

Drinkstone Parish Council Web Pages review and proposals November 2020

Prepared by Councillor Edmondson

On the 26th October 2020 I carried out an audit for accessibility of the Drinkstonevillage.co.uk Parish Council pages and used the process to review the content and layout with a view to making the navigation easier and simpler. On 2nd November Hilary and I worked through the top line structure and confirmed the statutory requirements for a council the size of Drinkstone namely:

- a. All items of expenditure above £100
- b. End of year accounts
- c. Annual governance statement
- d. Internal audit report
- e. List of councillor or member responsibilities
- f. The details of public land and building assets
- g. Minutes, agendas and meeting papers of formal meetings

Using the current page layouts, domain name and web pages a summary of the audit as carried out is as follows:

Welcome To

General comment is that this page should be renamed the Home page and should also incorporate the About the Parish council page.

There is one error on this page and it is the Covid 19 logo which doesn't conform to accessibility requirements. There is also 2 contrast error3 on the clerks e mail address and side menu bar need to be made bolder. There are 5 alerts mainly relating to the Village site but nothing that needs immediate attention.

About Us

As previously suggested we can help reduce the number of pages on the web site by incorporating this page in with the Welcome to (home) page. There is one error on this page which is the side menu bar which needs to be made bolder. Again the same 5 alerts as above.

Drinkstone Together

DPC.20.11.09: Website Accessibility Regulations

Is this page really needed? It has a high level of alerts (9) and the format of the content is coming from 3rd parties and is out of the control of the council. This page also has the same error on the side menu bar and the Home but not alone logo doesn't conform to accessibility regulations.

Parish council News

This page has the same error on the side bar, it has 9 alerts one of which is a suspicious link text relating to the Neighbourhood plan referendum notice posted June 20th the link needs a clear title. The rest are minor alerts or require minimal attention. It may well be worth considering cleaning this section up every 3 months unless we have a legal obligation to keep it on.

Drinkstone Neighbourhood plan

Same contrast error on the side bar. 8 alerts mainly relating to PDF titles which need expanding.

Councillors

Same contrast error and 5 minor alerts. This page would sit better in the About us section.

Next Meeting

This links back to the village site and has 8 contrast errors and 3 alerts. This would sit better as text with a date for the next meeting on the About us page making this page redundant.

Previous Meetings

One low contrast error and 8 alerts. Not sure we even need this page it is all out of date.

Annual Parish meetings

Low contrast error 5 minor alerts gain not sure this page is needed the content can sit on About us.

Footpath map

This page should be removed and put on the Village site 1 contrast error and 6 alerts once again the content is out of the hands of the PC.

Finance

Same contrast error and the link to the village site needs removing and PDFs with named links need to be added.

Policies

One contrast error, and we need to review the titles of the documents along with the formats.

Other Documents

All of these documents appear on other pages this page is not required.

Playing Field

3 low contrast errors

Allotments

1 contrast error could look to incorporate this with playing fields page to reduce number of overall pages.

Document Browser

8 contrast errors and 609 alerts. This page is not required everything on this page is available on the other pages and all it is doing is creating massive accessibility issues,

Having carried out the audit I would propose the following:

General

The Parish council page is currently accessed in mainly one of 2 ways, either via the tab on the Drinkstonevillage.co.uk web site or having the Parish Council URL saved in your favourites. At a previous meeting it was proposed that the Parish Council breaks away from the village site to comply with Accessibility issues, however this will distance the Parish Council from the main village site which does drive traffic to the Parish Council pages. One way we can meet the accessibility challenges without the additional cost and complexity of operating our own site is to use the Parish council URL on all correspondence and marketing. This will bypass the Village site for anyone wishing to just visit the Parish Council. In future we should use **parishcouncil.drinkstonevillage.co.uk** this URL takes people to the Parish Council landing (Welcome) page directly and makes a significant contribution to accessibility compliance

Welcome Page

This page needs to be sharp and to the point containing limited information on what we do and when we meet and contain the links to other titled pages on the left hand side. By tidying up this page we can also lose 3 more of the current pages (next meeting. Previous meetings & Annual Parish meetings) by including this information on the Welcome page.

About Us

This needs to contain more detailed information on what we do along with a list of Councillors and their contact details. This will make this page more appropriate along with removing the page currently dedicated to Councillors details

Parish Council News

This page can easily incorporate the current contents of the Drinkstone together page as they both contain information mainly provided by the Borough and Suffolk. By using the Jungle Drums function provided by Village volunteers we can provide target area specific content via this in the first instance with links on our site to the information provider thus simplifying the communication structure and placing responsibility for the content on the author

Drinkstone Neighbourhood plan

This page needs to remain we just need to tidy up some of the PDF titles.

Finance

This page contains much of the statutory content we need to provide we just need to tidy up the titles of some of the documents.

Policies

This page contains much of the statutory content we need to provide we just need to tidy up the titles of some of the documents.

Facilities

This would be a new page which will include information on Parish Lands, Playing Field & Allotments and would incorporate the current relevant content from the Other Documents, Playing Field and Allotment pages.

The footpath page should sit on the village site as this was produced by a 3rd party and is not under the control of the council.

The Document browser currently featured on the site can be removed, not only does it contain 609 alerts its contents are either out of date or irrelevant or feature on other pages.

My proposal and recommendation for the web site hierarchy are as follows.

Enter the site via parishcouncil.drinkstonevillage.co.uk

Welcome Page

- **Next Meeting**
 - **Previous Meeting**
 - **Annual Parish Meeting**
- **About Us**
 - **Councillors Contact details**
 - **What we do**
- **Parish Council News**
 - **Updates on Strategic work (eg 3 year plan)**
 - **Links to Mid Suffolk Suffolk web sites**
- **Drinkstone Neighbourhood Plan**
 - **Neighbourhood plan Document**
 - **Updates**
- **Finance**
 - **Expenditure**
 - **End of year Accounts**
 - **Governance statement**
- **Policies**
 - **Procedural standing order policy**
 - **Financial Regulations policies**
 - **Code of Conduct for District & Parish Councillors**
 - **Freedom of Information**
 - **Complaints policy**
 - **Media policy**
 - **Accessibility**
 - **Other policies**

- Allotment Management
 - Equality and Diversity
 - Health & Safety
 - Recruitment
 - New Councillor
- **Facilities**
 - **Parish Lands**
 - **Allotments**
 - **Playing Field**