



.GOV Working Group: Terms of Reference

Purpose:

The purpose of this Working Group relates to the Parish Council's contract with Parish Online to switch to a .gov domain - landulphparishcouncil.gov.uk. The aim is to advise the Parish Council how to use the facilities in the contract most effectively and to suggest how and when to switch to the new domain. The objective is to complete the switch by June 2025.

Role and remit:

The Working Group will consider the following elements of the new domain:

- New website look and content
- Email accounts (including group accounts) and options for email clients
- Shared workspace
- Regular monthly email to parishioners
- Use of forms

The Working Group will draw up a timetable for the switch over including:

- What information will be switched over automatically
- How information will be switched manually
- How the change will be publicised and ongoing forwarding of emails
- How the existing website landulph.org.uk will be managed as a community website
- What training may be needed to use the new facilities

The Working Group report will report progress and recommendations at monthly Parish Council meetings and implement recommendations. This will include liaising with Parish Online about the set up of the new facilities and producing guidance on how the facilities should be used in the context of Landulph Parish Council.

Approach to working:

The group will be chaired by a member of Landulph Parish Council. Members of the group will include at least two Parish Councillors, the Clerk and others from the Parish as agreed by the Parish Council. The Working Group will have no delegated powers and will comply with the Communications Policy and Standing Orders of the Parish Council. Any recommendations from the Working Group will be submitted to the Parish Council for approval including expenditure.

13 January 2025