

## Kimpton Parish Council – new website

Kimpton Parish Council website was set up in 2011 and needs updating to improve functionality, design and use on mobile devices. It should be the 'go to' website for Kimpton and therefore incorporate contents from Kimpton Parish Council, Kimpton Village and Kimpton Directory websites. This requires a completely new template. The new website will use the wordpress platform which can be easily updated. It will fully comply with website accessibility regulations which are to be implemented by 23rd September 2020.

### **Specification: What is required on the KPC website:**

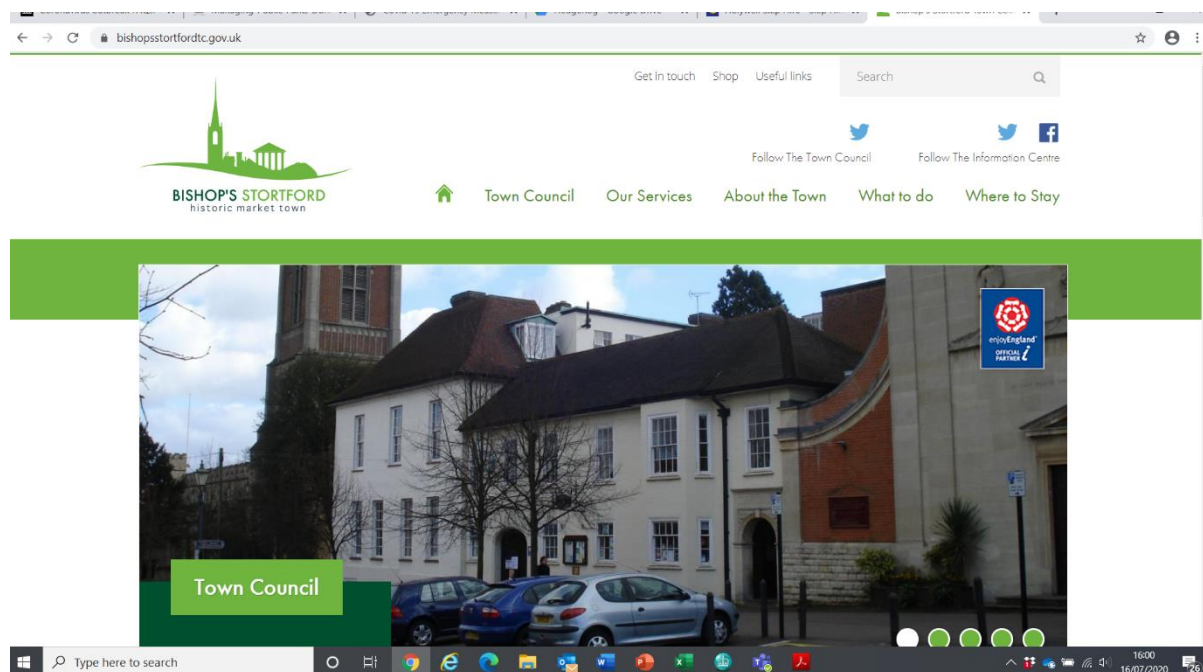
1. Your council and what it is responsible for
2. Councillors information – name, address? (street name only was previously agreed), photos?
3. Parish Clerk contact information
4. Agenda, papers, minutes of full council meetings and staffing committee meeting
  - a) Current year
  - b) Archive years
5. Working Parties
  - a) Allotments
  - b) Environmental
  - c) Highways and Parking
  - d) Kimpton Bench
  - e) Planning
  - f) Public Spaces and Playgrounds
  - g) Rights of Way
  - h) Sports Clubs
6. Council policies
7. Annual Reports
8. Council consultations: active and past
9. Financial information
  - a) Budget
  - b) Annual Accounting Governance and Accounting Return
10. Links with
  - a) KPC FaceBook
  - b) Kimpton Events Calendar
  - c) Kimpton Village
  - d) Kimpton Directory
  - e) NHDC
  - f) HCC
  - g) Twitter
11. Contact the council facility

### **Design**

Numerous designs are available using the wordpress platform. Nigel Dowse designed the new Kimpton Church site <https://kimptonchurch.co.uk/>  
Bishops Stortford Town Council website was liked <https://www.bishopsstortfordtc.gov.uk/> This uses the Drupal platform but similar wordpress templates are available, maybe Hestia Pro with modifications.

Kimpton Parish Council website specification  
July 2020

Suggest that the Bishops Stortford Town Council website is used as a basis with modifications.



**Very top of front page:**

- get in touch
- useful links (*NHDC, HCC, venues, health info*)
- Search function
- FaceBook button
- Subscribe to Kimpton bulletin

Insert KPC logo with tag line serving 'Kimpton, Blackmore End and Peters Green'.

**Top Buttons with dropdown pages**

- Home
- Parish Council
- About Kimpton
- What to do
- Local Businesses

<p><b>'Home'</b> 3 pages</p> <ol style="list-style-type: none"> <li>1. Parish</li> <li>2. News</li> <li>3. Consultations/surveys</li> </ol>
<p><b>'Parish Council'</b> 4 Pages</p> <ol style="list-style-type: none"> <li>1. Parish Council and Councillors (<i>name, contact info, register of interests</i>)</li> <li>2. Council meetings (year folders) (<i>Full Council, Staffing Committee</i>)</li> <li>3. Social Housing and Working Parties (<i>Allotments, Environment, Highways and Parking, Kimpton Bench, Planning, Public Spaces and Playgrounds, Rights of Way, Sport Clubs</i>)</li> <li>4. Documents (<i>Policies, Finance and Governance, Annual reports</i>)</li> </ol>
<p><b>'About Kimpton'</b> 3 Pages</p> <ol style="list-style-type: none"> <li>1. History</li> <li>2. Kimpton Parish Magazine and other leaflets</li> <li>3. Useful information (<i>doctors, dentists, schools, Church, bus services, recycling</i>)</li> </ol>
<p><b>'What to do'</b> 5 Pages</p> <ol style="list-style-type: none"> <li>1. Events and meetings calendar</li> </ol>

<ol style="list-style-type: none"><li>2. Clubs and societies</li><li>3. Local Walks and Cycle Rides</li><li>4. Kimpton Allotments</li><li>5. Playgrounds &amp; Public Spaces</li></ol>
<p><b>'Local businesses'</b> 1 Page</p> <ol style="list-style-type: none"><li>1. Business directory with Google form for new businesses to use</li></ol>

### **Legality**

The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 requires public sector bodies, which includes local councils, to ensure reasonable adjustments are made to websites so they are accessible to people with various disabilities. These include:

- Impaired vision
- Motor difficulties
- Cognitive impairments or learning disabilities
- Deafness or impaired hearing

From 23 September 2020 all local council websites will have to comply with those regulations.

### **Community - What do residents want or need from KPC website?**

Residents should be able to subscribe to the Kimpton email bulletin from the website, see front page.

Information for newcomers to the parish to be easily available – a digital welcome pack.

### **Other comments**

The website should include more photos e.g. allotments.

Have capacity to upload large files e.g. tree survey

The website to be adaptable with extra pages and/or plug ins as needs develop over the years.

### **RECOMMENDATION**

**Kimpton Parish Council agree a budget of £1,800 for a completely new website with 16 pages plus up to £200 for extras such as professional photos.**