

Minutes of the meeting of the **Communications Committee** of
Campbell Park Parish Council held on
Tuesday 27th September 2016
at the **Parish Office, 1 Pencarrow Place, Fishermead**
commencing at 6.30pm

72/16 Members Present – in the absence of the Chair, Cllr Fraser (I) Chaired the Committee for the first 4 items on the agenda. On his arrival, Cllr Petchey Chaired the Committee for the remaining agenda items

Cllr Fraser (I)	Cllr M Petchey
Cllr Fraser (T)	Cllr T Uranta
Cllr E May	

In Attendance
D Warner, Clerk to Council

73/16 Apologies for Absence
The Committee noted apologies from
Cllr C Brown – work commitment

74/16 Declarations of Interest
None

75/16 Non-Committee Members/Members of the Public Present
None

76/16 Minutes of the meeting of the 30th August 2016
The Minutes of the previous meeting, having already been circulated, were approved as a correct record and signed by the Chair.

77/16 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**

78/16 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, 27/16, 43/16, 61/16)
Cllr Fraser (T) updated the Committee on the outcome of a meeting with Mirus IT to discuss the progression of the new IT Managed Service Contract. Committee agreed to the proposal from Mirus IT to develop and write the specification for the new IT Managed Service Contract at a cost of £1,300.

Signed.....Chair

Date.....

79/16 IT Information Security (Minute No. 122/15, 138/15, 14/16, 28/16, 45/16, 62/16)
In the absence of Cllr Brown, Committee deferred the item to the next Committee meeting. If Cllr Brown is unable to make the report at the next Committee meeting, the item to be re-assigned to another Councillor.

80/16 Windows 10 upgrade (Minute No. 123/15, 139/15, 13/16, 29/16 & 44/16, 63/16)
Committee noted 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 are required.

81/16 Laptop Computer Purchase (Minute No. 30/16, 47/16, 65/16)
Committee noted that the laptop computer and associated software package, to be based at the Parish Office and utilised for conferences has now been ordered.

82/16 Councillor Computer Replacement Programme
Committee received a verbal report from the Clerk regarding the computer requirements of those Councillors not currently in receipt of a Parish Council machine and those still using the original Dell laptops issued in 2009. Committee determined that there was a requirement to purchase three laptops and one notebook computer. With insufficient funds available in the current IT equipment budget, the Committee resolved to request that the Finance administration Committee either vire the required funds (£3,000) from an alternative cost centre or allocate the expenditure from the general reserve. On confirmation of the funds being made available, the Clerk to proceed with the equipment purchase without further requirement to refer the item back to the Committee.

83/16 Potential purchase and use of voice recognition software (Minute No. 140/15, 15/16, 31/16, 48/16, 67/16)
The Clerk confirmed to the Committee that a licence for voice recognition software to be used on one of the computers in the Members' Room had been purchased and that a headset to be used in conjunction with the software would be ordered immanently.

84/16 Homeground January 2017 edition
The Committee noted the report and proposed timeline for the production of the January 2017 edition of Homeground magazine. In addition to the regular features, Committee resolve to include the following articles in the magazine:

- Result of the Budget Consultation – Cllr Fraser (I)
- Neighbourhood Plan update – Cllr Baines/Kendrick
- New Parish HQ
- Fishermead Police issue/Meeting

Signed.....Chair

Date.....

Parish Council grant awards

The Clerk to contact all Members to establish if they had articles they wished to submit/or topics they would like to be addressed in the magazine.

85/16 Projects – Committee Budget 2017/18, 2018/19, 2019/20

(Minute No. 69/16)

The Committee resolved to recommend to the Extra Ordinary meeting of Council convened to consider the 2017/18 budget, that the £15,000 currently earmarked for the migration of the e-mail server platform be re-earmarked for a further year to 2017/18.

86/16 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, 35/16, 70/16)

Apologising for the delay in updating the Committee on whether it has been possible to create a new 'Official' Campbell Park Parish Council Facebook Page, Cllr Petchey made a solemn undertaking to make the update at the next Committee meeting.

87/16 Date of next Meeting: 25th October 2016

Signed.....Chair

Date.....