

4.3.1

## Mike Balbini

**From:** Mike Balbini  
**Sent:** 03 February 2021 09:59  
**To:** Laurence James; Darrell Lias; Edward Brown; Kouy Young; Lynda Hope; studio@kreatif.co.uk  
**Subject:** FW: Timeline for website launch

Dear All

At the R&A meeting it was agreed to extend the testing and rectifying period so that the launch date is 30 April 2021

Kind regards

**Mike Balbini**

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**From:** Mike Balbini  
**Sent:** 20 January 2021 17:01  
**To:** Studio <studio@kreatif.co.uk>  
**Cc:** Laurence James <Laurence.james@shinfieldparish.gov.uk>; Edward Brown <edward.brown@shinfieldparish.gov.uk>; Kouy Young <Kouy.young@shinfieldparish.gov.uk>; Darrell Lias <Darrell.Lias@shinfieldparish.gov.uk>; Lynda Hope <lynda.hope@shinfieldparish.gov.uk>  
**Subject:** Timeline for website launch

Dear All

Thanks for a very productive meeting.

As agreed the timeline for launch is

1. Nick launches the website to the WP (those on cc line) today
2. WP members play with Website and send recommended changes to Lynda (cc all)
3. Nick and WP presents at FC 15 Feb 2021 asking the members to play with the website for 2 weeks and send recommended changes to Lynda within 2 weeks
4. Week three Nick implements changes live and seen by all
5. WP presents recommendation to FC on 15 March 2021 to adopt the website or, if any changes requested, Nick makes the change and the website goes live on the 31<sup>st</sup> March 2021

In addition Nick to provide mike with comntact at MFG

Kind regards

**Mike Balbini**

Clerk to Shinfield Parish Council