

EUXTON PARISH COUNCIL



Meeting: All Purposes Committee Meeting

Tuesday, 15th October 2024 at **7.00 pm**

Euxton Council Offices, CBTC unit 16, East Terrace, Euxton Lane, PR7 6TE

A G E N D A

1. Election of Chair
2. Election of Vice Chair
3. Apologies
4. Public participation
5. Minutes of the last Committee meeting held on 13 March 2024
6. Project updates on:
 - Pavement sweeper/vacuum machine
 - Flower bed locations and Heritage 'Euxton' signs
 - Seat on Euxton Lane update
 - Greenside Parking project
7. Christmas – proposed torch project, consider options and prices to decide
8. Grant applications to consider and decide:
 - a. Euxton St Mary's Primary School
 - b. Euxton Methodist Church roof appeal
 - c. Euxton PC Mothers' Union
 - d. Buckshaw Scouts
9. Speed Indicator Devices – review and consider new site report & costs
10. Finance System – consider report and recommendation
11. Review of the Website/email provider and service and discussion on moving to a .gov domain
12. Budget setting for 2024/2026
13. Any other items which need attention or research
14. Date for next meeting

All Purposes Committee (quorum 3)

1	Ian Hamer
2	Andy Oddy
3	Katrina Reed
4	Vyn Thornhill
5	Barry Williamson
6	Joan Williamson

D. Platt
CLERK

Published: 04/10/24

Item 7

Christmas – proposed torch project

HOTLINE £271 for 100. £540 for 250

89 x 26mm



4 IMPRINT £252 for 100 or £545 for 250



- Reach your promotional potential with this ultra bright 9 LED metal torch on a handy black strap.
- These chunky torches are also available in a smart black [gift box](#) (costs extra).
- Price includes engraving in 1 position to these customised torches, the engraving shows through as white.
- Batteries: 3 AAA included.
- Dimensions: 89 x 26mm.
- Engraving area: 25 x 20mm.
- Set up charge: add £40.
- Ready to ship in : 5 business days *.

* Excludes art preparation time, applies only to orders of 100 items or fewer and 1 imprint location(s).

TOTAL MERCHANDISE £266.17 for 100 or 250 £550.06

Same torch and colours as above options

GO PROMOTIONAL - DYNAMO TORCH

£260 for 100 or 250 £597.50



Product Details

Dynamise your next marketing promotion!

- The perfect practical giveaway for keeping around the house or in the car boot!
- Constructed in robust ABS plastic and featuring two super bright LED
- The LED torch can be used with either the dynamo or the battery
- Simply wind the crank handle to generate power to the lights
- Select from a bold range of translucent colour options
- Supplied with a button cell battery for your convenience
- Available with stunning UltraHD™ full colour print

ALL BRANDED £288 FOR 100 OR £567.50 FOR 250

Description

Shop this ABS dynamo torch Tristan as a company gift for your clients and employees
 ABS dynamo self-charging torch with two LED light and wrist straps. Patent: EU-Nr. 363627-0002



ALL BRANDED £230 FOR 100 OR £455 FOR 250

Description

Order 2 LED dynamo torch as a promotional product
 2 LED ABS dynamo torch. 3 AG10 batteries included.



HOTLINE £282 FOR 100 OR £565 FOR 250

Product overview

Product code: A2086

- Price includes 1 Colour, 1 Position
- Show your customers you are serious about your green credentials by giving them one of these eco-friendly Dynamo Torches
- Simply power these torches with a repetitive motion on the lever or use a built in battery which recharges with every squeeze
- These funky little torches are available in a variety of vibrant colours and look superb when customised with a bold print
- Coloured bodies have a frosted translucent appearance so you can see inner workings as you squeeze the lever
- Each Dynamo Torch comes with a wrist strap so you don't drop it in the dark!



GRANT APPLICATION FROM EUXTON ST. MARY'S PRIMARY SCHOOL

You might remember me from previous communication on behalf of Euxton St Mary's PTFA regarding your funding support with our library. We are deeply grateful for the support you have provided in the past. The funding for the library has had an immensely positive impact, and it has become a beloved and frequently used resource within our school community.

This time around, we wanted to inquire about the possibility of obtaining funding for our outdoor regeneration projects. Whether Euxton Council or even Chorley Council could help us if it falls within your budget, or if you knew of anything that we could apply for? Specifically, we are looking to develop a forest school area, a sensory garden, and an allotment space, as well as improving the playgrounds, to further enrich the outdoor learning experiences for our students. As our school funding is so low, we have been raising money as the PTFA, but the overall costs to complete all these areas are steep!

Thank you so much for any information you could provide us with, and thank you once again for your kindness and generosity to us in the past,

Claire, Euxton St Mary's PTFA

Hello again,

I have got further details from the PTFA about the plans and funding requirements. We have a local company donating a fire pit and a tipi for the forest school, but the key things we haven't got any funding for yet are the fencing, planters and plants, and a willow arch entrance way- all of these will be used to create a distinctly separate forest school space. We believe we could cover the project for £1000 cost wise.

We think having a forest school at Euxton St Mary's will be a huge asset to the children and local community, and really set the school apart from others locally too.

Hope this is the info you need, and thank you for your consideration again!

Claire

GRANT APPLICATION FROM EUXTON METHODIST CHURCH

Dear Debra,

The Church is having to replace the Church Hall roof following recurring rain penetration. The total project cost for the new roof is £89,000.

To enable the roof work to be carried-out during September & October this year, the Church has needed to obtain a £64,000 loan and has launched a fundraising campaign to repay the loan.

The Church is also installing Solar PV Panels integrated into the new roof and a battery system to store surplus solar generated electricity at an additional cost of £17,270. The Methodist Church aims to be Net Carbon Zero by 2030.

The continued use of the Church Hall is considered essential as it is a multi-functional building providing accommodation for Church activities and community activities: Scout Group (Beavers, Cubs & Scouts), Intrepid Explorer Scouts, Toddler Group, Regency dancing, Yoga classes, etc.

During a recent telephone conversation between Roy Muldoon and Katrina Reed (Council Chairman) it was mentioned that Euxton Parish Council may be able to consider providing a grant / contribution towards the cost of the new roof.

I therefore request Euxton Parish Council to consider providing a grant / contribution towards the cost of the new roof.

John A Smith

Property Secretary

Euxton Methodist Church

Mobile: 07807893323

GRANT APPLICATION FROM EUXTON Mother's Union

**EUXTON PARISH CHURCH
MOTHERS' UNION**

Next year Euxton Mothers' Union will be celebrating 120 years since the Branch was formed – in 1905.

In honour of this, on the 11 June 2025 we are hoping to celebrate by having an Afternoon Tea together with some entertainment (at the moment our members total about 40) and also invite other guests to join us.

At the moment our planning of this is in its very early stages, but we were wondering whether the Council would consider giving us a Grant of maybe £250 towards our planning of this event?

Any help would be greatly appreciated. Thank you.

Andrea Reid
Acting Branch Leader.
78 Chestnut Avenue,
Euxton.
01257 271070

Buckshaw Scouts

Hello,

We are looking to install an externally mounted Automatic External Defibrillator (AED) at the Scout Hut on Milestone Meadow which will not only be for the benefit of the young people that attend Beavers, Cubs and Scouts at the hut but also to the local community of Milestone Meadow and surrounding areas. We do not believe there is an existing AED currently accessible to the public in the area and we feel that this will be a great benefit to the community. Studies show that if a publicly accessible defibrillator is available and used on a person suffering a cardiac arrest, they are up to five times more likely to make a recovery.

I understand Aidy has already made a request to Euxton Parish Council on our behalf for funding towards this project some months ago. At that time, the DHSC scheme was put on hold due to the pending General Election and so we did not pursue our application further. However, the scheme is now open again so we would like to proceed with our request.

We would like to request a grant from Euxton Parish Council to help fund 1x Mindray C1A Fully Automatic Defibrillator & External Heated Cabinet with keypad lock. This will be installed on an external wall at the Buckshaw ROF Scout Hut, Milestone Meadow, Euxton.

The total cost of the AED is £1,500 and we would like to request a grant of £500.

We have requested funding from the Department of Health and Social Care (DHSC) through their DHSC Defib Grant Scheme who will provide the AED as described above as well as matched funding of £750. We have also approached Aidy Riggott who has promised us £250 from the Lancashire County Council Local Member Grant Scheme. Buckshaw ROF Scout Group will pay for the installation of the AED along with ongoing electricity and maintenance costs.

If you have any questions or require any further information, please don't hesitate to contact me.

Kind Regards

Colin Hacker

Assistant Section Leader | Buckshaw ROF Scouts | e: colin.hacker@buckshawscouts.org.uk | m: +447966687845

Charity number: 1152065

We prepare young people with skills for life

9. Speed Indicator Devices – review and consider new site report & costs

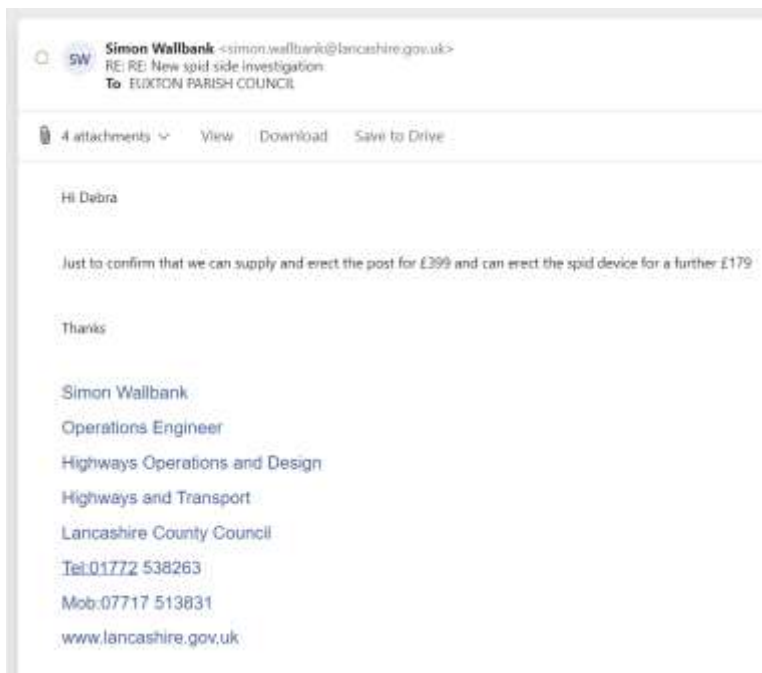
At the Council meeting 18 July, which residents attended, minuted as:

“Residents attended to discuss increased traffic speeds, accidents and near misses along Runshaw Lane, particularly just past the Plough pub. Members discussed with the residents. It was thought to have increased when the average speed check system was installed on Dawbers Lane A581. The siting of a SPID was discussed. Members agreed to place this issue on the agenda of the All Purposes Committee with a view to attempting to get SPID sites in the area.”

Lancashire County Council (having responsibility for items on and at the roadside) were consulted for an indication of an acceptable position – see attached 2 page report from LCC engineers.

Euxton has currently in storage a Speed Indicator Device (SPID) which was removed from adjacent the former Railway public house on the A49.

Cost of siting the SPID in storage:



Recommendation

The All Purposes Committee is requested to consider any or all of these options:

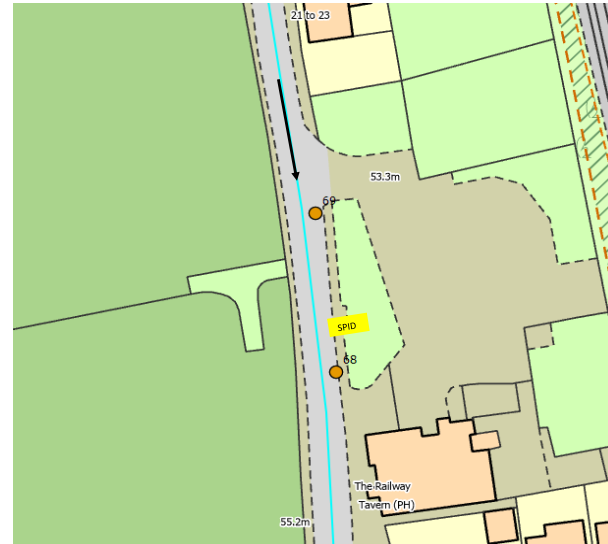
- the use of the stored (or new) Speed Indicator Device at the LCC indicated new location at a cost for the siting of £578.
- the site negotiated with the land owner and LCC for the former Railway pub site close by (see 9b report for A49) cost for the siting £578.
- cost for a new SPID unit £

Lancashire County Council		Parish / Town Council SpID Site Assessment	
PARISH COUNCIL	EUXTON	CONTACT NAME	DEBRA
DISTRICT	CHORLEY	CONTACT NUMBER	
SPEED	40	EMAIL	clerk@euxtoncouncil.org.uk
ROAD NUMBER	C197	LC NUMBER	
ROAD NAME	RUNSHAW LANE	GRID REFERENCE	353723_419595
TOWN / VILLAGE	EUXTON	TRAFFIC DIRECTION	EASTERLY
TYPE OF DEVICE INTENDED	SOLAR <input type="checkbox"/> YES <input type="checkbox"/>	POSITION OF BESPOKE POST	0.9M FROM EDGE OF HIGHWAY IN GRASS VERGE IN LINE WITH WESTERN KERB AT ENTRANCE TO PLOUGH PUBLIC HOUSE
DESKTOP ASSESSMENT			
DISTANCE OF CLEAR SIGHTLINE OF TRAFFIC (100m PREFERRED)	100M		
DISTANCE FROM NEAREST SPEED GATEWAY SIGN (MIN 100m)	100M+		
DISTANCE FROM NEAREST 'SIGHT RESTRICTED' BEND IN ROAD (THIS MAY NEED CONFIRMING ON SITE VISIT)	100M		
LOCATION TO SCHOOL / 20MPH TEMP FLASHERS	N/A		
LOCATION TO POTENTIAL SITE OBSTRUCTIONS (BUS STOP / LAY-BY)	N/A		
IS THE INTENDED LOCATION NEAR A PUBLIC HOUSE?	YES		
ON-SITE ASSESSMENT			
IS LC OR BESPOKE POST LOCATION A MINIMUM OF 1m FROM KERB, AND A MIN 350mm FROM RESIDENTIAL BOUNDRY.	NO-SEE NOTES		
IS LC OR BESPOKE POST LOCATION NEXT TO A LOW WALL	NO		
ARE THERE ANY POTENTIAL ISSUES WITH FOLIAGE OBSTRUCTION	YES-SEE NOTES		
ARE THERE ANY ISSUES RELATING TO FIXED SIGNAGE	NO		
IS THE INTENDED LOCATION HARD-STANDING OR GRASS	GRASS		
IS THERE 1.5m SQ OF SUITABLE GROUND FOR USE OF PLATFORM STEPLADDERS	YES		
IS THERE SAFE AND LEGAL PARKING FOR ERECTION OF SpID	YES		
ADDITIONAL COMMENTS			
<p>EUXTON PARISH COUNCIL ARE USING THE ELAN CITY SOLAR POWERED EVOLIS DEVICE WHICH IS 0.7M X 0.7M GIVING IT A SURFACE AREA OF 0.49M² AND WILL WEIGH 33.5 kg IN TOTAL SO A BESPOKE POST WILL BE REQUIRED. LCC WILL USE A 114MM DIAMATER POST TO ACCOMMODATE THIS BUT WILL BE CONFIRMED IF THEY ARE THE CHOSEN CONTRACTOR UNDERTAKING THE WORKS. THE PROPOSED LOCATION IS IN A GRASS VERGE, OPPOSITE THE ENTRANCE TO THE PLOUGH INN PUB CARPARK, WHICH IS NOT A PREFERRED BUT ON THIS ROAD THERE IS NO ALTERNATIVE. IT WILL BE 0.9M FROM THE EDGE OF THE HGHWAY WHICH WILL STIL L GIVE THE 0.45M CLEARANCE FROM THE HIGHWAY TO THE EDGE OF THE SPID AND INLINE WITH THE WESTERN KERB OF THE CARPARK ENTRANCE.</p> <p>EUXTON PARISH COUNCIL ARE RESPONSIBLE FOR ENSURING A CONSULTATION WITH ANYONE IN THE VICINITY OF THE SITE IS UNDERTAKEN AND ONCE COMPLETED THIS MUST BE CONFIRMED BY EMAIL TO MYSELF BEFORE ANY WORK CAN COMMENCE.</p>			
DESKTOP ASSESSMENT CARRIED OUT BY		ON-SITE ASSESSMENT CARRIED OUT BY	
NAME	PAUL CONNELL	NAME	PAUL CONNELL
DATE		DATE	

SITE VISIT 360 VIEW



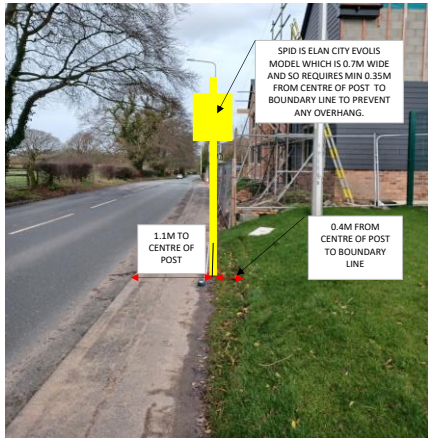
Lancashire County Council				Parish / Town Council SpID Site Assessment	
PARISH COUNCIL	EUXTON		CONTACT NAME	DEBRA PLATT	
DISTRICT	CHORLEY		CONTACT NUMBER		
			EMAIL	CLERK@EUXTONCOUNCIL.ORG.UK	
SPEED	30		LC NUMBER		
ROAD NUMBER	A49		GRID REFERENCE		
ROAD NAME	WIGAN ROAD		TRAFFIC DIRECTION	SOUTHBOUND	
TOWN / VILLAGE	EUXTON		POSITION OF BESPOKE POST	1.1M FROM KERB TO CENTRE OF POST AND 3M FROM TELEPHONE POST	
TYPE OF DEVICE INTENDED	SOLAR	YES			
	BATTERY				
DESKTOP ASSESSMENT					
DISTANCE OF CLEAR SIGHTLINE OF TRAFFIC (100m PREFERRED)	100M				
DISTANCE FROM NEAREST SPEED GATEWAY SIGN (MIN 100m)	100M				
DISTANCE FROM NEAREST 'SIGHT RESTRICTED' BEND IN ROAD	100M				
(THIS MAY NEED CONFIRMING ON SITE VISIT)					
LOCATION TO SCHOOL / 20MPH TEMP FLASHERS	N/A				
LOCATION TO POTENTIAL SITE OBSTRUCTIONS (BUS STOP / LAY-BY)	NO				
IS THE INTENDED LOCATION NEAR A PUBLIC HOUSE?	NO				
ON-SITE ASSESSMENT					
IS LC OR BESPOKE POST LOCATION A MINIMUM OF 1m FROM KERB, AND A MIN 350mm FROM RESIDENTIAL BOUNDARY.	YES				
IS LC OR BESPOKE POST LOCATION NEXT TO A LOW WALL	NO				
ARE THERE ANY POTENTIAL ISSUES WITH FOLIAGE OBSTRUCTION	YES - SEE NOTE				
ARE THERE ANY ISSUES RELATING TO FIXED SIGNAGE	NO				
IS THE INTENDED LOCATION HARD-STANDING OR GRASS	HARDSTANDING				
IS THERE 1.5m SQ OF SUITABLE GROUND FOR USE OF PLATFORM STEPLADDERS	YES				
IS THERE SAFE AND LEGAL PARKING FOR ERECTION OF SpID	YES				
ADDITIONAL COMMENTS					
<p>EUXTON PARISH COUNCIL CURRENTLY HAVE AN ELAN CITY EVOLIS SOLAR POWERED SPID PERMANENTLY LOCATED ON THE A49 WIGAN ROAD EUXTON. AT THE TIME THE POST AND SPID WHERE INSTALLED THERE WAS NO HOUSING DEVELOPEMENT ONLY THE CAR PARK TO THE NEARBY PUBLIC HOUSE. THE PUBLIC HOUSE IS NOW A NURSERY AND A SECTION OF THE CAR PAK SOLD FOR A HOUSING DEVELOPEMENT. THE CURRENT SPID IS POSITIONED OUTSIDE ONE OF THE NEW PROPERTIES LIVING ROOM WINDOW. THE PROPERTIES ARE ALSO VERY CLOSE TO THE FOOTWAT AND THE SPID ITSELF DOES OVERHANG TO PROPERTIES BOUNDARY. EUXTON PC ARE LOOKING TO RE-SITE THE SPID AND I WOULD BE LOOKING TO MOVE IT FURTHER SOUTH PASSED THE NEW DEVELOPEMENT. IT WILL BE 1.1M IN FROM THE KERB AND 3M SOUTH OF A METAL TELEPHONE POST AT THE PROPOSED LOCATION. WHILST THIS WILL NOT GIVE THE DESIRED 1.2M CLEARANCE OF FOOTWAY I FEEL IT WILL STILL BE SUFFICIENT FOR ANY USERS IN THIS LOCATION WITH FOOTFALL NOT BEING PARTICULARLY HIGH AND THERE SHOULD BE SUFFICIENT LAND BETWEEN THE LAST HOUSE ON THE DEVELOPEMENT AND THE SPID SO AS NOT CAUSE ANY LIGHT POLLUTION ISSUES. THIS SHOULD ALSO GIVE 0.4M CLEARANCE TO THE ADJACENT BOUNDARY WHICH IS LAND OWNED BY THE NURSERY AND SO THERE SHOULD BE NO FUTURE ISSUE WITH ANY OVERHANG. FURTHERMORE I HAVEN'T GONE FURTHER SOUTH WITH THE SPID SO AS TO NOT CAUSE ANY POTENTIAL OBSTRUCTION OF THE VIEW FOR PARENTS EXITING THE NURSERY CARPARK. THERE IS OVER 100M LINE OF SIGHT AND THE CAR PARK AT THE NURSERY COULD BE USED SO LONG AS STAFF ARE ASKED SO AS NOT TO CAUSE ANY CONCERN. I AM MINDFUL THERE ARE TREES ON THE OPPOSITE SIDE OF THE ROAD HOWEVER IT DIES NOT APPEAR AT THIS MOMENT IN TIME THAT THEY WOULD BE AN ISSUE. SHOULD THAT CHANGE IN THE FUTURE THEN A CUTBACK OF THE OVERHEAD BRANCHES WOULD BE ADVISED. THE PC WILL STILL NEED TO CONDUCT A CONSULTATION WITH PROPERTIES IN THE VICINITY</p>					



CURRENT SPID AND BESPOKE POST LOOKING TO RELOCATE DUE TO PROXIMITY OF NEW HOUSING DEVELOPEMENT. MINDFUL NOT TO CAUSE OBSTRUCTION TO TRAFFIC EXITING NURSERY CARPARK HENCE NOT MOVED IT FURTHER BACK



Item 9b



10. Finance System – consider report and recommendation

The price comparisons were presented at the last meeting.

Below link is a very good REVIEW of the relevant Local Council finance packages and well worth a look and read.

Comparing Top Council Accounting Software: Rialtas, EdgeIT, Easy PC Accounts and Scribe | Aubergine: https://www.aubergine262.com/comparing-top-council-accounting-software-rialtas-edgeit-easy-pc-accounts-and-scribe/?fbclid=IwY2xjawEgqeBleHRuA2FlbQIxMAABHT_QmdOBiNmZH6WYriL-oCIUVc1bcfgrcghWF2FVuG1Y9hnB84qw_kr_xw_aem_EFlh3KS3wx_V8zNx_n9Uw

Updates since the December 2023 report attached:

Rialtas - Euxton currently uses Rialtas software.

Scribe – did have a sticking point which was that it did not have the ability to create a cashbook system for salaries which could be confidential – after raising this with Scribe they introduced this function into the software capabilities.

EdgeIT - Received a demo of this system. It has limitations over and above Rialtas and less functionality than Scribe:

- It can attach scanned documents, can have a confidential cash book for salaries, have pre-set reports (not changeable), system sits at Edge and is logged into (Windows based).
- Can't split payments between budgets, bank transfers need to be added in each time one is done, creating more work, budgets will not show in and outs together on the budget, which Scribe does (Rialtas does not), clearing payments requires a date to be input which is 6-8 digits creating more fiddly work actions, over a double click system for others.

Recommendation

The present system can be run alongside a new system, until the end of the financial year (31 March 2025) then if a new system is operating fully (everything input and up to date and matching the Rialtas system) it can be cancelled.

The Scribe system cost is £660pa (as opposed to £248pa Rialtas) but it is cloud based and multiple log-ins can be created for eg. for other members of staff can access and use, councillors can view all, auditors etc whereas Rialtas is a static system based on a single lap top.

Recommend Council moves to the Scribe system with a period of crossover.

Finance System (December 2023 report copy)

RIALTAS	
Good	Need/lacking/bad
Cost £248	Static 1 license/user
Good support/quick reaction	Support is quite 'technical' and often is very quick and doesn't sink in
Cover S137, AGAR and VAT reports	Can't solve the issues with the system which I feel are important such as reports ie, one line printing on a second page
Online report system for queries and self help papers	Not auditor friendly or Cllr friendly – they cannot view info unless downloaded and emailed
	Can't make alteration or corrections – if a mistake is made it has to be repeated in the negative then re-input giving 2 or 3 lines of info rather than one line (after correction)
	Budgets do not reflect true situation – if income comes in it does not go in to the budget it is in a separate income report so budget reports need 'explaining' and calculating and are not transparent enough for the public or Cllrs
	The program sits on a single lap top– would need transferring and importing if lap top broke. The last back-up can be downloaded on to a new machine after the program has been installed.
	Feel reports are not transparent enough for the public or Cllrs

SCRIBE	
Good	Need/lacking/bad
Good support/quick reaction (free)	£660 higher price
Reporting is more flexible	
but, could be an opportunity for both officers to do training at the same time!!	Would have to train on a new system cost £479 one off cost
Cloud based so can be logged in at different locations/devices which could be useful having a Clerk & DepClerk	
Others can be given 'read only' access (cloud based) eg. Cllrs/Auditors – multiple users also	
Cover S137, AGAR and VAT reports	
You can amend transactions if an error is made with a full change history audit trail	
Can attach files to any record for your audit trail eg. Invoices can be scanned in and kept 'digitally' for future reference	
Budgets are displayed clearly with net positions (incomes and expends together) showing a true picture of a budget – more transparent for public and Councillors	

11. Review of the Website/email provider and service and discussion on moving to a .gov domain

A review of the website and email system was requested. It is not clear what needs to be reviewed so this report attempts find out.

To understand what we are missing or could be improved is difficult, without assessing what we already have.

Currently

Euxton's supplier is 'Easy Websites Ltd' (since 2016), they have worked with parish councils in this area for some years now and have built over 50 websites for parish councils.

EuxtonPC was one of the earlier Council sites the supplier built and we have changed and moulded the template going forward. It was our suggestion to have a pre-prepared a black page with the royal portrait and dates (for when the Queen died) and now there is one ready for the Kings passing in advance – this was rolled out for all the parish council sites and was implemented (automatically for us all by the supplier) when the confirmation of her passing came through.

The service from the supplier is excellent. If there is problem it is resolved very quickly.

There have been some Councillor comments about 'spam' or 'phising' emails. We can't judge if this would be different with a different supplier but, most likely similar as corporate emails are published and, once published they are then available to anyone wishing to pick up the emails and send spam or try to deceive the recipient. Another comment was trouble with how they receive emails and how they are viewed – this is based on the software used to view emails ie, through Outlook, Firefox etc or directly through Ionos or other software – this is the recipients choice and not the suppliers and they all work slightly differently – this is not the suppliers choice of software and so they cannot change the view.

The supplier offers a full service to transfer over to a .gov.uk website if Council wished to migrate (see info on other page).

Added value and services for our sector by our current supplier

The supplier over the last 18 months has added value to their service (over and above the initial build cost (free)) by introducing:

- a compilation file of stock images specific for Council uses (116 pics suitable and safe to use on news articles and will add more on request) (Royalty free)
- remote set up - New Councillors with a new email to set up they will call the Councillor and run through the options and choices for the email and then help with the set up.
- fully formatted/drafted generic news articles which are quick to use ie, from LCC, Police, Government etc – these can be remotely put on the Council sites if you choose this option (involving no Clerk time)
- guidance on improving the council sites, alterations to the site

- updates to the websites offered which have been developed and worked on with other council sites
- automatic 'remembrance' page pre-prepared for eg, queen passing away
- kept up to date with the moving market eg, more use on mobile phones so the site is adaptable to be viewed better on a mobile
- keeps abreast of the WCAG Accessibility legislation – this is a very important element for parish councils to be compliant

Current costs

£22 + £3.30 SSL license (hosting, 1 free email and all support) per month (Total £25.30 per month)

Emails were £3.30 per box but recently been reduced to £2.20 for each Councillor email, £8.80 for 2 staff emails (larger storage) and an additional £2.20 for the 'allotment' email. Councillor numbers fluctuate slightly sometimes, depending on how many Councillors/staff have emails. 2 x £8.80, 15 x £2.20.

If we were to have a full compliment of 18 cllrs all year the max cost for all the above: £1016.00

Design of the site

The design of the site can be changed ie, photos updated for example at any time. Unless the changes are major or structural to the site they are free.

Developments in the Council sector

Move to get Council on the correct domain name .gov.uk

There is more information of the move towards Councils getting on to the correct Domain name 'for a council' (examples: Companies .co.uk, schools .sch.uk, chorley.gov.uk) is attached with an extract from the Joint Panel on Accountability and Governance, the Practitioners Guide (JPAG).

Euxton's current supplier costs would be:

Emails all remain the same costs – they would be renamed with .gov.uk extension and a divert put on the current .org.uk email, so no emails are lost.

Hosting cost is an additional £5.50 per month (making it £27.50pm) plus £3.30 SSL license the same = totalling £30.80 per month. Max total year: £1082.00

The migration of the website to .gov.uk can all be moved over in approximately a week – no down time.

The emails will have a 'forward' put on each one to the new .gov.uk styled email address. Each email user will need a change making on their email software and the supplier can do all this remotely, on the phone with each individual. Council would not be paying for 2 emails per person just one in the new .gov.uk domain style.

INFORMATION ABOUT MOVING TO A .GOV DOMAIN

“The Joint Panel on Accountability and Governance (JPAG) is responsible for issuing proper practices about the governance and accounts of smaller authorities.”

The importance of using .gov.uk domains for websites and emails

5.210. All Parish, Town and Community Councils are eligible to use, and are advised to use, a .gov.uk domain for their websites and email communications. Your community, suppliers and partners will now reasonably expect a local council to have a .gov.uk domain name. Note that Parish meetings are exempt from the requirement to have a website.

5.211. To assist with compliance with the General Data Protection Regulations (GDPR), it is advised that clerks provide official .gov.uk email accounts to their councillors, which must only be used for official council business.

5.212. When choosing a domain name all councils must follow the rules set out by the Cabinet Office to choose a .gov.uk domain name, for example, ‘ourparishcouncil.gov.uk’ with email addresses linked to that domain.

5.213. Using a .gov.uk domain for your council website and email accounts gives Parish Councils the following advantages:

5.214. Increased professionalism and trust from members of your community, partners and suppliers because your email address and website domains are a trusted government brand.

5.215. Separation of your personal life from your professional life, ensuring members of your community, partners and suppliers understand what capacity you are emailing them in - whether a Councillor or Clerk.

5.216. Increased control for the Responsible Officer over email accounts and documentation when managing new joiners, leavers, sudden absences or Freedom of Information and Subject Access Requests.

5.217. Peace of mind that your .gov.uk Parish Council domain will never be sold to someone else if it is not renewed on time, which can happen with .co.uk, .org.uk and other commercial domains.

5.218. Additional security measures, as all .gov.uk domains are checked for any cyber vulnerabilities by the Cabinet Office and reported to the Responsible Owner, or your technical point of contact, so they can be fixed.

5.219. You can read more about the benefits of getting a .gov.uk domain on the GOV.UK website.

Source: Taken from the JPAG (Joint Panel on Accountability and Governance, the Practitioners Guide)

[https://www.lalc.org.uk/uploads/documents/files/Practitioners%20guide%202024%20\(1\).pdf](https://www.lalc.org.uk/uploads/documents/files/Practitioners%20guide%202024%20(1).pdf)