

Setup different sections as required to publish statutory information and/or make the public aware of what we do/have done

Avoid having to contact the site administrator in setting up sections to avoid costs and time delays to the PC
make sections 'public', or not, so that the public can view their contents

Grant admin access to other Parish Councilors on individual sections to help with administration of that section

upload text and/or documents to all sections

provide a 'contact us' section ' and see all emails that have been sent to the PC website automatically so I can action and respond to them

manage a section whereby the public can subscribe/unsubscribe to emails from the PC
generate links within a 'whatsnew' section to highlight to the public what has changed or is of importance(e.g. road closures)

automatically send the 'whatsnew' link to all subscribers when the section is updated

send emails and section links to the public subscribers to avoid the subscribers searching for information
archive sections and documents on a simple variable rule based requirement to keep the size of the website compact

see an audit trail of access/changes to sections and/or documents loaded - a 'like to have' to check site integrity

make updates to the contents of sections that I have access to

have the same default access rights as allowed to the public

look at publicly available documentation (e.g. meeting agendas/minute) that I am entitled to see

contact the PC from the website with any queries or information I want them to see/check/respond to
be able to subscribe/unsubscribe to the PC mailing list

be able to search the website by text string and/or document name/type

the platform is safe and secure

the website is available [TBA%] of the time for the public to use
the site is backed up on a regular basis - TBA

they have ownership of the site code and any documentation

As the Parish Clerk I want to

PC Website Requirements