



Information Technology (IT) Support and Digital Communications Working Group Meeting

Agenda

Councillors: P Breen, E Csuka, S Mallett and M Moorhouse
Co-opted Member: G Gray (Town Clerk)

Members are invited to attend an Information Technology (IT) and Digital Communications Working Group meeting in the Council Chamber, Guildhall on Thursday 20th July 2023 at 5.30pm to undertake the business on the agenda below.

- 1. Apologies for any absences received.**
- 2. Declarations of Interest:**
To receive any declarations of disclosable pecuniary interests from Members in respect of business to be transacted on the agenda.
- 3. To agree the minutes of the meeting held on 6th July 2023 and review/update actions from the previous meeting. Decision required.**
- 4. Update from Cllr. Csuka on taking the IT Support User Requirements through the next stage of activity with a target date of 9th August for preparing a draft Tender Document for review and approval by the Finance and General Purposes Committee on 14th August.**
- 5. Update from Cllr. Csuka on the Tender process for procuring a new website for the Town Council.**
- 6. Update from Cllr. Mallett on developing a proposed solution for the live streaming of Council meetings.**
- 7. Any other business.**
- 8. Date and time of next meeting to be agreed.**

Cllr Emmet Csuka



Information Technology (IT) and Digital Communications Working Group Meeting 6th July 2023

Minutes of the meeting

Councillors: E Csuka, S Mallett and M Moorhouse
Co-opted Member: G Gray (Interim Town Clerk)

1. Apologies for any absences received:

Apologies received from P Breen. It was also noted that P Carter had withdrawn from the group.

2. Declarations of Interest:

There were no declarations of disclosable pecuniary interests from Members in respect of business transacted on the agenda.

3. To agree the minutes and review/update actions from the previous meeting:

The minutes from the previous meeting were approved by attendees.

The actions and associated updates are detailed in the action log included with these minutes.

4. Update from P Carter on taking the IT Support User Requirements through the next stage of activity with a target date of 9th August for preparing a draft Tender Document for review and approval by the Finance and General Purposes Committee on 14th August.

As P Carter has withdrawn from this Working Group the work has not been progressed. E Csuka agreed to take responsibility for developing a draft Tender Document once he has completed work on the Tender Document for the Town Council website.

5. Update from E Csuka on taking the Town Council website User Requirements through the next stage of activity with a target date of 9th August was agreed for preparing a draft Tender Document for review



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and approval by the Finance and General Purposes Committee on 14th August.

E Csuka explained to the group the methodology adopted by him to prepare a draft Tender Document for procuring a new Town Council website. The Working Group was presented with a first draft of the Tender Document and asked to review the document and provide any comments back to E Csuka within two days after the meeting.

6. Update from S Mallett on taking the requirement for the live streaming of Council meetings through the next stage of activity of investigating what a possible solution might be; consulting with the Town Clerk and other stakeholders such as Christina Glynn.

S Mallett advised the Working Group that he has only had limited time to progress this action since the last meeting. With input from C Glynn, he outlined the possible choices around devices, connectivity and process, so far, but he said he still had more to do to investigate what might best meet the needs of the Town Council.

He agreed to engage with other councils, who are already running the live streaming of their meetings, to understand how they are delivering this, so that he can provide a verbal update on possible options and any constraints to the next meeting of the Finance and General Purposes Committee on 17th July.

7. Any other business

No items raised

8. Date and time of next meeting

Thursday 20th July at 6.30pm

Cllr Emmet Csuka



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Ref No.	Action	Owner	Update
1306.01	Terms Of Reference for the working group to be updated to become a publicly available document	E Clarke	Terms Of Reference Updated and presented to the working group meeting on 21 st June Action Closed
1306.02	Members agreed to recommend to Finance & General Purposes Committee that a Business Continuity Plan be developed for Sandwich Town Council	E Clarke	The need for a BCP noted at the Public Committee meeting on 11 th June and accepted Action Closed
1306.03	Members agreed that ideas should be shared by email to ensure that the working group moves at pace	S. Mallett	S Mallett has set up a mail group for the working group, but he is still not satisfied that he has the best solution so will make some further enquiries. Update 0607: S Mallett advised the group he continues to explore best options for sharing ideas and information. He has spoken to David Shaw and has now discounted WhatsApp but will consider further whether Teams or an alternative is suitable. Action Open
1306.03	G Gray agreed to contact MITEC to arrange an awareness session on the live streaming of meetings	G. Gray	Update 0607: G Gray has spoken to MITEC who have offered to run a Teams meeting to explain how they operate the live streaming of meetings. Next step is for G Gray to discuss availability of MITEC to run an awareness session and to offer the opportunity to attend to all Councillors. Action Open



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1306.04	Mayor Carter agreed to write to Training Highway to request a full transfer of the ownership for the Town Council Facebook page across to the Town Council	P Carter	Mayor Carter advised the working group that he had spoken to Cllr. Dan Friend to take this action to transfer but this had not yet been done. He confirmed that he would formally write to Cllr. Dan Friend if the ownership had not transferred by 22 nd June. Update 0607: G Gray is awaiting feedback from Highway Learning & Support on whether she has been admin access to the Town Council Facebook page. If not resolve, this will be raised in the next Finance & General Purposes Committee Meeting on 17/7. Action Open
1306.05	The Town Clerk will investigate the source of the domain name for the Town Council website and identify the cost associated with its renewal	G Gray	Update 0607: G Gray has investigated the issue and confirmed that it will have a 2 year contract for an annual fee of £100 by over hosting providers of Cloud Flare. Action Closed
1306.06	Cllr. Csuka arranges a meeting with David Shaw of ICAF to discuss the current plans to buy land and the associated costs	Cllr. Csuka	The meeting with David Shaw was held on 19 th June and resolved for a visit and to have a meeting for the meeting had been arranged and minutes of the meeting will follow. Action Closed
1306.07	The Town Clerk was asked to provide the working group with a copy of IT tender scoring system that was presented to the Town Council in December 2012	G Gray	Update 0607: The document has been shared with the group. Action Closed
1306.08	The Town Clerk was asked to provide a copy of the Assets Register for the IT hardware owned by the Town Council, including details on the refresh cycle	G. Gray	Update 0607: the IT hardware assets list is now with G Gray who will tidy it up and share with the group. Action Open
2106.01	E Csuka to provide updated User Requirements to the group in line with the minutes of the meeting	Cllr. Csuka	User Requirements updated and shared with minutes of the meeting. Action Forward
2106.02	It was agreed that P Carter would lead on the next stage of activity for the IT Support requirements, this will include consulting with Millie Battershill, Museum Coordinator, to ensure her requirements are fully met. A target date of 9 th August was agreed for preparing a draft Tender Document for review and approval by the Finance and General Purposes Committee on 14 th August. Checking of progress will be discussed in the intervening working group meetings.	P Carter E Csuka	Update 0607: P Carter has withdrawn from the group and, as a consequence, this work has not been progressed. E Csuka agreed to pick up this work once he has finished developing the Tender for the Town Council website. Action Open
2106.03	It was agreed that E Csuka would lead on the next stage of activity for the Town Council website design, consulting with G Gray and making enquiries with other local councils on their solutions to inform the development of a draft Tender Document. A	Cllr. Csuka	Update 0607: included as an agenda item for the meeting. Action Open



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	target date of 9 th August was agreed for preparing a draft Tender Document for review and approval by the Finance and General Purposes Committee on 14 th August.		
2106.04	It was agreed that S Mallett would lead on the next stage of activity for the live streaming of Council meetings, investigating what a possible solution might be with the Town Clerk and other stakeholders such as Christina Glynn. A previous action of asking MITEC to deliver an overview to the working group should be considered.	S Mallett	Update 0607: included as an agenda item for the meeting. Action Open