

# DUNCHIDEOCK PARISH COUNCIL

Minutes of an Extraordinary meeting of the Council held on Tuesday 26<sup>th</sup> May 2020  
at 7.30 pm by Zoom

Present: Cllrs Moor (Chairman), Bean, Cerio, Cook, Robson.  
Mr Harvey (Clerk)  
1 member of the public

## 1. Conduct of the meeting

The Chairman advised that the existing Standing Orders would apply for the conduct of the meeting at his discretion. In particular, a councillor may speak once in a debate, speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes, a person shall raise their hand when requesting to speak, only one person is permitted to speak at a time, voting on a question shall be by a show of hands. These Standing Orders would apply to items 3 and 8.

## 2. Confirmation of Attendance

The Chairman advised that in order to comply with the Government Regulations it is necessary for members to be able to hear and where practicable see and to be heard and where practicable to be seen by all other members. Each member was asked in turn and confirmed this was possible.

## 3. Public Discussion:

No comments were made.

## 4. Apologies for Absence:

Received from Cllr Ellis and TDC Cllr Nuttall. Cllr McCarthy has resigned.

## 5. Declarations of Interest and Dispensations: (In accordance with the Code of Conduct):

None were made

## 6. Section 1(2) Public Bodies (Admission to Meetings) Act 1960

Cllr Moor advised that the opportunity had been given to councillors to consider if there should be a confidential Part 2 of the meeting to consider the provision of a new website as the presence of the public could be prejudicial to the confidential nature of this matter. He understood that councillors did not want the discussion to be confidential. Proposed by Cllr Cook and seconded by Cllr Cerio and resolved that there would not be a confidential Part 2 of this meeting.

## 7. The Public Sector Bodies (Websites and Mobile Applications)(No.2) Accessibility Regulations 2018

Cllr Moor asked the Clerk to give a summary of the situation. The Clerk advised that there was a legal requirement to comply with these regulations. An investigation of the existing website confirmed it could not be amended to comply with the Regulations because the format used could not be altered. A Working Party of Cllr McCarthy, Cllr Cerio, Cllr Cook and the Clerk were requested to assess potential providers of a new Parish Council and Village website. At the request of the Chairman, the Clerk had obtained five quotations and some additional information. This number of quotations exceeded that required by Financial Regulations. From this Cllr McCarthy produced a summary at the end of April. This covered the provider's expertise in understanding and compliance with the Regulations, likely service quality and costs.

From this it was apparent that they all use a platform called WordPress, designed in America, but apart from this there were variations in what each provided and the costs. From the very full

information in the summary and the comments it was decided to reduce the preferred providers to three. One was deleted due to doubts regarding their knowledge of the website Regulations and another because their quotation was the highest to provide the website required.

Cllr McCarthy produced a further report on the remaining three website providers at the beginning of May. The Chairman considered some further information was still required and he had asked the Clerk to obtain this, but all the replies had not been received. The Clerk had also spoken to parish council clerks who were users of the websites provided by the three firms. All the Clerks confirmed that as users, their websites were all satisfactory and easy to use. The minutes of one parish council confirmed the quality of the website from one firm. The websites of the firms were looked at. One was described as a Digital Marketing Agency. Another indicated that they specialised in parish council websites. The third had designed websites for Town Councils, a local example cost £2,500 and were business website providers and designers.

The Chairman requested comments from the councillors. There was a comprehensive exchange of questions and assessments with two of the providers emerging as being the likely provider. Cllr Moor suggested that the matter moved to a vote. Proposed by Cllr Cook and seconded by Cllr Bean and unanimously resolved that the quotation from Parish Council Websites of £649 plus VAT to provide a new website and annual hosting support of £228 plus VAT was accepted. In view of the unanimous decision a further vote was not held.

In order to proceed with the work it would be necessary to pay a deposit. Proposed by Cllr Cerio and seconded by Cllr Bean and unanimously resolved to pay the deposit of £194.70 plus VAT to Parish Council Websites.

Cllr Moor thanked the councillors for the very clear decision. The firm decided upon quoted the middle of all of the five quotations and Financial Regulations state that the council is not obliged to accept the lowest quotation. Choosing the best provider had been a matter of some concern to him. His objective throughout all the many deliberations was to ensure that due diligence was observed and that the council obtained value for money based upon the information provided for the benefit of the parish.

**8. Public Discussion:**

No comments were made

**9. Date of Next Meeting: Tuesday 14<sup>th</sup> July 2020**

The meeting closed at 8.15 pm

Signed

Appointment

Date