



Councillors in attendance: Chairman: Steve Williamson (SW), Elizabeth Brown (EB), Adrian Collins (AC) and Gerard McCloskey (GM).
There were no members of the public in attendance.

Clerk: Debbie Harknett.

Meeting started at 6.00pm.

Chairman: Steve Williamson
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Clerk: Debbie Harknett
clerk@rogateparishcouncil.gov.uk

- 1) **Recording of the meeting** - it was noted that the meeting would not be recorded.
- 2) **Election of chairman and vice-chairman**
 - a) The Clerk called for nominations for Chairman – EB proposed SW. After explaining he didn't want to take on the position SW proposed GM or AC but, as new councillors, neither felt able yet. So EB's proposal of SW was seconded by GM and unanimously approved before SW took the chair.
 - b) The Chair then called for nominations of Vice-Chair. His proposal of GM was seconded by EB and unanimously approved with AC also being willing.
- 3) **Apologies for absence** - Max Harwood (MH) and Elena McCloskey (EM) who didn't think she was on the committee – Clerk to check.
- 4) **Declarations of interest** – none.
- 5) **Minutes of last meeting** - The minutes of the last meeting held on Monday 29th April 2019 were approved and signed as a true record.
- 6) **Representations from the public** - None.
- 7) **To consider quotes for website**
 - a) The Clerk explained that the Rogateparishcouncil.gov.uk domain name ownership has expired because we never received a bill to pay! This means neither the website or email system are working. They were set up with a contact email address she has never had access to. We previously tried to change website hosting because of concerns over GDPR, lack of management information, desire for councillor email addresses and payment concerns (currently its paid by EB's credit card – approx. £28 per month) but we hadn't managed to get enough information for a decision.
 - b) SW explained that we do not know if the website still exists – when the domain name is re-registered, we can try to get the website pointed to the appropriate host.
 - c) Three quotes had circulated prior to the meeting – Farrow Creative, 2commune and Fasthosts. AC also had information from parishcouncilnet.
 - d) It was agreed Farrow Creative wasn't the best option as individual email addresses would add too much to the quoted cost and the website creation may need additional work.
 - e) Fasthosts (a Brighton based company SW has previously used) offered to host the site and 15 email addresses for £450 for two years. The cost of a new website would be additional and the company they suggested created mainly commercial websites. Therefore, this option was discounted.
 - f) 2commune created and host the website for Trotton who reported a solid site with good service. The Clerk has spoken to them - the cost would be £220 for the domain name and 1 email address for two years with website development £650 and hosting £400pa. Additional email addresses are £35 each.
 - g) AC found Parishcouncil.net on the internet who offer a choice of packages – bronze, silver or gold – starting from £150 development for the bronze and £150 annual hosting with silver increasing to £250. These included 10 email addresses and a choice of 'extras' according to the template package chosen. Domain name registration would be an additional cost.

- h) After much discussion, SW's proposal of **resolution 'to purchase parishcouncil.net bronze package at £150 development cost and £150 annual hosting cost, to include parish councillor private log-in area and four additional email address, subject to availability and cost of the extra addresses'** was seconded by EB and unanimously approved. It was agreed to find out if additional features to upgrade to the silver package could be added at a later date and the costs that this would incur.
- i) Should this not be possible (because of time, additional costs, domain name registration) SW's proposal of **resolution 'to purchase domain/email address management from 2commune' was seconded by EB and unanimously approved.**
- j) It was noted the current hosting/email will need to be cancelled as soon as we are sure it won't be resurrected while waiting for a new site to be developed.

8) Training costs

The Clerk noted she has booked course places for two Councillors with SALC but they may require payment in advance as we are not members. SW's proposal of **resolution 'Clerk to book required training with payment in advance if necessary'** was seconded by EB and unanimously approved.

9) Date of next meeting – The next Finance Committee Meeting was scheduled to be held at 7.30pm on Monday 28th October 2019 in Rogate Village Hall Pavilion.

There being no further business the meeting closed at 7.02pm.

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Chairman

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Date