

WADHURST PARISH COUNCIL

All members of the Communications Committee:

I hereby summon you to attend a meeting of the Communications Committee of Wadhurst Parish Council to be held remotely via Zoom on Thursday **4 June 2020 commencing at 7.30 pm** for the transaction of business as set out below.

Signed 
Amanda Barlow
Clerk to Wadhurst Parish Council

Date: 28 May 2020

Zoom Information

Topic: WPC Communications Committee Meeting

Time: Jun 4, 2020 07:00 PM London

Join Zoom Meeting

<https://us02web.zoom.us/j/81646267678>

Meeting ID: 816 4626 7678

One tap mobile

+442034815237,,81646267678# United Kingdom

+442034815240,,81646267678# United Kingdom

Dial by your location

+44 203 481 5237 United Kingdom

+44 203 481 5240 United Kingdom

+44 131 460 1196 United Kingdom

+44 203 051 2874 United Kingdom

AGENDA

1. To receive apologies and reasons for absence.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
3. Public Forum – time limit 15 minutes.
4. To approve the minutes of the meeting held on 2 February 2020 as a true record.
5. To determine matters arising from the previous minutes for updating and noting.
6. Items for decision and allocation of resources, if necessary.
 - 6.1 To discuss and agree, if appropriate, next actions with regard to a new website provider for the Parish Council website and the Neighbourhood Plan Steering Group website.
 - 6.2 To discuss and agree, if appropriate, the distribution method and costs for the Parish newsletter.
 - 6.3 To discuss and agree, if appropriate, the Wadhurst Parish Council Social Media and Communications Policy
7. Items for discussion
 - 7.1 Newsletter
 - 7.2 Facebook/Instagram
8. Items for noting only
 - 8.1 To note spend to date against budget
9. Urgent issues at the discretion of the Chair for noting or inclusion on future agenda.

AGENDA ITEM 4.0

WADHURST PARISH COUNCIL

THE MINUTES OF A MEETING OF THE COMMUNICATIONS COMMITTEE OF WADHURST PARISH COUNCIL HELD AT SPARROWS GREEN RECREATION GROUND PAVILION, WADHURST THURSDAY 6 FEBRUARY 2020 AT 18.00

Present: Cllrs C Moore, P Moore, Peaford (in part), Smith (Chair)

Also present, Amanda Barlow (clerk), 0 members of the public

1. To receive apologies and reasons for absence.
None received.
2. To receive declarations of personal, prejudicial and disclosable pecuniary interests on items on the agenda and updates to members' register of interests.
None.
3. To approve the minutes of the meeting held on 10 October 2019
Members resolved to approve the minutes of the meeting held on 10 October 2019
Cllr Peaford arrived at the meeting.
4. To discuss matters arising from the minutes of the meeting held on 10 October 2019
Website - password, Members asked the Clerk to look at other options including a new provider. It was agreed not to continue with
5. Public Forum – time limit 15 minutes.
None.
6. Items for decision and allocation of resources, if necessary.
 - 6.1 To discuss and agree, if appropriate, next actions with regard to the Annual Parish meeting
Members agreed to produce a paper for the next Full Council meeting. (Action: Clerk)
 - 6.2 To discuss and agree, if appropriate, next actions with regard to the May newsletter
Members agreed to produce a draft May newsletter to circulate at the Annual Village Meeting.
 - 6.3 To discuss and agree, if appropriate, next actions with regard to social media
The Clerk is currently working the website.
7. Items for report only.
 - 5.1 To note spend to date against budget.
Noted.
8. Urgent issues at the discretion of the Chair for noting or inclusion on future agenda.
None.

WADHURST PARISH COUNCIL

AGENDA ITEM 6.1

From: NetWise <steve@netwiseuk.com>
Sent: 01 June 2020 13:32
To: Wadhurst Parish Council <clerk@wadhurst-pc.gov.uk>
Subject: Re: Website Provision
Importance: High

Hi Amanda

As a follow up to your email and also the telephone conversation that we had recently we've addressed your questions and discussion points below.

In regard to a website for the Neighbourhood plan. We could if you wish design a new website on our basic package that would cover the needs of the project. This would cost £399 as a one off fee for design and then £100 annually in advance for hosting, support and maintenance.

As an alternative, we could create a Neighbourhood plan page and sub pages on the Parish Council website that you already have. This wouldn't attract any additional costs.

The plan you are on at the moment is our Premium package. This has an ongoing annual fee of £300 to cover hosting, software updates, maintenance and support.

On our call we asked what in particular had prompted the council to want a redesign. From what we understand you'd like to arrange your uploaded documents by meeting date or month for ease of use. We've looked at this over the weekend and it's quite easy to achieve.

As you'll already know, when uploading a document, for arguments sake let's take minutes of a meeting. You attribute them to a document category. In this case the minutes category. You can attribute any document to more than one category, therefore, it would be easy to make additional categories, one for each month or meeting, We'd then be able to add a section to the menu called "Meetings" this would contain sub menu that would contain the meeting categories, For instance "Council Meeting 19/05/2020" When you upload the agenda you'd attribute it to the agenda category and the Council Meeting 18/05/2020 category, Same with minutes and any other document that relates to this meeting.

Also, we mentioned that we were designing a new look for our Council websites, We expect this to become available in July. It has a lot of customisations available in terms of layout, typography and colours. It retains a lot of familiar functions and some new ones too. I've included a PDF screenshot of it in development, this isn't the finished article but it'll give you an idea.

I hope that the above answers your questions and gives you some idea of what is possible. We pride ourselves on never having lost a customer during the past five years and we believe we offer the best value in the market. We service hundreds of Parish and Town councils and even some community councils of late. If we can do anything to satisfy your requirements then please let us know.

Kind regards
Steve & Adam

WADHURST PARISH COUNCIL



Accessibility Statement Privacy Policy

- Home
- Council Members
- Documents
- News
- Events
- Notices
- Parish History
- Phone Numbers
- Virtual Tour
- Directory

Anytown Parish Council

Welcome To Anytown Parish Council



Welcome

Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s, when an unknown printer took a galley of type and scrambled it to make a type specimen book. It has survived not only five centuries, but also the leap into electronic typesetting, remaining essentially unchanged. It was popularised in the 1960s with the release of Letraset sheets containing Lorem Ipsum passages, and more recently with desktop publishing software like Aldus PageMaker including versions of Lorem Ipsum.

Latest News

Ea omnis sed earum

April 28, 2020

Voluptatem fuga porro reprehenderit nam in consequat hic fugit et iste eius ex qui labore rerum qui excepturi sit quia et voluptatem qui ut.

- Adipisci tempore aliquam voluptatem April 25, 2020
- Doloremque provident quos magni nulla numquam accusamus April 22, 2020
- Earum molestiae nostrum harum unde April 22, 2020
- Dicta ullam sed sapiente April 11, 2020
- Consequatur sed enim error eos et April 11, 2020

[Read All Posts](#)

Upcoming Events

There are no upcoming events at this time.

Facebook

Parish Council Websites

2 months ago

We published an article a few weeks ago about working from home and online meetings. It seems even the government have taken our advice on using Zoom 🙄

<https://parishcouncilwebsites.org.uk/parish-council-meetings-coronavirus/#parishcouncil#towncouncil#communitycouncil#coronavirusUK>

Photo

View on Facebook Share



Parish Notices

Ea omnis sed earum

April 28, 2020

Adipisci tempore aliquam voluptatem

April 25, 2020

Doloremque provident quos magni nulla numquam accusamus

April 22, 2020

Gallery



Latest Documents

Test Minutes

May 11, 2020

Ut et perspiciatis voluptate deserunt ut voluptate

April 11, 2020

Libero enim molestiae cum quia laborum fugit

April 11, 2020

<h4>News</h4> <p> Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s. </p> <p>Read More</p>	<h4>Virtual Tours</h4> <p> Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s. </p> <p>Read More</p>	<h4>Galleries</h4> <p> Lorem Ipsum is simply dummy text of the printing and typesetting industry. Lorem Ipsum has been the industry's standard dummy text ever since the 1500s. </p> <p>Read More</p>	<h4>Events</h4> <p> </p> <p>Read More</p>
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Help Center

Call Us Today! 0123 456-7890	Text Lorem ipsum...	Meet with Us 1 High Street Anytown, AT1 OAB	Text Lorem ipsum...
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NAVIGATION	CONTACT US	WIDGET	WIDGET
Home	0123 456-7890 (Parish Clerk) 0123 456-7891 (Police Station) 0123 456-7892 (Fire Station)	TBD	TBD
News			
Events	1 High Street, Anytown, AT1 OAB		
Parish History	Contact Us		
	Hours of Operation: Monday-Sunday 8:00am - 8:00pm		

Anytown Parish Council is a fictional Parish with a fully transparency code compliant website in accordance with the government guidelines.
Parish Council Website by NetWise





Website Design | Graphic Design | 360° Visuals | Data Backup | Surveys

Tender Submission: Wadhurst Neighbourhood Plan

Vision ICT is delighted to put in a tender for the potential new website development.

Vision ICT Ltd is a well-established and trusted website company working with over 700 local councils. We are now recognised as the most experienced website provider to your sector and work closely with both NALC, KALC and the SLCC. Our fully responsive websites go beyond a functional, basic method of publishing information online, and offers an interactive, multi-faceted websites that will inform and inspire your Council and community.

How would we wish to achieve this? Through our desire to work in full partnership with you to ensure that working as a team, your new website will meet all your expectations and achieve the required outcomes. Our graphic designer will explore ideas and offer options for you to consider and our technical team will build the website that will ensure excellent navigation for users of the site and a robust CMS which will be easy and quick for your team to edit.

Your Vision Website will provide you with a totally internet-based web design tool that requires no additional software to be purchased or to be placed on your computers. Vision Websites can be edited from any computer that has an internet connection.

Notes

- **Copyright:** Ownership of all materials on your website including domain name belongs to and remains with you.
- **DDA compliance:** Your website will be designed and programmed in a manner that ensures accessibility to those with disabilities. We will work with you to produce your Accessibility Statement as required by the new accessibility regulations.
- **Website optimisation:** When sent live your website will be launched on all the major search engines. We will work with you at all times to support your websites position within search engines.

WADHURST PARISH COUNCIL

Website Hosting, Emails and Security: Vision ICT Ltd. uses Rackspace Managed Cloud Solutions to maximise uptime and security. The version that your new site will be running has never been hacked with over years it been running. This is all hosted within a secure data centre environment that provides:

- Industry leading 1-Hour Hardware Replacement
- Unlimited access to 24x7x365 dedicated support team including Level 3 Technical Support
- Instant Emergency Response
- Fully resilient DNS infrastructure
- Automated Microsoft Security Patching
- Dedicated firewall
- Weekly Full Back-ups with Daily Differentials, 2-week on-site retention 128 bit encrypted SSL secured log in and website editing.

Website Functionality

The following website functionality will be designed and built into the website.

- The underpinning value of our website system is that we create websites that are robust and adaptable. They are extremely reliable and able to grow and develop to meet your changing needs into the future.
- Our website hosting is reliable and trustworthy. Over the past three months our websites have had an uptime of 99.98%
- Your website will be developed in a design and style to meet your aspirations and this will be carried out in full co-operation with you.
- We will provide a clear graphic navigation system to ensure the maximum ease of use for visitors to the website.

Website facilities to be included in your new site.

- Fully responsive website.
- All design work and webpages set up by us approx. 10 webpages approximately.
- Unlimited web sections and web pages (you have the ability to add further pages as required)
- Easy to use Content Management System for all pages of the website.
- Enquiry form
- Link to Social Media as required.
- An accessibility statement
- 2 hours telephone training. (Training Manual and Training Videos on Vision ICT website <https://support.visionict.com/>).
- Ongoing help and support whenever required.
- Google Analytics to monitor site usage.

WADHURST PARISH COUNCIL

- Full Website warranty.

Please note: Images and content to be supplied by you.

Costs of Design, Development, Website Hosting & Support Yr 1

Designing, development and populating the above website as detailed above would be:

Basic level of design £970 with a higher design specification £1,170.

Year 2 and onwards Annual fee £175 cover:

- Website hosting.
- Ability to add additional sections, pages, pictures and files.
- SSL Certificate.
- Website warranty
- Ongoing help and support as required.

Additional Options if Required

Email accounts: Our email accounts have a 25gb mailbox with anti-span and virus protection. You can connect via IMAP for synchronisation between outlook and mobile devices and are charged £18 per account per year.

SSL certificate: If you require an SSL certificate the cost is £125 in year one and £50 annually thereafter.

Payment Details

On agreeing to purchase an initial invoice for 50% of the fee will be sent and 30 working days later we will invoice you for the final 50% when your website should be ready to go live subject to Vision having received all content and images.

VAT Registration

We are registered for VAT and all prices quoted exclude VAT.

Technical and other Support Mechanisms.

Vision ICT Ltd is proud of the level of service, support and advice that is on offer to all our clients. We are a phone call away 24/7 and will provide you with all the practical or technical support that you may need. We will be responsible for all areas of your website facilities, hosting and email requirements and if you have any problems you only have one call to make to talk to our Support Team or our Technical Director.

Website Warranty

Vision ICT Ltd offers all websites within the Vision Website system an ongoing warranty. Vision ICT Ltd can be contacted at any time on 01392 669497. If the office is not staffed the business line is always transferred to a mobile phone connection.

Ongoing Support

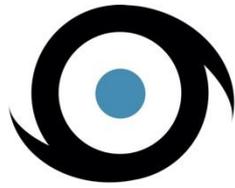
Vision ICT Ltd prides itself on the high level of support we provide to all our clients and you can be assured that this will continue to be available at all stages in our relationship with you.

Conclusion

Vision ICT Ltd enjoys a close working relationship with all our clients and we believe that we have an excellent relationship with them. We are pleased to be able to provide you with a tender for your new website and hope that you will give us the opportunity to work in full partnership with you. Your new website will be developed on time, on budget and fully set up to achieve your aspirations.

Additional information such as accounts, client references is available on request.

Daniel Hillier
Vision ICT Ltd.



visionict

Website Design | Graphic Design | 360° Visuals | Data Backup | Surveys

Tender Submission: Wadhurst

Parish Council

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WADHURST PARISH COUNCIL

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Website facilities to be included in your new site.

- Fully responsive website.
- All design work and webpages set up by us approx. 15 webpages approximately.
- A high level of design with a modern finish
- Unlimited web sections and web pages (you have the ability to add further pages as required)
- Easy to use Content Management System for all pages of the website.
- Enquiry form
- Latest News feed which can be shown on the website in various ways.
- Link to Social Media as required.
- An accessibility statement
- 2 hours telephone training. (Training Manual and Training Videos on Vision ICT website <https://support.visionict.com/>).
- Ongoing help and support whenever required.
- Google Analytics to monitor site usage.
- Full Website warranty.

Please note: Images and content to be supplied by you.

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- Ability to add additional sections, pages, pictures and files.
- Website warranty
- Ongoing help and support as required.

If you wish us to be the registrar of the gov.uk domain name that would be £55 ever two years.

Additional Options if Required

Email accounts: Our email accounts have a 25gb mailbox with anti-span and virus protection. You can connect via IMAP for synchronisation between outlook and mobile devices and are charged £18 per account per year.

SSL certificate: If you require an SSL certificate the cost is £125 in year one and £50 annually thereafter.

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Ongoing Support

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Additional information such as accounts, client references is available on request.

Daniel Hillier
Vision ICT Ltd.

WADHURST PARISH COUNCIL

AGENDA ITEM 6.2

Agenda Item 6.2

Newsletter

1. Draft newsletter sent to all Committee members
2. It has been agreed at Full Council that the budget for the Annual Village meeting can be used for the newsletter.

4046	Printing Costs/ Newsletter	£750.00
4506	Annual parish Meeting	£300.00

Total budget for newsletter is £1050.

3. Cost to print the newsletter is £175 for 1000 with a run on price of £105 per 1000.

4. Distribution:

Given the current Covid19 pandemic it has been agreed that WPC should use Royal Mail to distribute the newsletter to ensure all deliveries are safe and residents are not put a risk from a paper delivery.

Royal Mail offer a door to door delivery service and the PC would need to give them the postcode area and they will deliver to all properties.

There is a minimum spend of £500 which is for up to 8000 deliveries.

There is a charge to collect the newsletters of £75 or they can be delivered to the main sorting office which is in Rochester.

Proposal: The Communications Committee to agree to distribute the newsletter via Royal Mail.

Estimate No: 88820

PRINCIPALCOLOUR

May 19, 2020

We thank you for your enquiry and have pleasure in submitting our estimate as follows:

Job Title:	Sundrige & Brasted OR Wadhurst Newsletter (4pp)		
Size:	297 x 210mm (A4) Portrait		
Content:	297 x 420mm (A3) folded to 4pp 297 x 210mm (A4)		
Artwork:	From files supplied we to produce proofs		
Proofs:	PDF		
Printing:	In four colour HP Indigo digital process throughout		
Finishing:	Trim, fold once to size & pack suitably		
Materials:	130gsm Silk		
Delivery:	In bulk to one UK mainland address		
Quantity:	1000	1000	run on
Price:	£175	£105	

Prices are subject to confirmation on sight of final copy and artwork based upon current material and production costs which are liable to alteration if any variation from today's date.
VAT will be charged extra to the above if applicable.

For and on behalf of Principal Colour Ltd

Adam Turrell

MEDIA AND COMMUNICATIONS POLICY

1. Introduction

1.1 This policy is advised by the Code of Recommended Practice on Local Authority Publicity, as issued by the Department for Communities and Local Government (DCLG). The code is statutory guidance and therefore councils must have regard to it and follow its provisions.

1.2 Failure to follow the council's Media and Communications Policy could lead to a breach of the statutory code and the risk of adverse publicity, which could damage the council's reputation. It is important that all councillor and officers understand the implications of this code which this policy explains within a local context.

1.3 This policy should be read in conjunction with the Members' Code of Conduct.

2. Approach to publicity

2.1 The council welcomes enquiries from the press and media, and recognises that a good relationship with the press helps communicate effectively with residents.

2.2 Equally, the council recognises that taking a proactive approach to communication ensures information is made available to residents in a timely manner, and is accessible via as many media sources as possible including emerging social media platforms.

3. Principles of communication

3.1 The Code of Recommended Practice on Local Authority Publicity identifies key principles regarding publicity, and the council will ensure any publicity:

- Is lawful
- Is cost effective
- Is objective
- Is even-handed
- Is appropriate
- Has regard to equality and diversity
- Is issued with care during periods of heightened sensitivity

4. Official council press releases

4.1 The council recognises that the use of press releases is a key technique for publicising council activities, decisions and achievements.

4.2 An official council press release is made on behalf of the council as a whole. In certain circumstances, it may be appropriate for a councillor (normally the Chairman, Deputy Chairman or committee Chairman) to draft the press release, but the Clerk (or other

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nominated officer) will be responsible for checking and subsequently issuing any official council press release.

- 4.3 All press releases will accurately reflect the corporate view of the council, contain relevant facts and may include an approved quotation from an appropriate councillor. Releases will not promote the views of specific political groups, publicise the activities of individual councillors, identify a councillor's political party or persuade the general public to hold a particular view.
- 4.4 Press releases will be issued to local newspapers and copies will be made available on the council's website. An edited version may be available via the council's social media platforms, with a link to the full story available.

5. Requests for interview

- 5.1 Any request for an interview with a councillor or officer should be referred to the Clerk (or other nominated officer) in the first instance. The Clerk, in liaison with the Chairman, will determine the most appropriate councillor or officer to be put forward for interview.
- 5.2 Where a councillor is authorised to speak on behalf of the council, it is their responsibility to ensure they are clear on the corporate position of the council, and that their responses to questions accurately reflect this.
- 5.3 Where an officer is authorised to speak on behalf of the council, they must never give their opinion on specific council policy and must remember their role is to provide expertise and factual knowledge in support of the council's agreed policies.
- 5.4 If a councillor has not been specifically authorised by the council to speak to the media on a particular issue, a councillor who is asked for a comment should make it clear that it is a personal view and ask that it be clearly reported as such.

6. Publicity during elections

- 6.1 There are specific rules governing publicity when an election has been announced. In the period between the notice of an election and the election itself (purdah), all proactive publicity about candidates is halted.
- 6.2 During the purdah period, all council publicity shall be managed by the Clerk (or other nominated officer), and any quotes provided in support of press releases will be given by authorised officers.

7. Social media

- 7.1 The council recognises that for some residents, accessing information via social media platforms is their preferred method. While there are too many social media sites to include all of them, the council will endeavour to use those which are most widely used, and regularly review the type and number of social media sites used.

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- 7.2 Social media sites will be used to support other communications issued by the council, and will help provide a consistent message across all media formats. To help achieve this, all social media releases will be approved by the Clerk (or other nominated officer).
- 7.3 Where officers use social media in a professional capacity to represent the council, the council's corporate identity will be used and not that of any individual officer.
- 7.4 Officers using social media in this way must respect copyright, data protection, freedom of information and other laws, and be aware of the risks of action for defamation. Officers must not use insulting or offensive language, or engage in any conduct that would not be acceptable in the workplace or elsewhere.

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8. General guidance for councillors and officers

- 8.1 Councillors and officers must ensure they do not disclose information that is of a confidential nature. This includes any discussion with the press or other media on any matter which has been discussed under confidential items on council or committee agendas or at any other private briefing.
- 8.2 Councillors and officers should act with integrity at all times when representing or acting on behalf of the council.
- 8.3 Councillors should not use the prefix 'Councillor' when writing to the press as an individual. This implies you are stating council policy, which is not necessarily consistent with your personal opinion.
- 8.4 Any councillor failing to follow the guidelines set out in this policy may find themselves in breach of the Members' Code of Conduct and subject to a complaint to the Monitoring Officer.
- 8.5 Any officer failing to follow the guidance set out in this policy could face disciplinary action.

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AGENDA ITEM 8.1

CODE	DESCRIPTIONS	Actual 17/18	Actual 18/19	Actual 19/20	Actual 20/21	budget for 2020-2021	% of Budget
4503	FOCUS	£200.00	£125.00	£180.00		£200.00	0.00%
4046	Printing Costs/ Newsletter	£750.00	£482.00	£371.00		£500.00	0.00%
4506	Annual parish Meeting	£300.00	£286.41	£301.25		£300.00	0.00%
4507	Parish App/online	£300.00	£300.00	£144.00		£74.00	0.00%
4508	Notice Board	£0.00	£1,790.00			£0.00	#DIV/0!
4026	Website	£1,000.00	£799.00	£300.00		£500.00	0.00%
4059	Tourist Leaflets	£0.00	£131.67			£150.00	0.00%
	TOTAL COMMUNICATIONS	£2,550.00	£3,914.08	£1,296.25	£0.00	£1,724.00	0.00%

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