

**BUXTON TOWN TEAM
PROJECT PROPOSAL FORM**

1. Name of Project: **Town Team Website Hosting**

2. Brief Description:

The establishment of an annual contract to host the BTT website, and transfer of the website and emails to the new host.

3. Aims:

(Specify exactly what the project is intended to achieve. This must fit in with Town Team objectives)
The Town Team Website will act as a communications hub for members of the Town Team to access relevant documents and exchange ideas. It will also have a public facing area that will give general information about the Town Team including press releases and details of projects. The existing site was set up and hosted free of charge by Dave Golding. We now need to set it up on a commercial basis.

4. Detail of what is involved:

(The more detail you can give the less chance of queries and consequent delay)
Dave Golding is no longer running a web hosting service and so we need to transfer our site to a new host as soon as possible. A number of different suppliers have been approached and quotations obtained. The preferred supplier is a small company called Crazy Pages, who are based in Chesterfield but whose client base covers all of North and West Derbyshire. To effect the transfer, the website will have to be taken off-line for a short time. The process will take around a day to complete but the site should only be unavailable for less than an hour. A message will be placed on the site in the days leading up to the transfer. The new contract will provide up to 20 email addresses using details we supply. The hosting of the site and email addresses are subject to annual charge, this is subject to review every year. Maintenance of the site will remain the responsibility of the Town Team as at present.

5. Alternatives Considered:

(If there were other ways of going about the project, why did you reject those and choose this?)
Some large organisations eg Google provide 'free' web hosting services; these are not subject to legal contract and could be changed unilaterally. They also require the use of different proprietary content management systems (not WordPress), so straightforward transfer of the existing site is not possible. Alternative hosting quotations are appended, but summarising first year costs:

- MM&B Studio (based in Buxton)
- Redbox Internet (based in Chapel)
- Evohosting (based in Berkshire)
- 1and1 (based in Slough)

For detail of competing quotes please contact project leader.

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t not POP3 email onwards

6. Timescale:

(Specify start date, completion date and any particularly important dates along the way)
29th January 2013 - agree on new provider and approve project
to 7th February 2013 - confirm contract details, place order, preparatory work on website
8th-10th February 2013 - transfer Website to new host
by 17th February 2013 - set up email accounts for nominated TT members

7. Expenditure:

(Give full breakdown of estimated costs, whether firm quotations or level of accuracy; indicate timing)
Crazy Pages site hosting and emails - £110.04 + VAT per year (fixed price quote)
Registration of domain name - £10 per year + £10 transfer fee to new host
Total cost - £130 + VAT for first year
£120 + VAT thereafter

While we are recommending using Crazy Pages for the first year or so, once sufficient experience is gained we could reduce the annual cost by switching to a national supplier.

8. Income:

(Is there any scope for generating revenue for the Town team, if so please specify)
Income might be generated from including advertising on the website.

