

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 Income - TC</b>								
1076 Precept	315,502	317,393	317,393	0			100.0%	
1080 Grants / Donations Received	0	564	0	(564)			0.0%	
1090 Bank Interest	2,683	7,871	2,500	(5,371)			314.8%	
1565 Misc Sales	0	198	0	(198)			0.0%	
1595 CIL Funds	2,303	0	2,500	2,500			0.0%	
Income - TC :- Income	<u>320,488</u>	<u>326,026</u>	<u>322,393</u>	<u>(3,633)</u>			<u>101.1%</u>	<u>0</u>
Net Income	<u>320,488</u>	<u>326,026</u>	<u>322,393</u>	<u>(3,633)</u>				
6001 less Transfer to EMR	2,303	0						
Movement to/(from) Gen Reserve	<u>318,185</u>	<u>326,026</u>						
<b>103 Staff Costs - TC</b>								
4000 Salaries	75,077	59,388	81,886	22,497		22,497	72.5%	
4001 PAYE/NI	21,453	17,353	23,457	6,104		6,104	74.0%	
4010 Pension	29,769	20,945	31,400	10,455		10,455	66.7%	
Staff Costs - TC :- Indirect Expenditure	<u>126,298</u>	<u>97,686</u>	<u>136,742</u>	<u>39,056</u>	<u>0</u>	<u>39,056</u>	<u>71.4%</u>	<u>0</u>
Net Expenditure	<u>(126,298)</u>	<u>(97,686)</u>	<u>(136,742)</u>	<u>(39,056)</u>				
<b>107 Administration - TC</b>								
4020 Staff Training, Health&Safety	321	1,291	600	(691)		(691)	215.2%	
4021 Councillor Training	0	0	500	500		500	0.0%	
4025 Mileage	98	140	150	10		10	93.1%	
4070 Chairman's Allowance	500	500	500	0		0	100.0%	
4080 Stationery & Supplies	1,073	1,084	1,200	116		116	90.3%	
4081 Postage Costs	289	173	500	327		327	34.6%	
4082 Shredding Service	433	283	500	217		217	56.7%	
4090 Printer & Photocopy Costs	1,290	1,044	1,400	356		356	74.5%	
4095 Telephone & Broadband	728	474	900	426		426	52.7%	
4100 Miscellaneous	16	33	50	17		17	65.7%	
4101 Payroll Administration	887	635	1,000	365		365	63.5%	
4102 Newsletter	3,403	1,123	5,200	4,078		4,078	21.6%	
4120 IT & Website	4,919	4,443	5,100	657		657	87.1%	
4125 RBS Software	805	715	950	235		235	75.2%	
4130 External Audit	1,000	50	1,100	1,050		1,050	4.5%	
4131 Internal Audit	402	(88)	500	588		588	(17.6%)	
4135 Advertising	668	0	700	700		700	0.0%	
4150 Bank Charges	840	545	970	425		425	56.2%	
4160 Capital Expenditure	4,027	0	3,413	3,413		3,413	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4170 Election Charges	0	0	500	500		500	0.0%	
4200 Insurance	3,898	3,944	3,800	(144)		(144)	103.8%	
4230 Public Relations	200	5	231	226		226	2.3%	
4250 Membership & Subscriptions	1,734	4,332	1,858	(2,474)		(2,474)	233.2%	
4515 Professional & Legal Fees	1,595	633	1,700	1,067		1,067	37.2%	
4525 Catering & Refreshments	0	69	0	(69)		(69)	0.0%	
4560 Licence Fee	0	643	0	(643)		(643)	0.0%	
<b>Administration - TC :- Indirect Expenditure</b>	<b>29,126</b>	<b>22,069</b>	<b>33,322</b>	<b>11,253</b>	<b>0</b>	<b>11,253</b>	<b>66.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(29,126)</b>	<b>(22,069)</b>	<b>(33,322)</b>	<b>(11,253)</b>				
<b>114 Premises &amp; Maintenance - TC</b>								
4160 Capital Expenditure	0	45,068	0	(45,068)		(45,068)	0.0%	35,000
4210 Repairs & Maintenance	3,987	3,024	5,549	2,525		2,525	54.5%	
4215 Intruder & Fire Alarms	516	1,719	1,539	(180)		(180)	111.7%	
4240 Rates	2,869	1,784	2,000	216		216	89.2%	
4260 Electricity	6,734	6,580	7,700	1,120		1,120	85.5%	
4265 Water	298	236	725	489		489	32.6%	
4560 Licence Fee	0	90	0	(90)		(90)	0.0%	
<b>Premises &amp; Maintenance - TC :- Indirect Expenditure</b>	<b>14,405</b>	<b>58,502</b>	<b>17,513</b>	<b>(40,989)</b>	<b>0</b>	<b>(40,989)</b>	<b>334.0%</b>	<b>35,000</b>
<b>Net Expenditure</b>	<b>(14,405)</b>	<b>(58,502)</b>	<b>(17,513)</b>	<b>40,989</b>				
6000 plus Transfer from EMR	3,208	35,000						
<b>Movement to/(from) Gen Reserve</b>	<b>(11,197)</b>	<b>(23,502)</b>						
<b>121 Other Costs - TC</b>								
4025 Mileage	0	25	0	(25)		(25)	0.0%	
4080 Stationery & Supplies	0	85	0	(85)		(85)	0.0%	
4081 Postage Costs	0	30	0	(30)		(30)	0.0%	
4100 Miscellaneous	0	40	0	(40)		(40)	0.0%	
4170 Election Charges	0	1,707	0	(1,707)		(1,707)	0.0%	
4180 Grants	3,999	0	4,000	4,000		4,000	0.0%	
4185 Neighbourhood Plan Costs	0	0	85	85		85	0.0%	
4525 Catering & Refreshments	0	25	0	(25)		(25)	0.0%	
<b>Other Costs - TC :- Indirect Expenditure</b>	<b>3,999</b>	<b>1,911</b>	<b>4,085</b>	<b>2,174</b>	<b>0</b>	<b>2,174</b>	<b>46.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,999)</b>	<b>(1,911)</b>	<b>(4,085)</b>	<b>(2,174)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2023

Month No: 9

## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	320,488	326,026	322,393	(3,633)			101.1%	
Expenditure	173,828	180,168	191,662	11,494	0	11,494	94.0%	
<b>Net Income over Expenditure</b>	<b>146,660</b>	<b>145,858</b>	<b>130,731</b>	<b>(15,127)</b>				
plus Transfer from EMR	3,208	35,000						
less Transfer to EMR	2,303	0						
<b>Movement to/(from) Gen Reserve</b>	<b>147,565</b>	<b>180,858</b>						

Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 1 - Current Bank A/c

Item 112

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank	31/12/2023		99,470.44
Unity Trust Bank	31/12/2023		3,067.10
			<u>102,537.54</u>
<b><u>Unpresented Payments (Minus)</u></b>			
		<b><u>Amount</u></b>	
16/11/2023 827&835 Petty Cash - RT		0.05	
21/12/2023 S BUXTON S Buxton		-0.18	
			<u>-0.13</u>
			102,537.67
<b><u>Unpresented Receipts (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			102,537.67
		<b>Balance per Cash Book is :-</b>	<b>102,507.67</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>30.00</b>
<b><u>Adjustments to Reconciliation</u></b>			
04/12/2023 Deposit Unknown deposit into bank		30.00	
			<u>30.00</u>
		<b>Unreconciled Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....



Issue date: 29 December 2023

Write to us at: PO Box 1000, Andover, BX1 1LT

Call us on: 0345 072 5555 (from UK)  
+44 1733 347338 (from Overseas)

Visit us online: www.lloydsbank.com

Your branch: WOLVERHAMPTON

ADMINISTRATION OFFICE  
RUGELEY TOWN COUNCIL  
RUGELEY  
STAFFORDSHIRE  
WS15 2AA



**BUSINESS EXTRA**

RUGELEY TOWN COUNCIL

**Account summary**

<b>Balance On 01 Dec 2023</b>	<b>£133,617.69</b>
Total Paid In	£15,888.15
Total Paid Out	£50,035.40
<b>Balance On 28 Dec 2023</b>	<b>£99,470.44</b>

**Account activity**

Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
<b>01 Dec 23</b>		<b>STATEMENT OPENING BALANCE</b>			<b>133,617.69</b>
04 Dec 23	FPI	CREATIVE PERFORMAN 10739	42.50		133,660.19
04 Dec 23	DEB	Zettle_*CRUMBS		31.70	133,628.49
04 Dec 23	DEP		30.00		133,658.49
05 Dec 23	FPI	1ST ARM SCOUTSGP 1ST ARMITAGE PANTO	950.00		134,608.49
05 Dec 23	FPI	STUDIO 5 BUSINESS STUDIO 5 STAGE SCH	36.00		134,646.49
06 Dec 23	FPI	CREATIVE PERFORMAN 10740	454.50		135,100.99
06 Dec 23	FPI	BLUEPRINT DESIGNS 10745 :	21.00		135,121.99
07 Dec 23	FPO	MR C M MANTLE MAINTENANCE		292.50	134,829.49
07 Dec 23	FPO	KAYLEY LYCETT :		150.00	134,679.49
07 Dec 23	FPO	RHEA PEARSON :		150.00	134,529.49
07 Dec 23	FPI	SHIRLEY RK 10703 €	204.00		134,733.49
07 Dec 23	DEB	BUNCHES CD		28.49	134,705.00
08 Dec 23	BGC	GBS MPFT	374.00		135,079.00
08 Dec 23	PAY	000836		132.91	134,946.09
11 Dec 23	FPI	SUMUP PAYMENTS/	653.09		135,599.18
12 Dec 23	BGC	SCC COUNTY FUND STAFFSCC	151.40		135,750.58
13 Dec 23	FPI	TICKETSOURCE LTD	3,883.00		139,633.58
14 Dec 23	BGC	SCC COUNTY FUND STAFFSCC	69.10		139,702.68

Your Account activity is continued overleaf

Page 5

Page 1 of 8



Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
14 Dec 23	DD	MAINSTREAM DIGITAL		126.42	139,576.26
14 Dec 23	DEP	500251	1,172.65		140,748.91
14 Dec 23	DEP	500252	74.32		140,823.23
15 Dec 23	DEP	500253	490.00		141,313.23
15 Dec 23	DEP	500253	1,075.00		142,388.23
15 Dec 23	FPO	CITY ELECTRICAL FA!		2,088.84	140,299.39
15 Dec 23	FPO	SUNSHINE PRODUCTIO RUGELEY TOWN CNCL 3		4,500.00	135,799.39
15 Dec 23	FPI	SUMUP PAYMENTS ACC MCP P	193.66		135,993.05
18 Dec 23	FPI	E RUGELEY MUSICAL RMTC 10741 DEC	57.50		136,045.55
18 Dec 23	FPI	SUMUP PAYMENTS ACC MCP	930.18		136,975.73
19 Dec 23	BP	HMRC PAYE/NIC CUMB		6,455.49	
19 Dec 23	BP	MR MARTIN PARTON			
19 Dec 23	BP	MRS K DECKX			
19 Dec 23	BP	MISS L HARRIS			
19 Dec 23	BP	MS LAURIE JOHNSON			
19 Dec 23	BP	KATE ROBERTS			
19 Dec 23	BP	HILARY GOODREID			
19 Dec 23	BP	GEMMA SQUIRE			
19 Dec 23	BP	LGPS PENSION FUND		4,198.26	
19 Dec 23	BP	MS S BIRD			
19 Dec 23	BP	MRS A MANTLE			
19 Dec 23	BP	JONATHON WYLIE			
19 Dec 23	BP	MR JORDAN KRAUSE			
19 Dec 23	BP	MRS SUSAN BUXTON			
19 Dec 23	BP	MELANIE MATTHEWS			
19 Dec 23	PAY	SERVICE CHARGES REF :		77.35	107,558.35
20 Dec 23	BGC	SCC COUNTY FUND STAFFSCC	287.10		107,845.45
20 Dec 23	DD	DIRECT COPIERS SE		245.70	107,599.75
20 Dec 23	DD	CANNOCK CHASE DIST		786.00	106,813.75
21 Dec 23	DD	WATER PLUS 0		48.45	106,765.30
21 Dec 23	DD	ENGIE POWER		5,578.46	101,186.84
21 Dec 23	DEP	500254	547.95		101,734.79
21 Dec 23	DEP	500254	1,020.00		102,754.79
21 Dec 23	FPO	STAFFORDSHIRE PARI!		1,146.00	101,608.79
21 Dec 23	FPO	CRAIG MORRIS HOSPI 5		152.00	101,446.79
21 Dec 23	FPO	THE BEER AND GAS M 4		36.00	101,410.79
21 Dec 23	FPO	GALLEON SUPPLIES L 3 RUGELEY TWN CNCL 30		246.60	101,164.19
21 Dec 23	FPO	SECURICAN LTD		108.00	101,056.19
21 Dec 23	FPO	MRS SUSAN BUXTON 21 COUNCIL EXPS :		104.31	100,951.88
21 Dec 23	FPO	STAFFORD BRIGADES 30		300.00	100,651.88
21 Dec 23	FPO	SLCC		202.00	100,449.88
21 Dec 23	FPO	JUBILEE FIREWORKS 30		1,920.00	98,529.88

STAFF SALARIES  
£18655.25

Your Account activity is continued on the next page

Page 6



Date	Payment Type	Details	Paid In (£)	Paid Out (£)	Balance (£)
21 Dec 23	FPO	CANNOCK CHASE C		180.00	98,349.88
21 Dec 23	FPO	AMAZON PAYMEN		390.80	97,959.08
21 Dec 23	FPO	KEVAN WOOD 2000		25.00	97,934.08
21 Dec 23	FPO	SIMPLY SHRED LIM		60.00	97,874.08
21 Dec 23	FPO	UNICO: COUN		85.20	97,788.88
21 Dec 23	FPO	ESPO		87.72	97,701.16
21 Dec 23	FPO	NEW GROWTH TRAININ		1,054.92	96,646.24
21 Dec 23	FPO	MK FAMILY ENTERTAI		175.00	96,471.24
21 Dec 23	FPO	DUNCAN WILLISCROFT		175.00	96,296.24
22 Dec 23	BGC	THE STAFFORDSHIRE:	30.00		96,326.24
22 Dec 23	BGC	WEIGHT WATCHERS UK UN	102.00		96,428.24
22 Dec 23	BGC	PERRY HALL MULTI-A FOREST HILLS PRIMA	330.00		96,758.24
22 Dec 23	BGC	CHURCHFIELD CE PRI SCAT	710.00		97,468.24
22 Dec 23	FPI	D JONES	63.00		97,531.24
28 Dec 23	BGC	SCC COUNTY FUND STAFFSCC	184.20		97,715.44
28 Dec 23	BGC	SCC COUNTY FUND STAFFSCC	1,755.00		99,470.44
<b>28 Dec 23</b>		<b>STATEMENT CLOSING BALANCE</b>	<b>15,888.15</b>	<b>50,035.40</b>	<b>99,470.44</b>

The "Details" column in your statement shows the date that a Debit Card payment went into or came out of your account only if that happened on a weekend or a Bank Holiday.

**Payment types:**

FPI - Faster Payment  
BGC - Bank Giro Credit

DEB - Debit Card  
PAY - Payment

DEP - Deposit  
DD - Direct Debit

FPO - Faster Payment  
BP - Bill Payment

Page 7

# Useful information

## Changing your contact details

Please write to us at: **Lloyds Bank, Box 1, BX1 1LT** or visit any Lloyds Bank branch.

## Lost and stolen Cards or Chequebooks

If you think your cards or PINs have been stolen, please call us immediately on **0800 096 9779**. If you're outside the UK, call us on **+44 1702 276 270**. If you think your chequebook has been lost or stolen, call us immediately on the telephone number on the front of your statement.

Internet and Telephone banking are designed to make your life easier

### Internet Banking

go to [www.lloydsbank.com/business](http://www.lloydsbank.com/business)

### Business Debit Card and Business Cashpoint® Card charges

Full information on our charges is set out in our charges brochures and on our website at [www.lloydsbank.com/business](http://www.lloydsbank.com/business) (refer to "Rates and Charges"). Alternatively please contact your relationship manager. For any non-sterling card transactions, the amount is converted into sterling on the day it is debited to your account, using the Payment Scheme Exchange Rate. We charge a non-sterling transaction fee of 2.75% of the value of the transaction. You can find out the Payment Scheme Exchange Rate by calling us on 0345 072 5555.

**Charges will be shown on your statement or current account charges invoice.**

### Interest rates

You can find the rates used to calculate the interest you have earned or been paid as follows:

### Commercial and Business Banking Customers:

visit [www.lloydsbank.com/business](http://www.lloydsbank.com/business)

### Privacy notice

We work hard to keep your information secure, which includes regularly reviewing our privacy notice. You can view our full privacy notice at the link below or call us for a copy on **0345 602 1997**

Commercial and Business Banking customers:

[www.lloydsbank.com/businessprivacy](http://www.lloydsbank.com/businessprivacy)

### Telephone Banking

call the number at the top of your statement

### Checking your statement

Please read through the entries on your statement. If you think something is incorrect, please contact us straight away on the telephone number on the front of your statement. The earlier you contact us, the more we may be able to do e.g. if you have a personal account, we may not be able to refund you if you tell us more than 13 months after the date of the payment. Take care when storing or disposing of information about your accounts.

### Important information about compensation arrangements



Protected

#### Commercial Banking customers

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. Not all Commercial Banking customers will be covered and we will write to you if we believe you are NOT covered by the scheme. Please refer to the information sheet and exclusions list at

<http://www.lloydsbank.com/business/commercial-banking/savings/financial-services-compensation-scheme.asp>

#### Business Banking customers

Deposits held with us are covered by the Financial Services Compensation Scheme (FSCS), subject to eligibility criteria. Not all Business Banking customers will be covered and we will write to you if we believe you are NOT covered by the scheme. Please refer to the information sheet and exclusions list at

<http://www.lloydsbank.com/business/retail-business/savings/financial-services-compensation-scheme.asp>

For further information about the compensation provided by the FSCS, refer to the FSCS website at [www.FSCS.org.uk](http://www.FSCS.org.uk)

### Dispute resolution

If you have a problem with your agreement, please try to resolve it with us in the first instance. If you are not happy with the way in which we handled your complaint or the result, you may be able to complain to the Financial Ombudsman Service. If you do not take up your problem with us first you will not be entitled to complain to the Ombudsman. We can provide details of how to contact the Ombudsman.

Page 8

Please contact us if you'd like this information in an alternative format such as Braille, large print or audio.

Textphone service for Hearing Impaired Customers is available on 0800 056 7611 (International customers should ring +44 1624 680719). Lloyds Bank also accepts telephone calls via Text Relay. We may monitor or record calls in case we need to check we have carried out your instructions correctly and to help us improve our quality of service. Cashpoint® and PhoneBank® are registered trademarks of Lloyds Bank plc. Lloyds Bank plc. Registered Office: 25 Gresham Street, London EC2V 7HN. Registered in England and Wales No. 2065. Telephone 020 7626 1500. Authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority under registration number 119278. Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered. We adhere to The Standards of Lending Practice which are monitored and enforced by the LSB: [www.lendingstandardsboard.org.uk](http://www.lendingstandardsboard.org.uk)



# Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc  
PO Box 7193  
Planetary Road  
Willenhall  
WV1 9DG

Rugeley Town Council  
Rugeley Rose Theatre  
Taylors Lane  
Rugeley  
WS15 2AA

Date: 31/12/2023

Account Name: Rugeley Town Council

Our new Online Banking is now available for everyone to use, giving you benefits like a refreshed new look, with simpler navigation. Finding your way around on a desktop or mobile phone is easier than ever.

Your arranged overdraft limit is £0.00



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

## Contact Us

- Call us: 0345 140 1000
- Email us: [us@unity.co.uk](mailto:us@unity.co.uk)
- Visit us: [unity.co.uk](https://www.unity.co.uk)

## Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
04/12/2023		Balance brought forward	£0.00	£0.00	£3,085.10
31/12/2023	Fee	Service Charge	£18.00	£0.00	£3,067.10

Page 9

Page number 1 of 2

Statement number 060

For Businesses.  
For Communities.  
For Good.

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority. Unity Trust Bank is entered in the Financial Services Register under number 204570. Registered Office: Four Brindleyplace, Birmingham, B1 2JB. Registered in England and Wales no. 1713124. Calls may be monitored and recorded for training, quality and security purposes. © Unity Trust Bank. All Rights Reserved.

INVESTORS IN PEOPLE  
We invest in people Gold



Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 3 - Petty Cash - TC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Town Council	31/12/2023		100.00
			<u>100.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>100.00</u>
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			<u>100.00</u>
		<b>Balance per Cash Book is :-</b>	<b>100.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 5 - Petty Cash - Coffee Bar

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
	31/12/2023		50.00
			50.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			50.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	0.00
			50.00
		<b>Balance per Cash Book is :-</b>	<b>50.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name ..... Signed ..... Date .....

**Signatory 2:**

Name ..... Signed ..... Date .....

Bank Reconciliation Statement as at 31/12/2023  
for Cashbook 4 - Petty Cash - RT

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash - Rose Theatre	31/12/2023		200.00
			<u>200.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			200.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			200.00
		<b>Balance per Cash Book is :-</b>	<b>200.00</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Signatory 1:**

Name .....Signed .....Date .....

**Signatory 2:**

Name .....Signed .....Date .....

Wednesday 24<sup>th</sup> January

### **Item 113 - Finance Report**

#### **113.1 Internal Auditor**

I have now organised Sandie Morris to come to Full Council on Wednesday 7<sup>th</sup> February to discuss internal audit. I have also arranged for Sandie to come to Full Council on Wednesday 3<sup>rd</sup> July to discuss end of year audit to prevent delays in her attending a meeting once an audit has been completed. End of year audit is booked in for 22<sup>nd</sup> May, Sandie is unable to attend June full council.

This will be Sandie's last audit with us due to health issues. Therefore, I have been looking at alternative auditors from the internal audit directory for 24/25 onwards. In Staffordshire, there are only 2 that do above 200K and that's Sandie Morris and Alan Toplis, therefore as I knew Penkridge had a new auditor I called them. They use Debbie Wellecomme and Jane Isom from Support Staffordshire. My only reserve here is that they are new to auditing and even though Penkridge with a precept of over £400,000 recommend them, they said they like them as they come, get on with it and leave quickly. This is a red flag for me, as we need someone who is going to properly look into the finances where other auditors haven't. They also learnt by shadowing Sandie.

The other auditor that is available is Paul Russell, he currently is a clerk, auditor, and consultant to councils. Last year he completed audits for over 50 councils ranging from precept of 5k to over 1 million. Currently for audit we pay interim £345 and end of year £450. Paul has said he would charge £325 interim and £350 year end plus mileage at 25p from Leicester. I feel this is our best option and have attached a report for a council he has audited as an example of what we would receive.

#### **113.2 VAT Update**

I have now finished the current quarter, it now appears that the last RFO didn't report correct VAT on all high value invoices not just those associated with the Theatre. The partial exemption calculation from the quarter meant we were indeed as thought, above the limitations meaning we couldn't claim back any VAT on exempt supplies. However, as so much was omitted from the council also, instead of claiming back £9319.72 from HMRC, we are now claiming back £14620.37.

HMRC are now happy with my working and agreed that we are under special section 33, so from now on they want the end of year calculations. Meaning I need to check the whole years invoices, then run the partial exemption calculations and tell them about any corrections. I am to start with 2019/20. I have made a start on this but they are a lot of errors already, so will report on these when I have covered more of the year. The good news is that now that it is yearly not quarterly it won't take me as long as 18 months to do, I estimate it will be more like 6-8 months.

Myself and Sue are meeting with Chris Leng, the VAT expert Wednesday 24<sup>th</sup> January so I will report about this at the meeting.

#### **113.3 Banking**

Unity Trust Bank has been used in the past to receive payments from the markets and car boots and also hold our reserves, so we don't go over the £85000 protection. We are now using Bescott for markets so there is no movement to this account other than charges which is £18 per quarter. Also, it has since been found out that £85000 doesn't apply to councils, therefore I would like the council to consider closing down Unity Bank to avoid more charges and opening a Business Lloyds savings account to hold general reserves in. This will keep general reserves separate and also provide interest.

## **113.4 Contracts**

### **Phone contract**

Following on from the extra Finance meeting with Blue Footprint, I expressed concerns that we wouldn't be able to port our numbers as I had already extended the contract once. I am happy to report I have managed to extend by 90 days, which is the maximum time we need to port the numbers. The contract has been signed and so has the agreement for porting. I am also pleased to say the phone also got changed with only a difference of £4. I asked Cllr Kirkham to check the phone as he was the one that spotted the original quoted phone wasn't suitable and he agreed the new alternative was fine.

### **IT Contract**

The contract has been signed and Blue Footprint have been in touch with Holker to start mapping and migrating the service.

### **Shredding**

The new shredders have now arrived, however when speaking to our supplier they were saying that we are in a rolling one year contract so couldn't end until September. We asked for evidence of SLA or the agreement to state this. As they haven't been able to provide this, Sue as Clerk has emailed to say that we will be finishing in March and to collect their units end of March. We have chosen end of March due to one of the shredders needing to be replaced as it was delivered broken. Also the council has a substantial amount of paperwork dating past the 7 year mark so we are going to use the shredding company for this one off large amount of paperwork.

### **Finance System**

I reported at last Finance meeting that we had to give 6 months notice to Rialtas, however on speaking to them and the fact we have paid in full not monthly, I have managed to get this reduced to 3 months with no further costs to us. Scribe has now retrieved all information to port to their system. They will now code it in and deliver training so we should be up and running on the new system for next finance meeting. I have also booked myself onto their lottery training which is free to do and ordered a free grants booklet for us to source more funding in the future. So this move is already positively impacting us.

### **Websites**

We currently have 2 websites, 2 suppliers and 2 domains. The theatre domain is up 1<sup>st</sup> February and the council domain is up 30<sup>th</sup> April. The theatre website is not linked to the council website and is not appealing to the eye. The council website as previously reported has a lot of downtime and number of files cannot be opened. Furthermore, the council website does not meet WCAG 2.1 AA regulations. I have therefore been looking at alternative options. Please see attached quotes and proposals. Also here are links to websites each supplier run:

1. Darren Langley

<https://tenacitysalestraining.com/>

<https://www.ansuk.org/>

2. Netwise

<https://eveshamtowncouncil.gov.uk>

<https://burford-tc.gov.uk/>

3. Auberine 262

<https://www.ebpc.co.uk/>

<https://www.oswestry-tc.gov.uk/>

In my opinion from demos, zoom meetings and pricing, we should go with Netwise for the town council website as there are a few templates we can choose from and the staff liked the look of the websites they currently hold. For the theatre, after speaking to Sam regarding the direction she wants it to go in, this can be created easily on WIX which would be cheaper and easy to alter. I have spoken to Sam and she's happy to design and I'm happy to build. As you may see this as a risk on my ability even though I have made websites in the past. I am willing to build the website for free and show Rose committee, then if the council decides to go ahead then request payment for my additional time. Please also see demo look Sam had been working on previously.

**Melanie Matthews – Responsible Finance Officer**

**Microshade Business Consultants Ltd**

**Barnstable Town Council Interim Internal Audit Report**

**Year to 31<sup>st</sup> March 2024**

**19<sup>th</sup> October 2023**



## INTERNAL AUDIT PROGRAMME

For: Barnstable Town Council

Date: 19<sup>th</sup> October 2023

### Section 1: Assets and Investments

TASK	COMMENTARY	RECOMMENDATION
Ensure there is an inventory or register of all council assets.	Asset register is in place and updated as and when required, normally at year end.	
Basis of asset valuation.	Valuations are based on cost of an item. Buildings are based on revaluations for insurance purposes. Valuation year 2013.	
Check assets correctly insured.	Insurance policy in place with Hallam. Policy checked and cover is adequate.	
Check inventory/register updated for all new asset purchases.	Asset register in place.	Add any new assets purchased to asset list at year end.
Check investment procedures and security.	CCLA Deposit Fund Account in place. £770,000. Excess funds continue to be held in short term deposits.	
Check investment policy in place	Investment policy in place.	

### Section 2: Income

TASK	COMMENTARY	RECOMMENDATION
<b>1. CASH INCOME</b>		
Check procedure for collecting and recording cash income.	Cash collected and placed in a safe place. Not a significant amount of cash income collected. Mainly allotments and Mayoral functions.	
Check cash banked and frequency.	Banking is undertaken regularly. There are secure safes to keep any cash received and insurance is in place to cover any outstanding banking.	

Page 17

TASK	COMMENTARY	RECOMMENDATION
<b>2. CREDIT INCOME</b>		
Check procedures raising invoices.	All in order.	
Check all necessary invoices have been raised.	All in order.	
<b>3. CREDIT CONTROL</b>		
Check responsibility for collecting sums due to Council.	Finance Department responsible. Adequate processes are in place. Invoices are sent out.	
Review Debtor balances	Reviewed and satisfied that overdue balances are being pursued where appropriate.	
<b>4. BAD DEBTS</b>		
Review reasons for non-payment.	A process is in place to write off bad debts and reported to Committee.	
Check all reasonable steps taken to collect debts.	See above.	
Check Council authority has been obtained to write off any bad debts.	Any bad debts that are to be written off go through committee.	
<b>5. CREDIT BALANCES</b>		
Look at Debtors list and identify any overpayments.	No material overpayments identified.	
Assess the reason for their existence and any mitigating factors related to overpayments.	N/A	
<b>6. ACCURACY</b>		
Check that VAT is correctly treated if applicable.	VAT correctly recorded.	
Check that VAT is reclaimed on a regular basis.	VAT is claimed quarterly. Apr-June 2023 £14,604.26. Claim reviewed and all in order.	

**Section 3: Cash and Bank**

TASK	COMMENTARY	RECOMMENDATION
<b>1 RECEIPT OF MONIES</b>		
Are cash receipts listed and reconciled to cash book?	Yes.	

Page 18

TASK	COMMENTARY	RECOMMENDATION
Are all cheques/cash received banked on a daily basis? If not:	Yes.	
a) Do proper safe facilities exist?	Two safes upstairs and one safe downstairs.	
b) Is there adequate insurance cover in place?	Yes.	
<b>2. BANK RECONCILIATION</b>		
Check bank reconciliations are performed on a monthly basis and agree on all bank accounts.	Reconciliations completed on a monthly basis and reported to Committee.	Reconciliations should be signed off by Members monthly.
Review bank reconciliations and ensure no payments or receipts are being carried forward for a number of months.	Reviewed.	
Note any unidentified banking	None identified.	

**Section 4: Payments**

TASK	COMMENTARY	RECOMMENDATION
Have all cheques and BACs payments been included on payment schedule, approved by council and included in the minutes?	All payments are presented to the Finance & General Purposes Committee and minuted.	
Check payments to supplier invoice and purchase order. Ensure payee is correct.	All in order.	
Check security of cheque books, where are they stored, who has access.	Most payments and receipts are made using BACS or internet banking.	
Make sure cheques run in number order, investigate any gaps in numbers (e.g. cancelled cheques)	All in order.	
Examine petty cash expenses and check petty cash balances if applicable.	All in order. Petty cash accounts reported to Committee.	
Examine all expenses claims by employees/councillors and check validity.	All in order.	

Page 19

TASK	COMMENTARY	RECOMMENDATION
Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held.	Checked and correct.	
Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held.	All in order.	
Ensure that VAT is identified wherever incurred and appropriate.	All in order.	
Physically check the petty cash and other cash floats held.	Not undertaken.	
Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings.	N/A	

### Section 5: Payroll

TASK	COMMENTARY	RECOMMENDATION
Check contracts of employment for all staff are in place.	Contracts in place.	
Check all staff on payroll.	Payroll printout has been reviewed. 27 staff members on the payroll.	
Check gross pay for each employee is at the correct rate.	Sample check indicates that staff are on the correct spinal point.	Pay increases are awaited. Advice suggests this will be available in November 2023.
Check overtime authority, if applicable.	All overtime is authorised on the monthly staff hours report.	
Check timesheets, if used, against payroll.	Time sheets in place.	
Check PAYE/NI paid over to inland revenue by correct date.	Payments submitted to HMRC monthly and reported.	
Check any sick pay is laid out in Council employment policy	All in order. SSP claimed as and when.	
Check statutory maternity pay and statutory sick pay deductions.	All in order.	

Page 20

### Section 6: Supplier Invoices

TASK	COMMENTARY	RECOMMENDATION
Check purchase orders correspond to invoices.	Purchase order process in place.	
Check expenditure coding, correct budget heading and cost centre.	Invoices are all coded as required.	
Check invoices are correctly passed for payment, price confirmed and delivery confirmed.	Invoices are authorised for payment. Authorisation recorded on invoice. Email audit trail in place. All undertaken electronically.	
Sample Check: Purchase order to delivery note to supplier invoice.	Supplier invoices are filed with purchase orders and delivery note.	
Check old creditors and ascertain why still unpaid if applicable.	All in order and being pursued where required.	
Investigate any overpayments to suppliers.	None identified.	

### Section 7: General

TASK	COMMENTARY	RECOMMENDATION
Print and check trial balance.	All in order.	
Identify whether regular bank balance information is submitted to Council.	Bank balances are presented to the Finance & General Purposes Committee for noting monthly. Financial reports published.	
Check actual expenditure against estimates and investigate overpends.	Regular variance reports against budget are provided alongside explanations.	
Check VAT returns (VAT 100) are being made on time.	All in order. Quarterly VAT submission has been checked.	
At year-end make sure that amount of VAT re-claimable (or payable), agrees with sum declared on the balance sheet.	N/A. This will be covered at the end of the year.	
Check precept is calculated by correct budget process.	2023/24 precept and Band D charge checked.	
Check members are regularly provided with budget information.	Budget information is presented at regular Finance & General Purposes meetings. A high	

Page 21

TASK	COMMENTARY	RECOMMENDATION
Ensure insurance cover is adequate.	level of detail is provided and ensures full transparency. Insurance cover is in place. Two policies in place plus motor policy.	

### Section 8: Risk

TASK	COMMENTARY	RECOMMENDATION
Check Risk Register is in place and updated annually.	Risk Register in place. Last updated in February 2018.	Review the General and Financial Risk Assessment ready for adoption by the end of the financial year.
Review any IT systems and check data back-up procedures and data security is in place.	Modern.gov used for admin. Sage for accounts. Rialtas for allotments.	

### Section 9: Minutes

TASK	COMMENTARY	RECOMMENDATION
Check quorum present for each full council meeting.	Quorum present at each meeting held.	
Check minutes properly signed.	All minutes are signed by the Chair of the meeting and all pages initialled.	
Check pages in minute books sequentially numbered.	Minute pages run in sequence, Minute book register is in place for easy reference.	
Check there is a minute authorising precept request.	Page 95, minute 88 (23/01/23)	
Check there is a minute authorising any change in salary scales for the Clerk and other staff, if relevant.	No minute identifying any staff increases. Reported that increase was expected in November 2022.	Good practice to minute any staff salary increases especially when a spinal point increase is awarded.
Check there are minutes authorising any exceptional financial transactions.	All financial transactions are presented to Finance & General Purposes Committee for authorisation.	
Check minutes detailing competitive quotes for large contracts.	All in order.	

<b>TASK</b>	<b>COMMENTARY</b>	<b>RECOMMENDATION</b>
Check the correct legal procedure has been followed regarding contracts over £30,000.	No contracts over £30,000 entered into this financial year.	Note the increase from £25k to £30k including VAT.
Check Standing Orders reviewed annually and adopted.	Reviewed and adopted in April 2023 and confirmed in May 2023.	
Check Financial Regulations reviewed annually and adopted.	As above.	
Check that payment authorisation is agreed on all outstanding accounts.	Authorisation process in place. Email audit trail retained.	
Check that an RFO has been appointed.	Town Clerk is the RFO.	

### **ACTION PLAN**

<b>TASK</b>	<b>COMMENTARY</b>
Check inventory/register updated for all new asset purchases.	Ensure any capital purchases are included on the end of year asset register.
Check bank reconciliations are performed on a monthly basis and agree on all bank accounts.	Members need to sign off bank reconciliations.
Check gross pay for each employee is at the correct rate.	Pay increase should be agreed and ready for implementation in November 2023. Any increase should be approved by Council or Staffing Committee and minuted accordingly. Salary and Staffing structure review has been agreed.
Check Risk Register is in place and updated annually.	The General and Financial Risk Assessment needs updating according to the website. The last review was undertaken in February 2018.
Financial Regulations	Contracts Finder threshold amended from £25,000 to £30,000 inclusive of VAT. Financial Regulations will need amending in due course. <a href="https://www.gov.uk/government/publications/ppn-0123-requirements-to-publish-on-contracts-finder/procurement-policy-note-update-to-legal-and-policy-requirements-to-publish-procurement-information-on-contracts-finder-html">https://www.gov.uk/government/publications/ppn-0123-requirements-to-publish-on-contracts-finder/procurement-policy-note-update-to-legal-and-policy-requirements-to-publish-procurement-information-on-contracts-finder-html</a>

9A.4 IT Software exc VAT			
	Current TC	Current RT	
Supplier Name	Vision IT	Birch Hosting	Quote 1
Annual Cost	£408.00	£142.47	Auberline 262 £399.00
Set Up			£1,505.00
Notes	Constantly going down, files don't always open and not WCAG 2.1 AA compliant. Not user friendly	Very simple word press website and doesn't link to council at all.	Only talked about projects they no longer have. No longer dealing with any councils but set up Stafford Borough Council originally. Looked blank when asking about WCAG 2.1AA Bluefootprint
Recommendations		Council template looks good, the owner is currently a councillor so understands what we require. Will follow WCAG 2.1 AA requirements, going to link in theatre website Daniel from Breakthrough	Various templates can be used, other town websites look well formatted and demo sites look on par with what we want. Can add Theatre would be additional Google search
			Quote 2
			Daniel Langley £600
			£6,000.00
			Quote 3
			NetWise £330
			£599
			Quote 4
			Wix £90
			£90
			Set up fee would be Mel creating the website, Sam has plans on design which Mel believes she can create as previously created websites with Wix. Mel





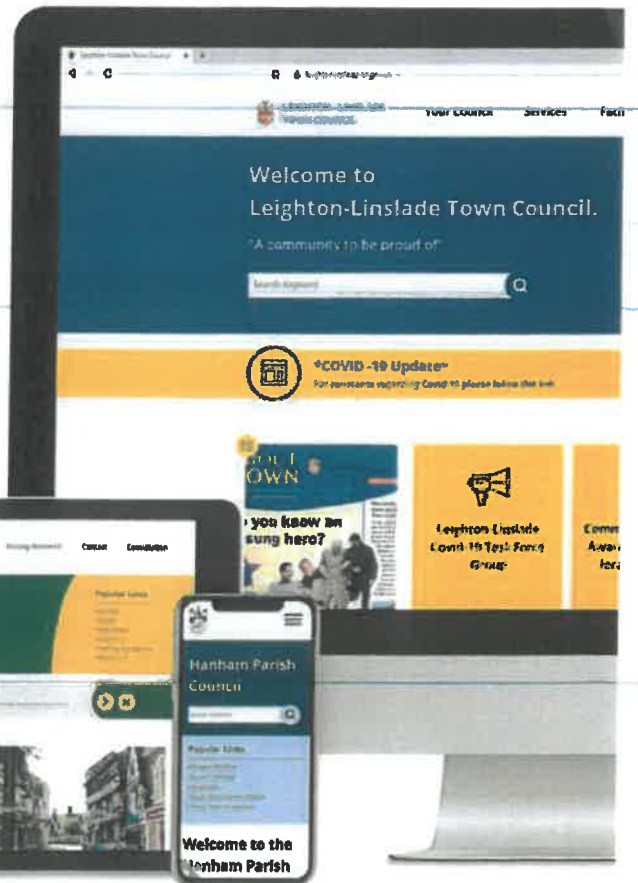
# New WCAG 2.1AA compliant website proposal

## Rugeley Town Council

Prepared by: Mark Tomkins, Director

Prepared for: Melanie Matthews, Rugeley Town Council

Crown  
Commercial  
Service  
Supplier



09 January 2024



## Snapshot – Rugeley Town Council

You have asked us to prepare a proposal and quotation for the provision of a new, WCAG 2.1AA compliant accessible website for your council. Thank you. This document sets out an explanation of the legal requirements for compliance with accessibility regulations, how our system meets the requirements – both in terms of compliance as well as the features and functions of the website and then the costing and inclusions, which are on the next page.

## The background to website accessibility

Since the introduction of The Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 (to give its full title) came into force on 23 September 2018 you have identified your Council needs a new compliant website. The aim of the Regulation is to ensure public sector websites and mobile apps are accessible to all users, especially those with disabilities. This means that all new public sector websites will need to meet accessibility standards and publish an accessibility statement unless they are exempt. Those affected include:

- Central government and local government organisations (including city, town and parish councils)
- Some charities and other non-government organisations

The breadth of WCAG 2.1AA compliance in respect to a website covers many areas, some relate to how it is technically constructed, how the information is presented and the alternative options for users if they cannot access the website's information in a way that works for them. You can read a helpful article here: ['Website W3C & WCAG 2.1 accessibility compliance: What it means for councils & public sector websites and what you need to do'](#).

WCAG 2.1 has 3 ratings, A, AA & AAA. The following proposal outlines the provision of a WCAG 2.1 AA rated compliant website, the costs involved, what's included and what's not. It also outlines your responsibilities moving forward.

## Meeting Accessibility Requirements

Since the release of the WCAG 2.1AA guidance, we have developed a website package solution that meets the compliance requirements that is both cost effective and provides clerks and those who manage a public body website with the tools needed to run the website.

The Aubergine W3C & WCAG 2.1AA compliant website package service meets the requirements in terms of providing an AA-rated compliant framework and website at the point of launch. Once live, we also maintain your site to ensure the underlying code is supported correctly and kept up to date with all software requirements. Optionally, we can provide regular compliance scans of your website pages.

Continued >



## What you get with our service:

- ✓ A W3C & WCAG 2.1AA compliant website built on the easy-to-use WordPress CMS platform.
- ✓ A well-designed, professional and fully mobile-friendly website.
- ✓ Website admin tools to add new and update all the content on your website yourself.
- ✓ Training to get you started plus ongoing support.
- ✓ SSL-protected website hosting on our UK servers.
- ✓ We'll manage all software updates, so you don't have to.
- ✓ We will provide you with on-going support when you need it – email, online or phone.
- ✓ Access to our Website & Accessibility Learning Centre, full of helpful guidance videos on managing the website and making website content accessible.
- ✓ Free monthly drop-in Zoom training sessions to top up your web accessibility knowledge.
- ✓ We will ensure your website remains GDPR compliant.
- ✓ We will manage your domain name and make sure this remains active, should you need it.
- ✓ All our team are UK-based (Bedfordshire).

## Costing

### Set up & year 1 consists of:

1. One-off set up of site: £975 + VAT (SLCC member discount price, normally £1075 + VAT)
2. Annual SSL-protected hosting with up to 2GB file storage & 2 hours of support: £299 + VAT pa
3. DNS & annual registration management of .gov.uk domain: £100 + VAT pa + domain registration for rugeley-rose-theatre.co.uk at £30 + VAT pa
4. Event Module: £500 + VAT (for integration with Rose Theatre ticket website) (one off)
5. Integration (via active links) to your theatre ticket website: FOC
6. Training on the system: free of charge, via our monthly group training sessions
7. Access to our support team and Website Learning Centre: free, incl. in the hosting & support
8. Access to monthly drop-in WCAG Website Zoom training refresher sessions: free, included in the hosting & support

= Minimum Requirement Total build & year one £1904 + VAT

### Optional year 1 items:

1. Uploading of content (all documents, words and pictures) to your new website based on 2 years of all historical content (+ 5 years of AGAR/finance) £550 + VAT. All other years' content can be added and a quote provided once the amount is assessed.
2. WCAG compliance website monitoring scan & reports: £299 + VAT pa
3. Extended support for 12 hours : £720 + VAT pa
4. Web Form/poll builder: £100 + VAT pa
5. Online Payments Module (Sum Up/Gov Pay/Stripe/Worldpay compatible): £500 + VAT (one off)
6. Private Councillor Area: £100 + VAT (one off)

Continued >



**Year 2 Prices as year one:**

1. Subscription to WCAG-compliant website platform, with up to 2GB file storage & 2 hours of support: £299 + VAT pa

**= Total year two: £299 + VAT plus annual domain registration fee of £100 + VAT pa**

**Optional year 2 items:**

1. WCAG compliance website monitoring scan & reports: £299 + VAT pa (optional)
2. Extended support for 12 hours : £720 + VAT (optional)
3. Form/poll builder: £100 + VAT (optional)

The above costing is based on your requirement specification and includes a 1.5hr video call group training session (additional remote training can be arranged, see overleaf), full admin area access, access to our Council Website Learning Centre library and our continued support to ensure the system continually meets WCAG requirements.

**\*Note regarding content transfer**

We will discuss with you the pages and documents that you require on your new website and provide a quote, should you request our help with content transfer. If the size of your files that need transferring exceeds 2GB, you will be required to purchase additional server host space for the storage and future files. This is charged at £100 + VAT per year for an additional 1GB storage.

## Consideration

### Website hosting

Your new website will be hosted on our UK-based, SSL-protected servers. That way we can ensure GDPR and WCAG compliance of the system.

### Your domain names

We can become your domain registrar as we are JISC authorised. If you would like us to be your domain registrar, the annual fee for your domain registration is £100 + VAT. We can also become your domain registrar for [rugeley-rose-theatre.co.uk](http://rugeley-rose-theatre.co.uk) so that we can ensure the domain is pointed to the relevant section on the main website.

### Branding & logos

We will require your brand media pack of logos, colours and other visual assets that your council use in its online identity. If you do not have one, we can provide a logo & identity design service by our experience graphic design team.

Continued >



## Project timeline

Whilst every website is slightly different in the number of pages and content, we recommend you consider the following timeline for the development of your website:

<b>Stage 1</b>	<b>Discovery &amp; scoping:</b>	<b>2 weeks from initial enquiry</b>
<b>Stage 2</b>	<b>Development:</b>	<b>2 weeks from planned date</b>
<b>Stage 3</b>	<b>Content importing &amp; training:</b>	<b>2 weeks after development</b>
<b>Stage 4</b>	<b>Testing – then go-live:</b>	<b>1 week after content input</b>

Final testing and debugging on development server before launching and making live. These timings are estimates based on a typical and average site size and content but may be subject to alteration subject to sight of content required for migration.

## Email services

You will require the support of an IT firm to provide this for best practice GDPR compliance as it is not recommended that email service is provided on the same web platform as a website especially if using .gov.uk domains – you have told us that you have email provision from a local firm and you do not wish to change this at present however, if you would like to arrange a call with a parish council IT email expert, we can provide an introduction to a fellow SLCC partner firm that provides these services.

## Aspects to note

You will need to ensure you have full DNS control and access to the domain your website will use. We can become your registrar (as we are JISC registered) and permitted to manage all forms of domains, including .gov.uk domains. If we are not your registrars, we will need access to the domain (or whoever has DNS control) to get the website live.

We can include Google Analytics for performance reporting to ensure that a fuller picture of the website's traffic and use is understood and allow you to learn user behaviour and make subsequent improvements to the website. A Google Analytics account will be needed for your organisation if one does not exist. We will assist you in setting this free service up if you do not have it.

## Training Staff

Training on a new website system is vital. As part of the basic package, we provide you with access to our Council Website Learning Centre that contains a library of simple, short videos to watch and learn how to use all areas of the website as well as remote-based training session for you and your staff members. Also included is a 1.5hr video call group training session for your staff by one of our experts. Our UK-based team is always on hand during office hours to provide any additional support. We also hold free-to-attend Zoom sessions twice per month for all our members to join for refresher training on the website admin tools and functions.



## The process

We offer a well-crafted and designed system that has been created with town and parish councils in mind and contains a flexible page builder tool that includes a wide selection of page area styles from which you can choose and make your individual pages. In addition, the system is offered with a choice of two packages that include various levels of support depending on the level of support you have internally – we will guide you as to which one is right for you.

Those packages and design template can be viewed here:

<https://www.aubergine262.com/parish-town-council-websites/>

Once you have chosen which package you would like for your council, the process will be as follows:

1. We'll send you a questionnaire to capture the details needed to build your website – everyone's needs are different so it's important to do this first.
2. A summary of all services outlining what's included, the timing, costs and any extra services.
3. You will be presented with an invoice that covers the cost of development of the site and this will need to be paid before your site build can begin.
4. You will need to provide us with your council's logo, any colours you prefer as well as a link to your existing site.
5. We will provide you with a template to complete your WCAG 2.1AA Accessibility Statement & Accessible Documents Statement if you have not made one – this is required for the site launch.
6. We will also require your domain name access so that we can point the domain to your new site. You may wish your own IT support to handle this and so we will need their contact details and an introduction.
7. You will need to let us know if you wish us to migrate your existing website's content to the new site – this is an extra chargeable service so ensure it is mentioned when booking the work.
8. We will then build the website and once complete, we will arrange training on the admin area. If you wish to have one-to-one training, this can be arranged at an extra cost of £199 + VAT for a 2-hour session via video call.
9. When you have added all the page content to the website we will need to check it for WCAG2.1 AA & GDPR compliance and provide you with a report showing any content you may need to change to make it compliant. The scan process does not include uploaded documents. These must be checked by you before uploading.
10. Once checked again and validated, we'll agree a go-live date.

Post-live support is then handled either by phone or by using our online support system.



## Certification & accreditations

To provide assurance of both our processes and abilities, we are **Cyber Essentials certified**, **JISC accredited** and are **Official Crown Commercial Suppliers for the UK Government**. [View certification](#).

## Credibility

- ✓ We are official SLCC partners and have developed the WCAG compliant website package in partnership with them.
- ✓ We work with both SLCC & NALC to produce both written articles and present webinars and conferences on website accessibility.
- ✓ We work with regional CALCs and Council Associations to support their members with website accessibility queries.
- ✓ We are official Crown Commercial Suppliers of WCAG digital services to public bodies.
- ✓ We are the authors of the NALC Website Accessibility & Publishing Guidebook: <https://www.aubergine262.com/nalc-guide-to-website-accessibility-and-publishing/>

---

## Compliance testing, limitation & ongoing

Both W3C & WCAG compliance are driven by many factors, some you have control over and others you don't. In most cases, as long as the base website build has been created in a natively compliant format, any deviation from compliance will typically be as a result of content being added to a web page is not compliant and then renders it non-compliant.

As such, the provision of our service to you is limited to:

- 1) the creation and launch of a W3C & WCAG2.1 AA compliant website plus its hosting and support
- 2) an optional quarterly report of your site that highlights any pages that may have rendered the website non-compliant and a recommended solution. (excludes uploaded documents)

We can also provide an optional technical support package to assist you with running the site, which you may choose to help you in meeting those ongoing support needs.

Once live, it is your responsibility to ensure that any words, images or documents that you add are compliant. We recommend you perform regular checks of the site using free online checkers or browser

Continued >



extension to ensure continued compliance – particularly for new pages and documents added since its launch. As part of our optional service to you we provide 4 checks and reports per year highlighting any problem areas, but recommend you review the site after each time you add content and to use any of the online free checkers as referenced by the Government’s Digital Guidance department.

We will ensure that your website complies with W3C & WCAG2.1 AA compliance from a technical position at the point of launching and will notify you if we spot any page that is non-compliant as a result of content incompatibility for you to address prior to launch. Please note that this does not include uploaded documents.

In the event that you become aware of any part of your site that you feel falls outside of WCAG compliance, it is your responsibility to notify us so that it may be assessed by us and, should a problem be found, a solution scheduled for fixing.

## Regular review

It’s important to emphasise that your organisation needs to agree to a frequency of how often the website is checked for compliance and set that in your accessibility statement.

## Delivering on Specification of Work

Given the requirements, it is our recommendation that the site be built on our custom built WCAG 2.1AA compliant Wordpress framework designed specifically for councils. It is the world’s most popular website platform and allows you to have full control over the site’s pages and content in the most efficient way.

The website system is natively search engine friendly and well supported. We ensure that the Core Wordpress framework and its plugins are kept up to date to ensure full functionality is maintained.

We also recommend a multiple layer of admin user permission controls so that you can have multiple administrators of the content but provide publishing, content and member control to only those you wish.

### Our proposal includes:

- ✓ Project scheduling and planning
- ✓ Technical analysis of your existing set-up to ensure continuation of services ✓ Development of the website from your choice of our preconfigured design templates ✓ Review and compliance testing ✓ Content migration (optional) ✓ Analytics integration (optional)
- ✓ Website training instructions & access to Learning Centre. In person training available at extra cost
- ✓ Pre-live WCAG compliance check and report ✓ Ongoing support and website hosting
- ✓ Domain registration & management

Continued >





Additionally, the following "behind the scenes" features will be built into the website:

- ✓ High speed page loading ✓ Anti-spam features on contact forms
- ✓ WCAG, W3C & GDPR best practice guidance for the website framework

#### Support

We ensure that all sites are tested thoroughly prior to launch and Wordpress and plugin updates are handled by us as part of the package. Nonetheless, we recommend an additional support package be put in place to help you manage the website after it is set live.

Support package options available on the 'costs' page in this document.

## Key Audiences

You have identified your key audience groups and the probable reasons they will visit the website and what information they will seek and access. The website framework is configured to fully support all identified content types that you wish to provide to your user groups in a fully WCAG 2.1AA compliant environment.

The key audience group content types include **Events, Documents, Meeting Information and Dates, full page and signposting building tools to support your key messaging, announcement tools for major alerts, reporting tools that include forms and redirections to County Council & District services, contact forms, mobile responsiveness, news + other features that include digital noticeboards, events, community areas, community content, venue & feature areas & FAQs** - all of which controlled through the Wordpress admin system.

## References

- 1) Sarah Sandiford, head of central services, Leighton Linlade Town Council  
[sarah.sandiford@leightonlinlade-tc.gov.uk](mailto:sarah.sandiford@leightonlinlade-tc.gov.uk) 01525 631920: [www.leightonlinlade-tc.gov.uk](http://www.leightonlinlade-tc.gov.uk)
- 2) Stephanie Bennett, Fawley Parish Council, [Fawley-pc.gov.uk](http://Fawley-pc.gov.uk),  
[stephanie.bennett@fawley-pc.gov.uk](mailto:stephanie.bennett@fawley-pc.gov.uk)
- 3) Libby White, Great Shelford Parish Council, [www.greatshelfordparishcouncil.gov.uk](http://www.greatshelfordparishcouncil.gov.uk)  
[clerk@greatshelfordparishcouncil.gov.uk](mailto:clerk@greatshelfordparishcouncil.gov.uk)
- 4) Andrew McKenzie, Dawlish Town Council, [andrew.mckenzie@dawlish.gov.uk](mailto:andrew.mckenzie@dawlish.gov.uk),  
[www.dawlish.gov.uk](http://www.dawlish.gov.uk)

Continued >



## Frequently asked questions

### **Why do you use WordPress?**

WordPress is open source content management software and currently powers around 30% of all websites on the Internet. The project is contributed to by tens of thousands of developers all over the world and is growing from strength to strength. WordPress allows us to develop flexible and customisable websites to modern standards and observes web development best practices. Furthermore, the community of web developers that use WordPress reaches far and wide and allows us to tap into this collective intelligence and bring that wealth of experience to your project. WooCommerce is an eCommerce engine and extension that integrates with the WordPress CMS.

### **What is information architecture?**

Information architecture is the relationship of how all the different pages of a website are related to each other. This is communicated visually through a sitemap.

### **Where is the website hosted?**

Your website needs to be hosted by a hosting company that specialises in business hosting. We provide UK-based WordPress-optimised hosting services for all our clients' websites to better able provide support and software updates.

**Who do I call if something goes wrong with the website or I can't figure something out?** Provided you subscribe to one of our ongoing website support packages, we will be your first point of call should something go wrong with your website. In accordance with our SLA, we will determine what the problem is and respond with a fix-time or the information for you to address the solution yourself. We will provide training and tutorials to assist you in using your website once it is launched.

### **What happens after the website is launched?**

Once your website is launched, we will provide 3 months of support to make sure any bugs have been ironed out and that you are confident using your new website. After this you will need to subscribe to one of our ongoing website care plans to make sure your website is looked after and maintained. These website care plans include updating your software, regular backups, security checks and making sure your website is online and open for business 24/7/365.

### **How long will it take to appear at the top of Google?**

The time it takes for your website to appear on page 1 of Google depends on a number of factors. It depends on the search people are using to find your website and the number of other websites that are also available for those searches. Nobody can truly say how long it will take for your website to appear at the top of search engine results pages (including people who actually work for Google), however there are a number of factors that can improve your chances. Building your website on WordPress is a good start as WordPress has some great Search Engine Optimisation fundamentals built-in.

Continued >



Creating unique and interesting content on a regular basis for your website is also critical to increase your visibility amongst search engines. Launching your website and then forgetting about it is a surefire way to get lost amongst the noise. We are happy to talk to more about your search engine strategy (if we haven't already.)

**How will I know if anyone is visiting my website?**

We will install Google Analytics tracking on your new website and show you how to log into your Google Analytics account where you can see a wide range of statistics about your website including number of visits, pageviews the amount of time people are spending on your website.

Once you subscribe to one of our website support plans you can choose to receive more detailed analysis about your website performance and recommendations on how to improve. Please ask for more details about what's included in these support plans.

**What happens if I want to add some features to the website while you're building it?**

Whilst we like to be flexible and responsive to your needs, we also like to deliver what we promise within the timeframes and budgets we have allowed. If you ask us to add new features to your website while we are building it, we will most likely ask why? If we all agree that your new request will help us achieve our objectives then we will be more than happy to oblige. If this new feature is something you would like to add to your website but is not directly tied to your original objectives then we will suggest to schedule it for a second iteration of the website once it has been launched. This will require a new proposal.

---

## Payment terms

---

Our payment terms are as follows:

Site build fees are due on engagement and agreement of project inclusions. Work can only begin upon cleared funds.

Hosting & support package fees will be due at the point of going live.

If you are paying monthly on a 12-month contract package, you will be invoiced in the month prior to the fee falling due and it must be paid by the last day of the month.

Payment is to be made by BACs or cheque in GBP. We do not accept credit or debit card. Any failure to meet these payment terms will result in the deactivation of your site until the cleared fees are received.

Continued >



If you are unable to supply all of the right content at each stage we require, it does not mean we have not done our job. Once the site has been built & tested and is ready to go live, either with your

content or placeholder images and dummy text, we will issue the final invoice. Once the final invoice is paid we will 'hand over the keys' and make the site live to the public internet but will ensure that you are fully trained to maintain the content yourself thereafter.

If the final invoice is not paid within the credit terms we have given you, we are under no obligation to keep the site on our testing server or continue with the project in anyway.

#### **Renewals**

Your hosting, support and any extra services, such as domain name registrations are annually renewable and you will be sent an invoice 60 days prior to the expiration date of your annual service contract. If payment is not received by the due date, your service will be suspended until the payment is made.

## **All sound good? The next steps:**

To accept the proposal by replying in writing with your acceptance of the proposal.

- 1) Please reply by email to the person you received the proposal from notifying them of your intention to accept the proposal.
- 2) We will send you our KYC (Know Your Customer) questionnaire to perform our required due diligence and gather necessary information to begin the project.
- 3) We will send you an invoice for the work along with an engagement letter for signing. This will set out a schedule of works.
- 4) Submit your payment of the project fees. We prefer a BACs payment rather than a cheque to avoid the need to go to the bank.

Once these steps have been completed, we will begin the project.

## **Terms, service level agreement (SLA) and definitions**

The full terms & conditions of our service, to which you are agreeing, are available on our website here [www.aubergine262.com/terms-of-trade](http://www.aubergine262.com/terms-of-trade), along with our Service Level Agreement (SLA) & definitions.

#### **What Do Both Parties Agree To Do?**

As our customer, you have the power and ability to enter into this contract on behalf of your company or organisation. You agree to provide us with everything that we'll need to complete the project – including text, images and other information – as and when we need it and in the format we ask for. You agree to review our work, provide feedback and approval in a timely manner too.

Continued >



Prices at the beginning of this document are based on the amount of work we estimate we'll need to accomplish everything that you have told us you want to achieve. If you do want to change your mind, add extra pages or templates or even add new functionality, that won't be a problem.

However, you will be charged accordingly and these additional costs will need to be agreed to before the extra work commences. This additional work will affect deadlines and they will be moved accordingly.

We'll be up front about all of this if and when it happens to make sure we're all on the same page before proceeding. We may also ask you to put requests in writing so we can keep track of changes. If the nature or functions of the project change significantly throughout the process, we reserve the right to deem the current project cancelled. At this point you will pay us in full for all the work we have done and may commission us to complete the new project based on the new requirements. This will require a new quote and contract.

#### **Technical Support**

You may already have professional website hosting, you might even manage that hosting in-house; if that's the case, great. If you don't manage your own website hosting, or your current hosting environment does not support the solution we are providing, we can provide you with professional, business-class WordPress hosting for your website. The basic hosting package includes 2 hours free support during the time of your hosting that can be used against general support, bug-fixing or guidance you may need. All support requirements outside of the use of these 2 hours will require you to provide us with a full specification of your requirements against which we will issue a quotation for the work. Any work we provide as part of a separate contract of service falls without our standard terms of support and service.

---

If you require technical support services that exceed 2 hours annually, we recommend you discuss these requirements with us and a suitable support plan can be provided at additional cost.

#### **Service level agreement (SLA)**

We provide our support services in accordance with our service level agreement. The full description of what support is provided and when, along with the definition of terms, can be found here: [www.aubergine262.com/terms](http://www.aubergine262.com/terms)

#### **Legal stuff**

We can't guarantee that the functions contained in any web page templates or in a completed website will always be error-free and so we can't be liable to you or any third party for damages,

including lost profits, lost savings or other incidental, consequential or special damages arising out of the operation of or inability to operate this website and any other web pages, even if you have advised us of the possibilities of such damages. If any provision of this agreement shall be unlawful,

---

void, or for any reason unenforceable, then that provision shall be deemed severable from this agreement and shall not affect the validity and enforceability of any remaining provisions.

Continued >



#### **GDPR – General Data Protection Regulation compliance**

It is your responsibility to ensure that your website remains GDPR compliant. The website will be

launched and conform to GDPR compliance guidance, but we cannot be responsible for any aspect once it is launched. You must maintain your own data protection review processes to ensure that any data you capture on the site conforms to current laws. If we are your website hosts, as Data

Processors, we will share with you our Privacy Statement that explains ours and your responsibilities in relation to GDPR.

#### **Copyrights**

You guarantee to us that any elements of text, graphics, photos, designs, trademarks, or other artwork that you provide us for inclusion in the website are either owned by your good selves, or that you have permission to use them.

When we receive your final payment, copyright is automatically assigned as follows:

You own the graphics and other visual elements that we create for you for this project. If you like, we'll give you a copy of all files and you should store them really safely as we are not required to keep them or provide any native source files we used to make them.

You also own text content, photographs and other data you provided, unless someone else owns them. We own the markup, CSS and other code and we license it to you for use on only this project. We love to show off our work and share what we have learned with other people, so we reserve the right to display and link to your completed project as part of our portfolio and to write about the project on websites, in magazine articles and in books about web design.

#### **But where's all the horrible small print?**

Just like a parking ticket, you can't transfer this contract to anyone else without our permission. This contract stays in place and need not be renewed. If, for some reason, one part of this contract becomes invalid or unenforceable, the remaining parts of it remain in place. Although the language is simple, the intentions are serious, and this contract is a legal document under exclusive jurisdiction of the courts of the United Kingdom.

Our full terms and conditions can and must be read at: [www.aubergine262.com/terms](http://www.aubergine262.com/terms)

If you have a few questions give us a call on 07810 753878 as it makes sense to talk over the finer detail in person.



Aubergine 262 Ltd, 12 Church Square, Leighton Buzzard, Bedfordshire, LU7 1AE. 01525 373020. Offices: Leighton Buzzard, Milton Keynes and London. Visit our website: [www.aubergine262.com](http://www.aubergine262.com)

This proposal is prepared in good faith and knowledge provided and is subject to our terms of business, EO&E.



**Rugeley Town Council &  
Rugeley Rose Theatre  
Web Design Proposal**

Prepared by Darren Langley  
12/01/24

[hello@darreniangley.com](mailto:hello@darreniangley.com) | +44 (0)121 728 8168

Page 50



## Project Scope

To produce two website in order to share information about the council and generate tickets sales for the theatre by maximising the opportunities presented by the web. Additionally, to create websites that the business stakeholders can be proud of and which increases brand awareness.

### Objectives:

- To have a unique, bespoke designs
- To have websites to be proud of
- To include the ability to easily add and edit content
- To have easy to use websites
- To appeal to the target audiences

### Procedure:

- Analyse the structure the website should have and produce a conceptual design per website
- Develop design following client review
- Collection of content and content population
- Develop HTML and back-end technologies
- Website testing and go live

### Goals:

- To complete the project within 3 months from commission, subject to provision of assets and content
- To be found easily on the web
- To represent the council and theatre in a professional and trustworthy manner
- To increase awareness of services and productions
- To generate ticket sales for the theatre via the website
- To be responsive and easy-to-use on mobile devices

## About Darren Langley Web Design

Darren Langley Web Design was **founded in 2008** by award-winning web designer and creative director Darren Langley, calling on over **27 years of web design experience**, to design bespoke websites that enable businesses to achieve their online ambitions with a website to be proud of.

Darren Langley Web Design has worked with major brands such as **The Ritz London, Sky TV and Oxford University Press** as well as several small to medium sized businesses delivering high-quality work to meet a wide range of needs.

## Recent Clients Include:

- <https://tenacitysalestraining.com/>
- <https://www.ansuk.org/>
- <https://optimisedcare.com/>
- <https://royalsuttonfunrun.org/>
- <https://suttoncancersupport.org/>

Other projects and examples can be found at <https://www.darrenlangley.com/web-design-portfolio/>

## Awards and Achievements:



**Winner** – Website Development Agency of the Year  
**Birmingham Prestige Awards 2019**



**Highly Commended** – UK Web Design Category  
**Best of Business of the Year Awards 2018**



**Top 50** - UK Creative Freelancers  
**The Drum Magazine 2010, 2011, 2012**



**Winner** - Interactivity Award,  
**BAFTA Television Awards 2007** - Terry Pratchett's Hogfather, Sky One online



**Winner** - Best Use of Interactive,  
**Broadcast Digital Channel Awards 2007** - Terry Pratchett's Hogfather,  
Sky One online



**Winner** - Best Broadband Website,  
**BIMA Awards 2003** - Sky News Broadband

## In Press and the Media:

Darren is a panellist on the podcast [A Funny Thing Called Business](#), where four business owners discuss the trials and successes of running small businesses

Also our work has been published in books, magazines, and on television.

- The Gadget Show
- The Drum Magazine
- Web Design Index by Content 4 book

## Website Structure

A structure has yet to be agreed for the websites, incorporating the pages and content required for the sites; this proposal is based on two websites consisting of the following set of proposed pages and structure:

### **Rugeley Town Council Website Structure:**

- **Home**
- **The Town Council**
  - **Councillors**
  - **Council Meetings**
  - **Finance, Policy & Grant Information**
  - **Tenders**
  - **Vacancies**
- **Council Meetings**
- **Planning**
- **Neighbourhood Plan**
- **What's On**
  - **Rugeley Rose Theatre**
  - **Cooling Towers Trail**
  - **Calendar**
- **Notices**
- **Contact**
  - **Useful Contacts**

**Rugeley Rose Theatre Website Structure:**

- **Home**
- **What's On** – including individual production pages
- **Regular Events** – including individual event pages
- **Wedding/Event Hire**
- **Rooms**
- **Gallery**
- **Contact Us**
  
- **Book Tickets** – as a prominent call-to-action across all pages

Within the theatre website we could also include sections for:

- About the theatre
- History
- How to Find us
- Theatre layout
- FAQs

## Included Functionality & Services

### Project Management

Day-to-day management of the project will include liaising with the client throughout the project cycle to ensure that the project scope and schedule are adhered to as well as responding to enquiries that may arise from the client. Project management may also involve the recruiting of trusted strategic partners to ensure the delivery of all aspects of the project scope and the management of third-party relationships and client expectations.

### Website Structure

Identify the structure of the site, including all the pages within the site and how they link together. This is done via a Site Map which will also highlight the primary, secondary and sub navigation needed for the site and the labelling required for the navigation.

### Concept Design

Ensuring a professional looking website is produced that is on-brand, easy to use and appealing begins with a conceptual design based on the companies branding, values and target audience.

The first step is to produce one or more conceptual designs of a key template (usually the homepage) to get a feel for the look of the new website.

This proposal includes 1 conceptual design per website, additional concepts can be requested as an Optional Service.

### Design Development

Once the concept(s) are produced feedback will be gathered from client stakeholders and will be followed by an open-ended design development process that includes producing additional iterations of the design including feedback to ensure complete satisfaction with the look-and-feel.

### WordPress Content Management System (CMS)

The website will be powered by the World's most popular content management system (CMS), WordPress. The theme code for WordPress will be designed and built fully-bespoke which will allow for the code to be optimised without excess load.

The content management system is included to allow for easy updating of the copy and images across the site on an ad-hoc basis.

### Mobile Friendly

With around 50% of all web traffic now accessing website via mobile and tablet devices, it is becoming increasingly important to have a mobile compatible, responsive website that can display the content of the website in a manner that is easy to use on a smaller device. Mobile's also use a different navigation method to desktop computers, i.e. touch screen rather than mouse, and this need to be taken into consideration.

The advised approach is to create the desktop site with a responsive framework that adapts to fit a mobile screen when viewed on such a device.

### Content Population

Once supplied by the client, the text and image content of the site will be incorporated into the relevant pages ready for the site to launch.

### On-Site Search Engine Optimisation (SEO):

In order for your website to be successfully indexed on popular web search engines, such as Google and Bing, the following actions are included:

- Automated Meta tags, Titles and keywords to be included and available on all pages.
- Search engine friendly website construction using structured and standards compliant XHTML & CSS.
- Submission to major search engines (for hosted sites only).
- Creation & submission of a Google Sitemap for increased prominence and relevance within Google's search criteria (for hosted sites only).

It is recommended that a Traffic Generation campaign be considered to promote the new website following launch and maximise online opportunities.

### Web Hosting:

Hosting for the website is included and can be provided by one of the UK's leading web hosts offering.

It is also possible to upgrade the Hosting Plan to one of our Aftercare plans which include all of the above (see the Hosting & Aftercare Plans section in this document).

## Optional Functionality & Services

The following services and add-ons to the website are available at an additional charge, if you would like to include any of these within the project scope please indicate which will be applicable to the project. In most cases, these options can be added later on, if required, but please note this may affect the cost.

### Additional Concept Designs

In addition to the concept design(s) included in this proposal it is also possible to request additional concept designs to give alternative approaches to the project brief.

Often this process can lead to new ideas being explored that would not be obvious without the additional conceptual designs.

### Virtual Personal Server

A VPS server allows for greater control over the hosting platform running the website. This includes the ability to increase security and performance and up-time enhancements.

The Base VPS comes with 1vCPU, 25GB disk space and 1GB of memory, all of which can be upgraded as the website grows.

VPS also comes with back-ups, restoration and SSL certificate as standard.

### Blog Management & Writing Service

Blog articles are an ideal way to interact with the website's users and promote the expert knowledge of the business.

Blogs that are produced regularly can have a great return for search engine prominence and be used in social media and email communications to really build a willing audience. However it can be particularly difficult to produce quality blog post on a regular enough basis to be effective as other priorities often out-weight best intentions.

Outsourcing the website content creation and blog research and writing is an easy way to make the most of the website's content and blogs via search marketing, email newsletters and social media.

Assurances are made that the entire site has appropriate copy, the right tone of voice and is fully proof-read. We will also help put together a 6 month content plan to determine which subject will be written about.

### Website Training

An on-site workshop to demonstrate the website and train in the use of the content management system can be provided to designated staff members along with supporting documentation.

### Stock Photography

Professional stock photography can be sourced, many of which are available royalty free for commercial use at no extra charge. Premium stock images can be sourced and purchased for an additional cost usually between £7 and £21 per photograph approximately.

## Hosting & Aftercare Plans

Hosting Plan		£20 per month
<b>Unlimited Managed Web Hosting</b>	Unlimited web space managed for you and including unlimited traffic, so there's plenty of space for all your visitors to get in, along with a 99.99% up-time.	
<b>Standard Secure Server Certificate (SSL)</b>	Information users send you is encrypted and stops anyone from being able to understand it if intercepted. Plus, Google loves SSL and having one can benefit your profile in search results.	
<b>Monthly Website Backups</b>	Monthly back-ups of your website to keep the latest version of your site safe and stored in the cloud.	
<b>Restore Back-ups</b>	Your website restored quickly if anything goes wrong.	
<b>Optional Domain Name</b>	A domain name can be registered or transferred for an additional fee from £12 per year.	

Base Aftercare Plan		£50 per month
All the benefits of Hosting Plan plus...		
<b>Aftercare Tasks</b>	Up to 1 hour per month	
<b>Weekly Website Backups</b>	Weekly back-ups of your website to keep the latest version of your site safe and stored in the cloud.	
<b>Virus Protection</b>	Daily security monitoring to keep any nasty virus' out that could otherwise be downloaded by your visitors and cause infection in their computers.	
<b>Extended Warranty</b>	If your website runs into any bugs or errors these can be fixed, in addition to your monthly small tasks. N.B. This only applies to websites built by us.	
<b>Annual Reviews</b>	Annual, in-person or online, reviews of the progress and planning for future.	

Prestige Aftercare Plan		£95 per month
All the benefits of Base Aftercare Plan plus...		
<b>Aftercare Tasks</b>	Up to 2 hours per month	
<b>Daily Website Backups</b>	Daily back-ups of your website to keep the latest version of your site safe and stored in the cloud.	
<b>Software Updates</b>	Your website runs on software which will require frequent updating, the process can be delicate but is included as part of your Aftercare.	
<b>Uptime Monitoring</b>	Monitoring your website every minute and notifying us directly if the site is down so we can rectify the issue and minimise downtime.	
<b>Quarterly Reviews</b>	Quarterly, in-person or online, reviews of the progress and planning for future.	



## Frequently Asked Hosting and Aftercare Questions

### 1) What are Aftercare Tasks?

A Task can be used to update the content or, sometimes, functionality of your website, such as updating a picture gallery with new images, or adding in a new page/template to your website or updating content to keep the site fresh.

### 2) Do Tasks roll over to the next month?

Unused Small Tasks can roll over for one month only, after that they are lost.

### 3) How do I pay for monthly Hosting or Aftercare?

Payment is made each month (or year for annual Hosting Plan) via Direct Debit. We will send you a very simple form to fill out to get you started with your plan.

### 4) If I have more than one website does Hosting or Aftercare cover them all?

Hosting and Aftercare plans operate as one plan per website so if you had two website with us, it would require two plans.

### 5) Can I upgrade or downgrade my Aftercare plan?

Yes, you can upgrade from Hosting to Base or to Prestige and downgrade too, however there is a minimum of three months between package changes and only two package changes allowed within as 12 month period.

### 6) Is there a long contract?

Once you sign up to Hosting or Aftercare you would be agreeing to 6 months service after which you can cancel your plan if you no longer require hosting or Aftercare from us.

### 7) How can I cancel my Aftercare plan?

You can cancel at any time after the initial 6 months, we request 30 days' notice via email. Also note that web hosting, domain name and secure server certificate fees may become due after the end of an Aftercare Plan.

### Project Plan (per website)

Website Design Process	Description	Responsibility	Time Req <sup>†</sup>
<b>Commissioning Deposit</b>	A 50% commissioning deposit is required in advance.	Client	
<b>Conceptual Design</b>	Concept design for a key template (e.g. the homepage) will be produced for client review.	DL	5 days
<b>Design Review &amp; Feedback</b>	The client will be given time to review and feedback on the design work.	Client	2 days
<b>Design Development</b>	Following feedback from the client review the designs will be developed further until satisfactory, this may require additional reviews and feedback from the client.	DL / Client	Between 2 and 10 days depending on feedback
<b>Design Sign-off *</b>	Once a conceptual key template page design is agreed the design will be considered to be signed-off.	Client	1 day
<b>Intermediate 25% Payment</b>	When the design phase is signed-off the intermediate 25% payment will be made prior to commencement of the development phase.	Client	1 day
<b>Content Production</b>	The client is responsible for producing and delivering the content of the website	Client	5 days
<b>Content Sign-off</b>	The content provided must be complete and signed off ready for go live, any changes to content maybe chargeable.	Client	1 day
<b>Front-end HTML Production</b>	With the design of the site signed-off production of front-end HTML code will begin and the site will be produced.	DL	10 days
<b>Back-end CMS Production</b>	Development of the content management system, will follow.	DL	15 days
<b>Website Sign-off &amp; Final 25% Payment</b>	Once signed-off the final payment will be requested prior to the content being inserted into the website.	Client	1 day
<b>Content Population</b>	Populating the site with the supplied content ready for the website to go live.	DL / Client	2 days
<b>Website Testing</b>	Testing the code using different browsers and environments to ensure consistency.	DL	1 day
<b>Go Live</b>	Once the final payment has been received along with any required web hosting login information the website will be put live.	DL	

\* Please note that any changes made to the information architecture or design after the IA or design sign-off will be chargeable.

† Time shown is not actual man days.

**Project Budget:**

**Rugeley Town Council Website:**

Description	Cost
<b>Website Design:</b> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• 1x Website Conceptual Design</li> <li>• Website Design Development Process</li> </ul>	£ 720
<b>Website Development:</b> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• WordPress Content Management System (CMS)</li> <li>• Mobile Friendly</li> </ul>	£ 1,620
<b>Content Population:</b>	£ 720
<b>Functional Testing:</b>	£ 540
<b>TOTAL estimated cost:</b>	<b>£ 3,600</b>
Plus VAT @ 20%:	£ 720

**Rugeley Rose Theatre Website:**

Description	Cost
<b>Website Design:</b> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• 1x Website Conceptual Design</li> <li>• Website Design Development Process</li> </ul>	£ 480
<b>Website Development:</b> <ul style="list-style-type: none"> <li>• Project Management</li> <li>• WordPress Content Management System (CMS)</li> <li>• Mobile Friendly</li> </ul>	£ 1,080
<b>Content Population:</b>	£ 480
<b>Functional Testing:</b>	£ 360
<b>TOTAL estimated cost:</b>	<b>£ 2,400</b>
Plus VAT @ 20%:	£ 480

Web Hosting / Aftercare Fees, per website:	Cost
Hosting Plan	£ 20 p/m or included in Aftercare Plans
Aftercare Plan – Base Plan:	£ 50 p/m
Aftercare Plan – Prestige Plan:	£ 95 p/m

#### Optional Extras:

Description	Cost
Virtual Personal Server (including back-ups & SSL):	£ 590 per year
1x Additional Concept Design	£ 240
2x Additional Concept Design	£ 480
Blog Management & Writing Service (1x blog post per month):	£ 40 p/m
Blog Management & Writing Service (2x blog posts per month):	£ 70 p/m
Website Training:	£ 120

#### Warranty:

A warranty is offered for 30 days after the date the website goes live. This warranty covers bug fixes and any elements of the project already within the scope of the project as defined in this document. After the expiry of the 30-day warranty any bug fixes or amendments will be individually chargeable, unless an Aftercare plan with appropriate warranty cover is in place.

#### Payment Terms:

The payment terms are:

- 50% of the total project development cost to be paid upon commission in advance.
- 25% to be paid on completion of design sign-off, prior to commencement of development work.
- 25% to be paid on completion of development, excluding content population, prior to go live.
- Please note: Design or development work or go live cannot be started until outstanding invoice payment is received in full and in cleared funds.

Prices exclude VAT unless otherwise stated.

- Quotations are valid for 30 days from date of issue.
- By accepting the quotation or making a payment of invoice to use the services supplied, the client acknowledges to have read, understood, and accept the Terms and Conditions of this Agreement, and agrees to be legally binding by these Terms and Conditions.
- By accepting these terms you will also agree to the placement an unobtrusive 'Web Design by Darren Langley' link in the footer of your site, as is standard practice in the web design industry. You also accept that we may use this work within our public portfolio.

Full terms and conditions can be found below:

## Terms and Conditions

### DEFINITIONS

The following terms and conditions document is a legal agreement between Darren Langley Limited hereafter the web designer and the client for the purposes of website design or web development. These terms and conditions set forth the provisions under which the client may use the services supplied.

Web designer is an web services provider offering the client graphical design, HTML, CSS, PHP, Javascript and other related computer programming languages.

### ACCEPTANCE OF WORK

Quotations are valid for 30 days from date of issue.

The web designer will carry out work only where an invoice has been paid by the client for the work, unless otherwise agreed at web designers discretion.

When the client places an order to purchase a web site or web site updates from web designer, the order represents an offer to web designer to purchase the web site or website updates which is accepted by web designer only when an invoice is sent to the client. No contract for the supply of services exists between client and web designer until web designer sends an invoice to the client for payment. The invoice equals acceptance by web designer (or third party supplier) of clients offer to purchase services from web designer and this acceptance of work is a valid contract between client and web designer regardless of whether client receives the invoice.

Any other services on the order which have not been included in the invoice do not form part of the contract. The client agrees to check the details of the invoice are correct and should print and keep a copy for their records.

Web designer is liable to withdraw from contract at any time prior to acceptance.

Additional work requested by the client which is not specified in the agreed quotation is subject to an additional quotation by the web designer on receipt of specification. If the work is needed as part of an existing project, then this may then effect timescale and overall delivery time of the project.

Client agrees to provide any necessary information and content required by web designer in good time to enable web designer to complete a design or website work as part of an agreed project and timescale.

Any work is subject to a minimum charge of £60.

### PAYMENT TERMS

Prices are subject to change without notice.

For any work web designer requires payment to be received in advance for the work being carried out and before handover of files, except where agreed at web designer's own discretion.

The first pre-agreed commissioning deposit payment is to be received before work commences.

Where Monthly Payments are made during the agreed period (specified in the Payment Plans section of the Web Design Proposal document) the website files will be hosted by the Web Designer and copyright of intellectual property remains with the Web Designer until the final monthly payment is received.

Once the final completion payment has been received copyright of intellectual property becomes the sole property of the client.

Failure to make monthly payments as scheduled may lead to temporary or permanent loss of website and email service. A fee may be applicable to recover website files and emails in the event of non-payment and termination.

Once the final completion payment has been received and the work finished, the files, FTP details, control panel login and analytics login (where relevant) can be handed over to the client on request.

Details of the exact amounts payable can be found in the Payment Plans section of the Web Design Proposal document supplied by the web designer before the project commences.

All prices are exclusive of VAT.

All invoices must be paid in full within 30 days of the invoice date, except where agreed at web designer's own discretion.

Web designer reserves the right to charge interest at the rate equivalent to that set out for the purposes of S6 of the Late Payment of Commercial Debts (Interest) Act 1998, calculated on a daily basis from the date of invoice until payment.

Web designer reserves the right to decline further work on a project if there are invoices outstanding with the client.

Client may request that the web designer cancel a project in writing by email or postal mail to web designer and the project is cancelled only if web designer confirms work has not been started on the project. If web designer has begun or completed the work and the client no longer requires the files but have agreed to the work, they are still obliged to pay web designer for the work that has been carried out.

All invoices are submitted by email except where required otherwise by regulations or agreed at web designer's discretion.

Web designer reserves the right to remove it's work for client from the internet if payments are not received.

### PERMISSION AND COPYRIGHT

Client hereby agrees that all media and content made available to web designer for use in the project are either owned by the client or used with full permission of the original authors. The client agrees to hold harmless, protect and defend web designer from any claim or suit that may arise as a result of using the supplied media and content.

Client agrees that web designer may include development credits and links within any code web designer designs, builds or amends. If web designer designs a web site for a client then client agrees that web designer may include a development credit and link displayed on the clients web site. If web designer builds or amends a web site for a client then client agrees that web designer may include a development credit and link displayed on the clients web page, which may be within the code but not displayed on a web browser if requested by client. Client agrees that web designer may include development credits and links on the templates web designer offers for sale on the web site at <http://www.darrenlangley.com/>.

Client agrees that web designer reserves the right to include any work done for the client in a portfolio of work.

#### MATERIAL

Web designer reserves the right to refuse to handle:

- Any media which is unlawful or inappropriate;
- Any media which contains a virus or hostile program;
- Any media which constitutes harassment, racism, violence, obscenity, harmful intent or spamming
- Any media which constitutes a criminal offence, infringes privacy or copyright

#### DOMAIN NAMES AND HOSTING

The web designer can at it's own discretion, but is not obliged to, offer domain name registration and hosting via a third party service.

The client agrees that registration of a domain name does not provide endorsement of the right to use the name. The client is responsible for ensuring they have due title to the domain name. The web designer holds no liability and the client hereby agrees to indemnify and hold harmless the web designer from any claim resulting from the client's registration of a domain name.

The client should be aware that a domain name is registered with a third party and as such the client shall agree to fully abide by the terms and conditions set out by the third party for such services.

Client agrees to take all legal responsibility for use of third party domain name and hosting services and supplies truthful details to the third party services.

The Client agrees that information submitted for registration of domain names is then available the general public via the Nominet Whois system. However, clients that are using their website for non-trading purposes may ask the third party registrar for their contact information not to be included in the Nominet Whois system.

The client is liable to pay web designer for any domain name registrations and the initial set up of the hosting if included as part of the web site build.

Any support relating to the domain name, hosting and email services are to be made between the client and the third party service.

Any other domain name and hosting services or costs not included by web designer, including, but not limited to, further domain name registration fees, domain name transfer charges, yearly domain name renewals, hosting charges, yearly hosting renewals, hosting upgrade, extra disk space, bandwidth and any other related or hidden charges are to be paid by the client to the third party services.

The client agrees to pay the domain and hosting fees as soon as required by the third party. Any modifications needed to the domain name or hosting services are to be made between the client and third party service.

The client agrees that if at any time their contact details including email address change, it is their responsibility to contact the third party and update their contact details. Failure to do so may mean that renewal invoices for the domain and hosting services are not received by the client.

Payment for domain and hosting services are to be made immediately on receipt of invoice from the third party service. Failure to comply with the payment terms may result in the clients domain name becoming available to another party and/or the web site and email services becoming unavailable.

Client agrees to pass on FTP details and any other access details relating to their domain name and hosting account which the web designer requires to upload the web site if required as part of a project.

Web designer reserves the right without notice to cancel, reject or refuse work with domain names or hosting services without reason for such rejection or refusal.

Client agrees to be liable for their use of the domain name, hosting and email services with the third party and hereby agrees to indemnify and hold harmless the web designer from any claim resulting from the client's publication of material and use of the domain name, hosting and email services.

Client agrees to take full responsibility for all usage of the domain name, hosting and email services and to fully abide by the terms and conditions set out by the third party for such services.

#### PROJECTS

Client agrees that an HTML page built from a graphic design may not exactly match the original design because of the difference between the display in design software and the rendering of HTML code by internet browser software. Web designer agrees to try and match the design as closely as is possible when building the code.

During a website project it is important that client communicates information to the web designer to achieve the required result.

Client agrees that for graphic design work they are permitted upto 3 hours of alterations and for coding work they are permitted upto 3 hours of alterations. All alterations are to be requested in writing either by email or postal mail by the client. After the 3 hours of alterations have been completed either in graphic design or coding, web designer reserves the right to advise the client of such and send a separate quotation to the client and to request payment for any further alterations. Web designer reserves the right to request payment be received for further alterations before continuing work. Upon completion of agreed design the client is asked to confirm in writing by email or postal mail that the design and the screen size is signed off as complete and agree that any further design alterations are chargeable.

If the client requests design or content alterations to pages that have already been completed, new pages or different functionality other than that specified in the original quotation, web designer reserves the right to quote separately for these alterations. Examples of alterations include, but are not limited to:

- Altering the design layout template which surrounds the centre content to the top, left, right and bottom of the page
- Altering the logo
- Altering layers, tables, data, graphics, images and text
- Addition of a new table or layer to redesign the whole or part of a page
- Altering colours and font styles
- Changing the widths and heights of objects on the page
- Altering the design and structure of navigational menus, links, buttons
- Altering or adding new functionality to the page, navigation, Javascripts etc
- For site builds the navigation will be hard coded as per the design. However if the navigation requires Javascript, drop down layers or other functionality which require further coding work this may be quoted for separately.

If optimised pages are included as part of the project, web designer will optimise the client's web pages which already make up part of the project, optimised pages is not creation of new pages. The optimisation of the web pages can include the meta tags, keywords, description, title, alt tags and text provided by the Client.

If the client does not provide keywords information needed by web designer, then web designer will include it to it's best judgement.

Web designer endeavours to create pages that can be crawled by search engine spiders. However, web designer gives no guarantee that the site will become listed with search engines. This is often achieved through various methods such as page layout, content and cross linking with other websites. The client may wish to enquire about specialist web marketing.

If an error or issue with the design or code arises during the project which does not allow the design or code to match the original specification, then client agrees that web designer can apply a nearest available alternative solution.

After site completion, a client or a third party of their choosing may wish to edit their website code themselves to make updates. However, the client agrees that in so doing they assume full responsibility for any issues which occur as a result of changing the code themselves. If client or a third party of their choosing edits the website code and this results in functionality errors or the page displaying incorrectly, then web designer reserves the right to quote for work to repair the website.

Web designer reserves the right to assign subcontractors in whole or as part of a project if needed.

Web designer will keep a copy of the site and design source files when a web site project is being worked on. However, the client agrees that it is their responsibility to have regular backups made by themselves or the third party hosting services in case of a software or hardware failure at the third party hosting servers.

All communications between web designer and client shall be by telephone, email, Skype or postal mail, except where agreed at web designer's discretion.

#### ACCESSIBILITY & WEB STANDARDS

Web designer tests sites and templates to ensure they comply with W3C CSS standards as they are at time of sale. Should updated W3C CSS guidelines be introduced after the site or templates were sold to the client, web designer reserves the right to quote separately for any additional work needed. If client uses web designer's templates and CSS stylesheets which are not built by web designer, the overall page may not meet W3C CSS standards.

Web designer tests sites and templates to ensure they comply with W3C HTML standards as they are at time of sale. Should updated W3C HTML guidelines be introduced after the site or templates were sold to the client, web designer reserves the right to quote separately for any additional work needed. For Actinic templates, Actinic software needs to have Actinic specific coding tags within the templates for the site to work and these Actinic code tags do not comply with W3C HTML standards as they are not recognised, however this does not affect site functionality or display. If client uses web designer's Actinic templates along with other Actinic templates which are not built by web designer, the templates not built by web designer may not meet W3C HTML standards.

Web designer shall make every effort to ensure sites are designed to be viewed by the majority of visitors. Sites are designed to work with the main browsers Internet Explorer and Mozilla Firefox latest releases. New layouts are tested with older browsers to ensure as much compatibility as possible. Client agrees that web designer cannot guarantee correct functionality with all browser software across different operating systems.

Clients agree that after handover of files any updated software versions of the main browsers Internet Explorer, Mozilla Firefox, Google Chrome and Safari, domain name setup changes or hosting setup changes thereafter may affect the functionality and display of their website. As such, web designer reserves the right to quote for any work involved in changing the web site design or website code for it to work with updated browser software, domain name or hosting changes.

Client agrees that more advanced applications on a website page may require a newer browser version or plugin.

#### LIABILITY AND WARRANTY DISCLAIMER

Web designer provides their website and the contents thereof on an "as is" basis and makes no warranties with regard to the site and it's contents, or fitness of services offered for a particular purpose. Web designer cannot guarantee the functionality or operations of their website or that it will be uninterrupted or error free, nor does it warrant that the contents are current, accurate or complete.

Web designer endeavours to provide a website within given delivery timescales to the best of it's ability. However, the client agrees that web designer is not liable for any claims, losses, costs incurred or compensation due to any failure to carry out services within a given delivery timescale.

The client agrees web designer is not liable for absence of service as a result of illness or holiday time. Web designer has a third party associate who may be able to take on work should there be the need to.

The client agrees web designer is not liable for any failure to carry out services for reasons beyond it's control including but not limited to acts of God, telecommunication problems, software failure, hardware failure, third party interference, Government, emergency on major scale or any social disturbance of extreme nature such as industrial strike, riot, terrorism and war or any act or omission of any third party services.

Web designer is not liable for any consequences or financial losses such as, but not limited to, loss of business, profit, revenue, contract, data or potential savings, relating to services provided.

On handover or go live of files from web designer to client, the client shall assume entire responsibility in ensuring that all files are functioning correctly before use.

Whilst every effort is made to make sure files are error free, web designer cannot guarantee that the display or functionality of the web design or the website will be uninterrupted or error free. If after handover or go live of files errors are found in code the web designer has created and the main browsers Internet Explorer, Mozilla



Firefox, Google Chrome and Safari, domain name setup and hosting setup are the same as when work began, then web designer can correct these errors for the client free of charge.

If after handover or go live of files errors are found in code the web designer has created and the main browsers Internet Explorer, Mozilla Firefox, Google Chrome and Safari, have released an updated software version, or the domain name setup or hosting setup has been changed, web designer reserves the right to quote separately for any additional work needed as a result of changes to the browser software, domain name setup or hosting setup.

Should client go into compulsory or involuntary liquidation or cannot pay its debts in the normal course of business, web designer reserves the right to cancel forthwith any projects and invoice client for any work completed.

Web designer shall have no liability to the client or any third parties for any damages, including but not limited to, claims, losses, lost profits, lost savings, or other incidental, consequential, or special damages arising out of the operation of or inability to operate these web pages or website, even if web designer has been advised of the possibility of such damages.

There are sometimes laws and taxes which affect Internet ecommerce. Client agrees that it is their responsibility to comply with such laws and will hold harmless, protect, and defend web designer and its subcontractors from any claim, suit, penalty, tax, or tariff arising from the client exercise of Internet ecommerce.

Web designer may from time to time recommend to the client that updates are needed to their site to comply with, including but not limited to, new legislations, software releases and web standards. Web designer reserves the right to quote for any updates as separate work. Client agrees web designer is not liable for any failure to inform or implement these updates to their site. Client agrees that it shall defend, indemnify, save and hold web designer harmless from any and all demands, liabilities, costs, losses and claims arising from omission to inform or implement these updates.

#### INDEMNIFICATION

Client agrees to use all web designer services and facilities at their own risk and agree to defend, indemnify, save and hold web designer harmless from any and all demands, liabilities, costs, losses and claims including but not limited to solicitors fees against web designer or it's associates that may arise directly or indirectly from any service provided or agreed to be provided or any product or service sold by the client or its third parties. Client agrees this indemnification extends to all aspects of the project, including but not limited to website content and choice of domain name.

Client also agrees to defend, indemnify and hold harmless web designer against any liabilities arising out of injury to person or property caused by any service provided or agreed to be provided or any product or service sold by the client or third parties, including but not limited to, infringement of copyright, infringement of proprietary rights, misinformation, delivery of defective products or services which is harmful to any person, business, company or organisation.

#### NONDISCLOSURE

Web designer and any third party associates agrees that, except if directed by the client, it will not at any time during or after the term of this agreement disclose any confidential information. Likewise, the client agrees that it will not convey any confidential information about web designer to another party.

#### PRIVACY POLICY

Web designer and any third party associates shall use information provided by the client in relation to this agreement in accordance with the Data Protection Act 1998 and also for the following purposes:

- 1) To identify the client in communications with them.
- 2) To contact the client from time to time to offer them services or products which may be of interest to or benefit the client.

#### INTERPRETATION

Web designer reserves the right to terminate a project with a client at any time without prior notification if it finds the client in breach of these terms and conditions. Web designer shall be the sole arbiter in deciding what constitutes a breach. No refunds are given in such a situation.

This agreement shall be governed by the laws of England and Wales which shall claim venue and jurisdiction for any legal motion or claim arising from this agreement. This agreement is void where prohibited by law.

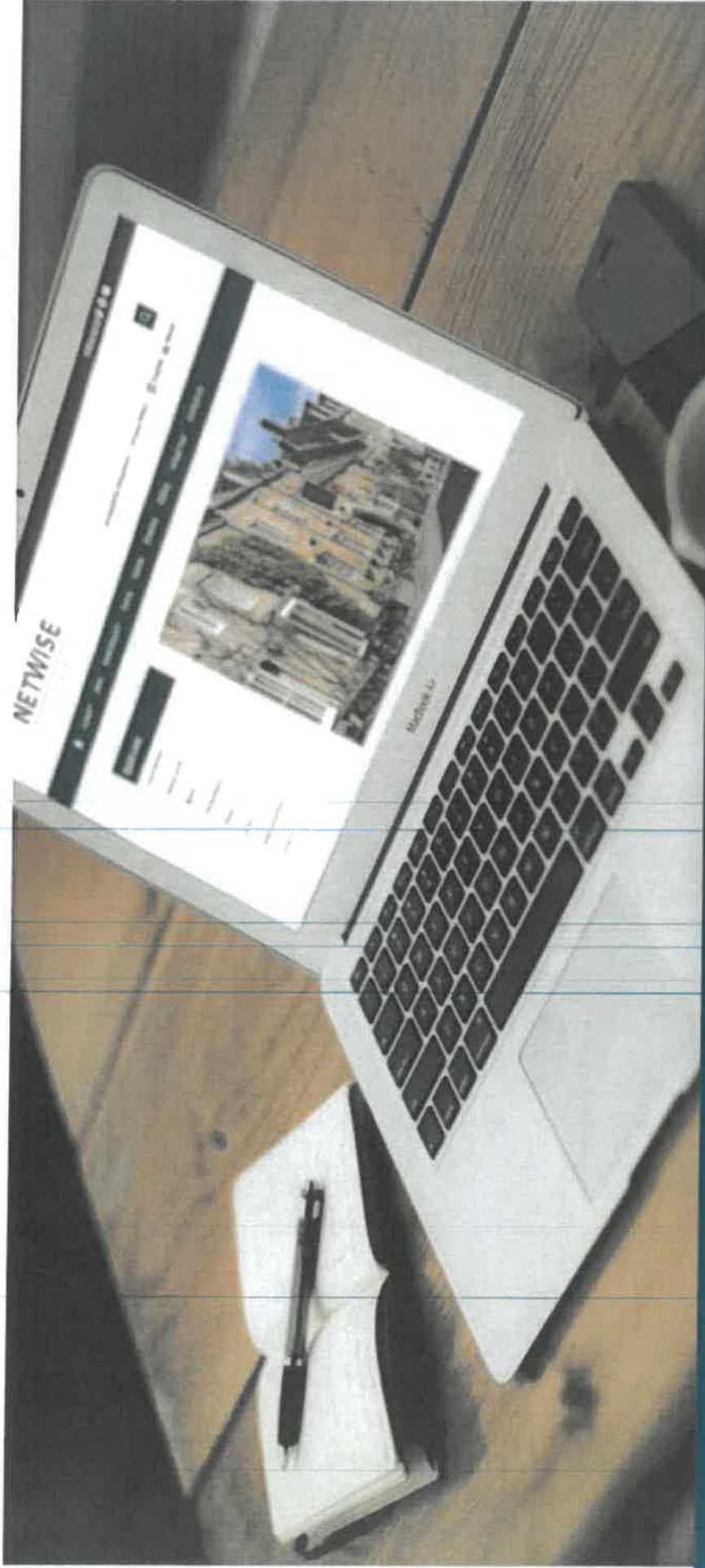
Where one or more terms of this contract are held to be void or unenforceable for whatever reason, any other terms of the contract not so held will remain valid and enforceable at law.

Any and all matters pursuant to this agreement are governed by English Law and are under exclusive jurisdiction of the English Courts.

Web designer reserves the right to alter these Terms and Conditions at any time without prior notice, the latest terms and conditions can be found at the web designers website at <http://www.darrenlangley.com/terms> with a date of last update found under each heading.

By accepting the web designers quotation or making a payment of invoice to use the services supplied, the client acknowledges to have read, understand, and accept the Terms and Conditions of this Agreement, and agrees to be legally binding by these Terms and Conditions.

Trusted by hundreds of local  
authorities across the UK



NetWise UK are the No.1 choice for WCAG2.1aa compliant, easy  
to use, Community Council, Parish Council & Town Council  
websites from just £200 per year.



# Compliant & responsive

Adapting automatically to look great on all devices

Our Council websites are designed to allow Town, Community and Parish councils to comply with the transparency code, GDPR and the accessibility standards with minimum fuss and cost.

Each website has all the features needed to comply with the codes and to keep your community members informed. Our websites are fully responsive and can be viewed on any device including tablets and mobile phones.

In addition we also offer a unique form of training and tuition to those members responsible for updating the website.

As you'd expect, we even provide domain name registration services along with fast, reliable and more importantly, secure UK based hosting.

# Packed with all the features you need for your Council and community

## Document Archive

This allows the upload and easy display of minutes, agendas, financial reports, audits and everything else that you are required to publish in order to comply with the transparency code.

## Events

Create community events with just a few clicks and have them display in order on your website. Connecting with your community couldn't be easier.

## Notices & News

Publish news articles and short announcement notices and allow your community to flourish.

## Unlimited Content

There's no limit to how much content you can add to your website. Add as many pages, events, images, documents etc as you wish

## Directory

The directory is a new feature that allows you to list anything that you wish. That could be local walks, clubs and societies, places of interest, local services etc.

## Ongoing Support

We realise that many smaller authorities find complying with the transparency code daunting. With that in mind we also offer ongoing support including a members area with help files and short 'how to' videos.

## Secure UK Hosting

Our dedicated server hosting is secure and fast, ensuring that your website is always available. We take care of all software updates and nightly backups leaving you free to do the more important work in your community.

## Simple to Use

Our websites are so simple to use, they're enjoyable!

# That's not all...

NetWise can even take care of your domain and email

NetWise are an approved registrar for .gov.uk domains which are regulated by JISC. We're also Cyber Essentials certified and are registered Crown Commercial Service Suppliers

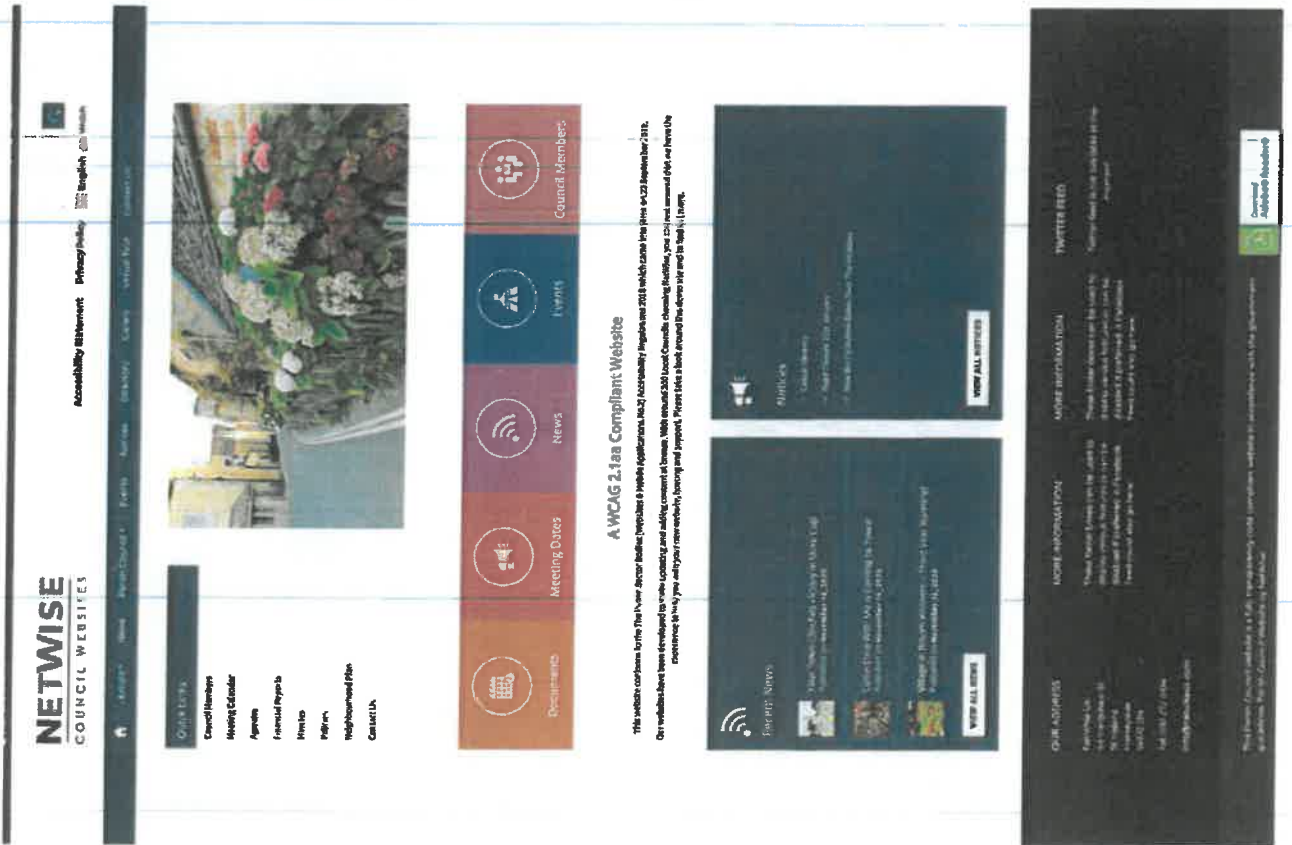
We can advise you on suitability of a new name and register your .gov domain, llyw.cymru, gov.wales or gov.scot on behalf of your Community, Parish or Town Council. If you already have a gov domain then you can transfer it to us and we'll manage it on your behalf. Additionally, we can also provide [org.uk](http://org.uk) domains.

## Email for Councils

We provide several email solutions for Councils on most of our packages. If you're already with an email supplier then we can migrate your existing email over to our servers.



# Unlimited Layout and Design Options



# In Summary

- Transparency code compliant
- GDPR compliant
- WCAG2.1aa (accessibility) compliant
- Upload documents, minutes agendas
- Add news items, notices events
- Galleries
- Unlimited content
- Directory feature
- Flexible layouts
- Secure dedicated UK hosting
- Technical support and software updates
- Nightly backups
- Training and ongoing support at no extra cost
- Email services
- Domain registration / management
- No hidden fees or costs
- NetWise only provide websites to Local Authorities
- Cyber Essentials certified
- Crown Commercial Services Suppliers



# See what our clients say

## Professionalism, Quality, Responsiveness, Value

We chose Netwise UK to help with our new Parish Council website after looking at various others. They have been very helpful all the way through the process right from the start where we had lots of questions through to getting the website live. Can't recommend them highly enough.

- *Amanda Hopewell, Clerk, Barrington Parish Council*

## Excellent Service

We started using Netwise for our first Parish Council web site and it quickly became apparent that their service was excellent in helping us build a modern and easy to use website meeting all our compliance needs. So much so that we migrated four more Parish Councils to Netwise.

- *David Roscoe, Clerk to five Parish Councils.*

## Excellent Service and a Great Product

I would thoroughly recommend using NetWise for your town or parish council website. The CMS is simple and straightforward. It makes updating, maintaining and changing the site easy and quick. Adam and Steve respond quickly to any enquiries and help out if there are any issues.

- *Pip Alder, Clerk, Melton, Suffolk Parish Council*





# What Next?

If you're ready to order then simply email us at [info@netwiseuk.com](mailto:info@netwiseuk.com) and we can open your account and process your order.

If you still have questions or need any more information then feel free to call us on 0151 272 0104 or email us [info@netwiseuk.com](mailto:info@netwiseuk.com). If you'd prefer to speak face to face, then please visit our diary and book a Zoom call here <https://calendly.com/netwiseuk>

We look forward to working with you

Steve & Adam

<https://parishcouncilwebsites.org.uk>

<https://netwiseuk.com>

**NETWISE**  
LOCAL AUTHORITY WEBSITES & HOSTING



CROWN  
COMMERCIAL  
SERVICE  
SUPPLIER

**Lite**

**£220 pa**

£399 setup fee - ideal for small port authorities or hamlets

- SSL Certificate
- Upload Minutes
- Upload Agendas
- Upload Financials
- Create Events
- Add Council Members
- Add Notices
- Local Directory
- News Articles
- Unlimited number of pages
- Announcement banner
- Operation Royal Bridge Ready
- Contact Form
- Galleries

**Standard**

**£275 pa**

£499 setup fee - ideal for the smallest of Councils

- SSL Certificate
- Upload Minutes
- Upload Agendas
- Upload Financials
- Create Events
- Add Council Members
- Add Notices
- Local Directory
- News Articles
- Unlimited number of pages
- Announcement banner
- Operation Royal Bridge Ready
- Contact Form
- Galleries

**Premium**

**£330 pa**

£599 setup fee - our most popular package

- SSL Certificate
- Upload Minutes
- Upload Agendas
- Upload Financials
- Create Events
- Add Council Members
- Add Notices
- Local Directory
- News Articles
- Unlimited number of pages
- Announcement banner
- Operation Royal Bridge Ready
- Contact Forms
- Galleries

**Premium Plus FlexMail**

**£440 pa**

£699 setup fee - complete with FlexMail, an MS365 email alternative

- SSL Certificate
- Upload Minutes
- Upload Agendas
- Upload Financials
- Create Events
- Add Council Members
- Add Notices
- Local Directory
- News Articles
- Unlimited number of pages
- Announcement banner
- Operation Royal Bridge Ready
- Contact Forms
- Galleries

Reliable UK Hosting Multiple Security Layers W3C compliant Transparency Code Compliant GDPR Compliant WCAG2.1aa Compliant Accessibility Statement Privacy Policy Ongoing help and support 500mb disk space 5gb Bandwidth Daily remote backups	Reliable UK Hosting Multiple Security Layers W3C compliant Transparency Code Compliant GDPR Compliant WCAG2.1aa Compliant Accessibility Statement Privacy Policy Ongoing help and support 1GB disk space 5gb Bandwidth 3 email addresses Daily remote backups	Reliable UK Hosting Multiple Security Layers W3C compliant Transparency Code Compliant GDPR Compliant WCAG2.1aa Compliant Accessibility Statement Privacy Policy Ongoing help and support 5gb disk space 20gb Bandwidth Unlimited email addresses-*	Reliable UK Hosting Multiple Security Layers W3C compliant Transparency Code Compliant GDPR Compliant WCAG2.1aa Compliant Accessibility Statement Privacy Policy Ongoing help and support 10gb disk space Unlimited Bandwidth 10x 10GB Professional FlexMail accounts (additional accounts available £2 per month)* Daily remote backups Twitter Feed Facebook Feed Newsletter system Ability to add custom functions Planning Applications System Fix My Street Feed Online Chat Support (Optional)
<b>ORDER NOW</b>			