

Website Accessibility Review: Felixstowe Town Council

Review Date: 5 March 2026.

Reviewer: Ash Tadjrishi, Town Clerk.

Standard: WCAG 2.2 AA (Scoped for Town Council functions)

Sample Pages Tested: Home, Planning Committee Minutes, Contact Us, Allotments.

Note on Audit Methodology

Methodology Statement: This accessibility review is based upon the official **UK Government WCAG 2.2 Manual Testing Methodology** (as published by the Department for Work and Pensions).

To ensure a proportionate and effective audit for a smaller authority, the testing criteria have been '**scoped**' to focus on the specific digital functions and content types present on the Felixstowe Town Council website. This approach ensures full compliance with the higher **WCAG 2.2 AA** standard and the *Public Sector Bodies (Websites and Mobile Applications) (No. 2) Accessibility Regulations 2018*, without the administrative requirement for the 60+ manual tests designed for high-complexity central government transactional platforms.

Source Reference: The underlying testing principles and criteria are derived from the [DWP Accessibility Manual: Test Record Templates](#).

1. Navigation & Operability (The 'New 2.2' Focus)

Gov ID	Checkpoint	Status (P/F/N/A)	Notes / Observations
2.4.11	Focus Not Obscured: When tabbing, does the blue focus box disappear behind the "sticky" menu or cookie banner?	P	<i>New 2.2 Requirement</i>
2.1.1	Keyboard Only: Can you access all links and buttons without using a mouse?	P	Essential for motor impairments.
2.4.3	Focus Order: Does the 'Tab' key follow a logical path (top to bottom, left to right)?	P	Check that it doesn't jump randomly.
2.4.1	Skip Link: Does a "Skip to Content" link appear on the first tab press?	N/A	Saves time for screen reader users.

2. Visual & Sensory

Gov ID	Checkpoint	Status (P/F/N/A)	Notes / Observations
2.5.8	Target Size (Minimum): Are small buttons (like social media icons) spaced apart so they aren't accidentally clicked?	P	<i>New 2.2 Requirement</i>
1.4.3	Contrast (Minimum): Is text clear against the background? (e.g. no yellow text on white).	P	Check the footer links specifically.

Gov ID	Checkpoint	Status (P/F/N/A)	Notes / Observations
1.4.4	Resize Text: When you zoom to 200%, does the text stay readable without overlapping?	P	Use Ctrl + '+' to test.
1.1.1	Alt-Text: Do images have descriptive text in the code?	F	No file names like "IMG001.jpg".

3. Forms & User Input

Gov ID	Checkpoint	Status (P/F/N/A)	Notes / Observations
3.3.7	Redundant Entry: If a user enters information once (e.g. their name), does the form re-ask for it elsewhere?	N/A	<i>New 2.2 Requirement</i>
3.3.2	Labels or Instructions: Are form fields clearly labelled (e.g. "Enter Phone Number")?	P	Click the label to see if it enters the box.
3.3.8	Accessible Auth: If there is a login, does it avoid "cognitive tests" like solving a puzzle or re-typing a code?	P	<i>New 2.2 Requirement</i>

4. Documents (PDFs & Word)

Checkpoint	Status (P/F/N/A)	Notes / Observations
Text Searchable: Can you highlight and search text in PDFs published since 2018?	P	No "scanned" images of paper.
Headings: Do Word/PDF docs use H1, H2, H3 styles for structure?	F	Required for screen reader navigation.
Document Title: Is the file name descriptive (e.g. "Planning-Minutes-March-2026")?	P	Check File > Properties in the document.

5. Summary of Audit Findings

- **Total Passes: 10 Total Fails: 2 Not Present (N/A): 2**

Remediation Action Plan:

1. Many images do not have descriptive text in the filename
-> future image uploads to have alt-text descriptions.
2. Word/PDF docs do not always use H1, H2, H3 styles for structure
-> Include heading structures in documents where practicable/authored by the Town Council.