

Bath & North East Somerset Council		
MEETING:	Bath Recreation Ground Trust Board	
MEETING DATE:	Thursday 14 March 2013	EXECUTIVE FORWARD PLAN REFERENCE:
		E 2535
TITLE:	Recreation Ground Trust website	
WARD:	All	
AN OPEN PUBLIC ITEM		
List of attachments to this report:		
The draft website can be accessed at http://bathrec.loveyoursite.co.uk		

1 THE ISSUE

- 1.1 The Trusts's existing website needs updating and transferring to a more modern software system. The opportunity has been taken to redesign and restructure the website.

2 RECOMMENDATION

- 2.1 The Trust Board is asked to:

- (i) Approve the design and structure of the new website.
- (ii) Endorse the initial cost of the new website and approve the on-going hosting and domain name costs.
- (iii) Approve the proposed arrangements for managing the site.
- (iv) Support the evolutionary development and improvement of the site

3 FINANCIAL IMPLICATIONS

- 3.1 The development of the new website has cost approximately £500. The on-going cost of hosting and maintaining domain names will be £250 per year.

4 THE REPORT

- 4.1 The existing website for the Recreation Ground Trust was established some years ago. It was developed in software that is now out of date and the site is not easy to maintain. The website needs to be transferred to a more modern system.
- 4.2 The opportunity has been taken to update the design and structure of the website. The new website will presented at the Board meeting.
- 4.3 The updated structure is as follows:

Section	Content
Home	Welcome and introduction, what's on in coming weeks, latest news panel, Twitter feed and invitation to follow.
What's on	Shows calendar of bookings and availabilities at the Recreation Ground.
Book the Rec	Gives booking form, enquiry form, charges, maps and frequently asked questions.
Latest news	Press releases and announcements.
The Future for the Rec	Information about progress of Charity Commission's Scheme and the Trust's proposal.
Contact us	Trustees and general website address

- 4.4 There is also a range of supplementary information including; Trust Board meetings, the history of the Rec, the Strategic Review, the 2011 Consultation, useful links and clubs. Relevant information and links have been transferred from the old website.
- 4.5 The site is hosted by a large web services company. The site is secure, backed up and well supported.

- 4.6 The new site is supplied with a simple content management system which enables information to be updated and added to the site. It is proposed that arrangements for managing the site are as follows:

Adding and amending content	A limited number of officers to be able to amend via the content management system.
Approval of content	Trustees for major new sections and potentially sensitive information. Lead advisor (Andrew Pate) for significant new material. Officers as above for routine updates and minor editing.
Maintenance of calendars	Administration and Finance Officer, Tourism Leisure and Culture (manages bookings).

- 4.7 The new website will provide a valuable channel for publishing rapidly a wide range of information about the Rec. The old website was used throughout the Scheme publication period to provide details of the Trust's proposals, background reports and questions and answers. This information will be carried over to the new site and the intention will be to maintain information provision and transparency at a high level.
- 4.8 Subject to the comments of the trustees and final checking, the new website is ready to go live. This would be accompanied by the old site being taken down and the old website address being redirected to the new one.
- 4.9 Once in operation, the new website can be developed and improved over time.

5 RISK MANAGEMENT

- 5.1 The new content management system will assist in ensuring that the information presented on the website is accurate and up to date.

6. EQUALITIES

- 6.1 A useable and up to date website will contribute to the accessibility of the facilities of the Recreation Ground.

7 RATIONALE

- 7.1 The existing website needs to be transferred to more modern software.

8 OTHER OPTIONS CONSIDERED

8.1 Hosting and management by the Council has been considered. The recommended option has advantages of ease of maintenance and indicating the independence of the Trust.

9 CONSULTATION

9.1 The Chairman of the Trustees and relevant officers have been consulted on the proposal.

10 ISSUES TO CONSIDER IN REACHING THE DECISION

10.1 The design of the website and the information that it provides; cost and ease of management.

11 ADVICE SOUGHT

11.1 Advice has been sought from the Trust's legal and financial advisors. Both have had the opportunity to input to this report and have cleared it for publication.

Contact person	<i>Tim Darsley, Recreation Ground Trust Project Advisor. Tel: 477221</i>
Sponsoring Trustee	<i>Councillor David Dixon, Chairman of Trustees.</i>
Background papers	
Please contact the report author if you need to access this report in an alternative format	