

BRIEFING NOTE

DRAFT Terms of reference - New Website

1. The Parish Council intends to appoint a locally based website designer to prepare a new, fully responsive website. To allow visitors to the site maximum benefit and easy access to required information.

2. Description

Website has not been reviewed/updated for a long while. We feel it's become out dated, 'clunky' and difficult to navigate. With a new website extra features could be added to enhance visitor experience and allow new people visiting to easily find relevant information. We would consider a 'google analytics' account, this would allow us to track visitors to the site, see which pages people are looking at and for how long.

3. Requirement:

As a first stage we would need to select three possible developers set up a meeting with them to discuss expectations and go through ideas/suggestions for new features on the website. The company would be made aware from the outset that we have a budget already in place for the work and they would inform us if our budget is realistic for what we want to achieve.

4. The selection and appointment:

In selecting the preferred designer the Parish Council will give preference to those who can demonstrate the following:

- A practice based in the Sussex area.
- Examples of similar recent work.
- Display an understanding of our specific needs

We would request from each prospective developer a timeline of stages involved from putting together ideas, looking at what we want the website to offer, then designing and testing a development version of the site. At some point during design we would have a 'stock take' of content on the website to decide which we need to transfer over and any old information that is not required.

5. Submission of offer:

The selected organisations would be asked to submit their price and the information listed in section 4 (Selection and appointment) above to:

The CLERK TO THE COUNCIL
Hurstpierpoint & Sayers Common Parish Council
Village Centre, Trinity Road
Hurstpierpoint BN6 9UY

No later than: TBA

Email submissions will be accepted: hurstpierpoint.pc@btinternet.com

Helen Valler
Assistant Clerk
10th July 2018
