

## Preparation for Derry Hill and Studley Parish Council

### Introduction

Following the 2021 Community Governance Review as a parish we are now moving quickly towards the largescale boundary changes and renaming of Calne Without Parish Council to Derry Hill and Studley Parish Council.

As clerk and RFO I have been looking closely at the administrative tasks that are required for a smooth and successful changeover.

Some of these changes will cost money and this raises a question of when the work and money should be spent.

### Jobs that I have identified

Item	Tasks required	Potential Costs
Branding/ Logo	To design a new logo for the newly named Parish Council to assist in the recognition and identity of the new arrangement	Quote received for £325 for design of a new logo which can be used on letterheads, policies, websites etc
Website	New domain name  Newly designed site	will need two domain names for the period of the handover  Additional Website support hourly rate £50 New photos to replace those lost (question of professional photos or using photos from locals)
Email address changes	To set up new email addresses from which date	Cost of transfer to new addresses still tbc

### Decision for the Council

The CGR preparation working group have been discussing when the best time is to make these changes and spend the required money.

#### Option 1

Do all the background work necessary in this year leading up to the change and be ready to go on day one of Derry Hill and Studley Parish Council.

The noted benefit of this option is that the New council will launch with its new identity and ready to start work.

The disadvantages are that the budget used for the new council prep is the 'old council' budget.

#### Option 2

Wait to do all the work until after the new council are elected and make the changes after the boundary changes have been implemented.

The noted benefit of this option is that decisions about the new council will only be made by the councillors working within the new council.

The disadvantage is that it could be another 6 months – a year before all the changes are fully implemented by which time the full impact of the new council may have been missed.

#### Recommendation;

Full council is requested to consider if option 1 or 2 is the favoured approach.

If option 1 is considered the best approach I recommend setting an initial budget of £1000 ex vat to be funded from reserves for committing to immediate tasks required.

Katherine Checchia

Parish Clerk

2<sup>nd</sup> April 2024