

Charlton Kings Parish Council

26 Church Street, Church Piece, Charlton Kings, Cheltenham, GL53 8AR

Clerk: Mrs J Noles Tel: 01242 250087 email: clerk@charltonkingsparishcouncil.gov.uk

Invitation to quote for updating the Charlton Kings Parish Council website

1. Background

Charlton Kings Parish Council (CKPC) has an existing website <https://www.charltonkingsparishcouncil.gov.uk/> which serves three main functions – publication of statutory documents and information; provision of information about CKPC projects and initiatives and as a repository and sharing facility for documents. The current website design is an “off-the-shelf” product, aimed at Parish Councils, and has a lot of excellent features but does not allow much flexibility in design or functionality. CKPC is an active Parish Council with an increasing number of projects and initiatives which we would like to be “centre stage” on our website and about which we would like to both communicate and engage with the local community more effectively.

2. Brief

A detailed brief for the website update is attached (See Appendix 1).

4. Submission of Quote

1. Please provide a written, fully-costed project proposal for our updated website.
2. Please provide contact details for two references for similar work undertaken within the past two years including links to the resulting websites.

3. Process and Timescales

1. Invitations to quote disseminated in mid-August 2021.
2. Quotes to be submitted by **12.00 noon on Monday, 6th September 2021** by email to clerk@charltonkingsparishcouncil.gov.uk or by hard copy to Mrs Joanna Noles, Clerk, Charlton Kings Parish Council, 26 Church Street, Charlton Kings, Cheltenham GL53 8AR.
3. If you have any queries or questions prior to submission please contact Mrs Joanna Noles on clerk@charltonkingsparishcouncil.gov.uk or Mrs Helen Johnston on officer@charltonkingsparishcouncil.gov.uk You can also call us on 01242 250087.
4. Shortlisted contractors may be asked to make a presentation to our Communications and Community Engagement Working Group, by Webex or in person, on **Monday, 13th September (times to be confirmed)**
5. Award of the contract will be made at our Full Council meeting on **27th September 2021**. All those who have submitted quotes will be notified within two weeks of the meeting.
6. We would expect the final version of the new website to go live by January 2022.