



Rendlesham Parish Council

*'Committed
to actively
engage'*

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Meeting: Finance & Asset Committee
Date: 13 February 2020
Time: 7.30pm

Members: Mike Stevenson (Chairman); Mike Parry; Martyn Redfern;
Casey Rose; James Carter;

Present: Mike Stevenson (Chairman); Mike Parry; Martyn Redfern;

In attendance: Debbie Chappell (Administration Officer)

AGENDA

1. **Apologies** Casey Rose (illness) and James Carter (holiday) accepted
2. **Declarations of Interest** None given
3. **Minutes of the meetings held on 24 October 2019** Agreed as written

4. IT Upgrade

a) The meeting noted the current software is circa five years old with hardware comprising a desk top device for the Clerk, very old spare laptop and an office lap top used by the 2 administrators. The Clerk uses the old lap top for Minute taking whilst the current laptop stays in Room 17. The appointment of an Events Coordinator working from home required a new lap top to be purchased with the recommendation from the Clerk and Events Coordinator that an Adobe creativity/ graphics software package is taken out on subscription for office use.

IT WAS AGREED to adopt a holistic approach to the Office IT upgrade requirements with a cloud based system, 3 laptops, hub/docking stations, full remote printing and office filing connectivity, 16 gig RAM minimum, terabyte of storage each device minimum, an operating system of at least Windows 10, Dell Hardware and a budget of £1000 ex VAT per laptop. Clerk and Chair to agree the exact specifications before ordering but no further committee authorisation required.

b) The Adobe Creative package /software is circa £50 pcm for minimum 12 months' subscription. One software licence facilitates the software on any number of devices but only 2 devices can actually use the software at the same time.

IT WAS AGREED to purchase the Adobe Creative Package and research the cloud storage capacity it requires.

c) The new SIM has arrived for the mobile phone and an existing handset has been given to the Events coordinator. SIM currently locked.

d) The purchase of event domain names as recommended by the Event Coordinator is advisable and an excellent suggestion

IT WAS AGREED to purchase the recommended event domain names

ACTION

- Clerk to research the infrastructure requirements and cloud storage requirements across the office
- Clerk and Chair to order three Dell laptops
- Clerk to purchase one licence for the Adobe Creative suite
- Clerk to liaise with Event Coordinator to register the event domain names
- Chair to unlock the mobile SIM

5. **Transfer of land**

The Admin Officer gave an update from the recent meeting held with the ESC lawyer.

ACTION Awaiting ESC report of the up to date position of land available for transfer and who currently owns it

6. **2020 Website Accessibility Report**

The Admin Officer gave an update on the new website and mobile apps accessibility legislation. Compliance required by 23rd September 2020 for the website and 23rd September 2021 for apps. The anticipated charge from the Parish Office Website host company to sign off the compliance statements will be £85 + VAT.

IT WAS AGREED

- i. The investment in formal training for all staff to train up on writing accessible documents, was agreed in principle. Clerk to investigate training and arrange.
- ii. Engage Vision ICT to sign off the compliance statements at £85 + VAT.

ACTION

- Clerk to investigate and arrange staff training on writing accessible documents
- Clerk to arrange for Vision ICT to sign off the compliance statements will be £85 + VAT.

7. **Matters for the next meeting:**

- Chair to report on archive storage
- Clerk to investigate and report on subscribing to website builder




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- Fireworks 2019 Finance Report
- Christmas Lights 2019 Finance Report

8. **Articles for the newsletter** None

9. **Next meeting:** 9th April 2020

SIGNED 
Dated 