

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

In the absence of the current Chair, Cllr I Fraser, Chair of Council took the Chair and invited nominations for Chair.

Cllr Priest, current Chair of the Committee joined the meeting at 6.35, pointing out that the agenda had a start time of 7pm.

01/16 Election of Committee Chair

Cllr T Fraser and Cllr Brown were proposed and seconded, both declining the Chair, Cllr Petchey was proposed and seconded and elected to the office of Chair of the Committee to May 2017

02/16 Election of Committee Vice Chair

Cllr Priest was proposed and seconded and duly elected to the office of Vice Chair of the Committee to May 2017

03/16 Appointment of Lead Member (s)/Champion(s)

With no other nominations being forthcoming, the following Councillors were duly elected as Lead Member(s) for the period to May 2017:

Cllr C Brown	Hardware
Cllr T Fraser	Software
Cllr I Fraser	Parish Magazine
Cllr M Petchey	Social Media
Cllr D Priest	IT – third member to attend meetings with MIRUS

04/16 Members Present

Cllr C Brown	Cllr M Petchey
Cllr Fraser (I)	Cllr D Priest
Cllr Fraser (T)	Cllr T Uranta
Cllr E May	

In attendance
E Webb, Deputy Clerk

05/16 Apologies for Absence

None

06/16 Declarations of Interest

None

07/16 Non-Committee Members/Members of the Public Present

Hayley Price, Bespoke Media

08/16 Minutes of the meeting of the 26th April 2016

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

Signed.....Chair

Date.....

09/16 Public Involvement – Deputations, Petitions and Questions

None

10/16 Parish Magazine Contract – Future Design Options (Minute No.

50/15, 61/15,79/15, 89/15, 128/15 & 143/15)

Hayley Price, Bespoke Media presented proofs for two draft design options for future editions of the magazine. Having considered the options the Committee agreed Option A, 3 columns.

11/16 Homeground July 2016 edition

The Committee considered the submitted articles (as agreed at the March and April meetings), including tabled articles at the meeting, and approved the articles for inclusion in the July edition of the Parish magazine with the following amendments:

Draft Accounts 2015 - 2016

Nuisance parking at schools - to include "walking bus" initiative

Annual Meeting of Parish Electors

Campbell Park Parish Council – Election results

Standing Committees and Members – insert one or two minor changes may be made at June Council

Calendar of Council and Committee meeting dates – dates for July, September and November

MK Marathon – insert "Notification of the event sent to residents along the route prior to the Marathon were very good but if you experienced any problems resulting from the Marathon please let us know"

Health Corner (Sun protection) – condense but emphasis protection for children, graphics needed

MK Community Bank – condense, graphics needed

Legal Highs update – article not submitted

Pineham planning update - article not submitted

Landscaping on Fishermead Sports Ground - article not submitted

12/16 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)

Cllr Petchey advised that due to pressure of work he had been unable to implement the changes but this would be done by the July meeting.

13/16 Windows 10 upgrade (Minute No. 123/15 & 139/15)

Committee received a verbal report from Cllrs Brown, Fraser [I] Fraser [T] and Priest who had taken part in the trial to upgrade and use Windows 10 on a trial basis. All agreed the upgrade was an improvement but the installation of the upgrade should be carried out by Mirus and Members recommended to bring their pcs to the Parish Office for Mirus to install the upgrade.

Signed.....Chair

Date.....

- 14/16 IT Information Security** (Minute No. 122/15 & 138/15)
Committee noted that Mirus IT will be attending the June Committee to discuss IT Information Security options.
- 15/16 Potential purchase and use of voice recognition software** (Minute No. 140/15)
Cllr Brown spoke to the item.
Cllrs Fraser [I] and Halton-Davis to trial the Dragon Voice Recognition software.
Cllr Fraser [T] advised that there was a DDA obligation for voice recognition software for those unable to use a keyboard.
The software to be used by Members to compose emails, reports, etc and officers to use for transcribing meeting notes.
User specific licence to be installed on the server. Clerk to Council to contact Mirus with the requirements of the Committee and obtain costs.
- 16/16** Committee agreed to take Items 13 and 14 together.
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 therefore resolved that pursuant to the provisions of the Public Bodies (Admissions to Meetings) Act 1960 the public and press be excluded.
- 17/16 E-mail Platform Migration/Upgrade** (Minute No. 59/15, 72/15 & 87/15,110/15 & 120/15, 137/15)
I.T. Managed Service Contract (Minute No. 137/15)
Cllr Fraser [T] spoke to the item.
On the conclusion of a lengthy debate, the Committee resolved that: the E-mail platform migration/upgrade should be included in the specification for the new IT Managed Service Contract, the specification to take into account the potential move to a new Parish Office
Cllr Fraser [T] to produce for the June meeting a timeline for the tender process for the new contract to be implemented in October and December.
- 18/16 Request to purchase Parish Council IT Equipment**
Committee agreed to the request by former Councillor, Ama Oguntola, to purchase the laptop computer issued to her as a Parish Councillor.
Clerk to Council to liaise with Chair of Finance & Administration Committee to determine purchase price.
- 19/16 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 noted that the third desktop computer and associated software package for use in the Members' Room at the Parish Office will be purchased imminently, with the installation following thereafter.
- 20/16 Date of next Meeting: 28th June 2016**

Signed.....Chair

Date.....