

**Minutes** of the meeting of the **Communications Committee** of  
**Campbell Park Parish Council** held on  
**Tuesday 30<sup>th</sup> August 2016**  
at the **Parish Office, 1 Pencarrow Place, Fishermead**  
**commencing at 6.30pm**

**55/16 Members Present**

Cllr Fraser (I)	Cllr M Petchey
Cllr Fraser (T)	Cllr D Priest
Cllr E May	Cllr T Uranta

In Attendance  
E Webb, Deputy Clerk  
H Price, Bespoke Media

**56/16 Apologies for Absence**

The Committee noted apologies from  
Cllr C Brown – work commitment

**57/16 Declarations of Interest**

None

**58/16 Non-Committee Members/Members of the Public Present**

None

**59/16 Minutes of the meeting of the 26<sup>th</sup> July 2016**

The Minutes of the previous meeting, having already been circulated,  
were approved as a correct record and signed by the Chair.

**60/16 Public Involvement – Deputations, Petitions and Questions**

**CONFIDENTIAL ITEM**

**In view of the terms of Schedule 12A Local Government Act 1972, the following items\*\* will be likely to disclose exempt information relating to establishment and contractual matters and the Committee therefore resolved that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.**

**\*\*Items 4-5**

**61/16 I.T. Managed Service Contract** (Minute No. 137/15 & 17/16)

**E-mail Platform Migration/Upgrade** (Minute No. 59/15, 72/15, 87/15,  
110/15, 120/15, 137/15, 17/16, 27/16, 43/16)

The Committee noted that the meeting with the Mirus IT Sales Director  
and Account Manager had yet to be scheduled.

The Committee noted the asset schedule of Parish Council computers.

**62/16 IT Information Security** (Minute No. 122/15, 138/15, 14/16, 28/16,  
45/16)

In the absence of Cllr Brown, the item was deferred to the September  
meeting.

Signed.....Chair

Date.....

**63/16 Windows 10 upgrade** (Minute No. 123/15, 139/15, 13/16, 29/16 & 44/16)  
The Committee noted that a request for the additional funds required to complete the Windows 10 upgrade agreed at the last meeting will be considered at the September meeting of the Finance and Administration Committee.

**64/16 Information Technology hardware requirements for the Parish Office** (Minute No. 134/14, 11/15, 25/15, 36/15, 45/15, 58/15,76/15 91/15, 109/15, 126/15, 141/15, 19/16, 30/16, 46/16)  
The Committee noted that the purchase and installation of 5 new desktop computers for use at the Parish Office has been completed.

**65/16 Laptop Computer Purchase** (Minute No. 30/16, 47/16 )  
The Committee noted that the laptop computer and associated software package, to be based at the Parish Office and utilised for conferences, will be purchased imminently, with the installation following thereafter.

Under this item Cllr I Fraser advised the Committee that three further laptops would be required but did not specify the users.

**66/16 Disposal of decommissioned Parish Council Computers – Report No. CC/02/16**

The Committee noted the report and resolved that the 12 decommissioned pc's should have the hard drives wiped.  
In the first instance the pcs would be offered to Members and staff to purchase with the remainder retained by the Parish Council for training purposes.

**67/17 Potential purchase and use of voice recognition software** (Minute No. 140/15, 15/16, 31/16, 48/16)  
Nothing to report - item deferred to a future Committee meeting.

**68/16 Homeground October 2016 edition**

The Committee noted the tabled draft proofs of the front cover and resolved that the autumnal stock photo of Willen should be used for the front cover.

The Committee approved the new look for the front cover and page 2 and went on to approve the submitted articles (detailed below with comments)

Communication from a Woolstone resident, (name and address supplied)

Youth Faculty

SIDS – photo of Cllr Pafford/Environment Officer

TVP Update – TVP logo and photo of Sgt R Colson to be included

Share Fair / Big Lunch – article and poster to be condensed

Allotment availability

Willen surgery

Map of Hospital parking – not approved

Lead article – Budget/Precept – Cllr I Fraser to circulate article

Signed.....Chair

Date.....

**69/16 Projects – Committee Budget 2017/18, 2018/19, 2019/20**

The Committee noted that in line with its Terms of Reference, all project proposals for 2017 - 2020 must be submitted in time for the September Committee meeting. All project proposals must comply with the Project Policy and be detailed on a Project Request Form, with full costings.

Cllr I Fraser to complete a project proposal with costings for the installation of ceiling projectors at the Springfield and Oldbrook Community Centres

Cllr T Fraser to complete a project proposal with costings for the rewiring of the Parish Office to include IT system and telephone system.

**70/16 Parish Council Facebook Page** (Minute No. 12/15,23/15,35/15,48/15 & 60/15,77/15, 94/15, 105/15, 125/15, 136/15, 12/16, 35/16)  
Item deferred until the September Committee meeting.

**71/16 Date of next Meeting: 27<sup>th</sup> September 2016**

Signed.....Chair

Date.....