



REPORT TO LANDULPH PARISH COUNCIL - WORKING GROUP UPDATE

Please complete and submit this form for Working Group updates
to be considered by Landulph Parish Council.

TITLE	Dot Gov Domain
DATE OF UPDATE	12 February 2025
ACTIVITIES TO REPORT	<p>Meeting on 10 February Update from Parish Online on email: email folders are transferred across to the new email addresses, Parish Online will supply an MX record to Western Web to ensure our old email addresses will get redirected to the new email addresses at no charge.</p> <p>New Website: the new website is currently password protected, Clare Tagg has asked Parish Online for a test account for Councillors to view it. Clare Tagg and the Clerk have accounts to update the new website. Practically all pages and links can be updated by ourselves; Clare Tagg will show the Clerk how to update the new website.</p> <p>Project Plan: the following project plan was discussed and agreed subject to the impact of the Council Elections on 1 May 2025.</p> <p>Overall plan Phase 1: Migration of Landulph.org.uk (10 – 31 March) Phase 2: Migration of Google Drive to Workspace (18 March – 30 May) Phase 3: Migration of email (28 April – 30 May) Phase 4: Migration of monthly eNewsletter (5– 15 May) Phase 5: Migration of LOG access form (1– 14 April) Phase 6: Complete migration (1 – 14 June)</p> <p>Key dates: PC Meeting 17 March: Content on new website completed for review by Councillors By 31 March: Soft launch of new website to run in parallel with old website; with Parish Council material being added to both sites By 14 April: Migrate data and switch over LOG access form PC Meeting 28 April: Agree workspace structure and protocol By 18 May: complete training on new email system and copy of emails to new system 15 May: send first eNewsletter from new address PC Meeting & Annual Meeting 19 May: start using new email addresses 30 May: Complete migration of Google Drive and switch off access to old emails By 14 June: Complete migration. (Note: Google Drive has been changed to monthly renewal from 14 June 2025).</p> <p>Content of new website: the Working Group reviewed the existing website and the content that should be on the new website. Essentially all the Council section of the old website (with the exception of the Newsletters) will be migrated along with the Neighbourhood Plan, Who Do I Contact, Enquiries and About the Parish. For Working Groups there will be a new section with a page for each Working Group and for LOG and LCG a link to the old website for detail of community involvement etc.</p>

	<p>Main Menu of new website: Home, Councillors and Staff, Meetings, News, Finance, Governance and Policies, Council Working Groups, Council-wide Plans, Information, Contact Us</p> <p>Much of this content has been transferred but needs tidying up. In particular the new media section needs organising.</p> <p>Analytics: Analytics will be set up by the Clerk once she has email.</p> <p>Community website: there has been interest within the community for the new community website but as yet no group has agreed to oversee this. Clare Tagg to discuss possible changes with Western Web.</p>
COUNCILLORS INVOLVED	Martin Ansell, Gaye Braund, Diane Gregory, Clare Tagg Clerk also present.
RECOMMENDATIONS (including any communications)	<ol style="list-style-type: none"> 1. Agree Project Plan 2. Agree Main Menu of Website
<p>COSTS (ie contractor costs, purchase costs, ongoing costs)</p> <p>Detail any funding required from the Parish Council (Landulph Parish Council to consider affordability / budget / precept; and also whether it has the power to spend on this).</p>	
Date of full Landulph Parish Council	17 February 2025