the council – but at a cost. We have not yet had time to assess them fully, but the price range is between £250 and £500, with annual maintenance / support charges of £100 – 300 pa.

3. Registering a new domain

For our current site, we share an internet domain (parish-council.com) with other councils. All of the professional website services offer to register a new domain which the council would then own – and which it could then use for email and for sharing / storing documents (ie to replace the clerk's current Hotmail / gmail addresses and the dropbox account). These could be a .gov.uk address (for which the government imposes additional constraints) at about £90 pa or, for example, a .org.uk or a .community domain at around £25 – 50 pa.

4. Considering a name change for the council

Before registering a permanent domain of our own we should consider the name of the parish council. The Local Government and Public Involvement in Health Act 2007 allowed parish councils to be renamed as a "village council", "neighbourhood council" or "community council" – mainly to prevent the common confusion with church parish councils. In areas where the church has joined several parishes together, this can be even more confusing – how many of our residents think they come under Rogate parish council? "Village council" would probably not be suitable in our case, as we cover two villages. However, if we want to rename our council Trotton-with-Chithurst community council or neighbourhood council, we should probably do it before registering a new domain.

5. Proposal

I propose that the members agree:

- a. to allow up to £500 for building a new website, plus up to £350 pa to maintain it (including domain fees)
- b. to rename the council "Trotton with Chithurst community council" and register the domain "trotton-with-chithurst.community" OR retain the name "Trotton with Chithurst parish council" and register the domain "trotton-with-chithurst-pc.community"
- c. that I work with DS (the member responsible), and any working party the council wishes to appoint, to select one of the specialist website companies and put together a detailed proposal and quote within this budget. Either this working party or the new finance committee of the council should then be allowed to authorise us to go ahead as soon as possible.

I have provisionally put these amounts into the budget for approval at the meeting.