

To receive a report on the Neighbourhood Plan website and consider any actions and associated expenditure

Background:

The Saltash Town Councils Neighbourhood Plan website is currently managed by a hosting solutions supplier. This website is created in the wordpress format.

[Please click here to view the website.](#)

The supplier is closing their hosting solutions and a new hosting option for the website is required to be sourced, with the current hosting and domain management coming to an end in February 2024. The current supplier cost is £9.54 for the domain renewal per year, all other related website costs were included in the initial Neighbourhood Plan project.

Three quotes have been sourced for a new hosting solution, inclusive of migration, domain hosting, website hosting and SLL certification.

Quotes:

Company A:

Have stated they do not work with the Wordpress format and have offered possible solutions to allow the website to remain active.

The domain can be hosted by any registrar of UK domains – it is currently on TSOHost, but can be moved (usually at no cost) to any other registrar.

The hosting needs to be provided by a service offering Wordpress hosting. I have been back to our hosting suppliers and they do not provide this service. However Wordpress is very popular and there are many companies who offer Wordpress hosting, but you will also need a website design company who can maintain the site. This is crucial for Wordpress websites, as they are particularly vulnerable to hacking attacks.

I do not work with any Wordpress design companies, and am unable to recommend anyone. However you may find that Saltash Chamber of Commerce has at least one member who may be able to assist.

The website design company should also be able to help with transfer of the domain to their preferred registrar.

Alternative options include transferring the existing website to the same platform as used by the Town Council website, but this is probably not economically viable, or creating a section on the Town Council website for the Neighbourhood Plan, as we have done with other councils.

After further discussion with the provider, they have provided the following two options for members consideration.

1. To create a new website and transfer the information from the current, on the same platform used for the Town Councils website at an estimated cost of £800, with ongoing costs of £80 per year for hosting inclusive of SLL certificate and £25 for the domain renewal for two years subject to inflation.
2. Transfer to a static version of the current website. Held by the providers hosting solutions at a cost of £120 to complete the transition and £80 per year for hosting inclusive of SLL certificate and £25 for the domain renewal for two years. This would keep the same look of the website, but any required changes would be harder to implement, changes would need to be quoted at the point of need.

Option 1		Option 2	
Creation of new website		Transfer to a static version of current website	
Cost to create a new website and transfer information	£800	Cost of transfer to static version	£120
Hosting Inclusive of SLL Certificate (Per Year)	£80	Hosting Inclusive of SLL Certificate (Per Year)	£80
Domain Renewal (Two Years)	£25	Domain Renewal (Two Years)	£25
Initial / Year 1		Initial / Year 1	
	£905		£225
Ongoing costings per year subject to inflation	£105	Ongoing costings per year subject to inflation	£105

Company B:

Can migrate and host the Town Councils Neighbourhood plan website from the current hosting solution to their hosting and management options and have provided the following quotation for Member's consideration. As part of the quotation they have stated they action a robust 6 monthly review of the website for maintenance and security with a hands-on visual inspection of each page for compliance. If any content changes are required a further quotation based on the work and time required will need to be obtained.

Item	Cost
Migration of Website	£360 One off Cost
Hosting – inclusive of monthly back up	£288 £24 per month (Billed Yearly at £288)
SLL Certificate & Management	£120 per year
Domain Migration Cost	£90 One off cost
Domain Renewal	£29.99 (ongoing yearly cost)
6 Monthly website, maintenance and security checks	£90 6 monthly
Total to transfer – Year 1	£977.99
Ongoing costings per year subject to inflation	£617.99

Company C:

Submitted a quote to migrate and host the Town Council's Neighbourhood plan website to their hosting solutions. As part of their monthly hosting cost, theme, plugins and security will be reviewed. A daily back up is actioned of the website included in costings. If any content changes are required a further quotation based on the work and time required will need to be obtained.

Item	Cost
Migration of Website	£360 One off Cost
Hosting – Inclusive of SLL certificate	£32 Per month inclusive of SLL Certificate
Domain transfer & hosting	£9.50 Per year inclusive of transfer
Total to transfer – Year 1	£753.50
Ongoing costings per year subject to inflation	£393.50

Budget:

Budget Code: 6275 EMF Neighbourhood Plan

Budget Availability: £7,768.00

Next Steps:

1. Members are asked to consider approving a provider to migrate and manage the Town Councils Neighbourhood Plan website for a three year period;
2. Allocate associated cost to budget code 6275 PF EMF Neighbourhood Plan;
3. Delegate authority to the Assistant Town Clerk to sign off the provider agreement on behalf of the Town Council.

End of Report
Assistant Town Clerk