

## CONGLETON TOWN COUNCIL

### COMMITTEE REPORTS AND UPDATES

<b>COMMITTEE:</b>	Council		
<b>MEETING DATE AND TIME</b>	4 <sup>th</sup> April 2024 7.00 pm	<b>LOCATION</b>	Congleton Town Hall
<b>REPORT FROM</b>	Jackie MacArthur (Marketing and Communities Manager and Deputy Chief Officer)		
<b>AGENDA ITEM REPORT TITLE</b>	9 <b>Web Development</b>		
<b>Background</b>	<p>Congleton Town Council is working towards appointing a company to redevelop its website. Due to the potential cost of the contract and in line with our financial regulations as well as advertising locally, we also needed to advertise the offer on the <a href="#">Government's contract finder website</a>.</p> <p>The contract offer was placed on the Government website, and due to our current financial regulations, all the bids were delivered in sealed envelopes. We received 29 sealed envelopes – which resulted in 28 complete bids (envelope 18 contained financial information for envelope 10.)</p> <p>The RFO has run a due diligence check over the companies who submitted a bid using information freely available from Companies House. This has resulted in 16 bids being flagged with some concerns or not meeting our brief for the type of company we are looking to work with.</p> <p>From the remaining 12 bids there are six green and six amber. The amber companies have one element missing, such as being in existence for 4 years not 5, but the RFO is satisfied that everything else is in order according to the Public records on Companies House.</p> <p>The web development working group is currently assessing the bids – many of which are substantial documents, against the criteria with the aim of meeting and shortlisting on 17 April. It is anticipated that after this selection there may be a need to hold meetings with 1-3 companies before recommending an appointment.</p> <p>The next Council meeting is the Annual Town Council meeting where the only business discussed is usually the appointments of roles and committees. The next scheduled Council meeting is the 13 June 2024.</p> <p>In order to progress with this project I would like Council to approve delegated powers to the Website Development Working Group in conjunction with the Chief Officer to appoint a suitable Website developer using the criteria given and within the budget allocated.</p> <p>I would also ask that the Council approve the spend of up to £30,151 from the Website EMR [331], to cover the expenditure of the new Website Development project and the RFO can move the funds from the EMP to revenue budget line 102-4035 (Council Website).</p>		

<b>Further details</b>	Membership of the website working group was established at Council on 12 October 2023. It consists of Cllr Kay Wesley, Cllr David Brown, Cllr Mark Edwardson and officers Jackie MacArthur, Cathy Dean, Debbie Coxon and Paolo Pinto. We can add to this group if the Council would like greater representation.
<b>Financial Implications</b>	An earmarked reserve of £30k has been created for this project and we will make sure that the project is delivered within the budget.
<b>Environmental Implications</b>	Having a well-organised and structured website will help local people to find the information they require without the need for as much paper.
<b>Diversity and Inclusion Implications</b>	Ensuring that the new version of the Congleton Town Council website is accessible and W3C compliant is a key objective of updating the website.
<b>Decision Requested</b>	<ol style="list-style-type: none"> <li>1. To give delegated authority to the Congleton Web Development Working Group with support from the Chief Officer to appoint a company to develop version 4 of the town council website. The chosen company will be from those who have submitted a bid, within the Ear Marked Reserve budget and using the criteria as approved in the bid document.</li> <li>2. To authorise the Deputy Chief Officer to notify the 16 companies least able to meet our specifications that they have not been successful.</li> <li>3. Request for Council to approve the spend of up to £30,151 from the Website EMR [331], to cover the expenditure of the new Website Development project, funds to be transferred to revenue budget line 102-4035 (Council Website).</li> </ol>