PRESENT – Parish Councillors Colin Baber (CB) and Mark Winston-Davis (MWD),
Parish Clerk John Shepherd (JS)

INTRODUCTION

During the meeting, JS presented the documentation received from the two potential suppliers, VisionICT and Town & Parish Council Website, and displayed on-screen a wide range of examples of their websites.

1. REVIEW OF FUNCTIONALITY, CLARITY AND EASE OF USE OF WEBSITES

VisionICT is based in Exeter and is widely used by parish councils in the south-west. Town & Parish Council Website is based locally in Stroud and is widely used by councils in Gloucestershire, including most of our neighbouring parishes.

Those provided by VisionICT do fully meet the Transparency Code requirements and allow for some additional information to be included, but they have a fairly rigidly defined format that members of the working group did not find particularly clear or easy to use.

Town & Parish Council Websites, on the other hand, provide a wide choice of templates that, in addition to fully meeting the needs of the Transparency Code, provide a good range of additional features that could be of benefit to our parishioners, and thereby encourage them to refer to the website.

In terms of functionality, clarity and ease of use, members of the working group unanimously preferred the designs by Town& Parish Council Websites, in particular, Design 3 that is used by *Fretherene with Saul Parish Council*.

2. REVIEW OF COSTS OF PROVISION AND ONGOING MAINTENANCE

In summary, VisionICT costs are as follows:
Year 1 costs, including setting up and all running costs for the year are £500 plus VAT.
Year 2 and subsequent annual costs are £125 plus VAT.

In summary, Town & Parish Council Websites costs are as follows:
Year 1 costs, including setting up are £399 plus one year running cost of £120 per year, are £519.
Year 2 and subsequent annual costs are £120.
No VAT is charged by Town & Parish Council Websites.

There is therefore no significant difference in cost in either the short term or the long term between the two suppliers.

3 RECOMMENDED PREFERRED CHOICE

As the relative cost of websites from the two suppliers is not an issue and there was a strong preference for the functionality, clarity and ease of use of the Town &Parish Council Websites designs, the working group unanimously recommends that the contract for the provision of the parish council website be awarded to Town & Council Websites and that it is based upon their Design 3.