



Progress Report: Website and Business System

Introduction.

At the meeting of the BPC on the 12th May expenditure of **£2,279+VAT** was approved to procure a new website from Blue Level for the parish council to comply with accessibility requirements. The deadline for meeting these requirements is September 2020. Also at the May meeting expenditure of **£1,422 +VAT** was approved to procure a business system from AdvantEdge to support the clerk and the bookings clerk in their roles. This report gives an update on the progress on those two implementations and expenditure to date.

Spend to Date

Item	Status	Spend £
Website	In development. Go live planned 15/09/2020	2,779
Business System Training	Training for Clerk and Bookings Clerk on hold until time can be made available	720
Business System Licences and hosting	Implementation is on hold until clerk has time	824
SUB TOTAL		4,323

Other planned improvements to Communications

From the Precept working group meetings in January Councillors identified a need to improve communications between the parish council and the village. The Clerk has been working on a number of ways of making communication with residents more effective. The budget for FY 2020/21 was discussed at the February BPC meeting. This included a provision of £6,000 for communications. Costs have been identified to deliver a new email system for the use of councillors to replace the use of personal email accounts. This will address an outstanding concern raised at the 2019 internal audit.

Item	Communications Benefit	Cost £
VOIP	Landline for 'phone, voicemail and archived email record of voicemails	60
.gov Domain name	.gov domain makes the PC part of the public sector system	109
Microsoft 365	Councillor emails, Sharepoint to share documents with secure repository, MS teams for meetings to replace Zoom and all councillor video calls	212
SUB TOTAL		381
Possible Future implementations		
Missive	Consolidates communications to the council from a variety of sources	855
Other licences	To manage emailing News and Events to contacts list as a replacement for BREDAC	100



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What can each councillor do to support these activities?

- Ensure you use your new parish council email for all council business
- Where emails dealing with Parish Council business are stored on personal accounts, forward these to the new account if necessary and delete them
- Do not use other councillors' private email addresses for any council business
- Use Sharepoint for sharing documents once available (in preference to sending copies); upload any historic documents that relate to Council business
- Provide content for the new website: documents, pictures, news, etc.
- Help to establish the website as a relevant and useful resource for the community.