



# Scribe

Making local communities Smarter

&

# Langtoft Parish Council

# | Who are we?

**Scribe** is a dedicated partner to local councils in England and Wales, offering a suite of intuitive, cloud-based applications to facilitate efficient and secure management of your council's core operations.

**For over twenty years** Scribe has been streamlining the way Clerks & RFO's manage their council's accounts.

**Designed to reduce complexity**, Scribe enhances transparency while ensuring secure management of public funds.

**Compliant with UK and EU data protection laws** and hosted securely on AWS, Scribe prioritises accurate reporting and data protection.

**We offer free, unlimited training** and support through Scribe Academy.

**Trusted by over 1,600+ councils and 5,000 users**, Scribe ensures effective, transparent council management with no lock-in contracts and a 4.9-star Trustpilot rating.



# What we hear the most



## Manual/inefficient processes

- Time-consuming methods, duplicate entries, clunky processes



## Staying on top data & reporting

- AGAR, VAT, Budgeting - Needing to easily gain insight to data and efficiently producing your required reports



## No support, no training

- Left to figure things out on your own, no expertise to call upon



## Limited Collaboration

- Whether software, or spreadsheets, there is often limited options to be able to use their systems collaboratively



## Data Security Risks

- Spreadsheets lack encryption, and desktop software provides little option for backups



# Benefits - Commercial vs Bespoke Software

## Spreadsheets

- **Flexible & Customisable** – Can be tailored to various needs, from budgeting to reporting
- **Low Cost** – Often free or included in office software packages like Microsoft 365 or Google Workspace

• **Prone to errors - reliance on advanced spreadsheet knowledge**

## Commercial Software

- **Reliable & Supported** – Customer support, updates, and security patches
- **Feature-Rich** – Designed for general business needs with built-in integrations and automation

• **Not built for Parish, Town and Community Councils**

## Industry-Specific Software (excl Scribe)

- **Tailored Workflows** – Designed specifically for the needs of a particular sector
- **Compliance & Regulation** – Often includes features that help meet industry standards
- **Improved Accuracy** – Reduces errors compared to generic tools by following best practices for the industry

• **Inefficient, slow support, and expensive options to host on the cloud**

## Scribe

- **Built for Local Councils**

Specifically designed for parish and town councils in England and Wales, ensuring a perfect fit for their needs.

- **Time-Saving Automation**

Reduces manual admin with automated financial reports, invoicing, and record-keeping.

- **Easy-to-Use & Cloud-Based**

Accessible from anywhere with an intuitive interface, no IT expertise required.

- **Compliant & Accurate**

Helps councils meet statutory requirements like AGAR, VAT returns, and financial reporting with built-in compliance checks.

- **Integrated Modules**

Accounts, cemeteries, venue bookings, and allotments in one seamless system.

- **Dedicated UK-Based Support**

Expert customer support team with deep knowledge of council operations, always ready to assist.

- **Secure & Reliable**

Cloud-hosted with regular backups, ensuring data security and peace of mind.

# So, How Do You Choose?

We recommend that you use the following criteria



## Accessibility

Is the system fully cloud-based? I.E. can you use it from anywhere, on any device?

Will they lock you into a contract limiting flexibility and charging you for leaving/ exporting your data?



## Usability

Is the system easy to learn and use? I.e it looks clean and straightforward, easy to navigate pages




## Functionality

Does it have features your current software doesn't that will save you time?

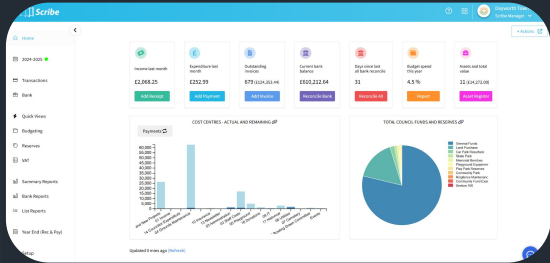


# Let's have a look at Scribe!


## Accounts



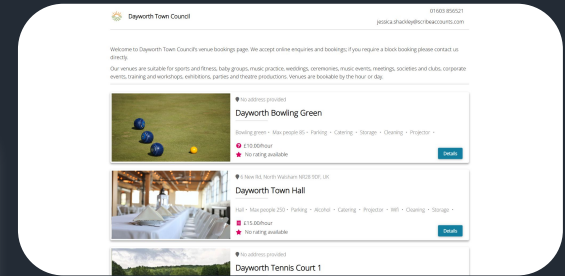
**Scribe**  
Scribe Accounts



## Bookings



**Scribe**  
Scribe Bookings




**Dayworth Town Council**

Welcome to Dayworth Town Council's online booking page. We accept online enquiries and bookings. You require a login booking please contact us directly.

Our events are suitable for sports and fitness, baby groups, music practice, meetings, evenings, music events, societies and clubs, corporate events, training and workshops, exhibitors, parties and theatre productions. Venues are booked by the hour of day.

- Dayworth Bowling Green**  
Bowling Green - 400 people (50) - Fencing - Catering - Storage - Cleaning - Program - [Book](#)  
£110 per hour  
No catering available
- Dayworth Town Hall**  
New 1st North Hallway 3000 SQ. FT. UK  
1st - 1st Floor 220 - Fencing - 40000 - 40000 - 1000 - Cleaning - Storage - [Book](#)  
£115 per hour  
No catering available
- Dayworth Tennis Court 1**  
No outdoor provision


## Cemetery



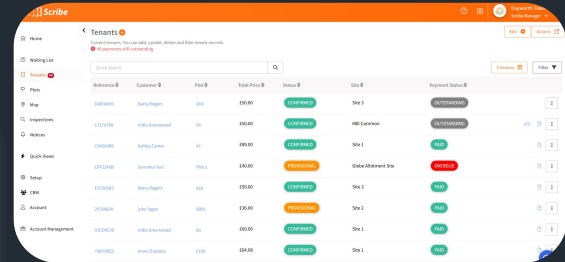
**Scribe**  
Scribe Cemetery



## Allotments



**Scribe**  
Scribe Allotments



**Scribe** Allotments Dashboard

Name	Customer #	Plot #	Total Plot #	Status #	Size #	Payment Status #
1440000	Berna Rogers	144	1000	CONFIRMED	50x5	CONFIRMED
1151078	Indis-Edmondson	66	1000	CONFIRMED	60x10	OUTSTANDING
0040000	John Gwynn	41	1000	CONFIRMED	50x1	OUTSTANDING
0770000	Sandra Hall	1901	1000	OUTSTANDING	60x10	CONFIRMED
1433000	Berna Rogers	64	1000	CONFIRMED	50x5	PAID
0000000	John Gwynn	4001	1000	CONFIRMED	50x1	PAID
0000000	Indis-Edmondson	66	1000	CONFIRMED	50x1	PAID
0000000	Anna Charlton	1300	1000	CONFIRMED	50x1	PAID

# The Software - An Integrated Solution

Scribe offers a comprehensive, cloud-based platform designed specifically for local councils.

The system includes a suite of integrated modules tailored to the unique needs of councils, helping with everything from financial management to asset management and compliance.

## Accounts

- Financial management
- 1-Click AGAR
- Bank reconciliations
- Budgeting
- VAT returns (MTD compliant)

## Cemetery

- Advanced Record Management
- Invoicing
- Filtering & Sorts
- Mapping
- Inspections & Condition Reports

## Bookings

- Online Bookings
- Invoicing
- Smart Dashboard
- Advanced Calendar Filtering
- Venue Booking Reports

## Allotments

- Manage tenancies
- Invoicing
- Mapping
- Waiting Lists
- Inspections & Notices

## Civic.ly

- Asset Management
- Inspection Tasks
- Compliance Tracking
- Task Automation
- Data & Financial Tracking

# Proposal for Langtoft Parish Council

Greyed out services are not included in totals

Product	Initial Payment	Monthly Payment
Accounts	£449	£55
Bookings		
Cemetery		
Allotments		
Civic.ly	-	-
Professional Services	Initial Payment	Monthly Payment
<i>See following slide for details</i>		
Transactions Import		-
Setup Structure	£149	-
Allotments Import		-
Cemetery Import		-
Mapping (Allotments)	On Request	-
Mapping (Cemetery)	On Request	-
Bookings - Fee Structure		-
<b>Total (Excl VAT)</b>	<b>£598</b>	<b>£55</b>

# Professional Services

Optional Services To Streamline Your Onboarding and Data Migration

## Accounts

### Account Setup

*Includes set up of: Cost Centres, Codes, Bank Accounts & Restating Last Financial Year*

### Transactions Import

*Standard pricing includes: 1 year\* of history*

*\*please ask for longer/shorter periods*

### Asset Register and Contacts

*Including in standard onboarding*

## Cemetery

### Cemetery Import

*Includes import of: Plots, Burials, Exclusive Rights and Memorials\**

*RIALTAS IMPORTS ONLY - Includes Inspections also*

*\*requires confirmation of total volume of records*

### Mapping Services

*Upon request - existing maps to be reviewed for quotation*

## Allotments

### Allotments Import

*Includes import of: Tenants, Plots and Waiting Lists*

*RIALTAS IMPORTS ONLY - Includes Inspections also*

### Mapping Services

*Upon request - existing maps to be reviewed for quotation*

## Bookings

### Fee Structure

*Our support team will take your current pricing structure, review with you, and set up in Scribe*

# Support Team



## Unlimited Free Training:

Scribe offers unlimited training to ensure your team is fully equipped to use the system efficiently. This includes our specialised training platform which offers on-demand sessions to get you up and running.



## Dedicated Customer Support:

Our UK-based support team is always available via email or Zoom to assist with any issues or questions. We pride ourselves on fast, friendly, and helpful service to keep your council running smoothly.



## Scribe Academy:

Gain access to our extensive knowledge base, video tutorials, and live webinars through Scribe Academy, ensuring your team always has resources to improve their skills and stay up to date.



## Ongoing Assistance:

Whether it's a technical issue or a quick question, Scribe provides continuous support to ensure you get the most from our platform. We're here every step of the way to guarantee your success.



Hannah Driver  
Head of Accounts



Jane Dafforn  
Head of Support



Tracy Fisher  
Scribe Accounts Specialist



Jess Shackley  
Scribe Accounts Specialist



Jasmine Amezi  
Data Integration Specialist



Eve Nyarango  
Customer Support Specialist



Esther Danso  
Customer Support Specialist



Jo Peters  
Customer Success Manager



Lucy Fagan  
Operations Manager

**Q&A**

**&**

**Additional content**

# The Security



## High Availability & Resilience:

- 99.99% uptime in 2024, supported by Amazon Web Services (AWS) with automatic scaling, backups, and 5-minute point-in-time recovery for data.



## Robust Encryption:

- All platform data is encrypted in transit using TLS v1.3 and at rest, including user credentials secured with HMAC-SHA256 encryption.



## Regular Penetration Testing:

- Comprehensive in-house penetration testing using OWASP ZAP to identify and address security vulnerabilities, with high-risk issues resolved immediately.



## AWS Cloud Security:

- Hosted within AWS Virtual Private Cloud (VPC) with restricted access to web servers and databases, providing enhanced isolation and security.



## Data Backup & Recovery:

- Daily and monthly backups with 30-day retention, ensuring quick recovery of customer data in case of emergencies or system failure.



## Role-Based Access Control (RBAC):

- Strict management of roles and permissions for accessing internal systems, with secure connections via SSL and cloud service usage monitored through AWS IAM.

# Onboarding

Pre-signup - let us know what professional services you are signing up for and we will sort them.

Day 1 - Upon joining us, you will receive a call from our customer support team, who will provide your account access, and advise on the steps you can take to add your data, so you can get started immediately.

You will join our exclusive scribe community, Providing full onboarding training to get you up and running as quickly as possible!

Day 90 - After you have completed your onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.



# | Signing Up / Next Steps

**Today** - You will receive these slides including pricing information and a summary as to how Scribe can benefit your council specifically to take to your council meeting

**Before Your Meeting** - Your dedicated Sales Executive will be on hand to promptly answer any additional questions you or your council may have

**After Approval** - When you are ready, you will receive access to Scribe and the support team will contact you to guide you through your onboarding and system set-up

**When You Have Started** - The support team and your Customer Success Manager will be on hand to help and support you with using Scribe forever

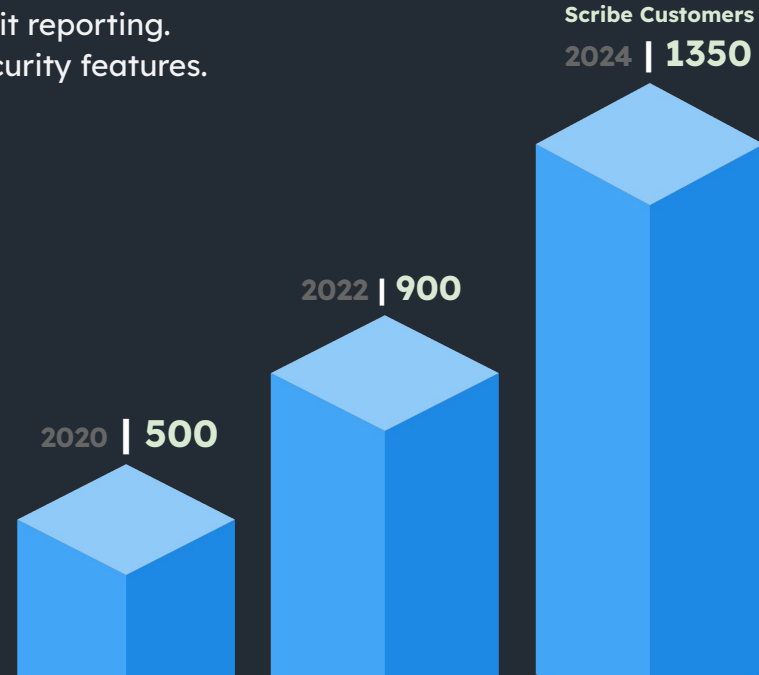
# Why Now is the Time to Upgrade to Scribe

## Using Spreadsheets?

- Eliminate errors with automated processes, reducing manual data entry mistakes.
- Ensure compliance with built-in tools for AGAR, VAT, and audit reporting.
- Collaborate securely with real-time access and advanced security features.

## Outgrowing your Current System?

- Enjoy a better user experience with Scribe's intuitive, cloud-based platform.
- Benefit from unmatched support, including unlimited training and assistance.
- Customise your tools to fit your council's specific needs, with flexible modules.



# | Scribe Customer Testimonial



## Sally Ferguson Lympsham Parish Council

“What have I done with the extra time?

I have used it to become better at **obtaining grants** for my small community, this financial year we have secured grants of £52,650, over triple our income of £16,400.

With this grant I have made **Climate Change** friendly facelifts to the Sports Cub and Manor Hall, and have opened the Community cafe 6 days a week in the club, **employing local youngsters**”

