

The next meeting of the **Communications Committee** of
Campbell Park Parish Council will be held on
Tuesday 27th September 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 30th August 2016

To approve the Minutes of the meeting held on the 30th August 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, 27/16, 43/16, 61/16)

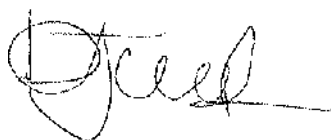
The Committee is invited to receive a report on the outcome of the meeting with the Mirus IT Sales Director and Account Manager at which the following issues would be addressed to inform the required specification for the new IT Managed Service Contract.

- New contract to be based on the existing version, brought up to date to include current requirements
- The migration of the e-mail server to Microsoft 365
- Upgrade of VMware to Windows 10
- The provision of an adequate security system
- a requirement for Microsoft Office to run on both individual machines and the virtual platform and whether the contract would be based on Microsoft licenses or subscription

5. IT Information Security (Minute No. 122/15, 138/15, 14/16, 28/16, 45/16, 62/16)

Committee is invited to receive a report from Cllr Brown on his discussions with Mirus IT on appropriate IT Information Security options.

- 6. Windows 10 upgrade** (Minute No. 123/15, 139/15, 13/16, 29/16 & 44/16, 63/16)
Committee is invited to note that the Finance and Administration Committee resolved to vire the additional funds required to complete the Windows 10 upgrade and further recommended that the Communications Committee speed up the change and allocation of pcs with the Committee to inform the Finance & Administration Committee if further funds will be required.
- 7. Laptop Computer Purchase** (Minute No. 30/16, 47/16, 65/16)
Committee is invited to note that the laptop computer and associated software package, to be based at the Parish Office and utilised for conferences has now been ordered.
- 8. Councillor Computer Replacement Programme**
Further to agenda item No. 6 (above), Committee is invited to receive a verbal report from the Clerk regarding the computer requirements of those Councillors not currently in receipt of a Parish Council machine. Having considered the report, Committee is invited to determine the required course of action to address the requirement, including any financial considerations.
- 9. Potential purchase and use of voice recognition software** (Minute No. 140/15, 15/16, 31/16, 48/16, 67/16)
The Committee is invited to receive a verbal update from the Clerk regarding the purchase of voice recognition software to be used on one of the computers in the Members' Room.
- 10. Homeground January 2017 edition**
The Committee is invited to receive the attached report and determine the content for the January 2017 edition of Homeground magazine.
- 11. Projects – Committee Budget 2017/18, 2018/19, 2019/20** (Minute No. 69/16)
Committee is invited to note that in line with its Terms of Reference, all project proposals for 2017 - 2020 must be submitted in time for consideration at the September Committee meeting. 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, 35/16, 70/16)
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.
- 13. Date of next Meeting: 25th October 2016**



D Warner,
Clerk to Committee
22 September 2016