BOXLEY PARISH COUNCIL
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Clerk Mrs Pauline Bowdery   **Assistant Clerk** Mrs Melanie Fooks

A G E N D A

To All Members of the Council, Press and Public

There will be a meeting of the **Finance & General Purposes Committee** on **Tuesday 12 April 2016 at Beechen Hall, Wildfell Close, Walderslade,** commencing at 7:00pm when it is proposed to transact the following business:

1. **Apologies and non-attendance**
   To receive apologies from members unable to attend.

2. **Declaration of Interests, Dispensations, Predetermination or Lobbying.**
   Members are required to declare any interests, dispensations, predetermination or lobbying on items on this agenda. Members are reminded that changes to the Register of Interests should be notified to the Clerk.

   Adjournment to enable members of the public to address the meeting.

4. **IT system and software**
   To consider the need to replace the broken computer and update the IT system that currently serves the parish office. See report (pages 2-3).

5. **Date of Next Meeting**
   Tuesday 17 May 2016 at Beechen Hall, Wildfell Close, Walderslade commencing at 7.30 p.m. Items for the agenda must be with the parish office no later than 9th May.

Pauline Bowdery

Pauline Bowdery
Clerk to the Council.   Date: 4 April 2016

Issues to be returned to agenda as they develop: Minute 2813/4.3 KALC specific training. The logistics of arranging this to take place after the May elections will be investigated return to agenda June 2016: Minute 2833 Reserves, new format and full review early in new Financial Year.

Note to all councillors: you are welcome to attend meetings of committees of which you are not a member but only committee members may vote.

Legislation allows for meetings to be recorded by anyone attending. Persons intending to record or who have concerns about being recorded should please speak to the Clerk.

Item 4. IT system and software

Clerk's note.
As members are aware one of the computers in the office has broken and is unable to be repaired. Action was taken to recover the relevant software and files from it. However the three staff are now sharing two computers and for two days per week this is adversely impacting on the work that can be achieved.

Regardless of what members decide on additional equipment or support there is a need to replace the broken computer.

Cllr Dengate has been working with the office to upgrade and forward programme the IT situation and support in the office. When undertaking the extensive review of what IT there is, what is missing and what might be needed a number of issues have been identified.

- The Clerk's computer was installed at the same time as the recently broken computer and so it is also 5 years old and is going very slow.
- The reliance of the office staff on Cllr Dengate's support and expertise to ensure that they are supported when something needs to be installed or when problems occur. This work is given freely but it is time consuming and it is, in the opinion of the Clerk, unfair to rely on the Councillor's goodwill. It is therefore suggested that a company is employed to give IT support. The cost is supplied in the enclosed paperwork as an annual cost. Another large Parish Council, with a similar setup, has external IT support (including a program of upgrading one computer per annum) the cost of which is in the region of £2,050 per annum.
- There is a need to have a better off site back-up system. The Clerk, because she is the person most frequently in the office, only does this on a three weekly basis when in fact it needs to be done more frequently.
  The enclosed paperwork on possible solutions includes an automatic off site daily backup at a cost of £588, in lost time it costs in the region of £432 to do the current back up.
- The Clerk is experiencing problems in the day to day work (typing, carrying items etc.) and so a docking station and dictation software and headset have been identified as needed.
- With the system being proposed it is possible for staff to work more easily from home, and still share files, which will allow more flexibility. As members know there are constant interruptions in the office and it would help if staff could on occasion 'disappear' to work.
- Cllr Dengate considers that in the near future Microsoft will go down the track f leasing its software rather than selling it. The benefit of a leasing system is that the software will automatically be updated.
- The office staff does not have the expertise or time to install and integrate a new laptop into the system especially as it would require transfer of e-mail accounts etc. Neither do they have in-depth understanding to work out solutions to IT problems. The recent problems with the computer has been extremely stressful

for staff especially as they are reluctant to always call on Cllr Dengate when he works full time and they know he is extremely busy.

During recent discussions other issues were raised and further information and additional cost will be provided at the meeting on:

- The security of the accounting software, which is currently on a laptop. As the office will only have laptops it is recognised that a sensible situation to the security issue, and it would allow some flexibility in the office, is to have a tower dedicated to the accounts (which is somewhat like what was suggested before the computer broke) with a removable drive that can be locked away in the fire proof drawers. To do this some equipment etc. is required.
- Further information is being sought on the suggestion of hosted Exchange e-Mail:
  - a.   Does this version support public/shared folder or equivalent?
  - b.   Are public/shared calendars available?