

The next meeting of the **Communications Committee** of
Campbell Park Parish Council will be held on
Tuesday 27th October 2015
at the **Parish Office, 1 Pencarrow Place, Fishermead**
commencing at 6.30pm

This meeting is open to the Public

AGENDA

1. Members Present

2. Apologies for Absence

3. Declarations of Interest

4. Minutes of the meeting of the 29th September 2015

To approve the Minutes of the meeting held on the 29th September 2015.

5. Public Involvement – Deputations, Petitions and Questions

6. Homeground January 2016 edition

The Committee is invited to consider the submitted articles as agreed at the September meeting (Minute No. 44/15) for inclusion in the January 2016 edition of the magazine.

7. Information Technology hardware requirements for the Parish Office

(Minute No. 134/14,11/15,25/15,36/15, 45/15)

The Committee is invited to review the options for and then determine the required specification for replacement desktop computers at the Parish Office – at the September meeting Committee agreed that there was a requirement for a phased replacement of the remaining Dell desktop machines that were purchased in 2009, with seven of the machines being located at the Parish Office and a further two currently being used by Members. The Committee resolved that the above machines should be replaced, with those at the Parish Office made a priority for replacement, using the balance of the 2015/2016 IT Equipment budget to replace some of the machines, with the remainder of the machines replaced using the 2016/2017 IT Equipment budget.

8. E-mail Platform Migration

Committee is invited to consider the proposal from Mirus IT to move the e-mail platform from the in-house server to Microsoft Office 365.

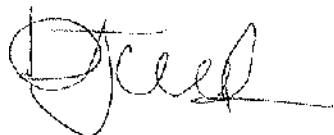
- 9. Parish Council Facebook Page** (Minute No. 12/15,23/15,35/15,48/15)
Committee is invited to receive an update from Cllr Petchey on the Parish Council Facebook page, including whether it has been possible to take the original Parish Council Facebook page offline.

CONFIDENTIAL ITEM

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

- 10. Parish Magazine Contract** (Minute No. 50/15)
Further to the decision by Council to extend the existing contract with Intermedia for the design and production of the Parish magazine by six months to July 2016, Committee is invited to progress arrangements for a new contract which will need to be in place in time for the production of the October 2016 edition of the Parish magazine. These arrangements will need to include the following:
- Project objective and timescale
 - Agreement of design brief
 - Crossover with other Parish media platforms
 - Tender process details
 - Who is taking responsibility for which aspects of the project

- 11. Date of next Meeting: Tuesday 24th November 2015**



D Warner
Clerk to Committee
22nd October 2015