

21 SEP 2017

## LEDBURY TOWN COUNCIL

Report from the ITC Working Party  
Held at 7pm on Tuesday 22<sup>nd</sup> August 2017  
in the Town Council Offices

**Present:** Cllrs Bob Barnes (Chair), Nina Shields, Nick Morris & Martin Eager (note taker)

**Apologies:** Cllrs Keith Francis & Jean Simpson

1. Report of meeting held on 16<sup>th</sup> May 2017 was adopted as an accurate record. There were no matters arising that were not on the agenda.
2. Website Provider – Members considered the single quote Vision ICT Ltd which offered a full Web design & hosting service to replace our existing website, this would include Cloud Storage, Website optimisation, simple editing, councillors emails, various feeds, technical support and many other features. Though impressed with quote and specification members thought it was necessary to seek further quotes including if possible asking a locally sourced web designer hosting service. Members also thought that a presentation from any shortlisted quote providers may be useful.

**Recommendation:** That at least two other quotes are sourced before a final decision is made.

3. Receptionist PC Replacement & Clerk's Laptop issues – Members considered the requirements for new PC equipment for Jill, she has asked for a tower Pc and a dedicated printer. The Clerk's laptop issues were also discussed and recommended replacement. Suggested suppliers for equipment were PC world and/or Dell Direct. It was also suggested seeking a recommendation from Herefordshire Council IT dept.

**Recommendation:** That a budget of £800 max be made available from reserves to purchase a new tower PC and multifunction printer for the receptionist and that up to £1000 is made available to replace the Clerk's Laptop, and that these amounts are taken from Capital Reserves and repaid at next budget precept meeting for 2018/19 year.

4. Office IT issues – Members were informed of the need to make the information collation & exchange in the office more efficient, Microsoft Exchange was put forward as the most suitable solution where interaction between all staff can utilise shared calendars bookings, tasks, spam filters, diary information, sickness and holiday leave etc... It was noted that Microshade had quoted for installation of Microsoft Exchange with a per person (employee) charge of £6.99 @ month.

**Recommendation:** That Microsoft Exchange is installed for 4 users at a quoted monthly price of £6.99 per user/employee before any expected price increase.

5. BT Infinity Upgrade - Members were advised that the office internal Broadband requirements were currently too slow, members were given costs of upgrading to BT fibre optic broadband but were slightly confused as to whether the price quoted was an increase or a new charge. It was noted that there would be several advantages with the upgrade discounted monthly mobile phone contracts.

**Recommendation:** That the office updates to BT fibre optic broadband at a quoted price £35.00 @ month, but also clarity is sought as to what the actual new monthly charge will be.

6. Newsletter – discussion as to content for October issue of Ledbury Focus resulted in members recommending that no newsletter was produced for October due to lack of newsworthy content.

There was no other business and the meeting concluded at 8.15pm.

There was no date set for the next meeting.