

# Llanfechain Community Website design/development brief

Located between Oswestry and Welshpool Llanfechain is vibrant rural, village with just over 400 registered voters.

Llanfechain Community Council (LCC) require a rebuild of their website. We have a limited budget and there are some specific requirements we must address to ensure we deliver the information required by law, details can be found at

<https://www.rctcbc.gov.uk/CY/Council/CouncillorsCommitteesandMeetings/Meetings/Community Liaison Committee/2014/07/21/Reports/agendaitem6accesstoinformationoncommunityandtowntowncouncils.pdf>

The target audience for the website are residents and visitors to Llanfechain.

The website will also include information regarding the Village and local activities, but we expect the site to grow over the year and eventually include:

1. Council requirements – guidance can be found at <https://gweddill.gov.wales/topics/localgovernment/communitytowncouncils/publications/access-to-information/?lang=en>
2. Village activities  
<https://www.llanfechain.org.uk/whatson.html>  
<http://www.llanfechain-show.co.uk/>
3. Clubs and local news
4. Feedback/comment form
5. Usage stats

There will be a requirement for the Clerk to update the website on a regular basis, which means this should be a quick and simple process, requiring limited technical ability.

Email addresses for Councillors and the Clerk are essential.

We current store all our documents on Google drive and are happy to continue to do so.

We have a secure google drive for Council documents and a public facing google drive for shared documents.

Historically the site was managed on a voluntary basis but the webmaster retired. The old site can be viewed at <https://www.llanfechain.org.uk/hall.html> and navigated from the left hand menu. Please note, this site is not currently live. The live site can be viewed at [www.llanfechain.org.uk](http://www.llanfechain.org.uk). However, this is a holding site, with some essential information and we do not want the new site to be built on this software. We are happy for the site to be built using Wordpress or other authoring tools, but as stated earlier, ease of use and updating is essential, as is the ability to build the site out.

Please note, we are flexible regarding design and technology, but the site must present on the most commonly used browsers and smart phones. Please include details of the browsers and version limitations, likewise with smartphones.

We do not want advertising on the site at this time, but we would like to include the option for a local businesses page with links to their sites.

We would like the site to invite Village engagement; we know that currently there is little traffic to the site. We would like the solution to include quarterly reporting of activity on the website.

LCC has budgeted a limited budget per year for the site hosting and development, updating and maintenance. We recognise that year one will have higher costs but seek to balance the costs over a 3 year cycle, and would welcome creative thinking on how this can be approached.

A member of the Council will be available to work with you to determine the content of the pages where required.

The success of the new site will be measured through usage and feedback from various sources.

The site should address the requirements of the Equality Act 2010 (<https://www.gov.uk/guidance/equality-act-2010-guidance>).

Please consider the following users in your suggestions.

User 1 lives in the Village and rarely uses the internet.

User 2 lives in the Village and is a regular user of their computer and the internet.

User 3 is a young person from the Village who primarily uses their smart phone to access the internet.

User 4 is a regular visitor to the Village

User 5 is interested in visiting the Village and seeks local and up to date information.

User 6 is only interested in information from LCC.

User 7 is interested in essential Village information.

We would like the site to go live at the earliest opportunity, but acknowledge that it will take time to build and test, so please include details of the go live timeline.

If you have any questions regarding our requirements please contact [Llanfechaincc@gmail.com](mailto:Llanfechaincc@gmail.com). The closing date for your submission is 10<sup>th</sup> May 2019. We are happy to meet to discuss our requirements.