

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

21/16 Members Present – in the absence of the Committee Chair and Vice Chair, Committee elected Cllr Fraser (I) to Chair the meeting

Cllr C Brown

Cllr E May

Cllr Fraser (I)

Cllr T Uranta

Cllr Fraser (T)

In attendance

D Warner, Clerk to Council

22/16 Apologies for Absence

The Committee noted apologies from
Cllr M Petchey – work commitment

23/16 Declarations of Interest

None

24/16 Non-Committee Members/Members of the Public Present

Cllr D Kendrick

25/16 Minutes of the meeting of the 31st May 2016

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

26/16 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 4-5**

27/16 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)

Committee resolved to recommend to Council that a request be made to Mirus IT to extend the existing IT Managed Service Contract for 12 months to October 2017, and at the same time Mirus IT be asked to write the tender document for the new IT Managed Service Contract.

Signed.....Chair

Date.....

28/16 IT Information Security (Minute No. 122/15, 138/15 & 14/16)
Committee resolved that Cllr Brown liaise with Mirus IT to discuss appropriate IT Information Security options.

29/16 Windows 10 upgrade (Minute No. 123/15, 139/15 & 13/16)
Committee resolved to upgrade all Parish Council computers capable of being upgraded to Windows 10, with those computers located at the Parish Office being made a priority.

30/16 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)
Committee resolved to purchase 5 new desktop computers for use at the Parish Office, with one of the five computers being installed in the Members' Room and the other 4 computers replacing the existing Dell Vostro models located at the office – existing monitors and other periphery hardware to be retained and used in conjunction with the new computers. The new computers to be the same specification as the existing desktop computers located in the Members' Room.

Future agenda item - the purchase of a laptop computer to be based at the Parish Office

31/16 Potential purchase and use of voice recognition software (Minute No. 140/15 & 15/16)
Committee noted that software options (and costing) for voice recognition software are to be presented by Mirus IT at the July Committee meeting. Cllr Brown informed the Committee about a local company specialising in Dragon Software implementation – option to be investigated further if required

32/16 Request to purchase Parish Council IT Equipment
Committee noted that the request by former Councillor, Ama Oguntola, to purchase the laptop computer issued to her as a Parish Councillor will be debated at the July Finance and Administration Committee meeting.

33/16 Homeground October 2016 edition
The Committee resolved to continue with the format of the front cover of the Summer 2016 magazine for both the Autumn 2016 and Winter 2017 editions – Committee acknowledged that the images on the front cover of the Summer 2016 magazine were provide by Intermedia and that alternative 'seasonal' images from each of the Parish Wards would need to be provided for the next two editions.
Committee agreed to the inclusion of the following articles/features:

- 2016 Parish Picnics
- Resident Budget/Precept consultation
- Play Area updates (including images)
- 2016 IF Festival
- Resident photographic image competition
- Drone images of the Parish area – if available
- 'First term' report from a new Councillor
- Letters to the editor/articles residents might like included

Signed.....Chair

Date.....

34/16 Projects – Committee Budget 2017/18, 2018/19, 2019/20

The Chair asked the Committee to start considering the requirement for any project proposals that would require funding over the next 3 years. The Chair stressed the requirement for potential projects to comply with the Parish Council Project Policy, including the submission of full costings – Members invited to submit proposals to the next Committee meeting.

Future agenda item - Asset list of Parish Council computers

35/16 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)
Item deferred until the July Committee meeting.

36/16 Date of next Meeting: 26th July 2016

Signed.....Chair

Date.....