



Dear Councillor

11 December 2020

You are summoned to join a virtual Extraordinary Meeting of the **TOWN COUNCIL** via video link on **FRIDAY 18 DECEMBER 2020 at 10.00 am.**

Yours sincerely

A handwritten signature in cursive script, appearing to read 'Laurence Hart'.

Town Clerk

### **PUBLIC QUESTION TIME**

Members of the public are invited to submit questions to the Council in writing by **9.30 am on the day before this meeting** is due to be held (i.e. Thursday, 17 December 2020) using the following email address: [office@wimborne.gov.uk](mailto:office@wimborne.gov.uk) or by delivering a hard copy of the question to the Town Hall, West Borough.

### **AGENDA**

- 1** **APOLOGIES FOR ABSENCE**
- 2** **PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018 (Min 208 – 07.02.20)**  
To consider the report of the Town Clerk (report to follow).
- 3** **REDCOTTS RECREATION GROUND - REQUEST FOR LICENCE**  
To consider a request for a licence to be granted for access to Redcotts Recreation Ground from the occupants of 11 Westfield Close (copy email herewith).

## Extraordinary Town Council – 18 December 2020

### **LOCALISM ACT 2011 and CODE of CONDUCT**

Members are reminded to comply with those elements of the Localism Act and the Town Council's Code of Conduct in respect of disclosable pecuniary interests.

### **GENERAL CONDUCT**

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status and any disability), Crime & Disorder, Health & Safety, Human Rights and Data Protection (General Data Protection Regulation).

### **PUBLIC ATTENDANCE AT VIRTUAL MEETINGS**

Members of the public and press will be allowed to listen *and watch* the meeting in audio mode only using Zoom. To avoid disruption the public and press will not be displayed on video or be able to be heard by the meeting.

**Please choose one of the following options to observe and / or listen to the meeting from 10.00 am:**

#### **To access online via Zoom website:**

1. Access the Zoom Video and Teleconferencing website by the following link:  
<https://zoom.us/>
2. Click to 'Join a Meeting'
3. When prompted, insert Meeting ID and Password as below:  
**Meeting ID: 990 2104 0771**  
**Password: 267701**

*\*Please note, you may be asked to register and sign into your Zoom user account. This will require a personal email address and password\**

#### **To access audio only by telephone:**

1. Dial United Kingdom: +44 330 088 5830; or +44 131 460 1196; or +44 203 481 5237; or +44 203 481 5240; or +44 208 080 6591; or +44 208 080 6592.
2. When prompted, insert Meeting ID and Password as below:  
**Meeting ID: 990 2104 0771**  
**Password: 267701**

Any questions which members of the public wish to put to the Council or Committees must be in writing and received by 9.30 am on the preceding working day before the meeting using the following email address: [office@wimborne.gov.uk](mailto:office@wimborne.gov.uk). Alternatively, a written question can be delivered to the Town Hall by 9.30 am on the preceding working day before the meeting. Every effort will be made to answer the question at the meeting but there may be a need to obtain information from other sources and in those circumstances a written response will be provided at a subsequent time.

## WIMBORNE MINSTER TOWN COUNCIL

**Date:** 18 December 2020  
**Reference:** Extraordinary Meeting of the Town Council – Item 2 –  
**PUBLIC SECTOR BODIES (WEBSITES AND MOBILE APPLICATIONS) (NO. 2) ACCESSIBILITY REGULATIONS 2018**  
**Author:** Town Clerk

On 7 February 2020, the Personnel, Policy and Strategy Committee recommended to Council that £1700 be set aside to fund the cost of a new website which would meet the Council's obligations under the 2018 Regulations. This recommendation was subsequently adopted by the Town Council.

For ease of reference a copy of the report submitted to the Personnel, Policy and Strategy Committee is attached as **Appendix 1**.

At the time, the Assistant Town Clerk was not fully conversant with the requirements of the Regulations but has since received further training and advice from DAPTC and the Society of Local Council Clerks (SLCC).

For a variety of reasons not the least of which was the pandemic, no progress was made in designing a new website and following her training, the Assistant Town Clerk and I concluded that it was unfair to expect Rejuvenate IT to be able to design a new website which would fully comply with the 2018 Regulations. Website design to ensure compliance with this new legislation requires a separate set of skills to IT providers. No costs have been incurred for this project.

The training sessions made it clear that the best way forward was for the Council to engage specialist website designers as other local councils have done.

A proposal has therefore been sought from Aubergine, a firm which specialises in the design of websites and as their proposal is confidential information has been circulated separately to all Members. Aubergine is the provider recommended by the SLCC.

Examples of Aubergine's work can be seen by clicking on the following links to websites:

[Beverley Town Council website](#)

[Leighton – Linslade Town Council website](#)

### Timescales

Aubergine has advised that the project would be completed within 5-6 weeks of the start date.

### Costings

	Year 1 Costs	Year 2 onwards
One-Off Set Up	£975	£0
Annual SSL Protected hosting and basic support (4 hours annually)	£50 *last quarter*	£199

Transfer of website content to new website. <i>*estimated cost of content transfer including all relevant webpages, links and documents + 5 years of AGAR/finance documents*</i>	£350	£0
<b>Sub-Total</b>	<b>£1375</b>	<b>£199</b>
Ongoing Compliance Monitoring: Quarterly WCAG compliance scan & reports	£75 *last quarter*	£299
<b>Total</b>	<b>£1450</b>	<b>£498</b>

Wimborne Minster Town Council currently pays £180 per annum to Rejuvenate IT to host the Council's current website. This charge would no longer apply.

The Town Council also currently pays every two years for domain name (.gov.uk) registration.

**Officer Recommendation**

It is RECOMMENDED that the Town Council approves the proposal.

**Personnel, Policy & Strategy Committee**

**Date:** 7 February 2020

**Reference:** Item 5 – Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018

**Author:** Assistant Town Clerk

**1. Overview of the Legislation**

New regulations came into force for public sector bodies on 23 September 2018. The regulations require public sector bodies to make their website or mobile app more accessible by making it ‘perceivable, operable, understandable and robust’.

The 2018 regulations build on existing obligations to people who have a disability under the Equality Act 2010 (or the Disability Discrimination Act 1995 in Northern Ireland). These state that all UK service providers must consider ‘reasonable adjustments’ for disabled people.

In order to be compliant with this legislation, the Council’s website (and where appropriate, mobile app) must:

- meet the international Web Content Accessibility Guidelines (known as WCAG 2.1 AA) accessibility standard; and
- publish an accessibility statement that explains how accessible your website or app is.

The guidelines and principles explain how to make digital services, websites and apps accessible to everyone, including users with impairments to their:

- vision – such as severely sight impaired (blind), sight impaired (partially sighted) or colour-blind people
- hearing – such as people who are deaf or hard of hearing
- mobility – such as those who find it difficult to use a mouse or keyboard
- thinking and understanding – such as people with dyslexia, autism or learning difficulties

Legislation requires the emphasis to be on the principles, not technology. For example, the need to think about the different ways that people interact with content. Users might:

- use a keyboard instead of a mouse
- change browser settings to make content easier to read
- use a screen reader to ‘read’ (speak) content out loud
- use a screen magnifier to enlarge part or all of a screen
- use voice commands to navigate a website

The principles apply to all aspects of the Council’s digital service (including code, content and interactions).

**2. Disproportionate Burden**

The legislation allows for some organisations to not fully meet all the accessibility standards if they consider the impact of fully meeting the requirements too much for

the organisation to reasonably cope with. The 2018 regulations call this a 'disproportionate burden' e.g. the Council might judge that the benefits of making some things accessible would not justify the impact on the organisation. In that case, the Council would claim it would not be reasonable for it to make those things accessible because it is a disproportionate burden. Should the Council wish to declare that making particular things accessible is a disproportionate burden, certain legal processes and assessments must be followed. When undertaking the assessment, lack of time or knowledge will not be considered. Similarly, attempting to argue that making things accessible is a disproportionate burden because it is not a council priority will not be accepted as a reasonable claim.

### **3. Timeframes**

Most existing websites that were published before 23 September 2018 need to comply with the 2018 regulations by 23 September 2020.

It is your Officers' understanding that if it were to create a new website, compliance must be immediate on the 'go-live' date.

### **4. Wimborne Minster Town Council's Current Site and Known Issues**

The Town Council's original website was built in the noughties and maintained for free until 2011. In 2016, the Council outsourced the maintenance of the website to a new provider and it was modernised as required at that time.

A further review was undertaken in 2019, and a decision to change provider and outsource the Council's ICT service provision including the website was approved and a contract awarded to Rejuvenate IT. In the past couple of months, staff have noticed reduced functionality of the website. Rejuvenate IT was asked to complete a review of the website and provide their observations. These are as follows:

The current site is built on Wordpress. Various theme and plugins have been utilised but with a lot of custom coding. Due to this, Rejuvenate IT is currently unable to update the website and its plugins as this will wipe the custom changes, resulting in most of the websites features being inaccessible. This also means that they are unable to make the site accessible to comply with the new regulations.

As the website has not been updated it is susceptible to security risk, this could result in people getting into the site as the security patches cannot be applied.

The site also holds a lot of content and Rejuvenate IT has suggested a more simplified content to improve the user experience.

### **5. Future Options**

Rejuvenate IT would recommend keeping the site on the Wordpress platform as the staff are already trained and know how to use it. However, they have recommended a site refresh to ensure all security patches and updates can be applied in future, which would also make the site easier to navigate and give it a more modern feel. This will allow the use of accessibility plugins to comply with the new legislation.

#### Option 1 – Do Nothing

This is not a feasible option given the need to comply with new legislation coming into force by September 2020.

#### Option 2 – Wimborne Minster Town Council work with Rejuvenate IT

Rejuvenate IT will develop the site and ensure all features are working before training and handing back over to WMTC to move across the relevant site content.

This would cost approximately £1,000.

#### Option 3 – Rejuvenate IT complete refresh of the Council’s website

Rejuvenate will develop the site, ensure all features are operational and move content on to the new site. Some input from WMTC staff will be required to advise on which content is still current and relevant.

This would cost approximately £1,700.

#### **6. Conclusion**

It is recommended that the website be updated, and the use of custom coding is minimised. This will ensure seamless installation of future site and plugin updates as well as security patches.

#### **7. Recommendation**

**It is RECOMMENDED that Option 2 be adopted and the cost be met from the IT upgrade grant from East Dorset District Council.**

## WIMBORNE MINSTER TOWN COUNCIL

**Item 3: Redcotts Recreation Ground - Request for Licence**

**Meeting date: 18 December 2020**

Extract of email:

'Following our telephone conversation today we would like to apply for a license to access Redcotts Park by installing a private gate from our garden.

We understand our immediate neighbour already has an agreement in place.

We would install and maintain the gate at our expense and would propose to place the gate in the left-hand corner of our rear boundary which would directly access the park outside of the grass tennis courts perimeter.

The reason for our request is that we have a dog and access from our garden into the park would be much appreciated.

Please forward our request to the Recreation and Leisure Committee to be considered at their next meeting.

In the meantime, should you require any further information please let us know.

We look forward to hearing from you.'

