

Minutes of the meeting of the **Communications Committee** of
Campbell Park Parish Council held on
Tuesday 26th July 2016
at the **Parish Office, 1 Pencarrow Place, Fishermead**
commencing at 6.30pm

37/16 Members Present - in the absence of the Committee Chair and Vice Chair at the beginning of the meeting, Cllr Fraser (I) Chaired items 1-4 of the meeting

Cllr C Brown
Cllr Fraser (I)
Cllr Fraser (T)

Cllr E May
Cllr M Petchey – arrived during the course of agenda item No.4

In Attendance

D Warner, Clerk to Council

38/16 Apologies for Absence

The Committee noted apologies from
Cllr D Priest – work commitment Cllr T Uranta – domestic commitment

39/16 Declarations of Interest

None

40/16 Non-Committee Members/Members of the Public Present

Cllr D Kendrick

41/16 Minutes of the meeting of the 28th June 2016

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

42/16 Public Involvement – Deputations, Petitions and Questions

None

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 4-6**

43/16 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)

Committee noted that Sam Bargery, Mirus IT Account manager, would not be attending the meeting.

The Committee determined that a meeting with the Mirus IT Sales Director and Account Manager would be required in order to address the required specification for the new IT Managed Service Contract. The

Signed.....Chair

Date.....

Committee determined the basic requirements of the new contract to include the following:

- New contract to be based on the existing version, brought up to date to include current requirements
- The migration of the e-mail server to Microsoft 365
- Upgrade of VMware to Windows 10
- The provision of an adequate security system

The questions of whether there was a requirement for Microsoft Office to run on both individual machines and the virtual platform and whether the contract would be based on Microsoft licenses or subscription to be discussed at the above meeting.

An asset list of Parish Council computers to be presented at the next Committee meeting.

44/16 Windows 10 upgrade (Minute No. 123/15, 139/15, 13/16, 29/16)

Cllr Petchey Chaired the meeting from this point onwards.

Committee accepted the quotation from Mirus IT to upgrade all Parish Council computers capable of being upgraded to Windows 10, however, the Committee noted that there were insufficient funds within the existing IT Equipment budget to cover the proposed expenditure (£3,409 + VAT) – Additional funding request to be made at the next Finance and Administration Committee meeting

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

Cllr Brown confirmed that he had been unable to progress the matter – item to be included on the next meeting agenda.

46/16 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)

The Clerk confirmed that an order was yet to be placed for the purchase of 5 new desktop computers for use at the Parish Office.

47/16 Laptop Computer Purchase (Minute No. 30/16)

The Committee resolved to purchase a laptop computer for Parish Council use – machine to be based at the Parish Office and utilised for conferences, training and other similar uses.

48/16 Potential purchase and use of voice recognition software (Minute No. 140/15, 15/16 & 31/16)

Nothing to report - item deferred to a future Committee meeting.

49/16 Request to purchase Parish Council IT Equipment (Minute No. 32/16 & F&A Minute No.30/16)

The Committee noted the Finance and Administration Committee determination that with outstanding requests from existing Councillors to be issued with a Council laptop computer, that Cllr Oguntola be requested to return the laptop computer in order for it be re-issued to an existing Councillor.

Signed.....Chair

Date.....

50/16 Homeground October 2016 edition

The Committee reviewed and approved 3 'tabled' articles for inclusion in the October edition of the Parish magazine:

- Request from local schools cluster – Little Shop of Horrors
- Woolstone play area refurbishment
- Milton Keynes Council – Community Learning MK

The Committee noted that none of the other copy agreed at the previous Committee meeting was available for review.

51/16 Projects – Committee Budget 2017/18, 2018/19, 2019/20

Committee identified a potential requirement for the following projects:

- 3 year phased replacement of IT Infrastructure, including individual computers
- White Boards at both of the Parish Council Community Centres
- Internal wiring/cabling replacement at the Parish Office

A full costing for each of the projects to be submitted by no later than the September Committee meeting.

52/16 Parish Council Website – Community Event Publicity

The Committee resolved to provide a navigation button on the home section of the website to direct users to information on Parish Council community events.

53/16 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.

54/16 Date of next Meeting:

With a requirement to review and approve the outstanding copy for inclusion in the October edition of the Parish magazine and in order to progress the renewal of the IT Managed Service Contract, the Committee agreed to the requirement for an additional Committee meeting on 30th August 2016 – the Clerk offered his apologies as he would be on annual leave on that date.

Signed.....Chair

Date.....