

Tel: 01923 710250  
Fax: 01923 896425  
info@croxleygreen-pc.gov.uk  
www.croxleygreen-pc.gov.uk



Community Way  
Croxley Green  
Rickmansworth  
Hertfordshire WD3 3SU

## **Finance and Administration Committee – 8 February 2018**

### **Agenda Item FA1333/18 – Refreshing the Parish Council’s website**

#### **Introduction**

The Parish Council website was revised and updated at the end of 2015 with a comment from the Clerk:

*“There is some further work to be undertaken on the new website but this is outside the scope of the development company, KVA Digital. The further work will be undertaken in the office with hopefully assistance from Cllrs for written text which can be input into the site.  
Once the site has finished going live and after some additional input been made from the office I will brief you further as to the areas where text wording is required.”*

From a cursory inspection much of the site seems to have been unchanged since then and I suggest it is in need of refreshment and updating.

#### **Discussion**

The attached website analysis suggests that the majority of the website is used as an online filing cabinet for the Council’s administrative processes. In some places comprehensive and up to date, in others historic and/or out of date.

There are some very active elements – for example the Twitter feed and others that are totally moribund. And, in some places, important or interesting information is buried deep in the system.

#### **Recommendation**

- That the Parish Council commissions the Clerk to carry out a thorough review of the content of the website with a view to streamlining and simplifying it.
- That the Parish Clerk propose how the website could be updated and maintained current by sharing responsibility for the various elements with Councillors

Cllr Andrew Gallagher  
30<sup>th</sup> January 2018

# Website Analysis

## Home

- Noticeboard
- News
- Events
- Parish Pump
- Online Gallery
- Meet the Councillors
- Latest Tweets (full of life!)

## Council Home

- Public consultation (nothing happening)
- Council events (Wassail)
  - 2017 (Historic list)
- Parish Pump (Historic list back to 2005)
- Councillors (List of names & ten brief CVs)
- Committees (summary)
  - E&A (summary)
  - F&A (summary)
  - P&D (summary)
- Meetings (These include: Junior Council Meetings.?) (When looking at the Minutes of Meetings, it should be noted that they are not adopted (agreed) until the successive meeting - hence the wording in the top right hand side of the page "Draft Minutes Subject to Adoption". To verify the Minutes were adopted, please go to the successive meeting of that Committee or Council and look at the "Minutes" item.)?
  - Submitted motions log (2011 to 2015)
  - HR & Compliance committee (text to go here?)
    - Agendas (meetings to 5 July 2017)
  - Meeting Calendar
  - AGM (Representatives for the year 2015/2016 are?)
    - Agendas (2016? to 2007)
    - Minutes (2017 to 2007)
  - APM
    - Agendas (2017 to 2007)
    - Minutes (2017 to 2007)
    - Supporting Papers (2)
  - Council (meet every month with the exception of May and August.)
    - Agendas (2018 to 2007)
    - Minutes (2017 to 2007)
    - Supporting Papers (2018 to 2011) (CC1509/15 Council's web site update 30 July 2015 = Not Found The requested URL /images/downloads/CC1509 15 Council's Website update 30 July 2015.pdf was not found on this server.)
  - E&A
    - Agendas (2018 to 2007)
    - Minutes (2017 to 2007)
    - Supporting Papers (2018 to 2015)

- F&A
  - Agendas (2018 to 2014)
  - Minutes (2017 to 2007)
  - Supporting Papers (2017 to 2014)
- P&D
  - Agendas (2018 to 2007)
  - Minutes (2018 to 2007)
  - Supporting Papers (2018 to 2015)
- Junior Council (text out of date?)
  - Road Safety Charter (?)
  - Agendas (2012 to 2009)
  - Minutes (2012 to 2009)
- Accounts (explanatory text)
  - Annual including Audit (2017 to 2015)
  - Budget (2018/19 to 2008/08)
  - Monthly (October 2017 to January 2015)
  - £500 transparency (2011 to 2015)
- Policies & Procedures
  - Standing Orders and Financial Regulations (wef 27 February 2014)
  - Equal Opportunities and Diversity Policy (undated)
  - Social Media Policy (2016)
  - Media Relations Policy (2008)
  - Habitual or Vexatious Complainant Policy (undated)
  - Complaints procedure (undated)
  - Freedom of Information (undated)
    - Publication scheme
      - Freedom of information scheme (30 March 2015)
    - Disclosure log
      - FoI disclosure log (latest entry 28 May 2014)
- Grants Log
  - S137 Applications Log (2013 to 2006)

## Community Home

- Noticeboard (mostly historic postings?)
- Latest news (lots of big banners, small notices?)
- Clubs and activities (listing – are they all up to date?)
- Gallery (rather sparse collection of pictures?)

## Environment Home

Below is an information sheet issued by the Environment Agency regarding the forthcoming works at Scotsbridge Mill: (Jan 2015) (?)

- Places & Spaces
  - The Green
  - Stones Orchard
  - Footpaths & Walks
  - Common Moor
  - Great Barn (tour dates for 2017?)
  - Croxleyhall Woods

- War Memorial
- Ash Die Back Disease
- Croxley by street names
  - Download the booklet

## Information Home

- Planning & Development (no text)
  - Community Plan (survey results 2013)
    - Vision & Objectives (now historic?)
    - Constitution (now historic?)
  - Neighbourhood Plan (updated Nov 2017)
  - Village Centre Project (historic)
  - Planning Applications (January to May 2017?)
- Travel
  - Road Works & Congestion
  - Highways - Report a Fault
  - Bus Services
  - Tube and Train Services
  - Flight Information – Heathrow
  - Other Local Aerodromes
  - Local Weather
  - Croxley Rail Link (December 2015 Update)
  - Parish bus service
    - Timetable
    - Number of passengers (to Dec 2017)
- Safety
  - Drive Safe (link to PCC website)
  - Policing our community (seems up to date)
  - PCSO powers
- Forms
  - Casual Vacancy (meeting dates 2016/17?)
  - Code of conduct
  - Bird-Box Trail Leaflet
  - Grant Application Form
  - Freedom of Information Request Form
  - Hazel Seeley Award 2018 Nomination Form

## Contact