

## REPORT TO THE FINANCE, EMPLOYMENT & SERVICES COMMITTEE



<b>Report Author</b>	<b>Nathan Cutler Event &amp; Facilities Officer   Deputy Clerk</b>
<b>Tel No</b>	<b>01282 861888</b>
<b>Email</b>	<b>n.cutler@colnetowncouncil.org.uk</b>
<b>Date</b>	<b>7<sup>th</sup> April 2026</b>
<b>Subject</b>	<b>Town Council Website</b>

### PURPOSE:

1. To inform Members that three providers have submitted quotations to create a new Town Council website.
2. To present the quoted prices to Councillors to enable a decision to be made on which provider to award the work to.

### BACKGROUND:

3. It was mentioned at the March FES meeting about a new Town Council website.
4. The current Town Council website is dated and lacks new features. Due to how the website was set up initially new features cannot be added to our current website including forms module and payment module.
5. New features on the website will allow users to communicate with the Town Council with ease.

### ADDITIONAL INFORMATION:

6. The Town Clerk & Deputy Clerk identified some new website features including:
  - Forms Module – this will allow people to go onto the website to apply for an allotment or apply to trade at an event. It will also allow us to create a report it page to allow residents to report issues directly to the Town Council. The report it form will send the query direct to the correct Officer.
  - Payment Module – this will allow people to go onto the Town Council website to pay invoices.
7. It has been recommended that now would be the right time for the Town Council to upgrade from org.uk to gov.uk.
8. Upgrading the website domain would also mean upgrading the Town Council email address to the new gov.uk domain. This would be done without any interruption to emails.

9. The specification for the new website was as follows:
- The website would need to be Assertion 10 Complaint
  - A W3C & WCAG2.2AA complaint website
  - User friendly website for updating by staff
  - SSL protected website hosting on UK servers
  - Professional and fully mobile friendly website
  - Set up of Gov.uk domain
  - Training on the new website
  - Transferring/inputting and uploading of content up to 3 years' worth (agendas. Minutes, related documents, policies, councillor profiles).
  - Forms Module
  - Payment module

#### **FINANCIAL CONSIDERATIONS:**

10. Provider A has quoted £1700 + VAT which includes all elements of the specification but also includes access to the support team and website learning centre.
11. Provider B has quoted £5,000 + VAT which includes all elements of the specification.
12. Provider C has quoted £3750 + VAT which includes some of the elements of the specification but not the forms or payment module.
13. Regardless of which provider is successful, there will be a cost of £632 + VAT for Holker IT to sort out the upgrade of the Council email addresses from org.uk to gov.uk.
14. It has also been suggested that if we are upgrading the Town Council website it would also be beneficial to get new content (videos & images) for the new website. Our local event videographer/photographer has given us a cost of approximately £500. This includes video footage of Colne, drone footage, a range of photos covering all of the Town Council services as well as new Councillor images for the website.

#### **OTHER CONSIDERATIONS:**

15. Provider A is CiLCA qualified and an official SLCC collaborator and designed the WCAG complaint website package in partnership with them. This provider has been highly recommended by other local Town Councils.
16. Provider B has previously done work for the Town Council with the Blues Festival website, this provider has done very little work on Council websites but are confident that they can provide the specification.
17. Provider C contacted us after investigating what is required for a new Council website. Looking at their portfolio, they have done some council websites but not many.

**RECOMMENDATION:**

18. It is recommended that the Town Council chooses option A for the website upgrade. Not only is this the cheapest option covering the full specification, but this provider also has the most experience in delivering Council based websites.

**REASONS FOR RECOMMENDATION**

19. This provider has a proven track record for providing Town and Parish Councils with assertion 10 and WCAG complaint websites which look and feel professional whilst being user friendly.

**SUMMARY OF KEY POINTS:**

20. A total of three different providers have submitted quotations for a new Town Council website.

**DETAILS OF CONSULTATION:**

21. Town Clerk & Deputy Clerk

FURTHER INFORMATION, PLEASE CONTACT: Nathan Cutler