

Minutes of an IT/Social Media Committee Meeting of Sandwich Town Council held Monday 11th March 2019, in the Mayors Parlour, Guildhall, Sandwich at 10 am.

Present: Councillors: Ms V Liote, Mayor
JEM Gisbey, Deputy Mayor
D Friend
Ms L O'Donoghue

Clr P Graeme also attended

Officers: Ms A Hollobon-Baxter
Miss M Beardmore

01.03.19 APOLOGIES

No apologies were received from Clr Felton.

02.03.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

(i) Clr Friend declared a *disclosable pecuniary interest* in items 04.03.19 and 05.03.19: IT as CEO/owner of Training Highway.

03.03.19 MINUTES

The Minutes of the Ordinary Town Council meeting held on 14th November 2019 were received for consideration.

Project Manager advised that the IT asset register was not complete yet.

04.03.19 GDPR

Projects and Human Resources already in place were signed off by Council's GDPR consultant. Town Clerk is working with Council's GDPR consultant on their GDPR responsibilities and then Museum and Heritage Manager will meet to progress this element of Council's GDPR requirements.

RECOMMENDATION: This information be noted.

05.03.19 TRAINING

Advanced Excel training took place in January for Town Clerk and Responsible Finance Officer to assist with the production of accounts and was very well received.

Beginners Word and excel training also took place in January for all three caretakers and Mrs Smith, VIC staff. Again, well received by staff.

Social Media training was due to undertaken by Project Manager, Museum and Heritage Manager and Mrs Smith, VIC on 13th March.

New VIC staff will receive in house training from Town Clerk, HR Manager, Responsible Finance Officer and Mrs Smith, VIC.

Future training dates for Town Clerk and Responsible Finance Officer were subject to KALC releasing the curriculum, dates and prices.

Town Clerk, responsible for Health and Safety, was tasked with looking into updating training for key members of staff and to advise IT/Social Media Committee.

RECOMMENDATION: Training was noted. Town Clerk to investigate Health and Safety training. HR Manager to continue to liaise between staff and Committee in relation to training.

06.03.19

SOFTWARE

Project Manager advised the Committee of a security breach within council emails. 2912 emails were received within a sixteen-minute period through Sandwich Town Council and Guildhall Weddings websites. The Police's Cyber protect department issued the Council with a TLP amber. Precautions were immediately taken, and the relevant hardware was wiped clean and software reinstalled. Councillors agreed that Council's current email host must be moved to an exchange server as soon as possible. N.B. A meeting has since taken place with Open Sandwich Design where both parties agreed email hosting would move to an exchange server. This will take place at the beginning of May 2019.

Councillor Emails – A discussion ensued to resolve how existing Councillors email addresses would be placed on hold and either deleted, if not elected or standing, or new accounts created for new Councillors. Committee agreed that all Councillor email addresses would cease on 1st May and return on 6th/7th May 2019 once elections had been announced. N.B. All Councillors are asked to note that any information contained within their Cllr@ email address cannot and should not be copied or downloaded and this information will be deleted on 6th/7th May if not re-elected.

Accountancy presentation to Council was discussed, including Advant Edge, RBS and in house via excel. After lengthy discussions the Committee agreed that Excel would produce Council's requirements; payment number, payee, accurate description, net amount, vat if appropriate, invoice total, annual budget figure, annual total spend to date, together with including pending spends which will be shown in greyscale. These reports would be produced colour coded, grouped together for ease of reference. i.e. all utilities would be grouped together and shown in yellow.

HR Software – Project Manager produced and circulated the quotations for this software and advised the Committee that being a small business perhaps an App would be more suitable. Committee agreed that Project Manager should investigate HR Apps and report back.

Notification Apps – Project Manager advised that Slack and G Sweep had been investigated in relation to assisting Museum Volunteer Co-Ordinator with finding replacement volunteers for the museum at short notice. Museum and Heritage Manager requested this be placed on hold for the time being.

Websites – Committee felt strongly that updating these sites should be achieved as soon as possible but felt that email hosting and security should take priority.

C.M.S – Museum and Heritage Manager described how valuable this system would be. Costings (quotation from two companies) were £1875.00 to purchase the system plus training with an annual support fee currently of £216.00 and perhaps IMHOF could purchase this software for the Museum and Archives. Committee agreed that STBF's IMHOF account could be approached via report to Museum and Archive Committee.

RECOMMENDATION: Following the recent Council website and weddings website email breach the Committee agreed that an exchange server was

paramount. A meeting to be set up asap with Council's current email host to discuss a way forward.

Current Cllr@ email address to be placed on hold from 1st May until 6th/7th May once elections are known.

RFO to produce accounts to Councillors in Excel as described above.

Project Manager to investigate HR Apps and revert to Committee.

07.03.19

HARDWARE

Till Systems - Following extensive research into till systems the Committee agreed that more research was required but also appreciated that tills were urgently required for both VIC and Museum. Committee suggested that Project Manager circulate via email suggested till system together with pricing to IT and Social Media Committee and once agreed by Committee, Project Manager and Museum and Heritage Manager used their delegated spending powers to purchase tills.

CCTV – Quotation had been received from Guardian Security, current CCTV providers, to upgrade existing system and add three new cameras' (one within the museum, one showing the VIC area and one showing the side door entrance) of £3,782. Cllr Friend explained he and Cllr Graeme had recently installed CCTV within Age Concern shops and felt this could be achieved in house utilising the Caretakers and Wymans to ensure and certify works carried out. This would offer a saving of approximately £1,000. Committee agreed this was the way forward and tasked Cllr Friend and caretakers with taking this project forward and competing.

Telephones – The Committee were advised that the current telephone system, which is actually for home use, has broken. Quotations are being sought and site visits arranged. Committee agreed that this was a building maintenance issue and should therefore fall under Town Clerk emergency powers of expenditure to facilitate a replacement as soon as possible. Cllr Friend kindly offered to assist and advise.

RECOMMENDATION: Till systems be agreed and purchased as a matter of urgency. Cllr Friend and caretakers tasked with upgrading CCTV and adding additional cameras. Telephone system to be agreed with IT Committee and purchased as a matter of urgency by Town Clerk.

08.03.19

DATE OF NEXT MEETING

To be arranged.