

The next meeting of the **Communications Committee** of
Campbell Park Parish Council will be held on
Tuesday 28th June 2016
at the **Parish Office, 1 Pencarrow Place, Fishermead**
commencing at 6.30pm

This meeting is open to the Public

AGENDA

1. To Receive

Members Present

Apologies for Absence

Declarations of Interest

Non-Committee Members/Members of the Public Present

2. Minutes of the meeting of the 31st May 2016

To approve the Minutes of the meeting held on the 31st May 2016.

3. 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 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.**

****Items 4-5**

4. 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)

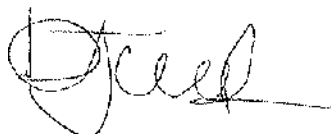
Further to the decision that the E-mail platform migration/upgrade should be included in the specification for the new IT Managed Service Contract, Committee is invited to determine the following:

- Whether there is a requirement to extend the existing IT Managed Service Contract beyond the end of October 2016, and if there is a requirement, how long the contract extension should be for
- The specification for the new IT Managed Service Contract, including whether there is a requirement to engage external assistance to develop the specification
- Having resolved the above, Committee is invited to agree the project timeline, including the tender process

5. IT Information Security (Minute No. 122/15, 138/15 & 14/16)

Committee is invited to receive IT Information Security options as provided by Mirus IT – information to be provided at the meeting.

- 6. Windows 10 upgrade** (Minute No. 123/15, 139/15 & 13/16)
Following the successful trial to upgrade a small number of existing Parish computers to Windows 10, Committee is invited to consider the merits of extending the initiative to include the desktop machines located at the Parish Office.
- 7. 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)
Committee is invited to note that due to other operational priorities, the third desktop computer and associated software package for use in the Members' Room at the Parish Office has not yet been purchased. Committee is invited to consider the merits of identifying a common technical specification to include both the above machine and the replacement of four Dell Vostro 420 PC's located at the Parish Office – Committee agreed to the phased replacement of the Dell machines as their September 2015 meeting – Minute No. 46/15 applies.
- 8. Potential purchase and use of voice recognition software** (Minute No. 140/15 & 15/16)
Software options (and costing) to be presented at the July Committee meeting.
- 9. Request to purchase Parish Council IT Equipment**
Committee is invited to receive a verbal update from the Clerk regarding a request by former Councillor, Ama Oguntola, to purchase the laptop computer issued to her as a Parish Councillor.
- 10. Homeground October 2016 edition**
The Committee is invited to receive the attached report and determine the content for the October 2016 edition of Homeground magazine. Committee is further invited to consider standardising the front cover of future editions of the Parish magazine to a fixed recognisable image, as discussed at their February 2016 meeting – Minute No. 103/15 applies
- 11. Projects – Committee Budget 2017/18, 2018/19, 2019/20**
Members are invited to discuss any ideas for Project proposals to be considered by Committee in preparation of the forthcoming Budget plans. All project proposals must comply with the Project Policy and be detailed on a Project Request Form, with full costings.
- 12. 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)
Item deferred until the July Committee meeting.
- 13. Date of next Meeting: 26th July 2016**



D Warner,
Clerk to Committee
23rd June 2016