



## Websites for Parish and Town Councils

# Quote for Your Hadleigh Town Council

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WordPress Websites for Government  
<https://eyelidproductions.co.uk/wordpress-websites-for-parish-councils/>

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**EyeLid Productions** are pleased to be able to provide with a quote for your replacement website.

We will provide you with a site based on WordPress as the content management system (CMS) and **CloudNext** (our provider of choice) for hosting. This should give us the best long-term resilience at an excellent affordable price. WordPress drives over 80% of all website throughout the world.

The style and theme, based on extensive research from Clerks across Bedfordshire and Herefordshire, provides a fresh, visually appealing looking website. They spent a considerable time researching the market and focused suppliers used by other Parish Councils.

### Key criteria that we believe should be key to your website: -

- A website you fully own - this will lower risk
- Standard WordPress Theme used to run the website – used by millions and well supported (no custom technology or scripts)
- Provision of an easy to use, tested CMS that is flexible and can be expanded as needed
- Considerable number of included on-line training videos
- Separate website hosting – lowers risk as not dependant on a small provider to manage the package.
- Easy content management of site focus on the Clerk or alternatively the Clerk supported by a Councillor
- Individual PC email accounts for councillors based on the domain name
- Easy to add Minutes, Agendas, and documents
- Community engagement using automated emails of new Posts/Newsletters
- Meets Accessibility requirements (WCAG 2.1)
- Accords with Privacy and DPA2018/GDPR requirements
- Offers .gov.uk domain (or management of)
- Low cost of ownership with a simple cost model
- Separate sections for local and neighbourhood planning
- Different User roles

The offering has two key components. **EyeLid Productions** will create the site and content, typically using one of the templates developed (i.e. the content). **CloudNext** provide the hosting (i.e. where it is stored).

## **Eyelid Productions - Websites for Town and Parish Councils**

**Eyelid Productions** (owned by Mark Millmore, also a Ward Councillor in the Hereford area) use an “industry standard” platform – WordPress with standard themes and add-ons. This avoids the challenge of custom packages and code that has been modified and potentially difficult to support.

EyeLid Productions have implemented over 200 Parish and Town Council sites across Herefordshire (approx. 90), Bedfordshire (approx. 75), Kent, Gloucestershire, Yorkshire, Cheshire, Surrey, Wales, and many other counties.

The sites Mark created for the Hereford ALC (with some 80 parish councils) won an award in 2017 from NALC.

In October 2019, James Stirling (Clerk to Stondon and Clophill PC), representing Bedfordshire Society for Local Council Clerks, approached Mark Millmore of EyeLid Productions following an exhaustive examination of the market for Council focused website providers to request a quote for moving some 80 sites.

Bedfordshire Clerks faced the challenge that the current provider (COS) had terminated their contract with Central Bedford and Bedford Borough Councils and the current free service would close with loss of the sites at the end of March 2020. **Eyelid Productions** completed the transition by the end of February 2020. The final number that took up the offer was 71 and to date the Clerks looking after these sites have been very pleased with the result and have only needed occasional support.

The training videos and occasional support from James Stirling has helped everyone use the sites.

### **Key points**

One of the major factors is the user interface for the Clerk to the Council to manage. The site, which use WordPress as the Content Management System (CMS) is widely used and has extensive information, support, books, and tools to help with its daily use. EyeLid Productions have a large library of training videos and documentation specifically aimed at helping Clerks with managing the site on a daily basis.

WordPress provides a range of user roles including Administrator, Editor, Author, Contributor and Subscriber. For example, a Contributor can create content and ask for the content to be published. There is an option to create custom roles, if required.

Content is easily added or amended. Items can be copied from text editors or word-processors (e.g. Word, LibreOffice). Content can be taken offline where required by simply changing the status to draft.

Easy access to the website on a range of platforms, mobiles, tablets etc. website accessibility and GDPR requirements are all included. Specifically, the site meets the accessibility requirements set out in Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018. The new site has been tested and a statement provided as part of the site. These requirements came into force on the 23 September 2019 for all new websites.

The site provides planning information with a link to the Local Planning Authority (LPA). Depending on the facilities available, the LPA may provide a simple search facility or an interactive map. Where the LPA provides relevant data feeds that information can be visualised on the Councils own site.

There is search facility to look for information on the site.

## Eyelid Productions - Websites for Town and Parish Councils

A key factor in Community engagement is the Mailing list management system. This allows residents to subscribe to Council updates, agenda, posts, and information relevant to the community. It provides a high level of automation. This includes automatically send emails when posts, in specific categories, are posted on the site.

A calendar of meeting and events is integrated into the site. This can be expanded to add in other event types or groups. We can link to on-line booking systems such as Hallmaster.

There is a photo gallery to illustrate images on the website including different galleries for different pages.

Document management is built in allowing easy access to a range of items including policies, agendas, minutes, and relevant financial and audit documents. This includes the ability to add folders, link from different pages to any of these items. This makes it easy for the Clerk or their assistant to add items such as the annual AGAR.

We will move all relevant old content, assuming it is accessible, to the new site and once completed the site will become yours. We have minimised any licence fees and incorporated those into the annual support fees. You are provided with full admin access, which means you can make any changes you need without having to wait for someone else to do them. If you are stuck, we can provide you with support and there is a huge amount of support, including training videos on the web as well.

This will be your site and you will have complete control over it, with support.

### Hosting (where you store your website content)

By separating the hosting, we are lowering the risk and providing a level of long-term surety. EyeLid and CloudNext work together to deliver a seamless sign up. We will walk you through the simple process which only takes a few minutes.

**CloudNext** (<https://www.cloudnext.uk/wordpress-hosting/>) have a specialised platform for WordPress. The package includes the option of 50 domain email accounts (web and POP3/IMAP). For a new .gov.uk domain this an extra £110 paid every two years. If only want to transfer, this is included. The price for the **CloudNext Premium** (our preferred choice) package is £79.99 per annum.

If you require additional domains for other areas, for example a Village Hall, Community group or Neighbourhood plan group (e.g. using a .org.uk domain ) these start at £6 per annum and separate hosting for the domain £4 per annum. This is an option, if needed.

- WordPress Platform
- Staging Site & Management Tools
- 50 GB Fast SSD Storage
- All data held in UK servers (GDPR complaint)
- Unlimited Bandwidth
- 50 x 5 GB Mailboxes
- Includes SSL Certificate(s)
- 30 Day Timeline Backups
- Auto-scaling Cloud Platform
- 100% 24/7 UK Based Support
- Host up to TEN WordPress Sites.

## Eyelid Productions - Websites for Town and Parish Councils

**CloudNext** is as a certified provider of **.gov.uk** domains (JISC/GDS). The Government advise that public sector organisations must use a **.gov.uk** or other government domain name for their websites, emails, and services. Regarding domain names, best practice dictates using **parishname-pc.gov.uk**, **nameparishcouncil.gov.uk** or **towncouncil-tc.gov.uk**. Councils should not use of extensions such as **.co.uk** or **.org.uk**.

Regarding names the Government recommend the following: -

- **ParishNameparishcouncil.gov.uk**
- **TownNameTowncouncil.gov.uk**.
- **Parishname-pc.gov.uk**
- **Towncouncil-tc.gov.uk**.
- We should avoid the use of extensions such as **.co.uk** or **.org.uk**.

CloudNext, based in Derby, they have over 3,000 clients, 10,000 sites and host nearly 300 Town and Parish Councils. They are one of a small number of providers in UK that provide Two Factor Authentication (like many Banks) as recommended by GDS (Government Domain Services). They are recognised as one of the key providers by GDS. All their servers are in the UK as required under Data Protect Act 2018 (DPA).

Hosting is arranged directly with CloudNext and we will work with you to walk you through the simple process of signup.

**Support** – Eyelid will provide technical support including all WordPress updates such as themes, plugins, security updates. Updates are tested before being rolled out. This includes a remote monthly backup of the website and its database. If disaster strikes, you are covered. The fee for the support service is paid annually.

Access to some twenty (and growing as topic requests come in) on-line training videos are a key part of the service, as well as email support. Mark has been rolling out this solution for some time and is very experienced in the challenges faced.

The solution proposed above gives long term flexibility as websites continually evolve. The offering includes updates, enhancements and to others if requested. WordPress has many add-on modules to help us reach out, contact people, and engage. The support fees cover the cost of licences for plugins and the theme.

Training is provided during hand over of the site and unlimited access to on-line training resources

Additional Services on offer include

- telephone based at £50 per hour (typically for a new Clerk taking over)
- On-site training for one day £400 plus travel costs @45p per mile

## Eyelid Productions - Websites for Town and Parish Councils

### Costings

The following table breaks out the cost of the overall package.

<b>Hadleigh Town Council using Eyelid productions (with cloudnext.uk for hosting)</b>					
<b>Year one costs</b>			<b>Year two cost</b>		
Setup fee to Eyelid (with additional pages)	£ 900.00	No VAT	Support Charge (Eyelid)	£ 100.00	No VAT
Support Charge to Eyelid	£ 100.00	No VAT	hosting (CloudNext)	£ 79.99	+VAT
hosting (CloudNext)	£ 79.99	+VAT	email included	included	
email included (CloudNext)	included		SSL Certificate	included	
SSL Certificate (using Lets Encrypt)	included		<b>total</b>	<b>£ 179.99</b>	
.gov domain (via CloudNext)	£ 110.00	+VAT			
<b>total</b>	<b>£ 1,189.99</b>		<b>Year three costs</b>		
CloudNext - VAT	£ 38.00		Support Charge (Eyelid)	£ 100.00	
			.gov domain (CloudNext)	£ 110.00	
			hosting (CloudNext)	£ 79.99	No VAT
			email included	included	+VAT
			SSL Certificate	included	+VAT
			<b>total</b>	<b>£ 289.99</b>	

The above costings are based on the following assumptions.

1) We use a similar model to one used for Stondon Parish Council (Stondon-pc.gov.uk), Clophill (Clophill-pc.gov.uk) or Kempston Town Council (Kempston-tc.gov.uk). The enclosed list is some of the sites we have delivered. The pages, that we believe are key, are included in this model.

2) We download most of the content from public links on the website (we believe this is most practical proposition). Additional content can be added by Clerk or person managing site on handover.

3) We copy across up to the last three years of Minutes and five years of accounts (AGAR only).

4) Where you require additional pages, we would need clarification on the number to move over or create and we will review this and provide an updated proposal.

This proposal is valid for 30 days from date of issue.

All imagery to be supplied by the customer and validated as owners or authors of the image or media.

Yours sincerely

James Stirling  
Business Development on behalf of EyeLid Productions

## Eyelid Productions - Websites for Town and Parish Councils

### Example Sites

Dedicated Neighbourhood Plan site

<https://walford-ndp.co.uk/>

### Parish Councils

[alderleyedge-pc.gov.uk](http://alderleyedge-pc.gov.uk)

[aspleyguiseparishcouncil.gov.uk](http://aspleyguiseparishcouncil.gov.uk)

[arlesey-tc.gov.uk](http://arlesey-tc.gov.uk)

[ballinghambolstonehentland-pc.gov.uk](http://ballinghambolstonehentland-pc.gov.uk)

[bartestreewithlugwardinegroup-pc.gov.uk](http://bartestreewithlugwardinegroup-pc.gov.uk)

[bartonleclay-pc.gov.uk](http://bartonleclay-pc.gov.uk)

[bletsoe-pc.gov.uk](http://bletsoe-pc.gov.uk)

[bolnhurstkeysoe-pc.gov.uk](http://bolnhurstkeysoe-pc.gov.uk)

[blunham-pc.gov.uk](http://blunham-pc.gov.uk)

[bramley-pc.gov.uk](http://bramley-pc.gov.uk)

[bredenburygroup-pc.gov.uk](http://bredenburygroup-pc.gov.uk)

[brilley-pc.gov.uk](http://brilley-pc.gov.uk)

[bromham-pc.gov.uk](http://bromham-pc.gov.uk)

[camptonandchicksands-pc.gov.uk](http://camptonandchicksands-pc.gov.uk)

[carltonwithchellington-pc.gov.uk](http://carltonwithchellington-pc.gov.uk)

[chalton-pc.gov.uk](http://chalton-pc.gov.uk)

[chartham-pc.gov.uk](http://chartham-pc.gov.uk)

[clapham-pc.gov.uk](http://clapham-pc.gov.uk)

[clophill-pc.gov.uk](http://clophill-pc.gov.uk)

[colmworth-pc.gov.uk](http://colmworth-pc.gov.uk)

[cople-pc.gov.uk](http://cople-pc.gov.uk)

[cradleyparishcouncil.gov.uk](http://cradleyparishcouncil.gov.uk)

[cranfield-pc.gov.uk](http://cranfield-pc.gov.uk)

[deanandshelton-pc.gov.uk](http://deanandshelton-pc.gov.uk)

[dormingtonmordifordgroup-pc.gov.uk](http://dormingtonmordifordgroup-pc.gov.uk)

[dunton-pc.gov.uk](http://dunton-pc.gov.uk)

[eggington-pc.gov.uk](http://eggington-pc.gov.uk)

[everton-pc.gov.uk](http://everton-pc.gov.uk)

[felmershamandradwellparishcouncil.gov.uk](http://felmershamandradwellparishcouncil.gov.uk)

[fliettonandgreenfieldparishcouncil.gov.uk](http://fliettonandgreenfieldparishcouncil.gov.uk)

[fordham-pc.gov.uk](http://fordham-pc.gov.uk)

[greatdenhamparishcouncil.gov.uk](http://greatdenhamparishcouncil.gov.uk)

[harbledown-pc.gov.uk](http://harbledown-pc.gov.uk)

[hamptonbishopparishcouncil.gov.uk](http://hamptonbishopparishcouncil.gov.uk)

[henlow-pc.gov.uk](http://henlow-pc.gov.uk)

[harlington-pc.gov.uk](http://harlington-pc.gov.uk)

[haynes-pc.gov.uk](http://haynes-pc.gov.uk)

[herneandbroomfield-pc.gov.uk](http://herneandbroomfield-pc.gov.uk)

[houghtonconquest-pc.gov.uk](http://houghtonconquest-pc.gov.uk)

[kempstonrural-pc.gov.uk](http://kempstonrural-pc.gov.uk)

[kempston-tc.gov.uk](http://kempston-tc.gov.uk)

[kensworthparishcouncil.gov.uk](http://kensworthparishcouncil.gov.uk)

[kingsland-pc.gov.uk](http://kingsland-pc.gov.uk)

[knottingsandsouldrop-pc.gov.uk](http://knottingsandsouldrop-pc.gov.uk)

[langford-pc.gov.uk](http://langford-pc.gov.uk)

[lintonpc-herefordshire.gov.uk](http://lintonpc-herefordshire.gov.uk)

[littlestaughtonparishcouncil.gov.uk](http://littlestaughtonparishcouncil.gov.uk)

[marnhull-pc.org.uk](http://marnhull-pc.org.uk)

[marstonmoreteyne-pc.gov.uk](http://marstonmoreteyne-pc.gov.uk)

[maulden-pc.gov.uk](http://maulden-pc.gov.uk)

[melchyd-pc.gov.uk](http://melchyd-pc.gov.uk)

[mylandcommunitycouncil.gov.uk](http://mylandcommunitycouncil.gov.uk)

[northhillparishcouncil.gov.uk](http://northhillparishcouncil.gov.uk)

[odell-pc.gov.uk](http://odell-pc.gov.uk)

[oldwarden-pc.gov.uk](http://oldwarden-pc.gov.uk)

[orleton-pc.gov.uk](http://orleton-pc.gov.uk)

[pertenhallandswineshead-pc.gov.uk](http://pertenhallandswineshead-pc.gov.uk)

[podington-pc.gov.uk](http://podington-pc.gov.uk)

[pulloxhillparishcouncil.gov.uk](http://pulloxhillparishcouncil.gov.uk)

[Ravensden-pc.gov.uk](http://Ravensden-pc.gov.uk)

[roxton-pc.gov.uk](http://roxton-pc.gov.uk)

[salfordpriors.gov.uk](http://salfordpriors.gov.uk)

[stondon-pc.gov.uk](http://stondon-pc.gov.uk)

[sharnbrook-pc.gov.uk](http://sharnbrook-pc.gov.uk)

[shillington-pc.gov.uk](http://shillington-pc.gov.uk)

[southillparishcouncil.gov.uk](http://southillparishcouncil.gov.uk)

[tilsworth-pc.gov.uk](http://tilsworth-pc.gov.uk)

[stanbridgeparishcouncil.gov.uk](http://stanbridgeparishcouncil.gov.uk)

[staploe-pc.gov.uk](http://staploe-pc.gov.uk)

[streatley-pc.gov.uk](http://streatley-pc.gov.uk)

[sundon-pc.gov.uk](http://sundon-pc.gov.uk)

[titleygroup-pc.gov.uk](http://titleygroup-pc.gov.uk)

[thurleigh-pc.gov.uk](http://thurleigh-pc.gov.uk)

[toddingtonparishcouncil.gov.uk](http://toddingtonparishcouncil.gov.uk)

[turvey-pc.gov.uk](http://turvey-pc.gov.uk)

[walford-pc.org.uk](http://walford-pc.org.uk)

[walford-ndp.co.uk](http://walford-ndp.co.uk)

[wickhambreaux-pc.gov.uk](http://wickhambreaux-pc.gov.uk)

[wilden-pc.gov.uk](http://wilden-pc.gov.uk)

[willington-pc.gov.uk](http://willington-pc.gov.uk)

[wixams-pc.gov.uk](http://wixams-pc.gov.uk)

[wymington-pc.gov.uk](http://wymington-pc.gov.uk)