

FINANCE & POLICY COMMITTEE
8th MARCH 2023
REPORTS

AGENDA ITEMS 1 & 2

CHAIRMAN'S INTRODUCTION AND WELCOME AND APOLOGIES FOR ABSCENCE

Members are reminded that apologies for absence should be submitted to the Clerk ahead of the Meeting and the reason for non-attendance.

AGENDA ITEM 3.

TO APPROVE AND SIGN THE MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 8th MARCH 2023

Minutes of the Meeting of Southbourne Parish Council's Finance and Policy Committee held 8th March 2023

Present: Cllrs: P. Thorne (Chairman), L. Hicks, N. Redman and Taylor

In Attendance: S. Hodgson - Clerk and RFO

1 Member of the Public

The meeting opened at 18.30

68. CHAIRMAN'S INTRODUCTION AND WELCOME

The Chairman welcomed everyone and opened the meeting.

69. APOLOGIES FOR ABSENCE

There were no apologies for absence but it was Noted that Cllr. James had resigned.

70. MINUTES. TO APPROVE AND SIGN THE MINUTES OF THE FINANCE & POLICY COMMITTEE MEETING HELD ON 11th JANUARY 2023

Members **AGREED** to **APPROVE** the Minutes of the Finance & Policy Meeting held on the 11th January 2023 and they were duly signed by the Chairman.

71. DECLARATIONS OF INTEREST.

There were no Declaration of Interests.

72. ADJOURNMENT FOR OPEN FORUM

There was one member of the public in attendance but did not wish to comment.

73. CLERK'S UPDATE

Members **Noted** the Clerks Report

73.1 Village Hall Rent

Members **Noted** that the Village Hall Management Committee accepted the offer for a rental amount of £3,500 p/a

73.2 Precept

Members **Noted** the precept had been approved and would be paid in 2 instalments, April and September 2023. Members further Noted that the Finance & Policy Chairman's Statement and Breakdown had been published.

73.3. BT

Members **Noted** the increase and statement from BT.

74. TO RECEIVE AND NOTE, THE REPORTS FOR THE MONTHS OF JANUARY AND FEBRUARY 2023 AS FOLLOWS:

- TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT AND ACTIVE SAVER ACCOUNTS FOR THE MONTHS OF JANUARY AND FEBRUARY IN LINE WITH THE COUNCIL'S FINANCIAL REGULATIONS
- TO NOTE THE INCOME & EXPENDITURE FOR THE PERIOD COVERING 1st APRIL 2022 – 28th FEBRUARY 2023
- TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORTS

The reports were **NOTED** and the Chairman signed the balance sheets for January and February as reported and previously circulated.

75. TO AGREE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED

Members unanimously **AGREED** to **RATIFY** the payments as previously circulated. ,

Members further **AGREED** to **APPROVE** the following payments:

Cloudy IT	£253.91	IT
SSE	£1799.20	Street Lighting
Everyone Active	£34.00	Room Hire March GS&CS
Everyone Active	£51.00	SPC Jan
Jelvis Electricals	£90.00	Fire Alarm reset
Amazon	£13.95	Padlock allotment

The Clerk reported that £600.00 had been received relating to Allotment rentals for 2023/24. The payments were not due until the 1st April but would need to be reconciled within this financial year as they appear on the March bank statements. Therefore, Members were asked to consider ear marking these payments for allotment expenditure along with any future payments that may be received during March.

Members unanimously **AGREED** to ear mark any early allotment rental receipts received during March which would be available to the Allotment Committee as part of their budget for 2023/24.

76. CONSIDERATION OF ANY BUDGETARY REQUESTS OR RECOMMENDATIONS FROM OTHER COMMITTEES:

Members **NOTED** the Clerks Report.

Members considered the budget requests from the Greenspace & Community Services Committee Meeting as follows:

76.1 Recommendation from Greenspace and Community Services Committee (Min. 75.3.1 refers 31st January 2023) to fund repairs to playground gate from the Capital Budget at a cost of £1618.30+VAT

Following discussion Members unanimously **AGREED** to **APPROVE** the recommendation from the Greenspace and Community Services Committee to fund the repairs to the playground gate at a cost of £1618.30 + VAT to be funded from the Capital Budget.

77.2 Recommendation from Greenspace and Community Services Committee (Min. 75.3.3 refers 31st January 2023) to identify a budget for urgent fund repairs to the trampoline at a cost of £413.32 + VAT

Following discussion Members unanimously **AGREED** to **APPROVE** the recommendation from the Greenspace and Community Services Committee to fund the repairs to the trampoline at a cost of £413.32 + VAT to be funded from the Capital Budget.

Recommendation from Greenspace & Community Services (Min. 75.5 refers 31st January 2023) to fund No Overnight Camping signs for Prinsted at a cost of £38.20 +VAT

Following discussion Members unanimously **AGREED** to **APPROVE** the recommendation from the Greenspace and Community Services Committee to fund the purchase of a No Overnight Camping Sign for Prinsted at a cost of £38.20 + VAT to be funded from the Capital Budget.

77.3 Recommendation from Greenspace & Community Services Committee (Min.85 refers Extraordinary Greenspace & Community Services 21st February 2023) to fund the purchase of a ride on lawn mower up to the amount of £4750 +VAT

Following discussion Members unanimously **AGREED** to **APPROVE** the recommendation from the Extraordinary Greenspace and Community Services Committee to fund the purchase of a sit on lawnmower up to the amount of £4,750.00 + VAT from General Reserves.

Member's further **NOTED** that there would be additional expenses related to the purchase, such as petrol, the installation of a COSH approved fire hazard storage cabinet and possible blade replacements. It was unanimously **AGREED** that these expenditures would be considered as they occurred and the Committee would identify an associated budget at that time.

Members unanimously **AGREED** for the Clerk to proceed with the purchase of the Mower in liaison with the Contract Caretaker and to undertake any further necessary related arrangements .

78. UPDATE AND FURTHER CONSIDERATION OF THE BRANDING ARRANGEMENTS INCLUDING FEEDBACK FROM ONLINE MEETING HELD 23rd FEBRUARY 2023 WITH POTENTIAL DESIGNER, CONSIDERATION OF APPOINTMENT AND CONSIDERATION OF UTILISATION OF ASSOCIATED BUDGET FOR EXPENDITURE - MIN. 64 REFERS.

Members **NOTED** the Clerks Report.

The Chairman gave a brief overview of the meeting. Following discussion Members unanimously **AGREED** to invite the designer to undertake a site visit and for the Clerk to make the arrangements for an afternoon appointment. It was further **AGREED** that Cllrs. Hicks, Redman, Taylor and Thorne would attend.

After considering the associated costs as previously circulated within the Clerks report, Members unanimously **AGREED** to **APPROVE** the project costs up to a total of £1,300 + VAT to be met from the Corporate Image/Website budget currently standing at £1440.00.

As the invoice for this initiative is unlikely to be presented before the end of this financial year, Members unanimously **AGREED** that the expense be added to the accrual list at year end.

79.FURTHER CONSIDERATION OF PROPOSAL FOR A REVIEW OF THE PARISH COUNCIL'S INVESTMENTS AND TO REVIEW THE INFORMATION RECEIVED FOR OPPORTUNITIES AND GUIDANCE ON FINANCIAL SECURITY FOR GENERAL RESERVES – MIN. 65 REFERS.

Members **NOTED** the Clerks Report.

Members reviewed and discussed the three options as detailed within the Clerk's report. Some of the comments included:

- The current return on the premium account of 0.15% is not very favourable considering the balance
- The Unit Trust and Investment Trusts are too high risk
- Setting up a number of accounts with a range of banks would be a very time consuming
- The interest rates for banks are very similar
- Like that Option 2 has been developed in line with the Local Government Association
- Any funds invested must be instantly accessible

Following discussion, Members unanimously **AGREED** that Option 2 would be the most favourable option and asked the Clerk to undertake further research and obtain some quotations to bring back to the May meeting.

80. CONSIDERATION AND UPDATE OF CIL INFRASTRUCTURE BUSINESS PLAN FOR 2024/2029 AND TO NOTE RESPONSES TO LAST YEAR'S IBP CONSULTATION

Members **NOTED** the Clerks Report.

Members considered the lists as previously circulated and it was generally felt that the existing list was up to date but would like to compare it against the SPC business plan.

Members unanimously **AGREED** for the Clerk to check the list with the business plan and to amend and update as necessary. The final version will be circulated to Members for their information.

81.CONSIDERATION OF CONTRACT RENEWAL FOR IT MICROSOFT RELICENSING

Members **NOTED** the Clerks Report.

Members unanimously **AGREED** to **APPROVE** the renewal quotation for the relicensing part of the contract.

The Clerk drew Members attention to the ongoing issues with the website and the difficulties associated with uploading and accessing files. There is also a distinct lack of support from the supplier or desire to assist. It has since been established that the provider is trying to step back from web hosting and is working in partnership with another organisation to undertake this part of the business. The Clerk and Deputy Clerk attended an online meeting with this organisation to establish if the offer was more in keeping with requirements.

The Chair mentioned that she had been unimpressed with the current website and felt it was not user friendly or inspiring and had been disappointed with the results so far.

Following discussion Members unanimously **AGREED** that the contract for web hosting be continued on a month by month basis. The Clerk will continue to undertake further research and will provide costings for a new provider for Members to consider at a future meeting.

82.TO NOTE THE DATE AND TIME OF NEXT MEETING.

The next meeting is scheduled for 3rd May 2023 and was **NOTED**.

The meeting closed at 19.47

AGENDA ITEM 4

DECLARATIONS OF INTEREST

Members and Officers are invited to make any declarations of Disclosable Pecuniary and/or Ordinary Interests that they may have in relation to items on this agenda and are reminded that they should re-declare their Interest before consideration of the item or as soon as the Interest becomes apparent and if not previously included on their Register of Interests to notify the Monitoring Officer within 28 days.

AGENDA ITEM 5

ADJOURNMENT FOR OPEN FORUM

The Chairman will adjourn the meeting for the Open Forum. During this session members of the public will be permitted to speak and ask questions.

Members are asked to Note that no decision can be made during this time and any item requiring further consideration will need to be deferred to a future agenda.

AGENDA ITEM 6

CLERKS UPDATE

The Clerk will give an update on items for information only that do not require a decision.

6.1 Fuel Card. The Clerk has made arrangements to trial the use of a fuel card. The fuel card will allow the contract/caretaker to purchase fuel for the mower without the need for reimbursement. Any transactions (limited to £100 per month) will be paid by Direct Debit. This will also allow VAT to be reclaimed. At the end of the trial period there will be a charge of £1.50 will be applied monthly. If this process prove effective Members will be asked to ratify the decision at a future meeting.

AGENDA ITEM 7

FINANCIAL REPORTS - MONTH END

TO RECEIVE AND NOTE THE REPORTS FOR THE MONTHS OF MARCH AND APRIL 2023 AS FOLLOWS:

- **TO NOTE VERIFICATION OF BANK RECONCILIATIONS FOR THE COUNCILS CURRENT ACCOUNT AND ACTIVE SAVER ACCOUNTS FOR THE MONTHS OF MARCH AND APRIL IN LINE WITH THE COUNCILS' FINANCIAL REGULATIONS**
- **TO NOTE THE INCOME, EXPENDITURE FOR THE PERIOD COVERING 1st APRIL 2022 – 31ST MARCH 2023**
- **TO NOTE THE BALANCE SHEET, RECEIPTS AND PAYMENTS REPORT AND EMR REPORTS**

Reports will be circulated separately due to the amount and size.

Members are required to **APPROVE** the reports as circulated and for the Chairman to sign the relevant documents.

AGENDA ITEM 8

TO RECEIVE AND NOTE THE YEAR END REPORTS INCLUDING

- **TO RECEIVE THE BANK RECONCILIATION TO 31ST MARCH 2023 AND TO NOTE INCOME AND EXPENDITURE AGAINST BUDGET FOR FINANCIAL YEAR 1ST APRIL 2022 – 31ST MARCH 2023**
- **TO NOTE STATEMENT OF ACCOUNTS**

Reports will be circulated separately due to the amount and size.

The Clerk will also give an overview of the year end reports.

Members are required to **APPROVE** the reports as circulated and Note the Clerks comments.

AGENDA ITEM 9

ANNUAL GOVERNANCE STATEMENT 2022-23 (AGAR SECTION 1) TO CONSIDER THE QUESTIONS AND AGREE COUNCILS RESPONSE TO EACH STATEMENT AND QUESTION AND RECOMMEND APPROVAL TO COUNCIL

Annual Governance Statement 2022/23 (AGAR Section 1) To Consider the questions and agree Councils response to each statement and question and Agree to Recommend to Council

Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		‘Yes’ means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>

3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.				<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.				<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.				<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.				<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.				<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

***Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.**

This Annual Governance Statement was approved at a meeting of the authority on:

DD/MM/YYYY

and recorded as minute reference:

MINUTE REFERENCE

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS

AGENDA ITEM 10

CONSIDERATION OF THE SOUTHBOURNE PARISH COUNCIL'S INSURANCE RENEWAL

Members are asked to consider the renewal of the SPC insurance for 2023/24 at a premium of £ £4,223.47, this includes any adjustments such as the addition of the lawnmower etc.

Due to the size a copy of the renewal schedule will be circulated separately.

AGENDA ITEM 11

ANNUAL REVIEW IF THE COUNCILS INTERNAL CONTROL PROCEDURES AND PRACTISES INCLUDING CONSIDERATION AND RECOMENDATION COUNCIL WHERE REQUIE OF:

- STANDING ORDERS
- FINANCIAL REGULATIONS
- ANNUAL RISK ASSESSMENT FOR 2023/24
- ASSET REGISTER
- LONE WORKER POLICY

Due to the size of the documents these will be circulated separately.

Members are required to consider the policies and documents and Agree to Recommend to SPC for adoption.

AGENDA ITEM 12

TO AGREE ANY PENDING PAYMENTS AND TO RATIFY PAYMENTS AS PREVIOUSLY CIRCULATED AND TO NOTE RECEIPT OF 1st PRECEPT INSTALMENT FOR 2023/24 OF £118,602.00

Members are asked to **AGREE** to **APPROVE** the following pending payments:

Members are asked to **NOTE** receipt of the 1st instalment of the precept payment of £118,602.00

AGENDA ITEM 13

CONSIDERATION OF ANY BUDGETARY REQUESTS OR RECOMMENDATIONS FROM OTHER COMMITTEES INCLUDING:

- **BUS SHELTER - GREENSPACE AND COMMUNITY SERVICES COMMITTEE 28th MARCH 2023 MIN.96 REFERS**

At the Greenspace and Community Services Committee meeting on the 28th March it was reported that the application to the insurance company to seek recompense for the damaged bus shelter resulted in the decision to write off the bus shelter at Parham rather than repair. The insurance settlement due to excess and depreciation has created a shortfall in relation to replacement costs.

As there is no budget provision for bus shelters Members are asked to consider the Recommendation to identify a budget for the shortfall for a replacement shelter.

The settlement received - £2,320.44,

Quote 1.

The quotation for replacement shelter - £3745.00

Therefore, there is a shortfall of £1,424.56

Quote 2. (like for like replacement)

The quotation for replacement shelter - £4396.00

Therefore, there is a shortfall of £2320.44

A third quote was requested but not forthcoming.

Members are asked to advise how they wish to proceed

AGENDA ITEM 14

BRANDING – INCLUDING TO NOTE FEEDBACK FROM SPC MEETING (11th APRIL – MIN.207 REFERS) ON THE CONCEPTUAL DESIGNS FOLLOWING THE SITE VISIT HELD ON THE 28th MARCH 2023 AND CONSIDERATION OF ANY FURTHER UPDATES

At the time of circulation, no updates from the designer had been received although he has indicated that all efforts will be made to have something available for the meeting.

AGENDA ITEM 15

FURTHER CONSIDERATION OF PROPOSAL FOR A REVIEW OF THE PARISH COUNCILS INVESTS AND TO REVIEW THE INFORMATION RECIEIVED FOR OPPORTUNITIES AND GUIDANCE ON FINANCIAL SECURITY FOR GENERAL RESERVES – MIN. 79 REFERS

At the last meeting Members agreed to proceed with option 2 of the investment opportunities considered and asked for more information on expected returns:

Please note additional information from PSDF:

It is worth noting the interest/yield on the PSDF is a daily rate,

The figures below are clients with £25,000, £35,000 £45,000 showing the income they received last month, **the figure is the monthly income they received.**

Please do not use for budgeting purposes.

£25,000- £73.80

£35,000- £103.34

£45,000- £132.84

An application form has been provided and will need to be completed should members wish to proceed. The form also requires a copy of the minutes recording the resolution to proceed. Officer recommendation is that should Members wish to proceed that the relevant documentation is completed and then recommended to Full Council from Approval.

Members may also like to **Note** that the interest received from Barclays bank for the period 5th December 22 – 5th March 23 was £667.97

AGENDA ITEM 16

CIL – TO NOTE THE 2022/23 CIL MONITORING REPORT AND TO NOTE APRIL PAYMENT OF CIL ALLOCATION WHICH INCLUDES THE RETURN OF OVERPAYMENT

Members are asked to **NOTE** that the annual CIL Monitoring Report for 2022/23 has been completed and submitted to CDC. A copy will be available on the SPC website.

Members are further asked to **NOTE** the allocation for SPC at £54,966.76. This total includes the deduction applied for a previous overpayment. Members may also like to NOTE advice from CDC that this overpayment has now been repaid:

To confirm, we received CIL payments relating to Southbourne Parish for this last 6 month period, October – March 2023, totalling £62,500 from which we have deducted the remaining £7,533.24 that was due.

	CIL due to Parish	Amount owed
An overpayment to the parish		£ 17,240.26
April 2021 clawback	£ 4,838.77	£ 12,401.49
Oct 2021 clawback of	£ 1,407.51	£ 10,993.98
April 2022 clawback	£ 3,460.74	£ 7,533.24
October 2022 clawback	£ -	£ 7,533.24
April 2023 clawback	£ 7,533.24	£ -
Remaining Outstanding		£ -

AGENDA ITEM 17

IT AND WEBSITE - TO RECEIVE THE CLERK AND DEPUTY'S CLERK REPORT ON IT ARRANGEMENTS FOR COUNCILLOR CHROMEBOOKS, LAPTOP AND PHONE FOR THE ADMINISTRATIVE ASSISTANT AND ONGOING ISSUES WITH THE IT/WEBSITE PROVIDER INCLUDING CONSIDERATION OF ANY RECOMMENDATIONS

Clerk's Report

Along with David James, Cllrs. Bangert and Tait have returned their Chromebooks to the office as they are not using them. Therefore, one of the Chromebooks has been reconfigured for use by Cllr. Meredith and another for Jonathan Money when he takes up position. The remaining Chromebook is currently being used by the new admin assistant. However, this may not be feasible going forward as Chromebook does not appear to be the easiest or most compatible. I have asked Michelle to trial it for a couple of weeks but if it does not prove to be successful it may still be necessary to purchase a new laptop for her.

Members are asked to consider purchasing a mobile phone for the admin assistant as she will be working remotely for most of the time. The following quote has been supplied by Vodaphone:

Sim and handset:

-Samsung Galaxy A04s with 32GB storage, on a 24-month contract, with a one-time upfront payment of £105 inc. VAT

Monthly Phone Plan cost is: £22 inc. VAT

The airtime plan comes with 3GB data, unlimited calls and texts

I can offer you a 20% discount on this making this £17.60 inc. VAT per month*

**this discount was only available for a limited period*

Do Members **AGREE** to purchase a new mobile phone and if necessary and new laptop for the admin assistant?

Report from Deputy Clerk:

Report on Cloudy IT and website matters

Since 'going live' with Cloudy IT in May 2022 we have had a number of problems accessing support from Cloudy, particularly with regard to the website. Following lengthy discussions with Cloudy we have been unable to resolve many of our issues. Some of the issues include:

- Training on the website was not comprehensive enough, the initial training we received was very basic and did not cover many aspects of editing the website. Subsequent Teams meetings, emails and telephone calls have not addressed the outstanding training 'gaps'. Cloudy argue "All aspects of maintaining the website were covered in the initial training", this is not the case at all. We did not receive training on how to add/change/amend news & events or how to edit 'templates' (we still have not had sufficient training on this). These two actions are the ones that we predominantly use and should have been covered in the initial training.
- We have had many technical issues with editing the website, which we were expecting was part and parcel of operating a new website. However, it has been incredibly difficult to access any support from Cloudy and it does not feel at all as if we are getting the support or customer service we expected to receive. Many of the difficulties we have experienced could have been resolved with a very quick phone call. Cloudy do not return calls or reply to emails and on many

occasions have denied that they have received emails despite us receiving replies from other persons who were copied in.

- Cloudy only have 1 member of staff who can offer website support. When he is on leave there are no other staff who can assist. On several occasions, including when the Neighbourhood plan page needed to be edited and we were facing a deadline, we waited more than a week for a response from Cloudy.
- For other support Cloudy have been very inconsistent. The level of support you receive very much depends on which advisor you are speaking with, most recently Cloudy have not provided any assistance with the setting up of equipment for new users, this has been left to officers to resolve. Cloudy advised that Chromebooks would need to be sent off to them to be set up. After speaking with another advisor, we were able to negotiate with them to provide us with the details to set up new staff and councillors. The training guide was only sent to us on 11/10 and we went live in May. Any time we seek help from Cloudy with the website we are referred back to the recording of our first training session and are not offered assistance. We would have expected a user guide as standard but unfortunately one did not exist until we asked for it. The guide itself is very basic. It is frustrating to be constantly referred to the guide despite highlighting that our issues are not covered by their guide.
- The main issues we have with editing the website is that Cloudy copied templates from our existing website and do not have a simple function to edit these. We have asked that they set up new templates which are easily editable, Cloudy have refused. It appears that much of the making of our website included copying content from our old website. This has resulted in us discovering that parts of the website are not easily editable because Cloudy did not set up the original content, specifically with Templates.
- Technical issues with the website are common. On many occasions the site is un-editable. We are required to reset web history and cookies before calling for support, but this rarely resolves the problem. Cloudy report that there is no issue on their end but often the situation appears to resolve itself after contacting Cloudy.
- Committee dates are incredibly cumbersome to edit on the website because of the use templates. For example, adding an additional date requires a considerable amount of editing/formatting/rejigging of the templates to make the additional date fit. Our old site had a function that generated a template for you and posted it in the correct date order which took seconds to complete. Cloudy refuse to alter this.
- Publishing agenda/minutes/reports. This was considerably easier on our old website, as above, it had a function that would generate a template for you. Cloudy are refusing to alter this.
- When adding documents to the website Cloudy informed us that we must do this via a link to SharePoint. They advised that this is a 'get around' to making our website accessible compliant. We have since received advice that this is not the case.
- The examples of other councils websites (Pembrey and Burry Port) that Cloudy have provided are poor in quality and content, particularly the way they link to SharePoint/Google drive etc. Cloudy constantly promote formats which facilitate easy editing rather than what looks best or is easiest to navigate for the end user. In our case our previous website was easier to edit **and** easier to navigate for the end user so the way that it operates for us now seems like a move backwards rather than forwards.
- Currently the website does not operate in the way that we need it to. Cloudy have now advised that they are unable to offer us any additional support or improvements with the website. Our only option is to upgrade our support package but that only offers us more hours of support, not better-quality support and this support still is only provided by one person.

An initial meeting was set up with another web provider who supplied the following quotation:

Costing

Basic set up & year 1 consists of:

1. One-off set up of site: £975 + VAT (incl. SLCC member discount, £1075 + VAT otherwise)
2. Annual SSL-protected hosting & support: £299 + VAT pa
3. .gov.uk domain name annual registration and management: £100 + VAT pa (optional)
4. Content inputting options: a) To transfer all documents and content dating back to 2016, £750 + VAT 5 full days (optional) b) To transfer all documents and content dating back 2 years (+ 5 of AGAR) £275 + VAT (optional) c) We do not transfer any content but provide your training for you to transfer
5. Training on the system for all team members – included free of charge
6. Access to our support team and WCAG Learning Centre – free, included in the hosting & support
7. Access to free monthly drop-in WCAG Zoom training refresher sessions

= Minimum requirement

Year 2 Costs: £299 + VAT for hosting & 2 hours of support + annual domain registration fee. **Year 3** predicted to be as Year 2 TBC

***Content inputting** If the size of your files that need transferring exceeds 2GB, you'll need to purchase additional host space at £200 + VAT per year for additional 5GB storage on top of your hosting fee.

Optional extras

The following items are available as additional optional modules and services. Prices are one-off fees unless stated.

1. WCAG compliance website monitoring scan & reports: £299 + VAT per year
2. eForm builder module: £50 + VAT per year
3. Online payments module: (for ad-hoc debit & credit cards) £500 + VAT
4. Planning Portal integration £50 + VAT pa (subject to access & format from local authority)
5. Event tickets module: £500 + VAT
6. Extended annual support for 12 hours: £720 + VAT per year

This gives some idea of likely costs.

Members are asked to advise how they wish to proceed.

AGENDA ITEM 18

FURTHER CONSIDERATION OF REQUEST FOR ADDITIONAL FUNDING OF £1,500.00 TOWARDS THE HERITAGE TRAIL PROJECT

Members are asked to consider a request for additional funding of £1,500.00 towards the Heritage Trail Project for the Southbourne area.

Members are asked to advise if this funding is to be met from the SPC annual Grant fund. If so then the application will need to go to the SPC June meeting for consideration once the funding tranche is opened following the amendments to the Grant Application and Criteria that will be considered at the May SPC.

Alternatively, Members may wish to consider alternative budgetary arrangements.

AGENDA ITEM 19

TO RECEIVE THE NOTES OF THE STAFFING CONSULTATIVE GROUP MEETING HELD ON 22nd MARCH 2023 AND CONSIDERATION OF ANY RECOMMENDATIONS

Staffing notes are confidential and not for general circulation. Therefore, only the recommendations and appropriate related information will be submitted to the relevant Committees.

As there are no Recommendations for this Committee to consider no further actions are required.

TO NOTE THE DATE AND TIME OF THE NEXT MEETING

The Date 5th July 2023@ 6.30pm