

The next meeting of the **Communications Committee** of
Campbell Park Parish Council will be held on
Tuesday 31st May 2016
at the **Parish Office, 1 Pencarrow Place, Fishermead**
commencing at 6.30pm

This meeting is open to the Public

AGENDA

1. Election of Committee Chair

The Committee is invited to elect a Committee Chair to May 2017

2. Election of Committee Vice Chair

The Committee is invited to elect a Committee Vice Chair to May 2017

3. Appointment of Lead Member (s)/Champion(s)

Committee is invited to consider the appointment of Lead Member(s)/
Champion(s) to May 2017

4. To Receive

Members Present

Apologies for Absence

Declarations of Interest

Non-Committee Members/Members of the Public Present

5. Minutes of the meeting of the 26th April 2016

To approve the Minutes of the meeting held on the 26th April 2016.

6. Public Involvement – Deputations, Petitions and Questions

7. Parish Magazine Contract – Future Design Options (Minute No. 50/15,
61/15,79/15, 89/15, 128/15 & 143/15)

Committee is invited to progress arrangements for the publication of the first
edition of the Parish magazine covered by the new contract commencing in
October 2016, with Committee invited to consider design options as provided by
Bespoke Media.

8. Homeground July 2016 edition

The Committee is invited to approve the submitted articles (as agreed at the
March and April meetings), including any tabled at the meeting, for inclusion in
the July edition of the Parish magazine.

9. 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)

Committee is invited to receive an update from Cllr Petchey on the Parish
Council Facebook Page, including whether it has been possible to create a new
'Official' Campbell Park Parish Council Facebook Page.

10. Windows 10 upgrade (Minute No. 123/15 & 139/15)

Committee is invited to consider the outcome of the initiative to upgrade a small
number of existing Parish computers to Windows 10 on a trial basis,
concentrating in the first instance on machines working in 'stand-alone' mode –
Cllr Brown to speak to this item.

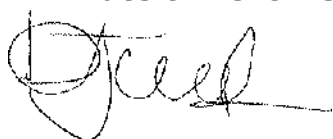
- 11. IT Information Security** (Minute No. 122/15 & 138/15)
Committee is invited to note that Mirus IT will be attending the June Committee to discuss IT Information Security options.
- 12. Potential purchase and use of voice recognition software** (Minute No. 140/15)
Further to the decision to purchase a copy of Dragon Voice Recognition software for trial use within the Parish Council environment, Committee is invited to identify the functionality required by the product and how many users will be taking part in the trial – Mirus IT have requested this information in order for them to be able to recommend an appropriate version of the software.
- 13. E-mail Platform Migration/Upgrade** (Minute No. 59/15, 72/15 & 87/15,110/15 & 120/15, 137/15)
Following the Committee decision to delay convening an Extra Ordinary Committee meeting to progress the migration of the Parish Council e-mail platform to Office 365 until after the Annual Meeting of Council, Committee is invited to convene the meeting and put such arrangements in place that it deems necessary.

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.

- 14. I.T. Managed Service Contract** (Minute No. 137/15)
Further to the decision to enter into discussions with Mirus IT about the potential to extend the current IT managed services contract beyond the end of October 2016 (including options for both 6 and 12 month extensions), Committee is invited to consider the merits of a suggestion by Mirus IT that until such time the tender process for a new contract is completed, a rolling 3 month extension arrangement is put in place – Committee is invited to note that Mirus IT will be attending the June Committee to discuss the issue.
- 15. Request to purchase Parish Council IT Equipment**
Committee is invited to consider a request by former Councillor, Ama Oguntola, to purchase the laptop computer issued to her as a Parish Councillor.
- 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)
Committee is invited to note that the third desktop computer and associated software package for use in the Members' Room at the Parish Office will be purchased immanently, with the installation following thereafter.

17. Date of next Meeting: 28th June 2016



D Warner,
Clerk to Committee
25th May 2015