**MAESTEG TOWN COUNCIL**

**MATTERS ARISING – 4th MARCH 2025**

**MINUTE 404**

**MINUTES – COMMUNICATIONS COMMITTEE RECOMMEDATIONS**

1. The committee to review the provider of the Microsoft 365 licenses (Cllr Emails and Microsoft applications) at their next meeting to take place before August 2025.
- Ongoing
2. Notice to be served to ITCS to cancel the Veeam backup software as soon as is possible. With the auto renewal, the contract will end in February 2026 so notice will be served after the next meeting.
- Notice served
3. Deputy Clerk to investigate the correct use of One Drive for Council use. If not appropriate, then quotes from an alternative Cloud Server to be sought.
- Ongoing
4. Clerks to purchase at least 1 portable hard drive and 1 memory stick for offsite storage of Council data – This can be fulfilled when the final decision is made on how data storage will work in the future at the next meeting.
- Currently postponed
5. Purchase an additional laptop to the value of up to £1,500 excluding VAT to allow both clerks to run meetings and work from a single machine. Both laptops need to be on the ITCS servers currently, this entails a fee of up to £50 per laptop.
- Completed
6. Deputy Clerk to seek quotes from other companies to run the Council website.
- Quotes below due to time constraints
7. ~~Deputy Clerk to create a demo site for the committee to review practicalities of bringing the website ‘inhouse’.~~
8. ~~Website internal/external feasibility to be reviewed at the next meeting of the Communications Committee.~~
9. The committee would like Councils input on offering a bilingual option for the website if possible.
- Completed
10. Clerks to proceed with quote QH-04680 which is to purchase a .gov.wales domain name for the website at £120 per year. Associated costs, up to £200 to be covered if ITCS charge to change the domain name (this does not happen automatically when purchased).
- Discussed as part of the website quotes
11. Pursue quote QH-04923 for the ‘Decisions’ app for up to 3 users. (2 clerks and a nominated member). Cost: £2,712.50 +VAT with the annual cost going forward of £825.
- Awaiting an onboarding date from supplier.

The current website is due to be taken down on May 1st 2025. This means we have a small window to start the process of changing website providers when considering the communications committee have to meet and discuss then have their recommendations approved which, at the earliest, could only happen in Aprils full council. The website companies usually need a few weeks at a minimum of turnaround.

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| --- | --- | --- | --- |
| **QUOTE 1** | **QUOTE 2** | **QUOTE 3** | **QUOTE 4** |
| Build price £899 +VAT | Website creation £379(one off cost) | Website build £1149 | Website Build £749 |
| Annual hosting and support (from year 2 onwards) £299 +VAT | Website Hosting £225pa | Annual cost £249.99 | Annual cost£336 |
| .gov.wales £120/year | .gov.wales £120/year | .gov.wales £50/year  | Domain purchased separately (est. £120/yr) |
| *Current website migration £10 per page £1 per document.* | Events Calendar / What’s on – £100 one off |  | Latest news section included |
|  | News Section – £100 one off |  | Events calendar included |
|  | Data migration: FREE |  |  |
|  | Current website redirect for 6 months: FREE |  |  |
| **£899 upfront** | **£379 upfront** | **£1149 upfront** | **£749 upfront** |
| **£299/year support** | **£225/year support** | **£249/year support** | **£336/year support** |
| **£120/year domain** | **£120/year domain** | **£50/year domain** | **£120/year domain** |
| **Extra cost for data migration and more features (below).** | **Extra cost for more features** |  |  |

Quote 1 extras:

1. Forms & polls module (you can add as many forms/polls/consultations to the website with an easy-to-use module - £50 + VAT per year
2. Planning portal integration – which pulls all the planning applications from your principal authority’s system and displays them on your website - £100 + VAT per year
3. Online payments (for things like room hire, allotment fees, market stall trader fees etc) - £500 + VAT one off
4. Event tickets module to create events and add tickets to sell online - £250 + VAT (does require payment module)
5. Private members area for councillors (good for reviewing draft or sensitive documents) £100 + VAT per year
6. Bi-lingual module (ENG & WELSH) - £100 + VAT per year

\*\* The website will need updated images of the area – we could request some from our appointed photographer at her half day or day rate.

**MINUTE 408**

**LITTER BIN – CHURCH STREET RIVER WALKWAY**

06/02/25 1 Bin ordered for Church St river walkway to be paid by Maesteg East Ward

06/02/25 Emailed BCBC for permission for MTC to install and empty bin

Response: BCBC have no objections to Maesteg TC installing and servicing bins at these locations

10/02/25 additional wheelie bin ordered

24/02/25 bins installed.

**MINUTE 411**

**MAESTEG EAST WARD FUND REQUEST**

06/02/25 Chased BCBC Parks for permission to install handrail at Maesteg Celtic. No response to date.

**MINUTE 412**

**LIFT REPAIR QUOTE**

05/02/25 Chased OTIS – awaiting a date for the repairs to be made

06/02/25 Email response from OTIS forwarded to all members: to advise that OTIS have planned an engineer to attend site on Monday and Tuesday for you (10 & 11 February 2025)

14/02/25 Lift back in full working order

**MINUTE 415**

**REMEMBRANCE SUNDAY 2025**

06/02/25 Chased Sunbelt rentals for quote for Remembrance Sunday 2025 road closures with the new route

12/02/25 Quote for Remembrance Sunday Road Closure Q5995319 = £1,563.20 + VAT

**MINUTE 419**

**FLAGPOLE**

06/02/25 Emailed BCBC Conservation Officer & Highways etc to ask for permission to relocate the flagpole.

Response: Can you provide the preferred location and the dimensions of the pole please?

Response: Can you confirm the location of the flag pole as the coal dram is not on the highway. We will also need a copy of the design specification, and in particular the foundation details for the new pole.

14/02/25 Emailed Centregreat to see if the install flagpoles

**MINUTE 424**

**TO DISCUSS BCBC REVIEW OF COMMUNITY ARRANGEMENTS OF THE COUNTY OF BRIDGEND**

06/02/25 Emailed BCBC to advise that MTC support the draft proposal of merging MTC with Llan Middle CC

**MINUTE 428**

**Electricity/Gas/Water/Waste - The Green Energy Advice Bureau**

06/02/25 Emailed to decline the advance procurement service

**MINUTE 429**

**CLLR R MARTIN REQUEST – BIN MAESTEG PARK**

06/02/25 1 x bin ordered

06/02/25 Emailed BCBC for permission for MTC to install and empty bin

Response: BCBC have no objections to Maesteg TC installing and servicing bins at these locations

19/02/25 Bin installed

**MINUTE 431**

**LLYNFI VALLEY COUNCIL OF CHURCES – GOOD FRIDAY PARADE**

06/02/25 Emailed LVCC to advise MTC will pay for road closures and to ask what time the road closure needs to be arranged

Timings for road closure = procession starts at 10:45am

19/02/25 Emailed Sunbelt Rentals to accept the quote for road closure and give them the times

21/02/25 Following a site visit and the necessity to close access to Station Hill and Church Street and the additional TMO (traffic management officers) the quote has gone up from £2,140.10 to £2,460.41

21/02/25 TTRO application sent to BCBC for the event

**MINUTE 433**

**ROSPA playground inspection training. - Wales**

06/02/25 Emailed Llanharan Community Council to advise that MTC would like 2 delegates to attend ROSPA training

**MINUTE 436**

**BUCKINHAM PALACE GARDEN PARTY**

05/02/25 Emailed OVW with Cllr P Jenkins contact details

**MINUTE 437**

**DISABLED TOILET REFURBISHMENT**

05/02/25 2 companies came to quote for the flooring

15/02/25 Quotes received.

24/02/25 Electrician came to quote for the installation of electric door – awaiting quote and

**MINUTE 439**

**FINANCIAL APPLICATIONS**

Emails of thanks received form:

* Caerau Community Growers CIC
* West Glamorgan RAYNET

**26/02/2025**