

DANBURY PARISH COUNCIL

A Quality Council



RESOURCES COMMITTEE

Minutes of the meeting held on 18th July, 2012 at the Committee Room at the Old School House, Main Road, Danbury

Present: Councillors A. Keeler, B.Kennewell,
 A. Pemberton, W. Scaife

In attendance: Clerk to the Council

35 Presentation from Sue Lees regarding Danbury Parish Council web-site

The maintenance fee of 4 hours a month was about right. Consideration must be given as regards the maintenance from August, 2012. The Website needed re-designing due to the following factors:

- Old Technology – Frames
- Difficult to Maintain/Update
- Starting to look dated.
- Improve navigation/access
- Improve Search Engine Optimisation
- Add website statistics
- Encourage village participation
- Usability on new devices, screens sizes etc.

A re-evaluation to the website's aim and purpose was needed including what the web site is used for. Discussion took place regarding social media twitter and blogging.

The website re-design would include:

- More pictures of the village
- Search function
- Blog/latest news
- Village Diary – get general public to submit events and Council approve/disapprove
- Use calendar to display diary events
- Improve navigation home/signpost
- Add second menu with quick links on all pages
- Add sitemap to website and xml version for search engines

Other ideas could be as follows:

- Sign up box for E-Newsletter
- Danbury Times E-Newsletter
- Send out E- Newsletter automatically to all signed up recipients
- Google map for the parish office and other useful locations
- Google map showing parish boundary
- Social Media Facebook/Twitter
- RSS Feed Website Statistics
- Member secure login area

Website Options:

- a) Off the shelf solution (with some tailoring available) from parish council etc.
Bronze £250 first year then £100 a year
Silver £450.00 then £200 a year
Gold £800 first year then £300 a year

- b) Bespoke solution by Sue Lees Consultancy
£850.00 to £1000 per year first year this may be a little dearer if all items are included. The website would be built in modules so as many as required can be built.
Then existing hosting cost with Lodge

- c) Sue provided a first design which was based on the Danbury Times and the style of the Parish Council currently.

Sue Lees had not charged the Parish Council for her time to put together ideas for the web site and for attending meetings.

One of the concerns raised was regarding the fact that several alterations would be made to the Prototype. If the Parish Council did this it would make the cost rise of the new design.

Sue Lees left the meeting for members to discuss the options.

Members discussed the options at length and it was decided to request Sue Lees to produce a mock up for the next Parish Council for £400.00 with everything included. The cost if everything is included may be more than the £1000 quoted.

RESOLVED: that Sue Lees be appointed to continue to update the current website at a sum of £120.00 a month until the new web site is up and running.

b) that Sue Lees charges the Parish Council for her time to spent so far on putting together ideas for the redesign of the web site and her attendance at meetings.

RECOMMENDED to Parish Council: that Sue Lees is requested to make a mock-up of the web site including all aspects. At a cost of 40% of her charge for re-designing the web site which would be £400.00 of the circa £1000 cost. The Prototype would be built with functions working so that the Parish Council can see how it works. The site would be shown at the next Parish Council Meeting for approval.

36 Apologies for Absence

Apologies were received and accepted for Cllrs Stuart Berlyn, John Scott and Mike Wood

37 Declarations of Interest

Members were required to declare any personal or prejudicial interest they know they may have in items of business on the meeting's agenda. They were reminded that they will need to repeat their declaration at the appropriate point in the meeting and to leave the room if the interest is a prejudicial one. Unforeseen interests must be declared similarly at the appropriate time.

None were declared.

38 Public Question Time

No members of the public were present.

39 Minutes of the Meeting held on 19th June, 2012

RESOLVED: that the Minutes of the Meeting held on 19th June, 2012 be approved and signed as a correct record..

40 Financial Documents

40.1 Approval of payments from 19th June, 2012 until the date of meeting

RESOLVED: that a) payments were approved from 19th June, 2012 to the date of the meeting. (See Appendix I)

b) that cheques could be signed outside the meeting for August.

40.2 Reconciliation sheet to 31st May, 2012

Cllr Pemberton confirmed the monies at the bank were correct from the bank reconciliation sheets and these were the true record and initialled the statements. (Appendix II)

RESOLVED: that all Monies correct at bank.

40.3 Debtors more than 3 months

None at the present.

40.4 Receipts

Receipts were circulated for the current account until May, 2012. (Appendix III)

RESOLVED: that this information be noted.

40.5 Information Regarding Budgets

Information regarding budgets was circulated. No comments were made at this time

41 Request for Additional Funding

None was requested.

42 Bank Accounts

Nothing further to report.

43 Information Technology (Permanent Item on Agenda)

The new speed for Danbury had not yet come into force.

RESOLVED: that the information be noted.

44 The Code of Recommended Practice for Local Authorities on Data Transparency

No further information on this item as yet.

RESOLVED: that the information be noted.

45 The Code of Conduct

The matter must be referred to Full Council on 25th July, 2012 to be considered.
RESOLVED: that the matter be referred to Full Council for comment.

46 Training

The new member of staff and the new councillor would be attending the Roles and Responsibilities Course in September at a cost of £43.00 each.

RESOLVED: that 2 places be reserved for the Roles and Responsibilities Course in September at a cost of £43.00 each.

47 Financial Documents/Risk Assessments

47.1 Financial Risk Assessment

Alterations were made at the meeting to bring the document up-to-date the document was then ratified.

RESOLVED: that the document be ratified with minor alterations.

47.2 Effectiveness of Internal Audit

Members reviewed the document and made no changes:

RESOLVED that the Effectiveness of Internal Audit remains the same.

47.3 Fire Risk Assessment Parish Office

The Clerk was concerned regarding a Fire Risk Assessment which had been carried out by Mitie which had concerns regarding the rear Fire Door. Members agreed that the Clerk be able to spend up to £500.00 to get a complete Fire Risk Assessment. The Clerk to use her emergency powers if the Parish Council has to address repairs.

RESOLVED: that a) the Clerk be authorised to completed a Fire Risk Assessment and contact Essex County Council and b) the Clerk to use her emergency powers if the Parish Council has to address repairs.

48 Parish Office

The Essex County Council has agreed to the installation of the secondary double glazing in the Parish Office. The works should be completed during August.

RESOLVED: that the information be noted.

49 Matters for Report

No matters for report.

50 Dates of Next Meeting for 2012

Wednesday 19th September, 31st October, 21st November, Tuesday 11th December

51 Exclusion of Press and Public

RESOLVED: that pursuant to S.1 of the Public Bodies (Admission to Meetings) Act 1960 the meeting be not now open to the public and press for the following items of business and they were instructed to withdraw.

52 DCA

The Annual General Meeting has to be held in September. Accounts submitted to Charity Commission as required.

RESOLVED: that the information be noted.

53 Staff

Nothing further to report

There being no further business the meeting closed at 10.15 p.m.

Cllr B. Kennewell, Chairman

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Signed

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Date