

BOURTON-ON-THE-WATER PARISH COUNCIL

Minutes of IT Sub-Committee Meeting held at 6.00pm on 4th February 2021 via Zoom

<u>Item Ref</u>	<u>Subject</u>	<u>Discussion Topic</u>	<u>Details</u>
1	Present	Cllrs Bob Hadley, Lynda Hicks, Piers Millett & Andy Roberts Clerk	
1.1	Apologies for absence	None	
2	Declarations of interest	None	
3	Matters arising	None	
4	Website		
4.1	Health Check	To consider benefits of GAPTC's website health check	It was agreed to recommend to GMCC Committee that the health check service offered by GAPTC should be booked, at a cost of £65, as a useful first step in order to check for compliance, good practice & ease of use. Spend was approved by the Clerk using her delegated power.
4.2	Revamp	To consider whether any improvements are required	In the short term it was agreed that Cllr Roberts would meet with the Assistant Clerk to run through some 'house-keeping' suggestions to tidy up the website – re-naming tabs, removing old content, etc. In the longer term it was agreed to recommend to undertake a full audit to determine what improvements needed to be made. Other council websites could be explored and an option to expand the website and its use could be investigated, eg. to service people living and working in the village, support for local charities, revenue through advertising could cover development costs. There could be scope to co-ordinate with others to create a community website.
5	Email addresses for Councillors & staff	To receive an update on the new email system	It was noted that the registration of the new gov.uk domain name had been submitted. Email address set up would begin as soon as confirmation of the domain name had been received. Clerk to chase progress on this, confirm costs of Office 365 licences and check that the office PCs are operating on Windows 10.
6	Equipment	To receive requests for new IT equipment	The Clerk reported that she had no specific equipment requests. Cllr Hadley reported that the H&S audit highlighted that the Assistant Clerk's keyboard would soon need to be replaced. It was recommended that this should be purchased as soon as it was required.
7	Any Other Business:	Facebook Eye tests	It was noted that some out of date information was displayed on the Council's Facebook page but it was explained that this would be automatically deleted shortly due to changes in Facebook's format for Pages which would take effect later this month. It was noted that the costs of annual eye tests for office staff were covered by Council as well as a proportion of the cost of glasses purchased.
8	Date of next meeting:	Shortly before next GMCC Meeting	