

## For Decision – Parish Council Website

### Web presence and design

The Parish Council's website is hosted by Suffolk.cloud. This is a low-cost solution (£175 per annum) and is used by many Suffolk parishes as it meets councils' statutory requirements at least cost to council taxpayers. Unsurprisingly it is not functionally rich and has limitations in how information is presented. Of the parishes within the North Bosmere benefice, five use Suffolk.cloud, three use 'onesuffolk', a similar limited offering, one – Gosbeck – doesn't have a site (the District Council provides a page), leaving Mickfield, which has an independently designed site. Parishes include pages for other parish organisations within a shared site, albeit with ownership resting with the parish council.

In addition to the parish council's site, Coddendam has a parish site which is used by all other parish organisations. Links exist between the two. With its statutory obligations, the parish council needs to own its web presence and therefore any merging of sites, which would have a limited financial benefit would necessitate the council taking over responsibility for the parish site. This is not viewed as desirable by any party as it would have the following drawbacks:

- Either a move away from a solution where the statutory obligation element is inbuilt or relinquishing functionality and design.
- Adding to the web administration overhead of councillors, including overseeing areas outside its direct control to maintain standards.
- Removing a degree of independence from other parish organisations and adding to any disagreements that might arise between the council and those organisations.

Decision 1: the parish council should retain a web presence independent on Coddendam's parish site at Suffolk.cloud and continue to work with other parish organisations via the CCRG to promote an accurate, contemporary, coordinated and fulsome information flow to residents.

### Structure

Parish council website navigation is designed to be straightforward and reflect the areas for which the parish council is responsible with anything outside its jurisdiction the subject of links to the Coddendam parish site. It is suggested that primary navigation should be:

- A Home (Landing) page – providing a welcome message and those items that councillors agree would be useful for residents to be aware of.
- Your Parish Council – providing all statutory content (councillor names, meeting agenda and papers, copies of reports and audits etc)
- Planning – the council's role in planning and details of specific applications and the council's view of them.
- Allotments – a link to register an interest in taking an allotment.
- Footpaths – the footpaths map and details of how to report issues.
- Community Groups – a summary of each with a link to the appropriate page on the Coddendam parish site.
- Historical documents – those few documents which might be useful to residents in future.

Decision 2: the parish council should maintain the site as suggested above, meaning that the site remains straightforward, simple to maintain and that it is largely the Home page and Your Parish Council area of the site that will require regular maintenance.

### Maintenance

The Clerk should and does maintain the Your Parish Council element of the site. For all other content maintenance is undertaken by a councillor agreed annually by the full Council. All new/amended content may be suggested (if from a third party) or drafted by any councillor and will be approved for posting by the Clerk and the Chair, or in their absence the Vice Chair and the Clerk, prior to it being added to or changed on the website.

Monthly, the councillor responsible for site maintenance will review current content and suggest removal of items/changes to content unless there are objections by a date a week forward. If none are received the Chair and the Clerk will confirm the proposals and those agreed will be acted upon at the next opportunity.

Decision 3: council to confirm the maintenance proposal.