

PARISH CLERK'S COMMENTS ON THE LATEST VERSION OF THE REFRESHED WEBSITE

General

1. It looks good! Crisp, clear and easy to navigate. Much better than some of the others I've looked at. However, as it stands it is "top heavy" with Parish Council business and would benefit from some of the other sections, such as community and events, being fleshed out and news being more regularly updated. How can we get other organisations to be more engaged with the website?
2. Who is responsible for updating the website? Presumably the Parish Clerk for Council documents, but will other community groups have access to their own pages? Given that it's the Parish Council website, do we need to retain some overall editorial control of these pages?
3. There are many opportunities for comment (on front page and in individual sections) but how are we alerted to a new comment that might require a reply? Also, I note that although the comments on the first page run in the direction from oldest up to most recent, in other sections they run the other way meaning you have to scroll down some distance to find the newer discussions.
4. To meet the demands of GDPR we need to include a privacy notice. I'm not sure that what is badged as "terms and conditions" currently on the "contact us" page, is a true reflection of the model statement recommended by ChALC. I'll look into this.
5. A message appears saying the website is not secure. Is this usual?

Home Page

6. I'm not sure what the difference is between "news" and "notices". Do we need both? The rather long intro to "village news" pushes the actual news items some way down the screen, requiring quite a lot of scrolling to find them.
7. Documents currently appear in three different places. The quick links under "village information", under "Parish Council Meeting Information", and in the box on the lower left. With Nick's help, I've worked out how to update the documents in quick links but currently I'm not able to update the "Parish Council Meeting Information" where appendices and supporting material is stored.
8. The quick link to documents under "village information" is really useful but I suggest
 - replacing "budget" with the heading "financial reports" so that we could put the audit information here and avoid having three separate drop-downs in the blue menu box for Accounts 14/15; 15/16 and 16/17;
 - adding a category "other" where we can put things like the risk assessment and give us some flexibility.

9. Whilst I think it's right to focus on the village in terms of the "welcome" and unique character, I wonder whether we're right to title the whole website "Great Budworth Village" (black box top left). The Parish is more than just the village. Perhaps just call it Great Budworth?
10. With what authority do we say "the most picturesque village in Cheshire"?

About

11. This is a really good section. The visitor information, walks and bulletin link give a great flavour of all that's good about the area and the vibrant community life. The transport section is rather out of date and might sit better under the "services" heading. The map and sat nav info which appears under transport could go under "visitor information"
12. Perhaps under "visitor information" we could put something about parking?
13. What does "log in" refer to? Is this the right place for it?

Events

14. Useful section but nothing in it. Would, for example, a tennis club or church event appear here as well as on their specific page? Who would add this information?

Great Budworth Parish Council

15. Everything is here (and more besides!) but it's a bit of a mish-mash of draft and final documents and inconsistent titles. I propose deleting a draft once the final document is uploaded. Do we really need things like the 2016 Employers Liability Certificate? Overall, this section might benefit from some de-cluttering but I'd need some training on how to do this.
16. Also, we need to be sure we fulfil the requirements of the "Transparency Code". This specifies certain information that we are required to put on the website. I'll look into this.

Community

17. Good links to the Church and Cransley School but not much about the Parish Hall and Primary School. Does the latter have a website of its own that could link?
18. Rather than appearing under "public services" I think the list of clubs and societies (Heritage, Tennis, Cricket, Young Farmers, Bowling, Friends of Arley, WI) should appear here. As well as providing up-to-date information and contacts, these clubs could perhaps be encouraged to post news, events and updates.
19. Perhaps add something about the books in the telephone box.

Public Services (or perhaps just "Services" or "Local Services")

20. Rather a random collection here at present. I suggest 4 pages:

- CWAC – link to their website
- Health – could have three sub-headings
 - Hospitals - not sure where the current list of hospitals comes from. It might need rationalising. Some are private.
 - Public Health – we could post the Public Health Bulletin that I think I've seen come into the Clerk's email inbox.
 - Defibrillator – Do we have one? If so, post location and basic information.
- Transport – delete from “about” and put updated page here.
- Police – we could post updates received from the Police Community Support Officer, Michelle Gillett. Any alerts she sends could go on the home page under “news”.

Contact Us

22. As well as the email contact sheet, we need to put the Parish Clerk contact details here.

Keeping the website up-to-date and on-going support

23. Nick has successfully migrated the data from the old website to the new one but some of it is out-of-date. Now that we've got a good workable structure for the website, getting the content up-to-date will be down to us for the Parish Council pages and, presumably the Community Groups who have their own sections. I'm not sure we have the skills for this at present and would require some training. For example

- How do we stop Caroline Marshall's name appearing against new Parish Council posts?
- How can items no longer relevant be deleted?
- How can pages other than quick links be updated?