



GILLINGHAM TOWN COUNCIL

The Town Hall

School Road

GILLINGHAM

Dorset SP8 4QR

Tel: 01747 823588

Email: gtc@gillinghamdorset-tc.gov.uk

Web site: www.gillinghamdorset-tc.gov.uk

GENERAL PURPOSES COMMITTEE MINUTES

The minutes of the **General Purposes Committee** meeting convened on **Monday, 5th October 2020**, at 7.30pm. The meeting was held remotely using appropriate technology in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4 April 2020.

Present

Cllr Mick Hill (Chair)	Cllr Dennis Griffin
Cllr Graham Poulter (Deputy Chair)	Cllr Paul Harris
Cllr Alison von Clemens	Cllr John Robinson
Cllr Barry von Clemens	Cllr Donna Toye
Cllr Fiona Cullen	Cllr Roger Weeks
Cllr Rupert Evill	Cllr Keith Wareham

Non-Members

Cllr Mike Gould

In Attendance

Town Clerk: Julie Hawkins

Deputy Town Clerk: Clare Ratcliffe

Press and Public

Press: Michael Streeter, Gillingham News.

Public: There were no members of the public present.

Minute no.	
138.	Public Participation. Please note: a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.
	There was no public participation.
139.	To receive and agree apologies for absence.
	There were no apologies.
140.	To approve the minutes of the last meeting held on Monday 7th September 2020.
	It was agreed and RESOLVED to approve the minutes of the General Purposes Committee held on Monday, 7 th September 2020, as a true and accurate record. The minutes will be duly signed when it is possible to do so.
141.	Questions.
	There were no questions pertaining to the previous minutes.

142.	To receive any declarations of interest. <u>Please note:</u> members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests.
	There were no declarations of disclosable pecuniary interests.
143.	To receive and consider reports from sub-committee and task and finish groups, as follows:
(a)	Allotments and Burials (sub-committee)
	Cllr Evill, Lead Member, reported that no meeting had taken place this month and verbally reported that a resident has requested a meeting concerning the cemetery regulations and this has been arranged for Friday, 9 th October.
(b)	Annual Christmas Event and Festive Lighting (sub-committee)
	Cllr B von Clemens, Lead Member, reported that no meeting had taken place this month and verbally reported that there had been an email discussion with the other members of the sub-committee to consider cancelling the Annual Christmas Parade due to the ongoing Covid-19 Pandemic. It was agreed and RESOLVED that due to the ongoing Covid-19 Pandemic that this year's Annual Christmas event is cancelled.
(c)	Annual Remembrance Day Parade (sub-committee)
	Cllr Griffin, Lead Member, reported that no decisions have been made and the council will be updated as soon as further information is available.
(d)	Assets and Liabilities (sub-committee)
	Cllr John Kilcourse, Lead Member, was not present at the meeting. Cllr Poulter informed the meeting that the group has decided to disband as most of the work is already being undertaken by the Estate Management sub-committee. It was agreed and RESOLVED that the Assets and Liabilities sub-committee is disbanded and that members join the Estate Management sub-committee, if they so wish.
(e)	Cycle link project – Gillingham to Motcombe (task and finish group)
	Cllr B von Clemens, Lead Member, commented that there was nothing to report this month.
(f)	Estate Management and Properties (sub-committee)
	Cllr B von Clemens, Lead Member, referred to an update report that had been circulated prior to the meeting. Please refer to Appendix A. the report contained two recommendations. It was agreed and RESOLVED that Dorset Amphibian and Reptile Network (DARN) is granted permission to carry out survey work at Shreen Meadow. It was agreed and RESOLVED that permission is granted for a memorial plaque to be sited at Jubilee Fields (at a location agreed with the Works Manager) on the understanding that when the memorial is deemed unsafe or unsuitable by the Works Manager it is removed and any future replacement must be applied for in the appropriate way.
(g)	Health and Safety (sub-committee)
	Cllr Robinson, Lead Member, reported that no meeting had taken place this month and that a meeting will be scheduled shortly.

(h)	Traffic Management (sub-committee)
	Cllr Potheary, Lead Member, was not present at the meeting and there was no report.
(i)	Events – Green Gillingham (task and finish group)
	Cllr B von Clemens, Lead Member, reported that over the next seven months there will be regular social media posts to encourage residents to consider greener alternatives in their everyday lives.
(j)	Gillingham Gateways (task and finish group)
	Cllr Gould, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to Appendix B1 and B2. The report contained two recommendations; however, new information had been circulated just before the meeting saying that Merck were not in agreement with Dorset Council about the customisation of their branding to match the heritage style of the entrance signs. Consequently, an amended proposal was put forward. It was agreed and RESOLVED that a meeting is arranged with Dorset Council, including Cllr Val Potheary (DC Ward Councillor and Town Councillor) to discuss further options regarding the town's entrance signage.
(k)	Gillingham Royal Forest Steering Group (DWT lead) (task and finish group)
	Cllr B von Clemens reported that DWT staff are beginning to be returned from furlough so that it is hopeful the project will recommence shortly.
(l)	Greener Gillingham (sub-committee)
	Cllr Cullen, Lead Member, reported that no meeting had taken place this month but that she had been busy approaching businesses and organisations about highlighting their green credentials during the Mayor's Green 7 social media and online events.
(m)	Town Seating and Planted Areas Refurbishment (task and finish group)
	Cllr B von Clemens, Lead Member, had nothing to report this month.
144.	To receive and consider a report on the town CCTV Surveillance System.
	Cllr B von Clemens, Lead Member, referred to a report that had been circulated prior to the meeting. Please refer to Appendix C. The report contained four recommendations. It was agreed and RESOLVED that two stock cameras are purchased at a cost of £2,500 ex VAT and funded from budget no. 6040. It was agreed and RESOLVED that camera no. 5 is removed, and camera no. 7 relocated at a cost of £560 ex VAT and funded from budget no. 6040. It was agreed and RESOLVED that any underspend in budget no. 6040 (estimated £4,690) is earmarked for future CCTV work in FY 2021/22. It was agreed and RESOLVED that further purchase of ANPR and CCTV surveillance equipment is considered at the budget workshop meeting in November.
145.	To receive a report on the monthly activities of Gillingham Direct.
	A report on the activities of Gillingham Direct had been circulated prior to the meeting. Please refer to Appendix D. There were no comments.

146.	To receive matters pertinent to this meeting. Please note: Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).
(a)	New Road Layout: Cllr Toye raised several issues regarding the new road layout, which Cllr B von Clemens suggested that she raised with the lead member of the Traffic Management working party, Cllr Val Potheary.
(b)	Web site Accessibility: Cllr B von Clemens informed the meeting that the Town Council's website meets the new web site accessibility criteria. Please refer to Appendix E.
There being no other business on the agenda, the meeting closed at 8.56pm.	
Signed: _____	Date: 2 nd November 2020
<p style="text-align: center;">Cllr Mick Hill Chairman, General Purposes Committee</p> <p>PLEASE NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.</p>	

Minute no. 143(j)

Gillingham Town Council

Gillingham Gateways – Update Report

1. Murals – Cllr Keith Wareham

A meeting was held on Thursday, 10th September at 10am, specially to discuss the possibility of a mural project in Gillingham. The following were involved:

Cllr Mike Gould (Lead Member), Cllr Barry von Clemens, Cllr Keith Wareham, Cllr Paul Harris and Clare Ratcliffe (Deputy Town Clerk).
Cllr Graham Poulter and Cllr Sharon Cullingford were unable to attend.

Cllr Wareham explained his idea for a mural to be sited near the station and was keen to involve local businesses and to gain sponsorship for the project.

The design for the mural at the station would be based on the history of the railway in Gillingham. Gillingham Local History Society can help with the research for the project and the Friends of Gillingham Station are highly supportive. Three mural designers have been approached – all local. An artist has yet to be chosen.

A grant application has been made to South Western Railway and the outcome known next Spring. The application had to be made swiftly because of the imminent closing date and has the support of the Blackmore Vale Community Rail Partnership. Other sources of grant funding will be explored.

Two other locations were suggested for a mural: the wooden fence along Le Neubourg Way and an area near the new supermarket at Ham.

It was suggested that it would be preferable to focus on the station site in the first instance.

2. Entrance Signage

Progress on this part of the project has been slow. Dorset Council Commercial Procurement confirmed on 24th September 2020 that Merck would like to sponsor two of the entrance positions: Site 1 - Shaftesbury Road (B3081) and Site 4 - Mere Road (B3092) as per the designs attached.

Currently there is little interest in the sites 2 and 3. Hopefully, once the signage has been erected at sites 1 and 4, other businesses will be inspired to advertise. The signage is sponsored for a minimum of 2 years to cover the upfront costs of sign manufacture and installation etc. Dorset Council only see a profit from advertising in year 3 onwards. It is understood that profit from highway advertising is reinvested in highway infrastructure.

Merck, like all large businesses, have very specific specifications regarding use of their branding. There is little that can be done to lessen the jarring between the heritage style of the entrance sign and the contemporary style of the appended logo sign. Nevertheless, Dorset Council will ask Merck to consider a heritage makeover to their branding to match the overall style of the entrance sign.

The town council has been asked to consider the two styles for the makeover sign (see below), either finished with square or rounded corners. Please note; that whatever preference the town council has, this may not be acceptable to Merck.



Dorset Council will need to seek planning permission for the signage before it can be manufactured and erected which, in due course, will also come before the town council's planning committee.

Dorset Council has confirmed that there will be no cost to the town council for the entrance signage.

Part of the Gateway Project is to work with Dorset Council Landscaping to improve the entrance signage further by landscaping the immediate highway verge. This part of the project will be reviewed once the signage has been installed (timescale to be advised).

3. Roundabout Landscaping

The sculptures are almost complete (see photo below). Dorset Landscaping are expected to be on site in October.

There will be site meetings to ensure that the sculptures are set in the correct positions.



4. Bus Shelter

The Slade Centre may be able to help source iconic photos of Gillingham by helping to organise a photographic competition. More details to follow.

5. Date of Next Meeting

Meetings occur as required.

6. Recommendations

That Dorset Council is given permission to seek planning permission for the proposed entrance signage at sites 1 and 4.

That Dorset Council asks Merck to consider adding a heritage style to their branding. (decision on rounded or square corners required)

Please note: I have just received an email on the cost of bulb planting on the roundabouts, I have asked for clarification and it is likely that this report will be updated on Monday, 5th October.



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Application for Free Room Hire

Please note: Before making an application, please make sure that the room you require is available. Please note that applications will be considered by the Full Council and must be submitted not less than 10 days before its next meeting.

Name of Organisation	Action on Hearing Loss		
Registered Charity Number (if applicable)	207720		
Contact Name	Gill Drayson		
Address	P O Box 2291, Durrington, SP4 5AF		
Telephone numbers	01722 580014 or 07570 670 643		
Email address	Gillian.drayson@hearingloss.org.uk		
Date(s) required	Commencing 3 rd November 2020 and then the 1 st and 3 rd Tuesday each month		
Times required	Arrival	9.30	Departure 14.00
Please indicate which room you require?			
Council Chamber	Chantry Community Office ✓	Town Hall Office1	Town Bridge Community Office
How often do you require room hire? For example: weekly, monthly, annually, term time.	Could we use the room twice per month? I ask because we will run an appointment system rather than a drop in so we will be able to help less people per session.		
Do you require use of a food preparation area? (NB: No hot food)	NO		

SIGNED:
09/10/2020

J M Drayson

DATE:

Please send completed applications to: Gillingham Town Council School Road Gillingham, Dorset SP8 4QR	For official use:	✓
	• Application Checked	
	• Application acknowledged	
	• Date of committee meeting	
	• Application decision Yes/No	
	• Applicant notified of decision	

Minute no. 145

Gillingham Direct
September – October 2020

	Issue	Reference No.
1	Utility Cover is missing in the pavement at Spring Corner	DC 1153005
2	Flood box was broken into outside the cemetery and the contents thrown into the hedge.	GTC
3	Overhanging trees from a property in Newton Close	DC 1151773
4	Chair in the river at Rolls Bridge.	GTC

Gillingham Town Council

Annual Review of CCTV

Author: Clare Ratcliffe, Deputy Town Clerk

1. Introduction

Under the Crime and Disorder Act 1998 s17, as amended by the Police Justice Act 2006, local authorities must have a focus on reducing crime, disorder and the fear of crime to improve the quality of life in their areas. Under this provision, Gillingham Town Council has undertaken to provide Dorset Police with CCTV surveillance equipment and has provided for a youth outreach service and a youth club. The partnerships set up with Dorset Police, Rendezvous and Gillingham Youth Club work very well and have been very successful.

2. CCTV Annual Review

A review of the CCTV surveillance system took place between Dorset Police and the Deputy Town Clerk on Tuesday, 20th August 2020 prior to an annual review meeting held on Friday, 11th September with Cllr Barry von Clemens, Cllr Alan Frith, PSCO Nicky Fear and Vicky Leavy and Lee Staff, Director of Custom Security.

3. Data Protection – GDPR

Each year the Deputy Town Clerk completes a Data Impact Assessment; however, the Town Council has no control of the CCTV system. The system is effectively 'gifted' to Dorset Police for its exclusive use and monitored from a Control Room (with restricted access) at Gillingham Police Station.

Following a GDPR audit in August 2019 and a verbal discussion with the auditor, it was recommended that the town council contacted Dorset Police to strongly suggest that the Data Impact Assessment is undertaken by Dorset Police in future as they are the Data Controller in this instance.

A letter was sent in October 2019 and a formal response is still awaited from the Data Controller at Dorset Police. The Deputy Clerk now has asked the town council's Data Controller – i-west – to chase up a response on behalf of the town council.

Please note: Any CCTV purchased for sole use by the town council to monitor buildings or workshops would require a Data Impact Assessment (DIA) to be completed.

4. ANPR (Automatic Number Plate Recognition)

Automatic Number Plate Recognition (ANPR) is a system, which uses cameras, processors and software to analyse and read vehicle number plates. The system can be made target specific using databases (known as 'Hotlists') or via PNC (Police National Computer) for 'vehicles of interest'. This allows them to be identified and highlighted to an operator.

In Dorset, most ANPR cameras link directly to a 'Back Office Facility' server (BOF), which manages all the number plate reads and stores them for ONE year along with a date, time and place, as well as an overview image. It also acts as a repository for the multitude of hotlists,

which contain vehicles of interest (around 9 million) from Police Forces and agencies across the UK.

ANPR systems are installed across the county as part of a strategy to 'target criminals through their use of the roads' and assist in meeting as many as possible of the forces Policing Plan priorities.

The system can be accessed locally to obtain information or follow the ANPR live if there is intelligence to show the vehicle is local. The ANPR also gives an image of the vehicle showing the actual colour; DVLA colours are standard and there can be many varieties of one colour. It may also show any aftermarket additions to the vehicle such as roof rack, tow bar etc. More importantly it can also show the occupants.

5. CCTV Surveillance in Gillingham

In Gillingham CCTV Surveillance has been used to identify a vehicle involved in a burglary in an outlying village. It has helped to dispute reported criminal damage to vehicles parked in the High Street. It has identified offenders engaged in drugs and has been used to successfully carry out an operation which was of concern to neighbours witnessing ASB and drug issues.

The surveillance equipment has been used in a very complex and unusual crime which officers from other departments were extremely grateful for as it discredited a witness. Traffic officers have used footage to capture vehicles prior to accidents to give them an insight to their manner of driving. It has also been used for minor offences which were causing distress. The equipment has been used to identify offenders committing criminal damage in the High Street and, in doing so, has also captured other unreported offences.

6. Works undertaken in FY2020/21

One of the two cameras held in stock has been used to replace a failed camera. This work was undertaken during routine maintenance to eliminate installation costs. The second camera will be used to replace a failing camera at Newbury (see section 7 – proposed works, pending consent of the property owner).

7. Proposed Works FY 2020/21

In a report to the Finance Committee on 21st October 2019 it was proposed that a CCTV camera and an ANPR camera was installed on a new CCTV column near Peacemarsh roundabout and near the Ham Farm roundabout. The estimate for this work was received in December 2019 and updated in May 2020, as follows:

Peacemarsh 1 x CCTV Column 1 x CCTV Camera 1 x ANPR Camera (3G) 2 x Radio Link Total cost: £14,817	Ham Farm 1 x CCTV Column 1 x CCTV Camera 1 x ANPR Camera (3G) 1 x Radio Link Total cost £14,072
Combined cost of both camera positions excluding permissions from DC Highways (Collision Team) and unmetered electricity supply: £28,889	

The camera positions will allow greater coverage of the outskirts of town and the monitoring of traffic travelling through the town. The ANPR camera is a separate piece of equipment, the specification is as per Dorset Police requirements and used extensively throughout the UK and neighbouring towns.

Due to the high cost of this equipment, a compromise has been considered using a street lighting column, as follows:

Le Neubourg Way

1 x ANPR 3G camera on existing street lighting column near Wyke Street traffic lights
£7,939.00 or upgrade to 4G for an additional £1,997.50 (total £9,936.50).

Pending confirmation from manufacturer that the proposed location is suitable for the camera with regards to angle and view of coverage that can be achieved from one camera for coverage of both lanes of traffic (the road is quite wide at this point).

Note: Dorset Council, Highways would need to approve any equipment to be installed on DC Highway infrastructure. Unmetered electricity supply would also need to be arranged. Each would incur and additional expense on top of the camera installation.

Proposed Works – General Upkeep, as follows:

Newbury

1 x replacement camera (taken from stock)
£0.00

Pending consultation with property owner as the camera held in stock is larger than the existing camera.

Brickfields

1 x remove camera from Position 5
1 x relocate camera position 7 to a new position on roof.
£560.00

Stock Cameras

2 x 8" dome cameras
£2,500

8. Finance / Budget Controls

- **Budget no. 6040 CCTV Annual Maintenance and repairs**

	£
Budget for FY 20/21	5,000
Earmarked Funds	8,000
Total funds available at 1 st April 2020	<u>13,000</u>
Less Annual Maintenance	2,750
Total funds available at 1 st September 2020	<u>10,250</u>

- **Budget no. 6045 Wayleaves**

An annual wayleave payment of £65 is paid to 6 no. property owners who host surveillance equipment attached to their properties.

- **Budget no2 6041 & 6043 Unmetered Supplies**

Currently, only three unmetered supplies are 'live'. Unmetered supplies are invoiced annually in arrears.

9. Conclusion

Gillingham Town Council has supported Dorset Police with the purchase of surveillance equipment and ongoing maintenance for over ten years. Initially, the equipment was purchased with grants and some of the original cameras are still working.

Since the installation of the original cameras, the activity in the High Street has changed; there are fewer shops and no late-night revellers on their way home from the night club looking for takeaway food. This does not mean to say that the camera positions are unwarranted, in fact their locations are justified at every annual review. However; there is a growing need to monitor activity along Le Neubourg Way, which has become increasingly busier over the last few years. Intelligence from surveillance equipment at this location would be a valuable policing tool locally as well as working alongside other police officers to detect countywide and nationwide criminal activity. ANPR is used in Shaftesbury and Blandford and more widely in the south of the county.

The installation of ANPR near Wyke traffic lights is a compromise position and may not be possible. It is evident that serious consideration needs to be made with regards to the purchase of ANPR so that surveillance continues to be effective and up to date.

We are grateful to PSCO Nicky Fear and PSCO Vicky Levy who have become proficient with the use of the surveillance equipment, which has optimised its value and an asset to their colleagues.

10. Recommendations

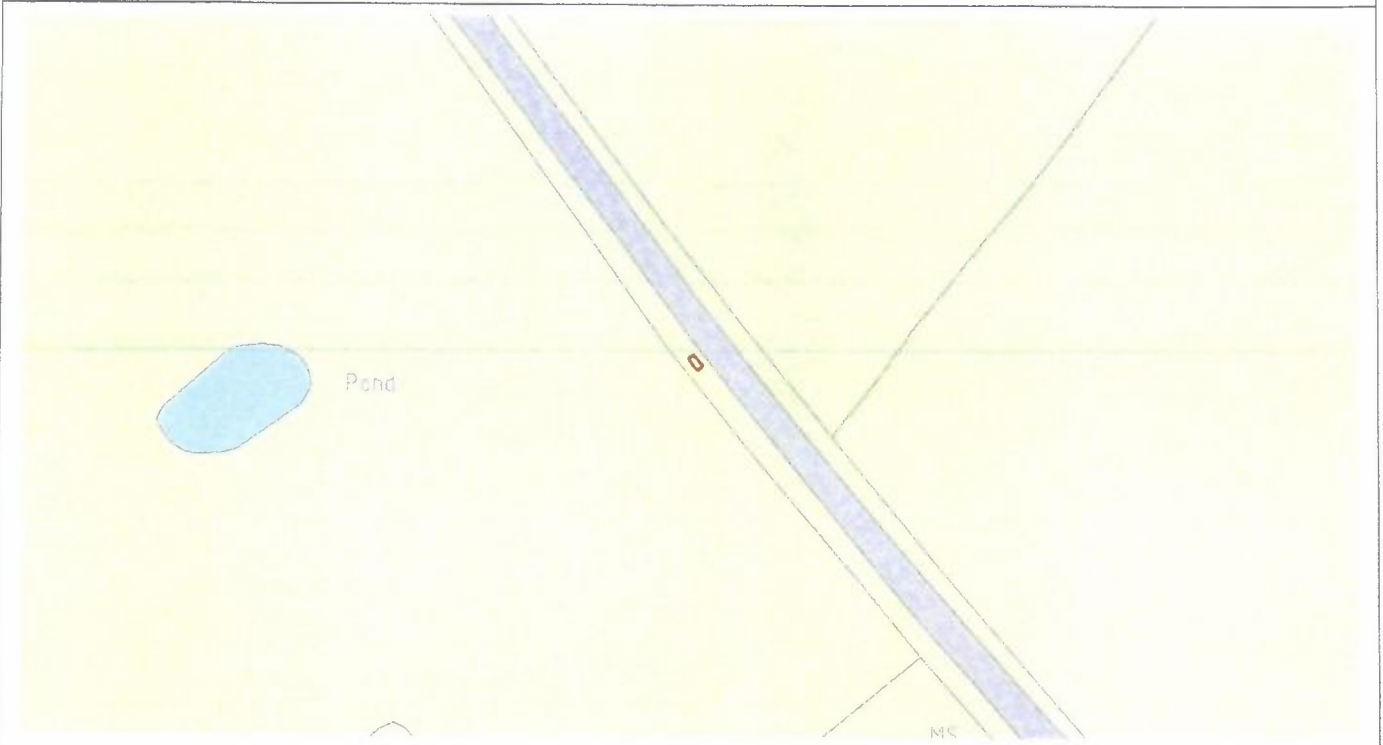
That two stock cameras are purchased at a cost of £2,500 ex VAT and funded from budget no. 6040.

That camera no. 5 is removed, and camera no. 7 relocated at a cost of £560 ex VAT and funded from budget no. 6040.

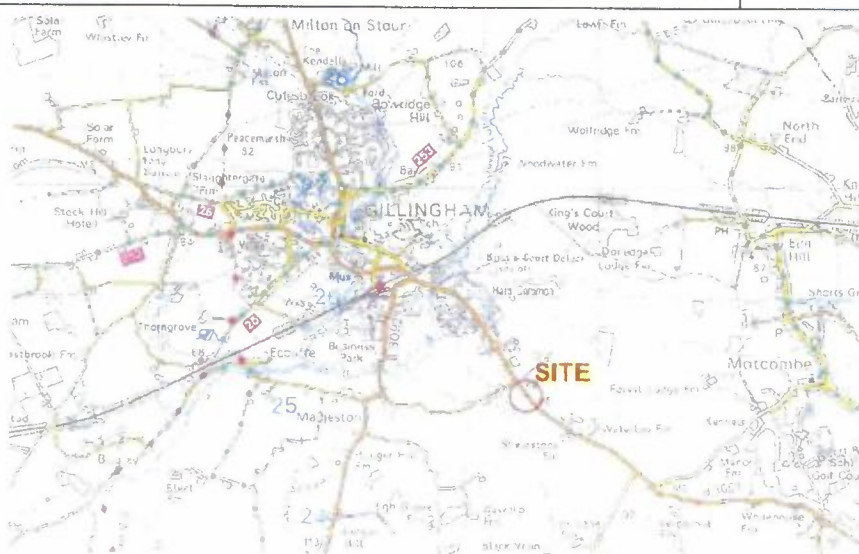
That any underspend in budget no. 6040 (estimated £4,690) is earmarked for future CCTV work in FY 2021/22.

That the purchase of ANPR cameras is deferred until enough funds can be allocated, estimate in the region of £30,000.

Town sign sponsorship – Site 1, B3081 Shaftesbury Road (nw/bound), Gillingham



Existing Sign = Yes
 Gillingham sign size =
 736mm x 1035mm



 = Proposed sign positions

Grid ref: 382322 - 125110

Scale: 1/500

Date: 05/11/2018

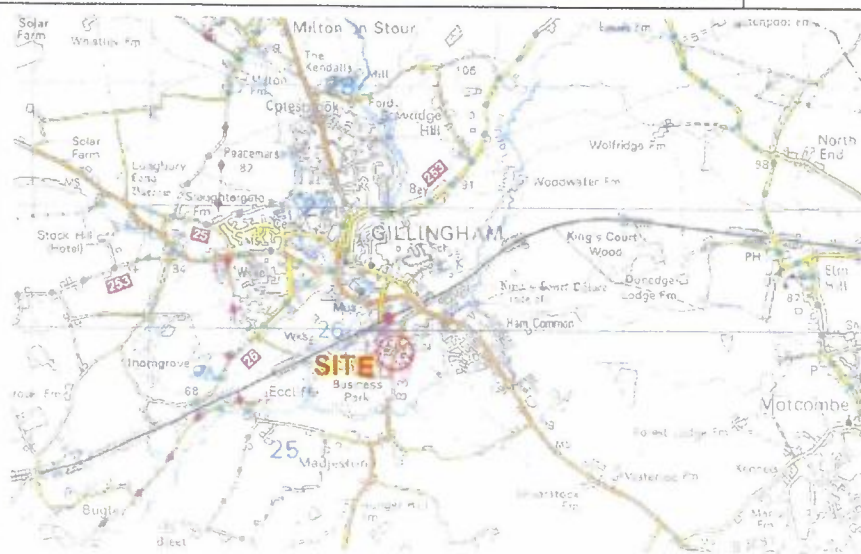
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 Google Maps



Town sign sponsorship – Site 2, B3092 New Road (northbound), Gillingham



Existing Sign = No
 Gillingham sign size =
 736mm x 1035mm



 = Proposed sign positions

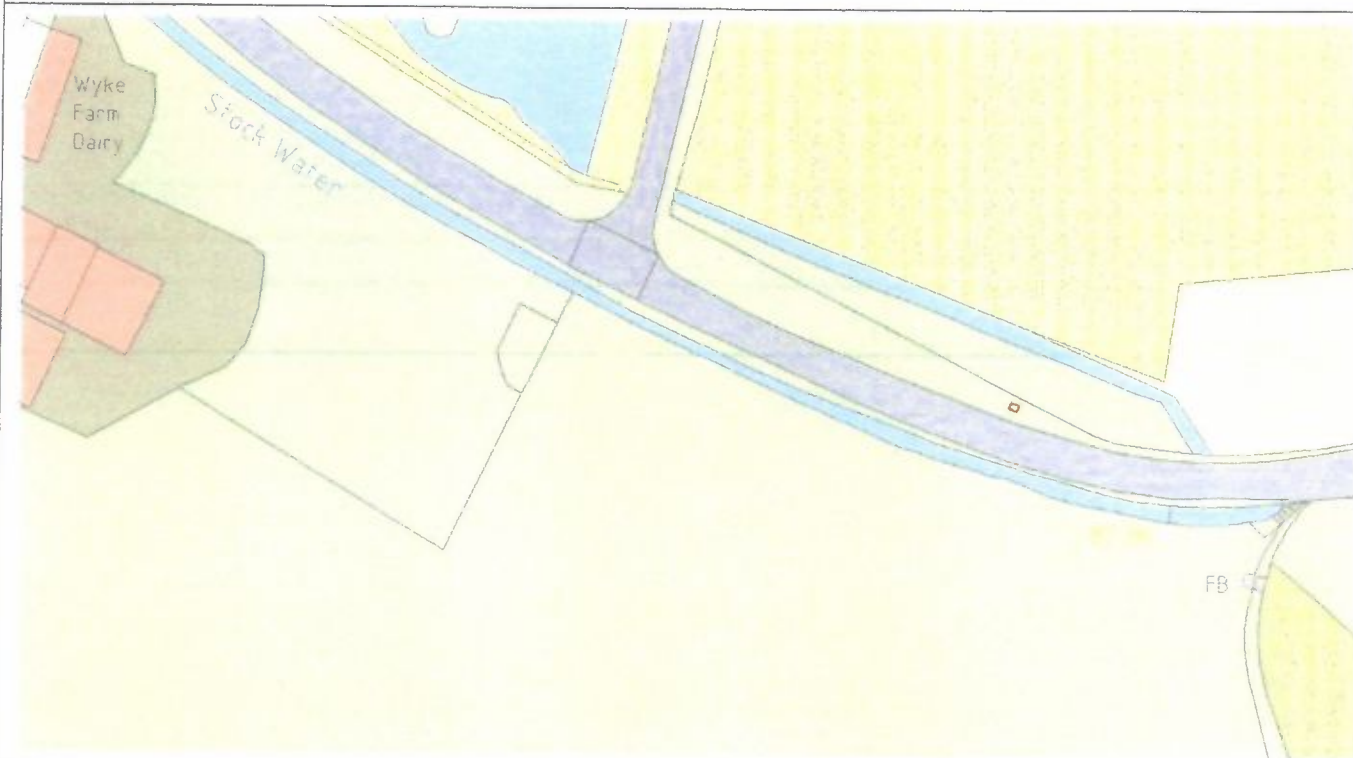
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Scale: 1/500

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 Google Maps

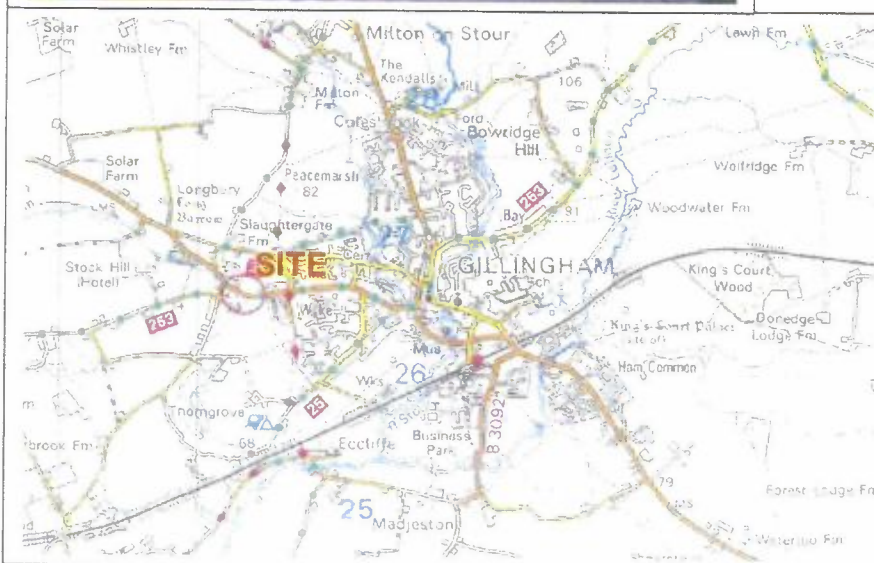


Town sign sponsorship – Site 3, B3081 Wyke Road (e/b), Gillingham



Existing Sign = No

Gillingham sign size = 736mm x 1035mm



 = Proposed sign positions

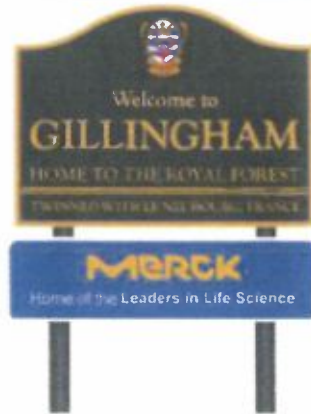
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Scale: 1/500

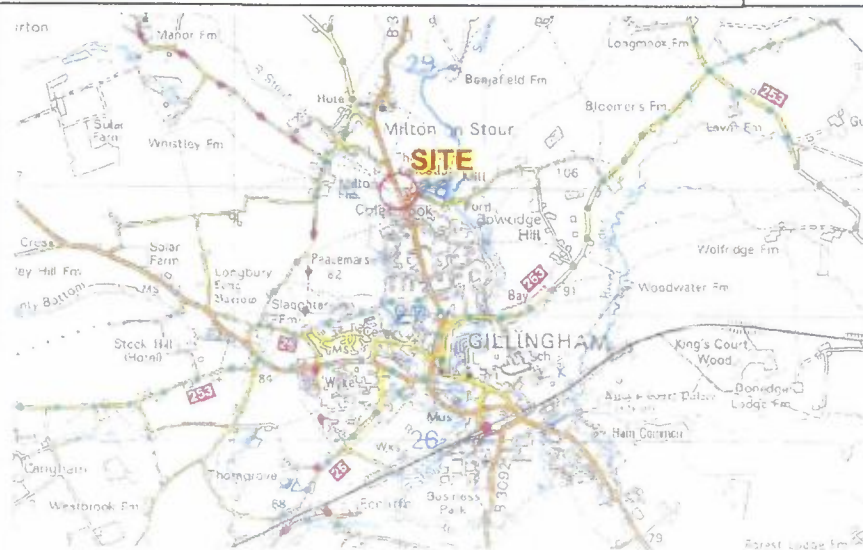
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Town sign sponsorship – Site 4, B3092 Peacemarsh Road (southbound), Gillingham



Existing Sign = Yes
 Gillingham sign size = 736mm x 1035mm
 Advertising sign size = 268mm x 1035mm



 = Proposed sign positions

Grid ref: 380310 - 127981

Scale: 1/500

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 Google Maps



Minute no. 146 (b) – Matters Pertinent

The Public Sector Bodies (Websites & Mobile Applications No.2) Accessibility Regulations 2018.

The aim of the new regulations is to make sure that all public sector websites and mobile apps are accessible to all users – especially those with disabilities.

The regulations state that by September 2020 all parish, town and borough councils must have a website that complies with the Website Content Accessibility Guidelines (WCAG) 2.1 AA rating.

WCAG has three different rating levels – A, AA and AAA – and the regulations require public body websites to at least meet the AA rating as a minimum standard.

The WCAG 2.1 guidelines are an internationally recognised set of recommendations for improving the accessibility of the web. You can see the guidelines in full here: <https://www.w3.org/TR/WCAG21/>

The guidelines explain how to make websites and apps accessible to everyone, including users with impairments to their:

- **Vision** – those who are severely sight impaired (blind), partially sighted or colour blind
- **Hearing** – those who are deaf or hard of hearing
- **Mobility** – those who may find it difficult to use a mouse or keyboard
- **Thinking or understanding** – for example, those who are dyslexic, autistic or have learning difficulties

In order to comply with the new accessibility guidelines, a public body such as a local or town council must have:

- A website compliant to the WCAG 2.1 AA standard
- An Accessibility Policy Statement that follows a standard format
- An Accessible Documents statement that follows a standard format
- A process in place to regularly monitor and review the website
- A process to provide requests for content that is not in a compliant format
- The Government Digital Service (GDS) will monitor the compliance of public sector bodies by examining a sample of websites every year. The GDS can ask for information and request access to any public sector website, intranet or extranet.
- Public sector bodies are also required to publish an accessibility statement and review this regularly.
- If the GDS rules that a public sector body has failed to publish an accessibility statement or that the accessibility statement is not accurate it will publish the name of the body/council and a copy of the decision.
- In terms of enforcement of the regulations, this will be led by the Equality and Human Rights Commission (EHRC) in England, Scotland and Wales and the Equality Commission for Northern Ireland (ECNI) in Northern Ireland.
- Organisations that fail to meet the accessibility requirements, or who fail to provide a satisfactory response to a request to produce information in an accessible format, will be in breach of the Equality Act 2010 and the Disability Discrimination Act 1995.
- The EHRC and ECNI can therefore use their legal powers against offending organisations, including investigations, unlawful act notices and court action.

The Town Council's website provider - Design Jam - has checked web site for any WCAG issues using a digital checker specifically recommended to identify any potential issues. The web site is compliant. There were a few minor WCAG issues detected that can be dealt with later when the site is reviewed for best practice.