Agenda Item 8 – Website contract and proposal

Website Contract & Proposal

Wasabi design presented to the website advisory board on 14th November and outlined projects they have been involved with including additional features of their business including marketing, brochures and flyer design. Discussion took place on what Wasabi felt were our problems with our current sites and what approach they would take to rectify this. Wasabi showed they had been researching competitor's website plus features they have such as a .gov domain name which is a crucial feature for the Parish Council. Clarification was given around support and training and how much would be given with the package. Wasabi discussed the unsatisfactory email setup and how they can support the Parish Office to resolve this, with ongoing support. They confirmed that the support given in the on-going monthly cost would cover both the new website and emails.

At the Community Engagement meeting held on 14th November it was agreed to award the contract to Wasabi design subject to review of their contract by the full council.

Email Proposal

It has been highlighted that the Parish Office email system is not fit for purpose following a number of failures this year. It is also a concern that all staff members are using a single email log in and that councillors are using their own personal email addresses for council business. This is unsuitable from a security, GDPR and freedom of information point of view. A resolve to this situation must be implemented as soon as possible.

The preferred option to the chosen developer recommended Microsoft Office 365 for email use, which would allow office staff to have desktop and web use of emails, all office programs, calendars, cloud based storage and collaborative working tools. Councillors would have use of a dedicated Parish Council email, using the website domain name that we would advise is changed to a .gov address. We would have an unlimited number of aliases to use alongside the 'named' address'.

At the Community Engagement meeting held on 14th November it was agreed to implement Office 365 for all Councillors and Parish Council staff subject to full council reviewing the contract and deciding how the budget is allocated for 2019/2020 and 2020/2021.

Budget Proposal for Website and Email

Wasabi design has agreed that they can charge the Parish Council for 15 months at £175PCM upfront from January 2020. This totals £2,625 which will come out of the 2019/2020 website budget leaving £375.00. This means that the website costs are covered till March 2021 and nothing else will need to be budgeted till 21/22.

If we start our email package from January to run in line with the website project this cost is £352.05 covering three months in 2019/2020 supplied by TechQuarters. This cost can come from the website budget 2019/2020 leaving £22.95 in the budget.

The budget we will then need for 2020/2021:
Website (Wasabi Design): £0 all costs covered till March 2021
Email (TechQuarters): 1,408.20 to cover until March 2021 (although we may want to increase this to cover any price increases)

Following year 2021/2022
Website (Wasabi Design): Either carry on on-going costs for £175 x 12 months = £2,100 or opt out and revert to one off cost of £1,174 (hosting and support)
Email (TechQuarters): 2,000 to cover monthly costs.

Domain name .gov.uk

As detailed above it was brought to our attention that the Parish Council should be using a .gov.uk domain. This would look more professional and residents will be confident that it is an official trusted site. This domain would become the address for the new website and also be included in the email addresses. The application for this new name requires an appointed administrator. Wasabi Design has agreed to take on this role.

Email Addresses

Staff and Councillor email addresses will take the format 'firstname.surname@hurstpierpoint-pc.gov.uk'. Please note that the main inbox published to residents and organisations would be office@hurstpierpoint-pc.gov.uk.

RECOMMENDATION: (1) The Committee AGREE to award the website development and support contract to Wasabi Design for a total cost of £2,625 +VAT covering the period until 31st March 2020.
(2) The Committee AGREE to enter into a contract with TechQuarters for Microsoft 365 for email and software systems for an on-going cost of £117.35 +VAT PCM.
(3) The Committee AGREE to allocate £1,500 in the budget 2020/21 for email and office systems.
(4) The Committee AGREE to Alex Simmons from Wasabi design being named as administrator for our new .gov.uk domain name.
(5) The Committee AGREE to the proposed new email addresses for the Parish Office and Councillors.

Lorna Cooksey
Assistant Clerk
21st November 2019