

## **WEST SWINDON PARISH COUNCIL**

17 July 2017

Dear Councillor

You are formally **summoned** to attend a meeting of the  
**WEST SWINDON PARISH COUNCIL**  
to be held on **Monday 24<sup>th</sup> July 2017 at 6.30pm**  
at **WEST SWINDON LIBRARY**



Joyce Holman  
Parish Clerk

### **AGENDA**

Public Questions, Comments or Representations (**maximum of 10 minutes**).

1. **Apologies**

2. **Declarations of Interest & Applications for Dispensation**

To receive any Declarations of Interest required by the Code of Conduct adopted by the Parish Council on 18 May 2017.

3. **Minutes of the previous meetings**

To confirm as a true record the minutes of the Parish Council meeting held on 26 June 2017.

4. **Minutes of the Planning & Environment Committee**

To confirm and adopt the minutes of the Planning & Environment Committee meeting held on Monday 3 July 2017.

5. **Minutes of the Leisure & Amenities Committee**

To confirm and adopt the minutes of the Leisure & Amenities Committee meeting held on Wednesday 5 July 2017.

6. **Minutes of Finance and Staffing Committee**

To receive Recommendation (Minute 83) to approve the purchase of the RBS Software at £3076.80 as per the Payment Schedule for July 2017

To receive Recommendation (Minute 84) to approve the payment for adjustment works to the Parish Office at an estimated £2382.00 as per the Payment Schedule for July 2017, with delegation to the Chair and Parish Manager to agree small additions to those works up to £1,000.

To receive Recommendation (Minute 85) to approve the payment of the subscription to WALC and NALC at £2940 as per the Payment Schedule for July 2017

To confirm and adopt the minutes of the Finance and Staffing Committee meeting held on Monday 17 July 2017.

**7. Update from Swindon Borough Councillors**

To receive information and updates from Swindon Borough Councillors present.

**8. Reports from Parish Council Representatives**

To receive reports from any Councillors who have represented the West Swindon Parish Council since the last Full Council Meeting.

**9. Report from the Chair**

The Chair to report to the Committee on any meetings or representation undertaken on behalf of the West Swindon Parish Council

- Chair's Report
- Charity nomination

**10. Grounds Maintenance Tendering**

To agree Terms of Reference for the setting up of a Services Working Party to map and lead the future tendering of grounds maintenance and street cleansing contracts for the West Swindon Parish (report attached).

**11. Mod.gov.**

To consider the costings for setting up the mod.gov. app. Report from the Parish Manager (copy attached).

**12.**

**Website**

To receive a report from Cllr Gattapur updating on progress for a website specification for the West Swindon Parish Council (copy attached), in order to propose action to tender for a provider/designer.

**Members of the West Swindon Parish Council:**

Cllr Matthew Courtliff  
Cllr Stephanie Exell  
Cllr Suresh Gattapur  
Cllr Nigel Gibbons  
Cllr Ellen Heavens  
Cllr Vinay Kumar  
Cllr John Lenton  
Cllr Timothy Makofu  
Cllr Nick Martin  
Cllr Mary Martin  
Cllr Peter Stoddart  
Cllr Tim Swinyard  
Cllr Caryl Sydney Smith  
Cllr Matt Walker  
Cllr Keith Williams

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (age, disability, gender reassignment, pregnancy and maternity, race, religion or belief, sex and sexual orientation), Crime and Disorder, Health & Safety and Human Rights.

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**WEST SWINDON PARISH COUNCIL MEETING**  
on **MONDAY 26 JUNE 2017** at **6.30pm**  
at **WEST SWINDON LIBRARY**

**Present:**

Cllr Stephanie Exell  
Cllr Suresh Gattapur  
Cllr Nigel Gibbons  
Cllr Ellen Heavens  
Cllr Vinay Kumar  
Cllr John Lenton  
Cllr Timothy Makofu  
Cllr Peter Stoddart  
Cllr Tim Swinyard  
Cllr Caryl Sydney Smith  
Cllr Matt Walker

**Officers:**

Joyce Holman (Parish Clerk)  
Paula Harrison (Parish Manager)

Public: 10

**Public Session:**

A resident reported that grass cutting was not happening 3 weekly or at regular intervals. Concern was raised about maintenance of roundabouts. The Chair agreed to raise the matters with Streetsmart.

A resident raised concern about the maintenance and upkeep of the gateway points into Swindon e.g. Great Western Way. The Chair indicated that these are not maintained by the Parish but would seek a better understanding of how they are maintained.

A resident asked what consideration would be given to tendering for the streetsmart services. The Chair confirmed that the Parish would be looking at ensuring best value and what options would best achieve that.

A resident requested that hedge trimming and brambles be removed along Tregoze Way.

A resident requested bins from Tregoze Way to the Hungry Horse pub.

A resident reported brambles on Stanford Close, Edington Close and Rowton Heath Way to Oliver Tomkins School.

A resident indicated that people were presenting door step waste collection too early and causing litter problems as a result.

A resident asked about costs for the parish office in the library and asked who would be doing the work. The Chair confirmed that the Parish would pay for work undertaken to set up the Parish Office, however the library service would commission the work.

The meeting opened at 6.40 pm.

**51. Apologies**

Cllr Nick Martin  
Cllr Mary Martin  
Cllr Keith Williams  
Cllr Matthew Courtliff

**52. Declarations of Interest & Applications for Dispensation**

None received.

**53. Minutes of the previous meetings**

To avoid misrepresentation in future minutes, it was requested that future minutes capture the general points of discussion rather than assign specific Councillor comments.

**RESOLVED** that the minutes of the Annual Parish Council Meeting held on 18 May 2017 be confirmed and adopted and future minutes to record general points of discussion.

**54. Minutes of the Leisure and Amenities Committee**

**RESOLVED** that Recommendation (Minute 38) that the Parish Manager submits a report to Full Council setting out the volunteer protocol and Calendar of activities be agreed.

**RESOLVED** that the minutes of the Leisure and Amenities Committee Meeting held on 6 June 2017 be confirmed and adopted.

**55. Minutes of the Planning and Environment Committee**

**RESOLVED** that Recommendation (Minute 44) that the West Parish Council Terms of Reference and Delegation Scheme be amended so that matters relating to litter bins are transferred to the Leisure and Amenities Committee be agreed.

**RESOLVED** that the minutes of the Planning and Environment Committee meeting held on 12 June 2017 be confirmed and adopted.

**56. Minutes of Finance and Staffing Committee**

**RESOLVED** that the Finance and Staffing Committee meeting held on 19 June 2017 be confirmed and adopted.

**57. Update from Swindon Borough Councillors**

Cllr Tim Swinyard updated that due to an abandoned vehicle fire, £40,000 of damage has been caused to the underpass by Whitehill Way/Windmill Hill Business Park. It could be up to three months before being fully accessible and £10,000 will be needed if the lighting is to be replaced.

**58. Reports from Parish Council Representatives**

Cllr Matt Walker gave an update from the Parish Toothill Working Group.

**59. Report from the Chair**

The Chair reported that he attended a meeting with David Renard, Leader of Swindon Borough Council about the potential transfer of assets from Swindon Borough Council. Other parish councils were also represented. One Parish in particular felt that the original intention was to transfer assets as freehold and felt aggrieved that this had impacted on how they had set the precept. The Leader asked for evidence but it was not provided. Swindon Borough Council have provided a specimen lease for the parish to consider. The Assets Working Group will review and make recommendations on this.

**60. Policies and Governance Working Party**

It was agreed that wording within the documents should refer to the 'Chair' not 'Chairman'.

**RESOLVED** that the Council adopt the proposed Equalities Policy and Complaints Procedure subject to the amendment above, a copy of which appears as Appendix A in the Minute Book.

**61. Assets Working Party**

It was requested that dates be set for the Assets Working Party as soon as possible.

**RESOLVED** to accept the terms of reference and initiation of an Assets Working Party, a copy of which appears as Appendix B in the Minute Book.

**62. Volunteer Events Parish Protocol**

**RESOLVED** to adopt the Parish Protocol as proposed, a copy of which appears as Appendix C in the Minute Book.

**63. Hazelwood Academy School Crossing**

**RESOLVED** to note the report, a copy of which appears as Appendix D in the Minute Book. and the matter to be discussed at the next available Planning and Environment Meeting.

**64. Website**

Cllr Gattapur updated on the progress of a specification for a website. An update to be given at the next Full Council meeting.

The meeting closed at 7.31 pm

Signed.....

Date.....

Chair of the Council

**WEST SWINDON PARISH COUNCIL**

Minutes of the  
**PLANNING & ENVIRONMENT COMMITTEE**  
on **MONDAY 03 JULY 2017** at **6.00pm** at **WEST SWINDON LIBRARY**

**Present:**

Cllr Ellen Heavens (Vice Chair)  
Cllr Vinay Kumar  
Cllr John Lenton  
Cllr Timothy Makofu  
Cllr Nick Martin  
Cllr Caryl Sydney Smith  
Cllr Tim Swinyard  
Cllr Keith Williams (Chair)

**Officers:**

Paula Harrison (Parish Manager)

**Public: 4**

**Public Session:**

Kevin Fisher circulated a briefing note regarding Lydiard House and Park (a copy of which is attached as Appendix A). Kevin asked all parish councillors to be mindful of potential developments that would impact on the environment of Lydiard such as Brook Cottage and asked that the contents of the briefing note be considered in the future. The Chair thanked Kevin for the information and indicated that the Parish Council would not be making decisions but could pass on its position/opinion to the Planning Authority (Swindon Borough Council).

A resident raised concerns about the weeds in the gutters and pavements. The Chair indicated that residents should report to Streetsmart (01793 445501) and request the streetsweeper.

A resident reported that the condition of the bus stop opposite the fire station on Mead Way had been left in a very poor state by the contractor and was now just rubble and a mess. The Chair agreed to look into it.

A resident raised concerns that despite trying to report overgrown trees to the Council, the reply was that it was non urgent. The Chair indicated that this would be considered as an Agenda item.

Meeting opened 6.06 pm.

65. **Apologies**

Cllr Nigel Gibbons

66. **Declarations Of Interest & Applications For Dispensation**

None

67. **Bus Priority Lane, Mannington**

James Jackson (Swindon Borough Council, Highways) gave a presentation to the Committee on improvement works to the approach and exit from Mannington Roundabout and Meads Roundabout. A copy of the proposal is attached as Appendix B.

68. **Tree maintenance update**

A representative from the Streetsmart team was not available, Discussion on tree maintenance priority setting deferred to a future meeting. Councillors discussed a request for maintenance at Paulet Close.

**RESOLVED** that quotes be sought for tree work at Paulet Close and reported to the next meeting.

69. **Streetsmart Update**

A representative from the Streetsmart team was not available, Discussion on Streetsmart performance to be deferred to a future meeting.

70. **Planning Report**

The Parish Manager submitted a planning report outlining planning applications in West Swindon. Councillors agreed the following:

**S/HOU/17/0998**

61 Tamworth Drive,  
Ramleaze  
SN5 5RQ

Erection of a two storey side and single storey rear and side extensions

**RESOLVED:** No objection.

**S/HOU/17/0942**

59 Furze Close,  
SN5 5DB

Erection of a single storey rear extension

**RESOLVED:** No objection.

**S/HOU/17/0916**

15 Mulcaster Avenue,  
Grange Park  
SN5 6EG

Erection of a first floor side extension

**RESOLVED:** No objection.

**S/HOU/17/0905**

11 Ripple Field,  
Freshbrook  
SN5 8NE

Erection of a detached garage

**RESOLVED:** No objection.

**S/HOU/17/1000**

68 The Bramptons,  
Shaw  
SN5 5SL

Erection of first floor side and two storey rear extensions

**RESOLVED:** No objection.

**S/HOU/17/0876**

3 Bainbridge Close,  
Grange Park  
SN5 6BD

Erection of a two storey side extension

**RESOLVED:** No objection.

**S/ADV/17/0053**

KFC, Welton Road  
Westlea  
SN5 7XP

Display of various illuminated and non-illuminated signage (REVISED)

**RESOLVED:** No objection.

**S/ADV/17/0544**

Johnsons Mazda,  
Unit 1 Great Western Way  
SN5 8JQ

Display of various illuminated and non-illuminated signage

**RESOLVED:** No objection.

**S/17/0963**

Town Square,  
1 West Swindon Centre  
Whitehill Way  
SN5 7DL

Change of use from office (Class B1a) to retail ( Class A1)

**RESOLVED:** No objection.



**S/ADV/17/1031**

KIA Motors Fish Brothers, Unit J  
Bridgemoor Industrial Estate  
Ashworth Road

Display of various illuminated and non-illuminated signage

**RESOLVED:** No objection.

**S/17/0737**

Minerva House  
800 Welton Road  
Westlea  
SN5 7XS

Alterations to the external appearance of building. (REVISED)

**RESOLVED:** No objection.

**S/ADV/17/1016**

The Harvester, West Swindon Centre  
Whitehill Way  
SN5 7DL

Display of various illuminated and non-illuminated signs

**RESOLVED:** No objection.

Meeting closed 6.49 pm.

Signed: .....  
Chair, Planning & Environment Committee

Date: .....

## WEST SWINDON PARISH COUNCIL

Minutes of the  
**LEISURE AND COMMUNITIES MEETING**  
on **WEDNESDAY 05 JULY 2017** at **6.00pm** at **WEST SWINDON LIBRARY**

**Present:**

Cllr Vinay Kumar  
Cllr Timothy Makofu  
Cllr Nick Martin  
Cllr Caryl Sydney Smith  
Cllr Matt Walker (Vice Chair)

**Officers:**

Paula Harrison (Parish Manager)

Public: None

Meeting opened 6.02 pm.

Cllr Matt Walker chaired the meeting.

**71. Apologies**

Cllr Matthew Courtliff  
Cllr Nigel Gibbons  
Cllr Ellen Heavens  
Cllr Tim Swinyard

**72. Declarations of Interest & Applications for Dispensation**

None

**73. Logo Competition (Minute 31)**

The Parish Manager reported to Councillors that information about the logo Competition had been distributed to the Link magazine. Information was planned to go to schools for the start of the Autumn term. Councillors discussed the option of a prize or award and agreed that a trophy or cup should be awarded to recognise the achievement.

**RESOLVED that** the Parish Manager will follow up with West Swindon schools and investigate prices and designs for a trophy/plaque.

**74. Noticeboards (Minute 32)**

The Parish Manager submitted a report regarding noticeboards within the Parish a copy of which appears as **Appendix A** in the Minute Book.

**RESOLVED that:**

a) The Parish Manager to initiate a metal design for the West Swindon Parish

- b) The Parish Manager to report back to a future meeting more detail on costings, at the identified village centre locations

**75. Review of Litter Bins (Minute 33)**

The Parish Manager gave a verbal update on the costs associated with litter bins. The Parish Manager indicated that Swindon Borough Council were undertaking an Audit of dog and litter bins in terms of condition and location. Councillors agreed that the type and size of existing bins was not necessarily fit for purpose and some areas would benefit from additional bins.

**RESOLVED that:**

- a) The Parish Manager to circulate the map showing the location of bins
- b) Members of the Committee would use the map and report back recommendations and observations regarding bin provision to a future meeting
- c) The Parish Manager to investigate sponsorship options and report back to a future meeting of this Committee

**76. Belsay Fencing Request**

The Parish Manager submitted a report detailing complaints about the condition of a former play area fence at Belsay, Toothill, with a request to the Parish to consider funding a replacement fence. A copy of the report is attached as **Appendix B** in the Minute Book.

Councillors agreed that this was a difficult area of work in terms of responsibilities and liabilities that would normally rest with Swindon Borough Council but agreed that it would be worth undertaking a site visit to better understand the request.

**RESOLVED** that the Parish Manager and Councillors Makofu and Martin to visit Belsay and report an update to the next meeting.

**77. Planting**

The Parish Manager asked Councillors to consider how they might wish to spend the budget allocated to planting for the parish. Councillors agreed it would be good to have some type of planting that would have a big impact such as spring bulbs.

**RESOLVED:** that the Parish Manager initiate requests for designs and costing for spring bulb planting on the arterial roads across West Swindon.

Meeting closed at 6.52 pm.

Signed: .....  
Chair, Leisure and Amenities Committee

Date: .....

**WEST SWINDON PARISH COUNCIL**

Minutes of the  
**FINANCE & STAFFING COMMITTEE**  
on **MONDAY 17 July 2017** at **7.00pm** at **WEST SWINDON LIBRARY**

**Present:**

Cllr Steph Exell  
Cllr Nigel Gibbons (Chair)  
Cllr Vinay Kumar  
Cllr John Lenton  
Cllr Mary Martin  
Cllr Nick Martin (Vice Chair)  
Cllr Tim Swinyard

**Officers:**

Paula Harrison (Parish Manager)

Public: None

**Public Session:** No Questions or Comments

Meeting opened 7.03 pm.

**78. Apologies**

Cllr Suresh Gattapur  
Cllr Peter Stoddart

**79. Declarations of Interest and Applications for Dispensation**

None.

**80. Bank Account**

The Parish Manager gave a verbal update indicating that the Parish's bank account with Barclays Bank was now set up. Signatories Cllr Nigel Gibbons, Chair and Cllr Nick Martin Vice Chair have access via an online pinsentry device. The Parish Manager highlighted that the precept and transitions funds for the Parish had been requested to transfer. A cheque book and paying book have been provided. The Parish Manager indicated that the online banking account allowed the Parish to make payments online, but it did not enable an online purchase. Advice from Barclays Bank is for the Parish to take out a company credit card for online purchases as the protection against fraud is greater than through a debit card arrangement

**RESOLVED** that the Parish Manager and the Chair liaise with Barclays Bank and review the West Swindon Parish Financial Regulations with a recommendation to a future meeting.

**81. Internal Audit**

The Parish Manager submitted a report outlining the timing of a visit from the internal Auditor, Tim Light, in mid August to enable transactions to have been registered for audit. A copy of the report appears as **Appendix A** in the Minute Book.

**82. Parish Councillor Training**

The Parish Manager submitted a report a copy of which appears as **Appendix B** in the Minute Book. The report set out options for a training session from the Wiltshire Association of Local Councils to outline the role and functions of a parish council. Councillors agreed that a training session planned for up to 10 councillors would be suitable.

**RESOLVED** that the Parish Manager confirm a date and time for a parish training Session from the Wiltshire Association of Local Councils at the cost of £250.00. plus VAT and mileage from Devizes, funded from the Administration – Training & Conferences budget.

**83. Accountancy Software Update**

The Parish Manager submitted a report, a copy of which appears as **Appendix C** in the Minute Book, outlining options for accountancy software. The Parish Manager reported that she had attended a demonstration of Sage One and then with a number of West Swindon Parish Councillors had attended a demonstration of Rialto. The Council could also continue to use Microsoft Exell as a third option. RBS is an option recommended by Haydon Wick Parish Council and used by other local Parish Councils. The benefit of RBS is the option of working with a local supplier to set up the accounts specific to the West Swindon Parish Council

**RECOMMENDED** that the purchase of the RBS Software to Full Council at £3076.80 funded from the *Administration – Computer Costs* budget is approved.

**RESOLVED** that the Parish Manager to liaise with RBS Software to purchase the set up, installation, licence and training as per the Payments Schedule for July 2017.

**84. Parish Office Update**

The Parish Manager introduced a report, a copy of which appears as **Appendix D** in the Minute Book, outlining costs for the adjustment works within the West Swindon library to accommodate a Parish Office. Councillors agreed that low cost signage would be sufficient. Councillors agreed that personal safety and security was important and would need to be considered within the works schedule.

Councillors reviewed the draft Service Level Agreement proposed by the Library Service.

**RECOMMENDED** that the funding of the adjustment works to the Parish Office to Full Council at an estimated £2382.00 and delegation to the Chair and Parish Manager to agree small additions to those works up to £1,000, funded from *Administration – General Administration* budget.

**RESOLVED** that

- a) The Parish Manager and Chair to have delegated powers to purchase miscellaneous office items (including an office safe) up to £1,000 in line with the West Swindon Parish Financial Regulations, funded from the *Administration – Office Administration* budget.
- b) The Library Service be requested to replace the Service Level Agreement (SLA) with a separate Licence or Lease for the formal rental of the office/kitchen with an SLA for the use of the shared facilities.
- c) That subject to b) the SLA wording be amended to allow use of the library for meetings and discussions as required by the Parish during extended opening hours and not limited in number.
- d) That the purchase of a laptop and software at £526 as per the Payments Schedule for July 2017, subject to checks that the capacity proposed is a suitable operating system for the RBS software agreed in Minute 83 be approved from the *Administration – Computer Hardware* budget.
- e) That the purchase of Anti Virus Software is approved from the *Administration – Computer Software* budget and installed prior to any other installation or use.

**85. Payments Schedule**

A copy of which appears as **Appendix E** in the Minute Book.

**RECOMMENDED** that payment of the subscription to WALC and NALC to Full Council at £2940 as per the Payment Schedule for July 2017 is approved, funded from the *General Administration – Subscriptions* budget.

**RESOLVED** that the remainder of payments proposed on the Payment Schedule for July 2017 are agreed.

Meeting closed 7.58 pm.

Signed: .....  
Chair, West Swindon Parish Council

Date: .....

## **WEST SWINDON PARISH COUNCIL**

### **Services Working Party**

#### **1. Introduction**

Following the transfer of Streetsmart services from Swindon Borough Council to the West Swindon Parish, work needs to be undertaken to prepare for a full tender process. As the West Swindon Parish is newly formed, there are a number of decisions that the Council needs to agree before the tender process can be initiated; including agreeing the lease arrangements for the West Swindon Parish Assets (awaiting recommendations to be made by the Assets Working Party).

#### **2. Report Details**

- 2.1** The West Swindon Parish Financial Regulations adopted on 18 May 2017, sets out the following requirement
- k Where the value of a contract is likely to exceed £172,514 (or other threshold specified by the Office of Government Commerce from time to time) the council must consider whether the Public Contracts Regulations 2015/102 and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the council must comply with EU procurement rules.
- 2.2** To comply with EU procurement rules, the West Swindon Parish will need to observe the process for advertising invitations to tender through the Official Journal of the European Union (OJEU) which is the gazette of record for the European Union.
- 2.3** Around 2500 new notices are advertised every week - these include invitations to tender, prior information notices, qualification systems and contract award notices. Purchasing Authorities can use the eProcurement portal, myTenders to publish OJEU and lower value tenders.
- 2.4** To have the contract process completed for delivery from 1 April 2018, the following milestones would need to be met
- Tender document preparation *July/August*
    - Gateway Report / PAD
    - Invitation to Tender to include Inventory, Service Specification, Maps etc
  - Advertise Contract *September (OJEU)*
  - Tender Return *Mid-October*
  - Evaluation, standstill period, parish council approval process
  - Contract award *Early to mid- December (time allowed for some flexibility here as may be some issues to be resolved)*

- Contractor Set up *Jan to March assuming a new Contractor based out of the area could meet this)*
- Contract Start *1<sup>st</sup> April 2018*

**2.5** The timescale to achieve the milestones above is challenging when there are decisions regarding leases still to be determined alongside the retrieval and agreement of the detailed information required. Therefore, as a newly formed Parish that is still in the process of setting up its policies and processes, it is reasonable for the West Swindon Parish to extend the current Service Level Agreement with Swindon Borough Council to March 2018. This will allow the Parish a realistic timeframe to work towards completing a procurement process for the grounds maintenance and streetsmart services for delivery in April 2018.

**2.6** It would also be helpful to the West Swindon Parish to secure expertise and advice from an experienced professional to advise on the detailed content for the Invitation to tender and evaluation process.

**2.7** Services Working Party Terms of Reference

1. To agree the timeframe for the tendering of the grounds maintenance and street cleansing services for the West Swindon Parish.
2. To compile the relevant detail required for the tender documentation including inventory of assets, services required, frequency or standard of service delivery.
3. To make recommendations to Full Council in relation to timeframes for the tender process.
4. To make recommendations to Full Council in relation to the procurement process and detail of the draft tender documentation in line with the West Swindon Parish's Financial Regulations.
5. To make recommendations to Full Council regarding the process for agreeing the awarding of the contract e.g. scoring mechanism, evaluation panel.
6. To make recommendations to Full Council regarding contract specification and/or service level agreement detail.

**3.** Recommendations

**3.1** The Parish Council agrees to set up a Services Working Party.

**3.2** Nominations to the working party are agreed.

**3.3** The Terms of Reference are approved.

**3.4** That the Parish Manager reports back to the Services Working Party on options to secure independent expertise to assist with the procurement process.

**Paula Harrison**  
**Parish Manager**



**WEST SWINDON PARISH COUNCIL**

**Mod Gov**

**1. Introduction**

mod.gov is an app for automatically downloading, viewing, and annotating meeting papers of local authorities and other organisations that use the modern.gov decision management system.

**2. Report Details**

**2.1** The West Swindon Parish Manager has sought costs for the West Swindon Parish to use the app. The costs are as follows

- Single Parish new set up by [mod.gov](http://mod.gov). alone the set up cost is estimated to be in the region of £18,000.
- Joint Parish new set up is estimated to be available at a reduced cost of £10,000.
- Ongoing annual costs would be £5-7,000 depending on the options above

**2.2** If the Parish accessed mod.gov via Swindon Borough Council's existing system it could be bolted on an estimated cost of £5,000. This option would require the Parish to have its own access to Swindon Borough Council's network to use the system and upload the documents.

**3. Recommendations**

**3.1** That the Parish Council considers the value of mod.gov and agrees whether it wishes to progress one of the options listed above.

**Paula Harrison  
Parish Manager**

# WEST SWINDON PARISH COUNCIL

## **Specification for**

## West Swindon Parish Council Website

**Version: 1.0**

**CHANGE RECORD**

<b>Version</b>	<b>Date</b>	<b>Author</b>	<b>Issue Date</b>	<b>Description of Change</b>
1.0	12/07/2017	Suresh Gattapur		Initial draft

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## Glossary

### Domain Name

The name used to identify a website. For example, [www.WestSwindonParish.gov.UK](http://www.WestSwindonParish.gov.UK)

### HTML

Stands for Hyper Text Markup Language. HTML is a markup language that is the core language of the world wide web. HTML defines the structure of a web document as well as the layout of text and various elements on it such as buttons and images.

### HTTP

Stands for Hyper Text Transfer Protocol. HTTP is a protocol that typically runs on port 80 and is used to send web resources such as images and HTML documents across the world wide web. Through the use of HTTP, data is sent from an HTTP server program (a web server ) to an HTTP client program ( a web browser ).

## **1 Introduction**

### **1.1 Purpose of this Document**

The purpose of this document is to explain the need of a website for the West Swindon Parish Council in order to define the detail requirements, technical specifications and design the website using the latest technologies.

### **1.2 Purpose of the Website**

The main purpose of the Website is to provide key information on:

1. Council's governance
2. Policies
3. Schedules of meetings
4. Contact details of local councillors, administrators and other useful contacts
5. Community noticeboard for West Swindon

Furthermore, the website will be useful in connecting and communicating key information, reports and local priorities set by residents to the local police and various authorities as well as Swindon Borough Council. The future plan for the website is to allow seamless communication between agencies or authorities.

### **1.3 Basic Technical Description**

The websites are generally used by following technology. They are as below.

#### **Front End**

- HTML
- CSS
- JavaScript
- AJAX (JavaScript that allows you to interact to Database without the need to refresh page)

#### **Back end**

There are several options for developing back end applications which are used for refreshing contents in UI and store the data

- PHP mostly well-known because 90% of the hosting available in the world, one can upload and run PHP script with no configuration needed.
- Python, most well-known for computing and high performance.
- Ruby, mostly used for building a Realtime web application.
- NodeJS, a back-end JavaScript for building a real time web application

#### 1.4 ***Capacity Management***

**Expected number of people using the website: 25**

**Expected growth in number of “users”: 50**

**Expected data processing requirement: (future)**

**Expected data storage requirement: (future)**

## 2 Requirements

### 2.1 *Hardware and Software*

The hardware specification is not part of this specification as the server side hosting will be done using 3<sup>rd</sup> party cloud hosting technologies.

The Software to design the website will be decided by the web development team or agency at the time of designing website.

The content management System is required to help upload required content changes on website during day to day maintenance of the website.

### 2.2 *Functional requirements*

The Website should be compatible with all the web browsers and mobile technologies.

The Website UI should have following tab/ buttons or sections

#### **Home**

- Small map showing the location
- Link to the Calendar
- General information about the council.
- Upcoming Events

**About Us** – Explain in this section who we are, what we do and our parish area.

#### **Services**

- Information on the services council provides to its residents

#### **Meetings**

- Meeting minutes
- Reports

#### **Calendar**

- All Events

#### **Insight**

- Committees
- Administrators
- Parish councillors

**News** – Short news on the work carried out by council, councillor or volunteers for that week.



### **Contact Us**

[ParishManager@WestswindonParish.gov.uk](mailto:ParishManager@WestswindonParish.gov.uk)

[Info@WestSwindonParish.gov.uk](mailto:Info@WestSwindonParish.gov.uk)

[Chair@WestSwindonParish.gov.uk](mailto:Chair@WestSwindonParish.gov.uk)

[ViceChair@WestSwindonParish.gov.uk](mailto:ViceChair@WestSwindonParish.gov.uk)

### **2.3 Domain**

The proposed domain for West Swindon parish council is

[www.WestSwindonParish.gov.UK](http://www.WestSwindonParish.gov.UK).

### **2.4 Data Protection**

This section should cover protection of sensitive data which will be shared on the council website. People who download content from the website should adhere to the Swindon borough council data protection policies, if any.

## **Technical Diagrams**

Just an example below



### 3 Responsibilities

This is a list of all the individuals with responsibility for managing and supporting the Website:

<b>Responsibility</b>	<b>Individual</b>	<b>Contact Details</b>
Application Owner		
Primary Contact		
Secondary Contact		
Hardware		

### 4 E-Mail Requirements

Provide SMTP details if email is used within the application

### 5 Maintenance

Details about how you will maintain this site

## **6 Agreement**

This Document for has been reviewed by