

Minutes of an IT/Social Media Committee Meeting of Sandwich Town Council held Wednesday 18th September 2019, in the Mayors Parlour, Guildhall, Sandwich at 3:00pm.

**Present: Councillors: Cllr J Franklin, (the Mayor in the Chair)
Cllr M Lintott
Cllr H Sampson
Cllr D Friend
Co-Opted: Ms L O'Donoghue**

**Officers: Ms A Hollobon-Baxter
Miss M Beardmore**

28.09.19 APOLOGIES

Apologies were received from Cllr Holloway.

29.09.19 DECLARATION OF DISCLOSABLE PECUNIARY INTERESTS AND OTHER SIGNIFICANT INTERESTS

Cllr Friend declared a *disclosable pecuniary interest* in item 31.09.19, 32.09.19, 33.09.19, 34.09.19 and 36.09.19: IT as CEO/owner of Training Highway.

30.09.19 MINUTES

The Committee received the minutes of the meeting of 11th March 2019 which had already been approved by Council.

RESOLUTION: These minutes were noted.

31.09.19 TRAINING

The Committee discussed and considered Microsoft training for staff, planning training for councillors and GDPR training for staff and Councillors.

RESOLUTION: Quotations for Microsoft and planning training to be obtained for the next meeting. Highways Business Services to facilitate GDPR training for staff and Councillors as a matter of priority, with staff and Councillors being advised that attendance is compulsory.

32.09.19 SOFTWARE

The Committee received a quotation and recommendation from the HR Manager in relation to HR software which was discussed, agreed to purchase and implement.

Committee agreed that the Guildhall guest Wi-Fi code will be changed every three months and Highways will ensure that all staff and Councillors are advised.

Adobe software programme was discussed, and Committee agreed to purchase a volume license for 90 dollars.

An email address dedicated to the Mayor of the day would be created to ensure continuity and the redirection of enquiries to the appropriate officer in a timely fashion.

RESOLUTION: HR Software be purchased and implemented. Guest Wi-Fi code for the Guildhall be changed every three months with Highways Business Services to advise staff and Councillors. Adobe software to be purchased. Dedicated email address for the Mayor of the day to be set up and utilised.

33.09.19 HARDWARE

Committee discussed and agreed to purchase a laptop for Town Sergeant/Head Caretaker/Mayor's secretary, an iPad for the Mayor of the day, 65" TV, a webcam and a PA System for use within the Guildhall (with Finance Committee looking into hire charges for this equipment). An update was given in relation to the office printer and CCTV, outstanding from March 2019, with Committee agreeing that this must be a priority to the Town Clerk. The IT asset list was discussed and agreed that consideration would be given by Committee as to how to achieve a commercial depreciation programme. Financial rollovers must be considered by Finance Committee and IT Committee is recommending the introduction of MTFP and LTFP. IT Committee consider that they may require a separate bank account for IT budgets to be deposited into and allow for financial rollover and depreciation programme to be implemented.

RESOLUTION: IT items to be purchased. Finance Committee to decide upon hire charges and hire agreement for this equipment. Town Clerk to urgently progress office printer and CCTV. Finance Committee to suggest hire charges for 65" TV, PA System and webcam. Finance Committee to also investigate rollovers and MTFP and LTFP as a matter of urgency.

34.09.19 WEBSITES

An update was offered by the Project Manager. Current website host has stated that they consider some of the information and photographs within the existing website to be within their

ownership. STC are currently awaiting the contract from the new website host before the website can proceed. IT Committee were made aware that the current website could go down whilst .GOV.UK transfer the domain name. Should this happen the IT Committee will ensure online coverage is offered via social media platforms and noticeboards.

RESOLUTION: Circulate the website contract to Committee when received.

35.09.19 INSURANCE

The Committee considered and discussed the cyber cover insurance quotation obtained from current insurers and agreed that this should be purchased but from insurance budget not IT budget.

RESOLUTION: Purchase cyber cover insurance through insurance budget not IT budget.

36.09.19 SOCIAL MEDIA

Cllr Friend had been tasked by Tourism Committee to produce a proposal including funding possibilities by end of September for full Council. IT and Social Media Committee discussed this and agreed to set up a working group, led by Cllr Friend, consisting of Cllr's Lintott and Sampson, Ms O'Donoghue, Ms Matthews, Ms Huigen, Mr Shaw, Museum and Heritage Manager and Project Manager.

RESOLUTION: Working group be set up to facilitate Social Media proposal for Sandwich holistically and to be led by Cllr Friend and include Cllr's Lintott and Sampson, Ms O'Donoghue, Ms Matthews, Ms Huigen, Mr Shaw, Museum and Heritage Manager and Project Manager.

37.09.19 BUDGETS

Town Clerk and R.F.O. to confirm as a matter of urgency that STBF budget originally set and given on 1st April 2019 is still available to IT and Social Media Committee. Once this has been established IT will then meet to discuss budgets and purchase requirements for 2020/21.

RESOLUTION: Town Clerk and R.F.O. to confirm SBTF budget is available to IT Committee as a matter of urgency.

38.09.19 DATE OF NEXT MEETING

24th October 2019 at 4.15pm

IT & Social Media (18/9/19) Summary of Actions:

Minutes	Action	Member/Officer to complete	Update/record of completion
31.09.19	Quotation for Microsoft training to be obtained for the next meeting.	H.R.	Further discussion required
31.09.19	Highways to facilitate GDPR training for staff and Councillors as a matter of priority, with staff and Councillors being advised that attendance is compulsory.	Highways	Booked for Councillors but not yet for staff although will be November
31.09.19	Quotation for Councillor planning training to be obtained for the next meeting.	H.R.	Awaiting a response
32.09.19	HR Software be purchased and implemented.	H.R.	In process
32.09.19	Guest Wi-Fi code for the Guildhall be changed every three months with Highways to advise staff and Councillors.	Highways	Completed
32.09.19	Adobe software to be purchased.	P.M.	Further discussion required
32.09.19	Dedicated email address for the Mayor of the day to be set up and utilised.	Highways	Completed
33.09.19	IT items to be purchased.	P.M.	Completed
33.09.19	Finance Committee to	Finance	Awaiting

	decide upon hire charges and hire agreement for this equipment.	Committee	response from Finance
33.09.19	Finance Committee to investigate rollovers and MTFP and LTFP as a matter of urgency.	Finance Committee	Placed back to IT/Social Media
33.09.19	Town Clerk to urgently progress office printer and CCTV.	T.C.	
34.09.19	Highways website contract to be sent to P.M.	Highways	Received. Going to Council for approval 28 October 2019
35.09.19	Purchase cyber cover insurance through insurance budget not IT budget.	P.M.	Completed
36.09.19	Working group be set up to facilitate Social Media proposal for Sandwich holistically.	Cllr Friend	
37.09.19	Town Clerk and R.F.O. to confirm SBTF budget is available to IT Committee as a matter of urgency.	T.C. & R.F.O.	