

Minutes of the meeting of the **Communications Committee** of
Campbell Park Parish Council held on
Tuesday 29th March 2016
at the **Parish Office, 1 Pencarrow Place, Fishermead**
commencing at 6.30pm

114/15 Members Present

Cllr T Baines	Cllr D Kendrick
Cllr Fraser (I)	Cllr D Priest
Cllr Fraser (T)	Cllr T Uranta
Cllr P Halton-Davis	

In attendance

D Warner, Clerk to Council
Sam Paxton, Mirus IT
David Starsmeare, Mirus IT

115/15 Apologies for Absence

Committee noted apologies from
Cllr M Petchey – personal
commitment

116/15 Declarations of Interest

During the course of the Committee discussing agenda item 12, Cllr
Fraser (T) declared an interest in the item in his capacity as a
Freemason.

117/17 Members of the Public Present

None

118/15 Minutes of the meeting of the 23rd February 2016

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

119/15 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 resolved that pursuant to the provisions of
the Public Bodies (Admissions to Meetings) Act 1960 the public
and press be excluded.**

****Items 4,5&6**

120/15 E-mail Platform Migration/Upgrade (Minute No. 59/15, 72/15 &
87/15,110/15)

Committee considered a proposal/quotation from Mirus IT to upgrade the
Parish Council E-mail Platform to a 'cloud' based solution. Committee
resolved to recommend to Council that the Parish Council E-mail
platform is migrated to a 'cloud' based Office 365 solution – subject to
Council adopting the recommendation, an Extra Ordinary Committee

Signed.....Chair

Date.....

meeting (date to be confirmed) to be convened in order to progress the specification of a new IT managed services contract, incorporating an Office 365 E-mail platform.

121/15 Personal Digital Assistant (PDA) (Minute No. 78/15 & 88/15,111/15)

Committee considered a proposal/quotation from Mirus IT to provide suitable 'tablet' based proposals for use by the Parish Environment Officers/Councillors. Committee resolved to purchase 3 x HP Pro 408 Tablets, 2 to be used by the Parish Environment Officers, with the remaining one used by Cllr Halton-Davis.

122/15 IT Information Security

In the absence of Cllr Brown, this item was deferred to the next Committee meeting.

123/15 Windows 10 upgrade

In the absence of Cllr Brown, this item was deferred to the next Committee meeting.

124/15 Homeground July 2016 edition

The Committee considered the content and front cover design for the July edition of the magazine, including the content matter, author and copy deadline.

Committee resolved that the front cover of the magazine should feature the Parish logo and smaller pictures of each of the 7 areas within the Parish – Fishermead, Oldbrook, Newlands, Springfield, Willen, Winterhill and Woolstone. The top banner of the front cover to coloured green, with white lettering.

The Committee agreed to the inclusion of the following features in the magazine:

- Parish Picnics notice
- Draft Accounts (usually as part of the Annual Report)
- Parish Council election results / MKC ward results affecting CPPC
- Standing Committees and members
- Calendar of Council and Committee meeting dates
- Annual Meeting of Parish Electors – Cllr Fraser (I)
- Photos from the Fishermead Parish Picnic
- Update on play area improvements – Cllr Oguntola
- Photos and feedback from the Spotlight on the Emergency Response Plan – Cllr Fraser (I)
- Photos of the newly installed defibrillators and how to use – Cllr Priest
- ATTIGO event feedback – Cllr Halton-Davis
- Fishermead Sports Ground – landscaping work – Environment Officer (land)
- Oldbrook Centre – Outside lighting, refurbishment of toilets – Cllr Harris/Environment Officer (buildings)
- Afruca training event report – Cllr Kendrick
- Nuisance parking at schools
- Health & Safety/Fire Safety/Defibrillators – Cllr Priest
- Health Corner (Sun protection) – Cllr Baines
- Kid's Corner – Cllr Halton-Davis
- Legal highs update – Cllr Baines

Signed.....Chair

Date.....

- Pineham planning update – Cllrs Shrimpton and Baines
- Parish Community Centres for Hire – Env Officer (buildings)

125/15 Parish Council Facebook Page (Minute No. 12/15,23/15,35/15,48/15 & 60/15,77/15) & 94/15)
 In the absence of Cllr Petchey, this item was deferred to the next Committee meeting.

126/15 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)
 The Clerk reported that a new laptop computer had been ordered to replace the desktop computer used by Cllr Pafford and that a new desktop computer had been ordered to replace the desktop computer used by Cllr Petchey. The Clerk went on to confirm that further to Minute No. 121/15, a new HP tablet would be ordered to replace the laptop computer used by Cllr Halton-Davis.

127/15 Presentation of paper communications including agenda, reports and minutes (Minute No. 112/15)
 Committee noted that information on this item will be presented at the April meeting.

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 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.

128/15 Parish Magazine Contract (Minute No. 50/15, 61/15,79/15 & 89/15)
 The Committee received the recommendation of the interview panel and resolved to recommend to Council that contractor B (Bespoke Media) be awarded a 3 year contract for the design and production of the Parish magazine, commencing with the October 2016 edition of the magazine.

129/15 Date of Next Meeting
Tuesday 26th April 2016
Extra Ordinary Meeting – date to be confirmed

Signed.....Chair

Date.....