

BENSON PARISH COUNCIL

Parish Hall, Sunnyside, Benson, Wallingford. OX10 6LZ
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Benson Parish Council Technology Committee meeting held on Tuesday 4th April 7.30pm in the Parish Hall Lounge

Present: Cllr P Baylis (CPB) (Chair) Cllr P Peers (CPP)

Proper Officer: D Brooks (CLK)

MINUTES

1. **Apologies.** Cllr J Fowler (CJF) Cllr T McTeague (CTM) A Field (RFO)
The Chair welcomed the new Clerk as the Clerk member of the committee.
2. **Declarations of Interest.** – There were no declarations of interest.
3. **Public Session.** There were no members of the public present.
4. **General Items:** To discuss:
 - a. Items from previous meeting:
 - i. Councillor read-only access to areas of the Cloud
Action: Cllr Baylis to e-mail Oxford IT to arrange set up of this. **CPB**
 - ii. It was formally confirmed that the Clerk would upload all minutes except the Finance minutes which are the responsibility of the RFO.
 - b. General items to discuss:
 - i. Office 365 - in the absence of Cllr Fowler this item was deferred
 - ii. Using the 3 quotes, already received, office staff will draw together the important elements into a specification for renewal of the CCTV. This will include: type of cameras, positioning and number of cameras, software/hardware, annual maintenance and emergency call out provision.
Deadline for completion: December 2017 **CLK**
 - iii. It was resolved to transfer archived minutes from the original web site to the new website from 2010 onwards
Action: Cllr Baylis to request assistance from Oxford IT **CPB**
 - iv. A search on Benson Parish Hall returns the old website as (1) and (2) and then the new website. The question of a dedicated website for the Halls only was very briefly discussed. Office staff have been offered the opportunity of a 90-day trial with Hallmaster – a booking system.
Action: office staff to set up trial. **CLK etc.**
 - v. It was agreed that the new Parish Council website needs greater publicity.
Action: Clerk to design a leaflet to be distributed in the Benson Bulletin **CLK**
 - vi. Investigation of other forms of electronic communication e.g. dropbox – item deferred.
 - vii. New bensonpc.org.uk emails are fine; further investigation of alternative broadband suppliers is needed.
Action: Cllr Baylis to seek advice from Oxford IT **CPB**

- viii. The advice is that councillors should have standard e-mail addresses and not use personal addresses; it promotes a sense of professionalism and makes access easier for residents. The suggested format is initialsurname@bensonpc.org.uk.
Action: Cllr Baylis to contact Oxford IT **CPB**
 - ix. Oxford IT – Contract and maintenance agreement
Action: a signed copy to be requested **CLK/
CPB**
 - x. Benson PC has Press and Media and Email Usage Policies but no Social Media Policy. **Action:** Clerk to construct combined policy to cover all **CLK**
 - xi. There is no need to update the Acronis back up software.
Action: check that all documents are being uploaded to the Cloud **CLK
etc.**
 - xii. Concern has been expressed about office facilities and IT access during the Hall refurbishment. It was resolved to investigate hiring of portacabins which would provide temporary office and meeting room space and could be given internet and phone access. **Action:** Clerk **CLK**
5. **Any Other Items to Note – none to note**
6. **Date of Next Meeting TBD.**

Dianne Brooks
Parish Clerk, 05.04.17