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Wednesday, 1st July, 2015

For The Attention of:  
Ms. L. Drew  
Clerk of the Parish Council

Dear Ms. Drew

**Re. Report on the findings of the 17<sup>th</sup> June 2015 Communications Working Party**

The meeting was held within the Committee Room of Great Witley Village Hall at 1900 Hrs.

**Introduction and Terms of Reference:**

To address the Parish Council's urgent requirement for a means of online communication via a website which must be accurate and easily accessible.

Report submitted for viewing by both councillors and members of the public.  
(Confidential information relating to individuals and businesses has been omitted)

A "Test" website, built by Cllr. Marshall, was already live.

- The terms "*should*" are used in this report to signify agreed recommendations by the working party to the council.
- The terms "*suggest*" are used in this report to signify recommendations made by one or more members of the working party but not specifically agreed.
- The terms "*would*" are used in this report to signify an action requiring an urgent/priority decision which has been agreed by the quorate council members of the working party.

Report serves as a supporting document for motion(s) proposed on the 15<sup>th</sup> July 2015 agenda.

**Members present:**

Cllr. R. Perkins  
Cllr. D. Pangbourne  
Cllr. N. Drew  
Cllr. O. R. Marshall

Brief notes were taken by Cllr. R. Perkins

**The following points were raised for discussion:**

1. Adoption of the domain URL [www.greatwitleyandhillhampton.org](http://www.greatwitleyandhillhampton.org) donated by Cllr. Marshall to replace the previous, lower tier domain.
2. Workings of the administrative and operational structure of the website hosting package tied to the domain URL [www.greatwitleyandhillhampton.org](http://www.greatwitleyandhillhampton.org).
3. Transfer of full ownership and financial obligation of the above mentioned domain from Cllr. Marshall to Great Witley and Hillhampton Parish Council
4. Estimated cost to run the above mentioned website hosting package on an annual basis.
5. Procedure to remove Parish Council ownership from the previous domain URL [www.greatwitleyandhillhampton.org.uk](http://www.greatwitleyandhillhampton.org.uk) and discontinue with the services provided by its respective host.
6. Training of other Parish Councillors in the administration of a new website.
7. Use of standardised Parish Council email addresses
8. Communicating the release of a new website to parishioners.

**The following conclusions were made in respect of the above numbered points:**

1. The Parish Council *should* approve the donated domain URL: [www.greatwitleyandhillhampton.org](http://www.greatwitleyandhillhampton.org) and Cllr. Marshall *would* copy the content of the “Test” website onto the new domain before the next meeting.
2. *Omitted for confidentiality*
3. The transfer process *should* be initiated and completed within the next twelve months. The current website hosting package *should* be mirrored and not replaced with another service so as to allow for a seamless transition. It is understood that whilst all financial obligation currently lies with Cllr. Marshall, a change of ownership will pass this responsibility over to the Parish Council on a monthly basis. A written agreement *should* be made with Cllr. Marshall to ensure his continued willingness to assist in the transfer of the domain and hosting package should he, for any reason, no longer hold the position of office as Councillor prior to the transfer being enacted.
4. The estimated cost to renew the domain in twelve months is £10. The estimated annual fee, necessary for the website hosting package (once transfer of ownership has taken place, see above) is £48. The total estimated cost per annum would be £58. The Parish Council *should* approve this cost which is a significant saving compared to the previous hosting service. An annual subscription fee to the website software provider of £72 was also discussed should the need arise to increase the number of pages available and further improve accessibility.

5. The Clerk *would* send cancellation instructions to the previous website host before the renewal date. The previous lower tier domain ([www.greatwitleyandhillhampton.org.uk](http://www.greatwitleyandhillhampton.org.uk)) expires on 1st August 2015 and the individual named as Registrant is no longer in the service of the Parish Council.
6. Cllr. Marshall agreed that he *should* provide training to other councillors in the administration of the website once transfer of ownership has taken place.
7. A standardised email address for all councillors was *suggested* (for example: [name@greatwitleyandhillhampton.org](mailto:name@greatwitleyandhillhampton.org)). This service is already setup through the website hosting package and would be available to councillors. It was also *suggested* that a procedure/policy could be detailed to manage and distribute incoming and outgoing emails so as to enable the council as a whole to respond in a more transparent manner.
8. Once the new website became live, a flyer *would* be circulated around the two Parishes to inform the public of the new website address prior to the next meeting.

**Actions taken since conclusion of this meeting (at time of writing):**

1. The "Test" website has been copied (with some minor alterations to page layout) to the new domain URL: [www.greatwitleyandhillhampton.org](http://www.greatwitleyandhillhampton.org) and is now live (Actioned by Cllr. Marshall)
2. Cancellation instructions have been sent to the previous website host. (Actioned by Ms. Drew)
3. Proposal to approve new website has been submitted to the Clerk for inclusion on the next agenda. (Actioned by Cllr. Perkins)
4. Plans to publish a flyer, initially on the three parish notice boards are ongoing (Actioned by Cllr. Perkins, Cllr. Marshall)
5. Efforts to collate website/contact details, so as to provide links to other community organisations within the Parish, are ongoing (Actioned by Cllr. Pangbourne)

**End of Report**

I very much look forward to hearing from you in respect of the above matters

Yours faithfully

Councillor Oliver Raith Marshall