

Allbrook and North Boyatt Parish Council

NOTICE OF MEETING

7:00 pm, Wednesday, 27 March 2013

Crestwood School,
Shakespeare Road,
Eastleigh

PO Box 276
Lee-on-the-Solent
Hampshire, PO12 9FR

21 March 2013

TO: Councillor Peter Wall (Chairman)
Councillor Mrs Kathleen Symonds (Vice-Chairman)
Councillor Mrs Tracy Calder
Councillor James Hawes
Councillor Mary Freemantle
Councillor Mrs Maureen A Sollitt

Parish Clerk: Amy Randall, Parish Clerk, clerk.allbrook@parish.hants.gov.uk

AGENDA

1. Apologies
2. Declarations of Interest
3. Minutes (Pages 1 - 6)
4. Matters Arising
5. Allotment Update - Linda Greenslade
6. Broomhill Allotment Flooding Report (Pages 7 - 8)
7. PCSO Update (Verbal Report)
8. Parish Council Website (Pages 9 - 22)
9. Declaration of Acceptance - Councillor David Betts
10. Finance Matters
 - (a) Budget Monitoring (Pages 23 - 24)

(b) Allotment Officer Expenses (Pages 25 - 26)

(c) Expenditure Report (Pages 27 - 28)

11. Public Participation

12. Date of Next Meeting

24th April 2013 (Annual Parish Meeting) and 22nd May 2013 (Annual General Meeting) at 7pm in Crestwood School.

**MINUTES OF THE MEETING OF
ALLBROOK AND NORTH BOYATT PARISH COUNCIL
HELD ON Wednesday, 23 January 2013
AT CRESTWOOD SCHOOL
(7:00 pm - 8:44 pm)**

PRESENT: Councillor Wall (Chair); Councillors Symonds, Freemantle, Hawes and Mrs Sollitt

66. COUNCIL TAX BASE - PRESENTATION BY NICK TUSTIAN CFO
EASTLEIGH BOROUGH COUNCIL

Nick Tustian gave a presentation to the Council and residents regarding the Localising of support for Council Tax. He advised that the final guidelines were still being developed by the Government, however the changes were reflected in the Council Tax system (Council Tax Base). He advised that unlike originally reported Parishes were not protected from the changes or the risk. The Scheme that had been developed by Eastleigh Borough Council to deal with the changes was hoped to break even. Nick Tustian set out the system proposed by Eastleigh Borough Council to protect the Parishes from the risk which involved an annual grant to make up the shortfall. The Grant would be paid annually on 1 April each year and would reflect any proposed increase in precept. This would not adversely affect Council Tax Payers and would be simpler to administer and would give security of funding.

The Chairman thanked Nick Tustian for his presentation and Members agreed that they had understood the changes.

67. MINUTES

RESOLVED –

That the Minutes of the meeting held on 28 November 2012 be approved and signed as a correct record subject to the amendment of Public Participation to read “...the junction at Bosville and Woodside Avenue...”

(NOTE: the Chair confirmed he had sent a letter to the County Council regarding the junction at Bosville and Woodside Avenue.)

68. MATTERS ARISING

The Chairman advised that it had been the intention of Eastleigh Borough Council to submit the Local Plan and the representations to the Secretary of State in the spring for a formal examination in public. Around 800 people, organisations and authorities responded to the consultation making between them around 1,200 representations. A small

number of these representations raised fundamental issues that would require a review of parts of the Local Plan. In particular, Hampshire County Council (HCC) as landowner had stated that land west of Woodhouse Lane, Hedge End, would not be available for development during the plan period. This meant that the Borough Council would need to find some new residential allocations to replace this site.

These would need to be subject of public consultation. In addition, the Highways Agency had also raised concerns about the transport assessment of the Local Plan, which were also the subject of further discussion and negotiation. The programme for progressing the Local Plan would therefore need to be reviewed.

This meant that a Parish Plan had become a necessity. The Chairman would visit with Allbrook Action Group in the near future and requested that 1 or 2 Councillors look at the issues involved. The Chairman suggested that work should be started by the end of February with a view to bringing a report to the Council as soon after as possible.

(NOTE: Subsequent to the meeting the Clerk agreed with the Chair that due to the changes to HMRC's realtime payroll system Eastleigh Borough Council's payroll department would now administer the wages for the Allotment Officer and Clerk. This would also mean that they would receive payslips. A contract for this service would be brought to a later meeting.)

69. ALLOTMENT UPDATE

The Allotment Officer gave a verbal update of the latest position of the allotments. The rat treatments were underway and seemed to be working. Discussions then took place over Plot No 92 which was currently under 4 inches of water. It would cost around £600 to carry out the work to reinstate the plot which some Members felt was too expensive. It was suggested that this plot could be used for a pond or have fruit trees planted in it. Members felt that the decision on the plot should be deferred in the hope that it would dry out by the spring and a more informed decision could be made.

RESOLVED –

That the decision for the drainage works on Plot 92 be deferred to the next meeting.

70. ALLOTMENT OFFICER EXTENSION OF HOURS

Consideration was given to the report of the Parish Clerk which asked Members to make a decision on the extension of the Allotment Officers contracted hours to three hours per week which would equate to a quarterly salary of £400 and to pay the overtime of 25 hours totalling £204.25 that had been worked in the period September to December 2012.

RESOLVED –

- (1) That the contract for the Allotment Officer Post be extended to three hours per week; and**
- (2) That 25 hours overtime at the usual hourly rate totalling £204.25 be paid to the Allotment Officer for overtime worked between September and December 2012.**

71. PCSO UPDATE

There was no PCSO in attendance due to leave and prior engagements so the Clerk read out an email update supplied by PC Beale shortly before the meeting.

“Since the 1st of December in North Boyatt Wood and Allbrook the following number of incidents have been recorded.

1 Burglary (none dwelling) has been reported.
 4 Assaults (these include domestic incidents in the home)
 1 Theft incident
 9 reports of anti social behaviour. This could be a noise complaint, a complaint of littering, street drinking or vehicle nuisance to name but a few.

Our local priority continues to be Twyford Road, the size of vehicles and speed of vehicles is monitored and action taken where necessary.”

All Members of the Council and members of the public were advised to pass any queries or questions to the Clerk who would pass them to PC Beale to answer.

72. CO-OPTION OF NEW COUNCILLOR

The Chairman introduced David Betts to the meeting who had lived in the Parish since 1988. He had also been active with the Allbrook Action Group and was keen to be more active in local issues.

RESOLVED –

That David Betts be co-opted to the Parish Council and his Declaration of Acceptance be signed at the next meeting.

73. BUDGET REPORT 2013/14

Consideration was given to a report of the Parish Clerk on the budget and precept for 2013/14, which was agreed by the Parish Council subject to the Borough Council’s Accountant checking the figures due to the changes to the Council Tax Base as previously reported by Nick Tustian.

The Parish Clerk suggested that the precept should remain the same although

due to the changes as reported earlier the precept would be £29,333.68 and a Grant of £1,578.68 would be received from Eastleigh Borough Council, making a total income of £30,912.36 for 2013/14.

The Parish Clerk suggested that a larger budget be given to the website due to the recent security problems with the current site. Members agreed that a better website would be useful to the Parish and there might be a possibility of advertising on the site and gaining an income from it.

RESOLVED –

- (1) That the precept be set at £29,333.68 with a Grant/Contribution of £1578.68 from Eastleigh Borough Council making a total income of £30,912.36;**
- (2) That the budget be checked by the Borough Council's Accountant; and**
- (3) That the Parish Clerk investigates the possibility of a new Parish website.**

74. FINANCE MATTERS

The Parish Council considered the papers on expenditure which detailed cheques to be issued and budget monitoring. Members agreed that the agreed to endorse/approve all cheques presented in the report as listed below:

Cheques for endorsement:

62	HMRC <i>Parish Clerk Income tax Q2 (September 2012 only)</i>	£66.40
63	HMRC <i>Parish Clerk Income tax Q3 (Oct/Nov/Dec 2012)</i>	£199.40
64	Fair Oak & Horton Heath Parish Council <i>Photocopying (LG) Allotments</i>	£15.00
65	Hampshire Police Authority <i>Annual PCSO Contribution 2012</i>	£2,333.33

Cheques for Approval:

66	<i>Mr D Ward</i> <i>Allotment Expenses</i>	£34.28
68	Southern Water <i>Broomhill Allotment Quarterly Bill</i>	£92.17
69	Linda Greenslade <i>Allotment Officer Salary (Jan/Feb/Mar 2013)</i>	£604.25

3 hours per week plus 25 hours overtime as agreed at item 4.

70	Amy Randall Parish Clerk Salary & Expenses (Jan/Feb/Mar 2013)	£919.04
71	HMRC Parish Clerk Income tax Q4 (Jan/Feb/Mar)	£199.49

Total: £4,463.36

RESOLVED –

- (1) That endorsement be given for the payment of cheques 062 – 065 as listed; and**
- (2) That authority be given for the payment of cheques 066 – 071 as listed.**

75. MEETING DATES AND VENUE FOR 2013/14

Consideration was given to the report of the Parish Clerk concerning the meeting dates and venue for the Municipal Year 2013/14.

RESOLVED –

- (1) That the following meeting dates be set for the municipal year 2013/14:**
 - 17 July 2013
 - 11 September 2013
 - 6 November 2013
 - 15 January 2014
 - 12 March 2014
 - 30 April 2014 Annual Parish Meeting
 - 28 May 2014 (AGM);
- (2) That the Clerk book the Crestwood School meeting room as the venue for the Municipal Year 2013/14.**

76. PUBLIC PARTICIPATION

Highways Issues

Complaints were made regarding the speed of traffic at the top of Pitmore Road, parked vehicles in Allbrook Knoll and the pothole in the road outside 11 Penshurst Way. The Chairman confirmed a letter/email would be sent to County Councillor Thomas regarding all three issues.

Buses

A member of the public raised concerns over the bus contracts in the area due to the competition between certain bus companies. The Chairman advised that he would speak to Councillor Airey regarding this issue.

Bins

A member of the public asked for a bin to be placed by the bus stop. Councillor Freemantle was given a map to mark the locations of the bins which in turn would be passed to Guy Riddoch the Area Co-ordinator for Eastleigh.

Report on Flooding Issues at Broomhill Allotments Relating to Plots 92, 93, 103, 104 & 105

2012 was one of the wettest years ever in the UK and the rainfall continued through into early 2013. This resulted in 5 plots at the Broomhill allotment site becoming virtually unusable. Though the recent rainfall has been unusual, a very recent report by the BBC's Science and Environment analyst, Roger Harrabin has quoted Lord Smith, the Environment Agency Chairman as saying "Britain must become more resilient to both drought and flooding. . . urgent action was vital to help 'prepare and adapt' many aspects of Britain for such extremes".

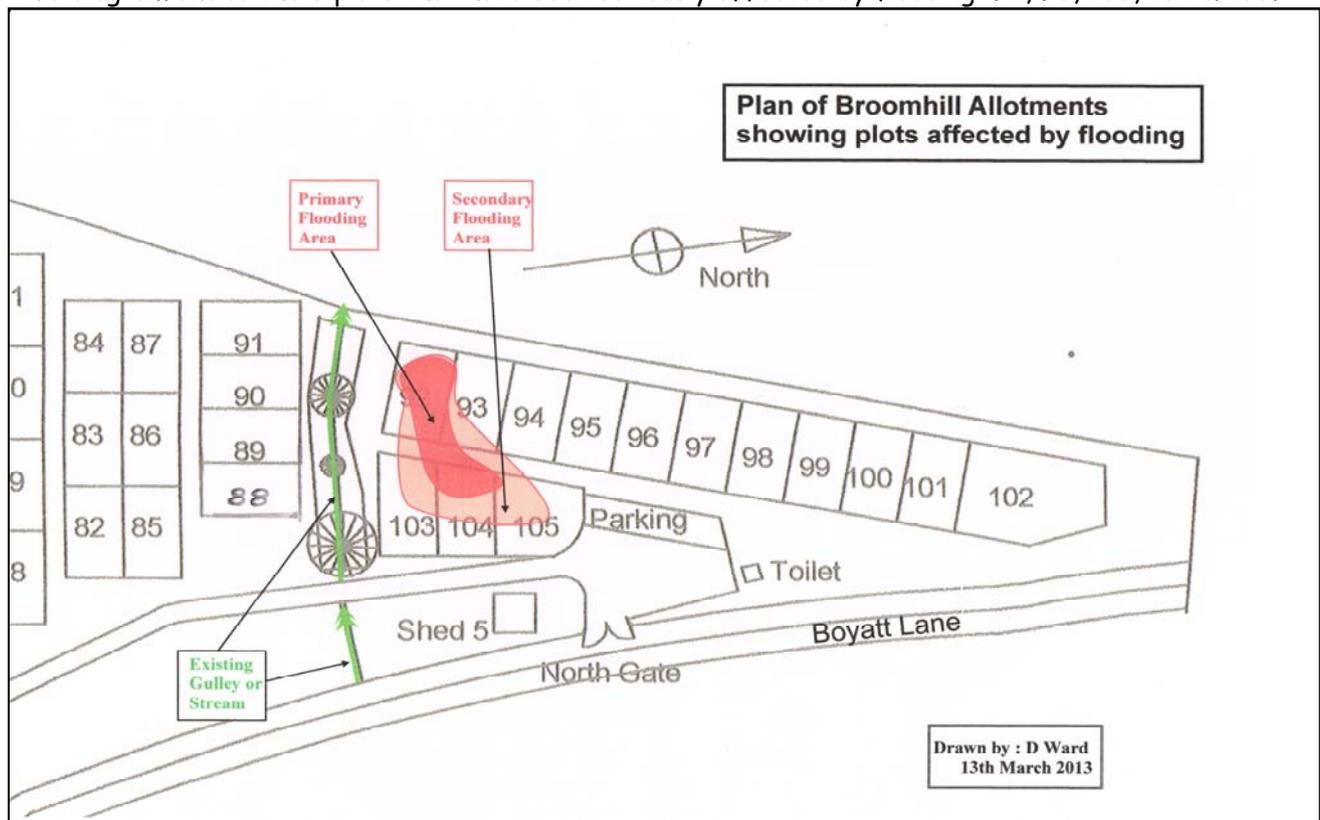
Lord Smith continued: "Interestingly 2007, which saw some of the most severe flooding in recent memory, also started the year with hosepipe bans. More of this extreme weather will exacerbate many of the problems that we already deal with including flooding and water scarcity, so taking action today to prepare and adapt homes, businesses, agricultural practices and infrastructure is vital."

BBC News 4th March 2013.

The excesses of 2012 are likely to occur again with the consequent impact on the Parish allotments at Broomhill in Boyatt Lane. If remedial action to drain these plots is not taken then they will no longer be viable to let, they will have to be converted to some sort of managed wildlife area.

Plan of Affected Plots

This diagram shows the 5 plots that have been seriously affected by flooding: 92, 93, 103, 104 & 105.



The area shown in the diagram as "Primary Flooding Area" has spent most of the winter either under water or being extremely boggy with the surface of the soil covered in an algal or liverwort type of growth. The "Secondary Flooding Area" becomes boggy during rainfall but does drain away within 2 or 3 days. However, in horticultural terms, the soil in both areas has become "sour", meaning that it lacks oxygen and any plant roots in this soil will drown, causing the plant to die. Grass, which is very shallow-rooted, thrives in the wet and grows luxuriantly unless actually submerged in water.

The green line in the diagram shows the course of a gully or dry stream between the north and south areas of the allotment site. When it rains, this gully becomes a small stream which flows westwards and disappears into a culvert under the public footpath which forms the western boundary of the whole allotment site.

Current Status of Affected Plots

Plot 92: abandoned by its tenant last autumn and has been under 4 inches of water for most of the time since. This plot also has a pernicious weed known as Horsetail (*Equisetum arvense*) which is almost impossible to eradicate. An attempt to relocate another tenant's chickens to this plot failed because of the excess wet. A request for £650 to drain this plot was submitted at the January Parish Council meeting but the decision was deferred to the March 2013 Parish Council meeting.

Plot 93: tenant did not renew her agreement in October 2012, citing flooding and the Horsetail weed spreading from Plot 92.

Plot 103: the tenant has given up through a change in personal circumstances but the weeds have flourished in his absence. This plot was offered to one person on the waiting list but was rejected.

Plot 104: the tenant is currently struggling on, trying to overcome the boggy soil with assistance from his education helpers.

Plot 105: the tenants have asked to be moved to another plot, again citing flooding.

PROPOSALS

Option 1

To overcome the waterlogged nature of these 5 plots, it is proposed to dig a drainage channel from plot 105 to plot 92 and thence, via a dogleg, into the existing natural gully (which becomes a stream after rainfall). Feeder arms from Plots 93, 103 and 104 would be dug to drain into the main channel.

The drainage channel would be between 2 and 3 feet deep with a layer of gravel at the bottom, a porous drainage pipe, topped with a second layer of gravel and back-filled with soil. In total, approximately 120 feet of drainage channel is required.

The cost is likely to be approximately £3000 (amount to be confirmed) for a permanent solution.

Option 2

Return the 5 plots to their natural state. This would entail removing the 2 abandoned sheds, compost bins, various other wooden structures and debris left by previous tenants. The area should be ploughed or rotavated, levelled and then planted with suitable small trees or shrubs that require minimal or no maintenance, and the whole surround laid to grass. The existing tap and its standpipe may need to be moved.

This solution would require a contractor with suitable equipment for at least one day, the purchase of suitable trees and plants and grass seed or turf. This option has not yet been properly costed but would cost in the region of £500 to £1000.

Recommendation

It is recommended that the Parish Council proceed with investigations into drainage works to resolve these issues. It has a duty to keep the allotments maintained and it is unreasonable to the adjacent plot holders to just leave the 5 plots to run to seed.

David Ward - Broomhill Allotment Site Representative

Allbrook & North Boyatt Parish Council - Broomhill Allotment Flooding Alleviation Report

David Ward

21/03/2013

Page 2 of 2

ALLBROOK AND NORTH BOYATT PARISH COUNCIL MEETING
27 March 2013
PARISH COUNCIL WEBSITE
REPORT OF THE CLERK TO THE COUNCIL

Purpose

To provide Members with details of the proposed contract with eMango for the Council's new website as discussed at the last meeting.

Recommendation

It is recommended that Members consider the proposal from eMango for the set up and ongoing maintenance of the Council's new website.

1. Background

- 1.1. At the last meeting within the Budget Report the Council agreed that the Parish Clerk should investigate the possibility of a new website for the Parish Council.
- 1.2. The Parish Clerk has been having some difficulty accessing the Council's current website which is hosted by Hampshire County Council (HCC). There has been some security issues with the Parish Council's laptop and the email service is not particularly reliable.

2. Finance

- 2.1. Although the current website does not cost the Council any money to run it is not much use as a website if it hasn't got up to date information on it for residents in the Parish as the Clerk cannot access it easily.
- 2.2. Due to the fact that the website is supplied and hosted for free unfortunately the Parish Council is not top of the HCC IT Helpdesk's priority list.
- 2.3. At the last meeting £1,000 was budgeted for the set up of the new website and there are annual maintenance costs as well which are detailed in the appendix to the report.

3. Conclusion

- 3.1. It is hoped that Members will see the benefit of upgrading the Council's website which will keep residents more informed and up to date with Parish matters.

Appendices: 1
Report Author: Amy Randall, Parish Clerk

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Client Name : Allbrook and North Boyatt Parish Council

Description : New Website System

Proposal Number : em-anbpc1

Date of Submission : 5/3/2013

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Confidentiality and Disclaimer

Please note that the details contained herein in response to the information issued by the client, whether written, verbal or electronic, remains for all time the sole property of e-mango and must not be reproduced or distributed in part or in whole without the express written permission of e-mango.

Whereas every effort has been made to provide a true and accurate response to said client information, errors and omissions do occur and are therefore excepted from this proposal.

Any resulting contract(s) will be executed in accordance with e-mango terms and conditions of sale and will be governed under English Law.

Due diligence process to apply.

Introduction

About Allbrook and North Boyatt Parish Council

Allbrook and North Boyatt Parish Council was formally created on 1st April 2010. It covers the areas of Allbrook and the northern part of Boyatt Wood. The Parish Council currently meets every other month. Allbrook and North Boyatt Parish Council has 8 Councillors, who were elected in May 2010. They will serve for a four year term.

(Taken from current web site)

About e-mango

e-mango started life in 2000 as a company delivering Internet services created, hosted and supported all under the one roof. That commitment to servicing its clients with an all encompassing approach continues to this day. The company has built a track record within the Trade Association and Membership sector gaining key accounts such as the National Association of Local Councils, Hampshire Association of Local Councils, British Plastics Federation along with public sector clients that include DWP, Islington Council and the Office of Manpower Economics.

e-mango works as a long term partner with its clients, where knowledge, support and innovation are key reasons why it has consistently delivered value and services for over a decade in the rapidly changing Internet world.

e-mango operates out of its Bournemouth offices that also houses its Internet hosting facilities. This enables e-mango to take full responsibility for the services its provides as well as scope for creating a wider range of custom solutions.

Working with e-mango means working with a long running multi-million pound company based on longevity of business and depth of customer service.

About Kimcell

e-mango is one trading brand of Kimcell Ltd. Kimcell is a privately held and funded business that comprises of complimentary trading brands providing IT services to Public and Private Sector clients.

X-Net has been supplying senior consultants and services to Government and associated organisations for over 20 years. Clients have included Department for Work and Pensions, Welsh Assembly, BIS/DTi, Home Office, HMRC, Fujitsu and Capita.

Datacenta Hosting specialises in providing customer focussed managed Internet hosting services. Clients include Maritime and Coastguard Agency, Office of the Immigration Services Commissioner, Wiltshire Council, Teachers Assurance, CDP Software and Reading Room.

Kimcell also maintains accounts with suppliers such as Dell Computers, Ingram Micro, Softcat, Kingston Communications, Cogent and British Telecom for hardware, software and network connectivity products.

Kimcell Ltd's company registration number is 3290605.

Product Overview

LC-905

The LC-905 product was launched at the National Association of Local Councils (NALC) annual conference in Bournemouth 2007. It was been designed with the Local Councils in mind and e-mango offers it as part of a service that is both competitively priced and backed by the support of a commercial organisation.

The system is made up of two parts: the first is the web site that the general public can see; and the second is the Control Panel, which is used by council staff to administer the web site.

This system comprises of a range of features and modules to create an engaging and informative web site. The main features are presented below:

- Pages – create web pages by typing like using Word
- Articles – great for news items
- Documents – upload minutes, agendas, Word and PDFs
- Menus – link direct to pages or create related groups for easy navigation
- Polls – what to ask visitors a quick question? Use a poll
- Images – add pictures to be used anywhere in your web site
- Banners – images used for promoting information, advertising or sponsorship
- Folders – organise your web site and web addresses. Search engines like it
- Users and Login – get visitors to register to access even more, if you wish
- Forums – let registered users discuss local news and issues
- Quick Links – make navigation even easier
- Enquiry Form – let visitors contact you
- Dynamic Forms – build up a questionnaire or surveys
- Search Facility – pages and documents can be easily found
- Google Analytics – take advantage of Google's web statistics package

e-mango provides a range of ready made templates that can be used with minimal changes. Simply provide a logo and choose an arrangement and some colours to match. If you like the look of two templates we may even combine the elements that appeal for you.

A design template is the arrangement of the elements of a web page, which covers the menus, logos, news listings, social media blocks and content area for example.

Only two templates are included as part of the standard pricing, but this should be enough for most cases to cover the home page and then a content page when a user clicks into the site to read more.

Social Media

With the rise of Social Media platforms such as Twitter, Facebook, and Flickr for example, if you are already using these services we can even place them on the web site for you. This can elevate your web site to be a central portal for the community and each visitor can then choose what direction to go in.

e-mango recognises that there has been huge amounts of investment and work involved by those Social Media companies and in fact they are best of breed, and should be utilised where possible. It widens the audience for your own web site.

Examples of councils using e-mango system

This is just a selection of town and parish councils also using the e-mango content management system for their web site.

- Thursley
- Fleet
- Hextable
- Chesham
- Fair Oak and Horton Heath
- Chandlers Ford
- West Bletchley
- Halewood
- Ledbury

Furthermore, National Association of Local Councils (NALC) and Hampshire Association of Local Councils (HALC) are also clients of e-mango but using a larger database solution.

Below is the West Bletchley web site design.



West Bletchley Council

Socialise: [Twitter](#) / [Facebook](#)

[Home](#) | [Carnival](#) | [News & Events](#) | [Contact us](#) | [The Council](#) | [Services](#) | [Meetings & Surgeries](#) | [Newsletter & Publications](#) | [Policies](#) | [Vacancies](#)



Latest News

Allotments
We are very close now to gaining access to a new small allotment site off Cornwall Grove.

Festival of Christmas
West Bletchley Council have formed a partnership for this year's Festival of Christmas with MK College.

Winter News
Winter is finally starting to show it's face. Make sure that you are fully prepared...

Welcome To West Bletchley Council's Official Website

West Bletchley Council office will close at 4pm on Friday 23rd December, reopening at 9.30am on Tuesday 3rd January 2012.

WEST BLETCHLEY COUNCIL FULFILS CRITERIA TO USE THE "POWER OF WELL BEING"

The Two Day Festival of Christmas @ Bletchley Park 2010

Check out the 3 minute video!

[Festival of Christmas 2010](#)

You can also join us on [Facebook](#) and [Twitter](#) (see below)

The website has been designed to provide you with information that the Council hopes will be of a valuable resource, especially in finding out more about what is happening within the **Council and the wider community**. As the site develops we hope it will become your local access point for information about the Council and the **Principal Local Authority**. 'The search facility and Quick Links' will navigate you to a number of pages within the website that will be of interest to a wide range of residents.

At West Bletchley Council, these are some of the projects we undertake:

- Crime Reduction Schemes
- Community & Youth Projects e.g. [Festival of Christmas](#)
- Allotments
- Dog Bins
- Parking Bays and Ascot Railing
- Traffic Calming Schemes



At the Council, we focus on services that you think are important and ones that make your quality of life better. We are here to represent **YOU** in the best way we can. We hope that the Website will become a further resource for community development and support through:

- involving local people more in what is happening in the community;
- improving communication;
- engaging everyone in local issues, by providing **YOU** with more information.

About the Town

The website has been designed to provide you with information that the Council hopes will be of a valuable resource, especially in finding out more about what is happening within the Council and the wider community.

As the site develops we hope it will become your local access point for information about the Council and the Principal Local Authority.

[Find out more](#)

Flickr Photos



©West Bletchley Council | Powered by e-mango

Find us on Facebook



West Bletchley

[Like](#)

206 people like West Bletchley.


Andy


Harvie


Amie


Tom


Jeni


Graham


Cheryl


Wolverton

[Facebook social plugin](#)

West Bletchley on Twitter

[@emangotalk](#) site looks so much better now! #greatwork
6 days ago

Further examples can be seen on our web site, which also provides links to complete web sites.

http://www.e-mango.com/Products/Local_Councils_Villages_and_Communities.aspx

Client References

West Bletchley Town Council – www.westbletchleycouncil.gov.uk

Paul Neate – 01908 648 257

Chandlers Ford Parish Council – www.chandlersfordparishcouncil.org.uk

Steve Mursell – 023 8026 6612

Testimonial

Below is a testimonial from one of many happy clients.

“The LC905 system is very flexible, which means that we will be able to adapt and change the structure of the web site over time to reflect the evolving role of the council in the community.

We find it extremely easy and quick to update, enabling the site to be dynamic and current. Even with a large number of pages, the platform is easy to navigate making content management quick and convenient.

The look of the site projects the professional image appropriate for a local council. The site search is a really powerful tool, making it easy for users to quickly find the information they want.”

Kathryn Graves at Chesham Town Council

“On behalf of our Parish Council I would like to thank you and your team for the very professional job that your company did in designing our website, training us on its content administration, and dealing so promptly with our queries. From start to finish the process took 2 months, and we have had many compliments on both its design and functionality, not to mention the speed with which it was completed and went live. As a cash-strapped council, the other great bonus was the low cost of your service and the fact that everything was included in the original quote with no hidden surprises

I would have no hesitation in recommending your company to anyone seeking to set up a quick, cost-effective and easy-to-use website.”

Cllr Tricia Horwood, Thursley Parish Council

Pricing

The web site is just one of many services that can be provided. Our sister company Datacenta Hosting can also provide domain name registration, e-mail hosting, ADSL broadband and so on that e-mango will arrange on your behalf.

All prices are subject to VAT.

Website Content Management System

Please note that the web site is provided on an initial three-year contract basis. At the end of the term, the council may decide to cancel the service or renew on an annual basis.

Setup fee to include initial design (payable on signing contract)	£300
Annual service charge to include web site hosting, backup, telephone and e-mail support (9am-5:30pm, Monday to Friday exc. Bank Holidays)	£480
One 4 hour training at e-mango offices for up to two people	Free
Optional on-site training for 4 hours	£400 plus travel expenses

A council may terminate their initial contract period by paying all remaining fees till the end of the three-year term.

Additional Web Site Design

Two web site design templates are included in the standard package to cover the layout of the homepage and then of a content page.

Further template changes after going live with the web site will be charged at £25 per hour of work.

Content Transfer

If a client has an existing web site, upon delivery of the e-mango system and training, they should have the capability to start the creation of the web site and uploading of content and documents. That

is always a good point to improve the site structure for the next few years and can form part of the training session.

If a council wishes e-mango to transfer any existing content and populate the whole web site, then this will be quoted on a case-by-case basis and will ultimately depending on the amount of pages and documents to be transferred.

Domain Names

The standard format for UK public sector bodies is for domains with the suffix .gov.uk and the usual formats that are approved by “ja.net” who are the UK body that controls their use are as follows. All domain name registrations are subject to submission to ja.net and their approval.

Town councils <yourname>-tc.gov.uk

Parish councils <yourname>-pc.gov.uk

.gov.uk names are registered for a period of two years **£125 per 2 years**

Other names may be possible but there are no guarantees, even if they have been previously used by other councils.

Our recommendation is for **allbrookandnorthboyatt-pc.gov.uk**

Email Hosting

e-mail accounts are provided in blocks of 10 **£50 per annum**

These may also be forward onto alternative email address if required.

Payment and Project Delivery Plan

Upon approval of the proposal e-mango will issue a customer order for the council to sign and **payment is required for the initial three-year licence**. Once payment has been **received and cleared**, e-mango will start the project and initiate the design template process.

In order to provide a competitively priced service, the design process is kept to a **maximum of two iterations** whereby after reviewing the available templates and options available, e-mango will create a new design based on that feedback. That may be enhanced once more as the final design.

Once the design process is underway, and depending on progress, a suitable day for training will be arranged.

When the design is completed, a test web site (using a temporary web address if required) will be created and the designs applied ready for training.

Once training has been completed, **e-mango will invoice for the annual service charge** as the system will have been delivered and the support team available for assistance.

The date to launch the new web site will ultimately be down to when the council has completed the content to their satisfaction. The web site will be configured to use the real council domain name and the web site address will be pointed to the e-mango server.

e-mango may also help with search engine promotion by creating a news items and adding links on the e-mango web site as well as posting to Social Media platforms such as Twitter.

Allbrook and North Boyatt Parish Council

Budget Monitoring

Date: 20/03/13

Initial Balance

	Budget 2012/13	Actual Start Balance
Cash	£9,946.67	£9,946.67
Special funds	£7,836.98	£7,836.98
Total	£17,783.65	£17,783.65

Income

	Budget 2012/13	Income to Date
Allotments	£0.00	£2,664.66
Other (bank refunds)	£0.00	£0.00
Precept	£30,770.00	£30,770.00
Total	£30,770.00	£33,434.66

Expenditure

	Budget 2012/13	Expenditure to Date
Clerk Salary	£3,988.80	£5,176.14
Office Expenses	£500.00	£1,316.92
Postage	£300.00	£175.53
Travel	£50.00	£36.00
Meeting Expenses	£200.00	£171.80
Insurance	£285.00	£171.36
Audit	£470.00	£447.00
Training and Subscriptions	£510.00	£427.00
Allotments	£16,160.00	£10,002.52
Website	£1,000.00	£0.00
PCSO	£2,333.00	£2,333.33
Grants	£500.00	£200.00
Misc Expenses	50.00	£151.69
Clerks Grativity	£0.00	£0.00
Elections	£0.00	£0.00
Improved services	£0.00	£0.00
Savings	£0.00	£0.00
Depreciation	£0.00	£0.00
VAT	£0.00	£1,473.21
Total	26,346.80	22,082.50

Special Funds

	Budget 2012/13	Saved to date
Clerks Grativity	£149.58	£149.58
Elections	£1,200.00	£1,200.00
Improved services	£2,500.00	£2,500.00
Savings	£5,000.00	£5,000.00
Depreciation	£125.00	£125.00

Balance

	Budget 2012/13	Balance to Date
Cash	£6,145.29	£12,324.25
Special funds	£16,811.56	£16,811.56
Total	£22,956.85	£29,135.81

Agenda Item 10b

ALLBROOK AND NORTH BOYATT PARISH COUNCIL - 27 MARCH 2013
ALLOTMENT OFFICER (LG) EXPENSES - FEB/MAR 2013

<i>Salary</i>	<i>Gross</i>	<i>Tax</i>	<i>Net</i>	<i>Total</i>
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None

Expenses:

Stationery				£12.95
Printer Ink				£11.99
Postage				£36.00

Travel:

NONE
(VAT element 1.167p/mile)

£60.94

Signed _____

Date

Signed _____

Date

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Expenditure Report

ALLBROOK AND NORTH BOYATT PARISH COUNCIL
27 MARCH 2013
FINANCIAL REPORT

Chqs for Approval - Parish Account

71	Access Locksmiths Ltd <i>Allotment Gate Keys</i>	£67.44
72	Linda Greenslade <i>Expenses Allotment</i>	£60.94
73	Eastleigh Borough Council <i>Pest Control Treatment x 2 Broomhill Allotment</i>	£120.00
74	Southern Water <i>Half Yearly Water Bill Lincoln's Rise</i>	£16.79
75	Dave Piper Garage Services <i>Broomhill Equipment Services</i>	£366.00
76	Cleansing Services Group Ltd <i>Broomhill Septic Tank Disposal</i>	£185.00
77	Greens Garden Rubbish <i>Clearance of Broomhill Allotment Car Park</i>	£150.00
78	Mr D Ward <i>Skip Hire cash/payment</i>	£229.20
Total:		£1,195.37

Signed: _____

Date:

Signed: _____

Date:

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