

Website Working Group – Meeting Minutes

Date: 20 January 2026
Time: 6:15 pm
Location: Online meeting

Present

Cllr Steven Hardstaff (Chair)

Tor Warburton

Cllr Joseph Hughes

1. Welcome and Apologies

The Chair welcomed attendees. No apologies were noted.

2. Email Domain and System Update

Members were advised that the council email domain has now successfully transferred to the .gov.uk domain.

A remaining technical issue relates to emails sent on behalf of the allotments address via Edge, which is being flagged by Mimecast as spoofing.

Cobweb have implemented two Mimecast rules, but intermittent errors remain.

Edge has been contacted for clarification on required configuration changes.

Members noted confidence that the issue will be resolved, as similar configurations must exist elsewhere.

Action:

Await response from Edge on required configuration to fully resolve Mimecast/Edge conflict.

3. Email Accounts and Contact List Cleanup

All email addresses have been transferred successfully.

A cleanup exercise has been undertaken to remove obsolete or incorrect addresses.

A remaining task is to tidy the contact list, including removing former councillors who are no longer in role.

Action:

AGENDA ITEM 15

Tor Warburton to complete review and cleanup of remaining contact list entries.

4. Purpose and Remit of the Working Group

The Chair reiterated that the remit has now moved on from email setup to focusing on development of a new council website.

It was acknowledged that members had limited time since the last meeting to independently explore options.

5. Website Options Overview

The Chair presented a summary of potential approaches to a new website, including a SWOT-style comparison:

SaaS (Software as a Service) parish council website

Self-built WordPress site using templates

Self-hosted site built by a developer

Hybrid model (developer support plus internal management)

Template-based council website providers

Ask Test Valley Borough Council or Hampshire County Council for a sub domain (not recommended at this stage due to LGR)

It was agreed that the sub-domain option should be recorded as considered but ruled out.

6. Supplier Research and Website Examples

A spreadsheet of government-approved suppliers had been compiled and shared. It included:

Supplier links

Example council websites (where found)

There was general preference for:

Clean, block-based layouts

Symmetry and clarity

Avoiding excessive scrolling or cluttered navigation

WCAG 2.1 AA accessibility compliance

Members agreed that SaaS solutions offered reassurance, as suppliers manage ongoing WCAG 2.1 AA compliance.

AGENDA ITEM 15

Concern was expressed that self-built or partially managed solutions risk falling out of compliance over time due to the lack of clear ownership.

7. Website Requirements and Ownership

It was agreed that website requirements should be driven primarily by officers, lead by Tor Warburton, as they are the long-term custodians.

Items discussed for consideration were:

Online forms (grants, allotments, reporting issues)

Allotment payments

Reducing staff administration time

Attendance reporting

Councillor information (minimum statutory data vs fuller profiles)

Integration with Microsoft 365

Integration with Parish Online maps

Future-proofing and ability to scale functionality

8. Agreed Approach

Preference is currently towards a SaaS solution, with a hybrid option as a secondary consideration.

WordPress/self-built solutions are less favoured due to compliance, risk, and maintenance concerns.

It was agreed that requirements should be defined before engaging suppliers.

9. Next Steps / Actions

Requirements List - Tor Warburton to draft a detailed requirements list using a *MoSCoW* approach (Must / Should / Could / Won't).

Supplier Review - All members to review example websites and consider suitability.

Shortlisting - Once requirements are agreed, shortlist SaaS suppliers that meet needs.

Aim to report progress to Full Council at the 18 February meeting.

10. Date of Next Meeting

Provisionally agreed for the following week after requirements are finalised (to be scheduled by the Chair).

AGENDA ITEM 15

Meeting closed: 7:05 pm (approx.)