ISLE OF ANGLESEY COUNTY COUNCIL	
Meeting:	Standards Committee
Date:	8 March 2017
Report Title:	Town and Community Councils – Websites
Purpose of the Report:	To provide and update to members on which Town and Community Councils have a website and whether or not those councils that do not have a website are planning to do so
Report by:	Mared Wyn Yaxley Solicitor – Corporate Governance
Contact:	Mared Wyn Yaxley; mwycs@ynysmon.gov.uk 01248 752566

1.0   Background

1.1   In the meeting of the Standards Committee held on 16 September 2015 it was reported that there is now a statutory requirement for all community councils to have a web presence and to publish information on their websites. This requirement is relevant to the Standards Committee as complaints have been made regarding the issue of transparency in town and community councils, particularly in small community councils with insufficient resources.

1.2   The Committee decided to ask for a report in order to establish which town and community councils have a website and whether those councils that do not have a web presence are planning to do so.

1.3   A further report on this matter was presented on 9 March 2016.

2.0   Website Development Grant

2.1   The Welsh Government allocated funding to county councils so that they could offer a grant of up to £500 to each town and community council, including those that already had a website, to contribute towards the cost of developing a website. The purpose of the grant was to help town and community councils to prepare for the Local Authorities (Democracy) (Wales) Act 2013, which includes provisions requiring that all community councils publish information on a website. It is understood that this funding is still available.

3.0   Web Presence – The Position in March 2016

3.1   When this matter was reported upon in March 2016 it was noted that 32 responses had been received to a request that town and community council clerks confirm whether or not their council had established a website in

accordance with the requirements of the Local Authorities (Democracy) (Wales) Act 2013.

3.2 Out of the 32, 26 had websites, 5 were developing websites and 1 council was going to discuss the matter at their next meeting.

3.3 Out of the 8 councils that didn't respond, 2 had confirmed earlier that they did not intend to establish a website and 6 councils intended to develop websites.

4.0 Web Presence – The Position in March 2017

4.1 See **Appendix 1** to this report.

4.2 The addresses marked in red are addresses that we have found on the internet. We have not received confirmation from the Clerk that this is the correct website for the Council.

5.0 Update on the support provided by One Voice Wales

5.1 During the informal meeting on 08.12.16 it was noted that One Voice Wales should be contacted to find out what support they offer to help community councils to comply with the statutory requirement that a website be available.

5.2 An e-mail was sent to a One Voice Wales representative. The response confirms that, because it is a very small body, it is unable to offer any support other than to provide guidance (see **Appendix 2**) and to refer their members to the statutory guidance "Access to Information on Town and Community Councils". It was also noted that, because the grant to aid community councils to develop a website is administered by the County Councils, One Voice Wales does not know which councils have taken advantage of the funding. The officer we spoke to wasn't aware of any councils who had decided to work together to establish a joint website.

6.0 Recommendation

6.1 The Committee is asked to:

6.1.1 note the latest position with regard to the Town and Community Councils response in **Appendix 1**;

6.1.2 decide what action should be taken with regard to those Councils who still do not have a website despite the statutory requirement to have a web presence;

6.1.3 note the contents of the One Voice Wales guidance in **Appendix 2**.

Appendix 1

Town and Community Council	Clerk's Response	Website
Aberffraw Community Council	No response	aberffraw.cymru
Amlwch Town Council	Has a website	www.cyngortrefamlwch.co.uk
Beaumaris Town Council	Has a website	www.beaumaristowncouncil.gov.uk
Bodedern Community Council	Has a website	www.ccbodedern.co.uk
Bodffordd Community Council	Has a website	www.ccbodffordd.co.uk
Bodorgan Community Council	Enquiries have been made about creating a website. Grant application received in November 2016	No known address
Bryngwran Community Council	Has a website	www.bryngwran.org
Holyhead Town Council	Has a website	www.holyheadtowncouncil.com
Cwm Cadnant Community Council	Has a website	www.cwmcadnant.com
Cylch y Garn Community Council	Has a website	www.cylchygarn.co.uk
Llanbadrig Community Council	Has a website	llanbadrigcouncil.co.uk cyngorllanbadrig.co.uk
Llanddaniel-Fab Community Council	Has a website	www.llanddaniel.org/home www.llanddaniel.org/1/cartref
Llanddona Community	Has a website	www.llanddona.org

Town and Community Council	Clerk's Response	Website
Council		
Llanddyfnan Community Council	Has a website	llanddyfnan.org
Llaneilian Community Council	Has a website	www.llaneilian.org.uk
Llannerch-y-medd Community Council	Has a website	www.llanerchymedd.co.uk
Llaneugrad Community Council	No intention of creating a website due to the cost	No known address
Llanfachraeth Community Council	Has a website	www.ccllanfachraeth.co.uk
Llanfaelog Community Council	Has a website	www.llanfaelogcommunitycouncil.gov.uk
Llanfaethlu Community Council	Has a website	llanfaethluallanfwrog.com
Llanfair Mathafarn Eithaf Community Council	Has a website	cyngorcymunedllanfairme.co.uk
Llanfair yn Neubwll Community Council	Has a website	www.llanfairynneubwll.org
Llanfairpwll Community Council	Has a website	www.llanfairpwll.org
Llanfihangelesceifiog Community Council	In the process of creating a website. Should be live by Feb. 2017	No known address
Llangefni Town Council	Has a website	www.llangefni.org www.llangefni.org/cy

Town and Community Council	Clerk's Response	Website
Llangoed and Penmon Community Council	Has a website	www.cyngorcymunedllangoedapenmon.co.uk
Llangristiolus Community Council	No response	www.community-council.org.uk/llangristiolusacerrigceinwen/
Llanidan Community Council	Has a website	www.brynsiencyn.org
Mechell Community Council	Has a website	www.llanfechell.info
Moelfre Community Council	In the process of creating a website 10/01/2017	No known address
Penmynydd and Star Community Council	Has a website	[No confirmation of the address. We have failed to find the website on the internet]
Pentraeth Community Council	Has a website	www.pentraeth-cc.cymru
Porthaethwy / Menai Bridge Town Council	Has a website	www.menaibridge.org
Rhoscolyn Community Council	No response	ccrhoscolyn.org
Rhosybol Community Council	Has a website	www.ccrhosybol.co.uk
Rhosyr Council	Has a website	rhosyr.co.uk
Trearddur Community Council	Has a website	www.trearddurcommunitycouncil.co.uk
Tref Alaw Community Council	Website under development	No known address
Trewalchmai	Has a	www.trewalchmai.co.uk

Town and Community Council	Clerk's Response	Website
Community Council	website	
Y Fali / Valley Community Council	Has a website	www.valley-community-council.wales

ATODIAD / APPENDIX

2

One Voice Wales
Website Guidelines

Introduction

Websites provide an efficient and effective means by which to inform, interact and consult with our local communities. However website development with community councils across Wales has developed in an ad hoc way over many years. Many Community and Town Councils have developed excellent dynamic websites enabling full interaction and consultation with their local communities but there are also a large number of councils who do not have a website presence on the internet at all and of course, many somewhere in between.

These guidelines have been produced by One Voice Wales to serve two clear purposes:

1. To support and encourage Community and Town Councils to develop a website.
2. To define a model, at two levels, for the content and functionality of a typical Community or Town Council website.

1. Support and Encouragement:

- For many Community and Town Councils the world of IT and the Internet is an area where many do not feel they have the relevant skills, knowledge or understanding in order to contemplate developing a website. The idea of these guidelines is to provide councils with a focus to develop confidence and to provide support for those councils seeking to implement their own websites. Councils wishing to develop a website can use the guidelines to provide a framework from which to work. There is also additional support available to councils through the One Voice Wales partner organisation.

- The guidelines are also intended to support Community Councils who already have a website to judge its scope and operability against the model criteria in order to ensure that it meets the required standard. Otherwise, the guidelines will point to the additional content or functions that are needed to ensure greater effectiveness.

- Additionally, websites are often seen as prohibitive in terms of cost and in terms of their potentially time consuming demands. One Voice Wales seeks to ensure that, through its established partnerships, the basic **Level 1** website, as detailed in the guidelines below, will be available to any council within a reasonable budget.

2. Website Content and Functionality

- Community and Town Council websites should provide an effective means by which to inform, interact and consult with the local community.

- These website guidelines seek to ensure that, in whatever community an individual may live across Wales, they will have access to a basic and consistent level of information and have the ability to communicate with the Council through such a website.

- These guidelines also outline the basic technical functions that should underpin a Community or Town Council website.

- One Voice Wales has kept these guidelines brief and understandable in order to focus on achieving a consistent approach to website development. Two levels of functionality have been defined. **Level 1** provides the minimal functionality and content that should be reached by any Community or Town Council website. **Level 2** includes additional functions that can be added to a website to further enhance the accessibility, interactivity and consultative opportunities within it. These additional functions can be added as and when any council decides to further develop its web presence.

Level 1 Website Criteria

Website Design

1. A website design that reflects the local community and environment.
2. A website with a Content Management System (CMS) to enable the full editing of every page to enable the website to be quickly and easily updated by the council staff, councillors or an agreed volunteer in order that the website is maintained and kept up to date, a key necessity for any website.
3. Disability Discrimination Act (DDA) compliant. Within the DDA, a government sector website must have at least what is termed a w3c web content ability guideline at a level 2 compliance rating.
4. Website content available in both the Welsh and English languages.

Generic Website Content

1. Contact Information for Clerk including phone number and e-mail.
2. Background information on the area and community.
3. General enquiry form to enable the local community to communicate and interact with the Council easily.

4. Useful website links and other addresses, phone numbers or other contact points for emergency and local services.
5. General community information – medical, education, voluntary organisations, church and local businesses.
6. Website disclaimer.
7. (OPTION - Local business page with potential to generate income, if required to pay for the website and support on-going sustainability).

Specific Council Information

1. Councillor contact information.
2. Agendas & minutes for Council meetings/main committees.
3. Planning information.
4. Annual report and accounts.
5. Newsletters.
6. Strategic documents.
7. Website links to other levels of government/associated bodies.
8. Freedom of Information Act details.

Level 2 Website (Additional) Criteria

Councils that have previously achieved a **Level 1** website or larger councils may wish to evolve their websites in order to extend the accessibility, levels of interaction and consultation available. The following website facilities would provide such opportunities.

- Website search facility – improved navigation for larger websites.
- Site map that shows all the website pages on one chart with links to those pages.
- Font size and contrast options – improved DDA compliance.
- Private website areas accessed by a user name and password to enable the Clerk/councillors to share 'not for public viewing' information exchange.
- Website blog.
- E-newsletter.
- Reporting forms as required.
- Forum.
- Instant on-line voting.
- On-line questionnaires.
- E-mail updates where visitors can register to be told when a website page is updated.
- User management system to allow community groups and others to have the ability to edit assigned website pages.

These guidelines have been produced to encourage and support all Community and Town Councils in either developing a website for the first time or enabling councils to ensure that their website is providing a consistent level of information across all our communities in Wales.