

MINUTES OF THE WEBSITE MEETING 18th JANUARY 2024 – PENYBONT COMMUNITY CENTRE at 7.00pm.

0923/01	<p>Present: M Phillips, , P Knill, James Griffiths (remotely). Apologies: M Lawrence, J Le Mesurier, Cllr G Morgan</p>												
0923/02	<p>Declarations of Interest: None</p>												
0923/03	<p>Finance:</p> <p>a) A bank reconciliation showed the following balances in hand which were noted and, with bank statements, agreed (PK/MP):</p> <table data-bbox="359 495 798 562"> <tr> <td>Current Account</td> <td>£ 9,823.13</td> </tr> <tr> <td>Savings Account</td> <td>£ 13,509.46</td> </tr> </table> <p>Updated management information for the year to date was viewed and noted. The following invoices were approved for payment:</p> <table data-bbox="331 674 1177 813"> <tr> <td>Penybont & District Community Centre – room hire Dec 2023</td> <td>15.92</td> </tr> <tr> <td>Audit Wales inv 010007</td> <td>325.00</td> </tr> <tr> <td>Audit Wales inv 009812</td> <td>200.00</td> </tr> <tr> <td>Audit Wales inv 009866</td> <td>200.00</td> </tr> </table> <p>a. To consider quotes for the design and delivery of a replacement website: Members viewed a number of anonymous screenshots taken of sites set up by 4 potential suppliers - pros and cons of design were discussed. The 4 potential suppliers (identified as A B C and D) were considered and assessed in terms of value for money, quality, compliance and competence, locality. A simple assessment score was given to each and used to provide a ranking of the suppliers. See annex A</p> <p>A and D were of the same ranking (but it was noted that had strengths in different areas), followed by B and C. Supplier A was agreed as the first choice with D as a second preference. The Clerk was given permission to appoint. It was further agreed that if a contract could not be concluded with A that the Chairman and Clerk be authorised to appoint D as the second choice. (JG/PK).</p> <p>It was also agreed to set up a temporary holding page using supplier C. Because of the emergency impact of non-compliance with the provision of a website, in consultation with the Chairman the Clerk had arranged for the transfer of the domain name to a new web host at an agreed cost of 79.05 based on an estimate received from supplier C. It was agreed that the invoice be paid on receipt. (PK/JG).</p> <p>b. To review the 2024-25 budget and the precept set in December 2023 in order to ensure that it is appropriate to cover new website costs.</p> <p>The budget calculations were revisited and projected expenditure to 31/03/2024 amended to reflect the estimated costs to redevelop the website. Some adjustments were made to the 2024-25 Budget and members proposed that the precept request be set at £29.00 per household. This allowed for the redesign of the website – maintained the earmarked project reserves and allowed for a general operating reserve of 25% of the budget. Members noted that although this was a considerable increase over the 2023-24 budget it included maintaining a budget for improving the children’s play areas and the completion of previously agreed community projects. (JG/PK)</p>	Current Account	£ 9,823.13	Savings Account	£ 13,509.46	Penybont & District Community Centre – room hire Dec 2023	15.92	Audit Wales inv 010007	325.00	Audit Wales inv 009812	200.00	Audit Wales inv 009866	200.00
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0923/04	<p>Planning Applications: No applications to consider.</p>												

0923/05	Information and Powys County Council up-dates from the Local Member:	
	None -Member not attending	
0923/06	Member discussions and items on the Agenda to be raised at the next meeting:	
	None	
0923/07	Exclusion of public and press due to the confidential nature of the following business items:	
	None	
023/08	Next Scheduled Ordinary Meeting to be held on 2 nd February 2024.	
023/09	Meeting Closed 8.30pm	
SIGNED		DATE

Annex A: Llanbadarn Fawr Community Council Website Rebuild and host provider evaluation 2024

Bids will be evaluated using the following criteria and weighting:	Supplier reference			
Does not meet (0%), Partially meets (under 80%), Meets (80%), Exceeds (80% and above)	A	B	C	D
VFM The full and final cost (based on year 1 quote) To take into account affordability and the commercial stability of a reasonable return for the supplier. LFCC budget - £200 annual hosting proposed unspecified development budget from reserves	M	P	M	M/E
Quality The supplier's ability to perform the contract to the highest standards. (e.g. References, previous experience) Evidence of the supplier's relevant knowledge and experience. (e.g. qualifications and training)	E	M	M	E
Compliance and Competence The supplier's indication of a) compliance with and awareness of laws and regulations. (e.g. certification, industry standards of operation). b) understanding of community councils.	E/E	E/M	E/M	E/E
Ease of Contact/locality of suppliers Could the supplier be visited in person at a reasonable cost (£ and time)	E	E	E	M