

Costessey Town Council

Minutes of the Executive Committee Meeting of Costessey Town Council held on Wednesday 10 August 2016 at 10am in The Costessey Centre, Longwater Lane, Costessey, Norwich, NR8 5AH

PRESENT: Cllrs P O'Connor (Chairman), J Amis, G Blundell, T East, D Gunby, S Hannant, H Elias (Clerk), N Bailey (Deputy Clerk).

TO RECEIVE APOLOGIES

473/16: Apologies were accepted from Cllrs S Blundell (childcare commitment), L Kneller (family commitment), D Lister (holiday), J Newby (prior commitment)

TO RECEIVE DECLARATIONS OF INTEREST

474/16: None

TO MAKE RECOMMENDATIONS ON PLANNING APPLICATIONS, AND RECEIVE INFORMATION ON APPEALS & OTHER PLANNING MATTERS

475/16: a) Planning applications for consideration:

i) **2016/1730/H:** Mr J Blake – 36A West End, NR8 5AJ – Removal of rear porch & parts of 1½ & 2 storey rear projecting areas. Construction of single & 2 storey rear projecting extensions - **APPROVE**

ii) **2016/1773/:** Mrs J Pegg – 12 Jerningham Road, NR5 0RE – Single storey rear extension to form new bedroom, bathroom and extended kitchen - **APPROVE**

iii) **2016/1827/H:** Mr & Mrs C Grime – 12 Hall Road, NR5 0LX – Front & rear extensions & removal and re-pitch of roof to form additional room in roof - **APPROVE**

ACTION: Town Clerk

TO CONSIDER PROPOSALS FOR FUTURE IT SUPPORT & TELECOM PROVISION.

476/16: It was noted that proposed enhancements should not be included in the price comparisons, only like-for-like provision should be used to compare current provision & budget. CTC has not previously offered Guest Wi-Fi at Breckland Hall / Owen Barnes Room or provided individual Council e-mail addresses for Town Councillors. It might be possible to provide Wi-Fi via a separate cable provider – eg. Virgin Media to allow CCTV to be accessed at no extra cost.

RESOLVED to provide Guest Wi-Fi at Breckland Hall and Owen Barnes Room. ACTION: Deputy Clerk

477/16: Additional costs of Councillor e-mail addresses were discussed. There were advantages to all Councillors having an official CTC e-mail; it was more professional, Councillors would have to use the outgoing CTC address and follow CTC Policies and protocols for all Council business. Confidentiality issues would be easier to monitor and Councillors would not be able to express a personal opinion which might be mistaken for an official council position. CTC protocols would need to be updated by the Communications WG.

RESOLVED to provide individual Councillor e-mail addresses subject to all protocols being updated by the Communications WG. ACTION: Town Clerk & Deputy Clerk

478/16: Phone calls are now regularly included as part of IT packages apart from international calls. Hardware could be purchased separately by CTC providing it meets minimum specifications. Monitors should be upgraded to Working Directive standards (minimum size, swivel, tilt & rising), plus keyboard & mouse to avoid RSI, and each workstation should have two monitors. Branded hardware should be purchased to ensure updates are received. It was suggested that the IT company should do the build as standard.

RESOLVED to obtain prices for the required specifications of hardware needed and then negotiate best solution with Breakwater, whether CTC buy the hardware itself or it is provided by Breakwater. ACTION: Deputy Clerk

479/16: IT Support is essential. CTC are paying current provider above the agreed monthly rate due to extra time required for support. Support would be paid per workstation and should be reviewed after 6 months to see if the appropriate level had been contracted. The West Costessey Hall office hardware was relatively new and could possibly be excluded from the agreement. It was noted that higher speed broadband would be available in the Costessey Centre from November 2016.

RESOLVED to take the support and review at the first review point to assess whether a higher level of support was needed or not. ACTION: Deputy Clerk

480/16: Training (induction & familiarisation) was essential as the current systems were very dated and different to use though Office 365 does have a lot of video help built in. Training should minimise staff workload and allow them to work more efficiently. After the initial training enhanced training for different staff members should be considered.

RESOLVED to provide training for staff as required. ACTION: Deputy Clerk

490/16: Data to be migrated by Breakwater, then removed from existing hardware on confidentiality grounds by Breakwater. Hardware could then be recycled for community use – eg an internet café in the Collison Room. **ACTION: Deputy Clerk**

491/16: References should be sought before any contract is agreed. It was noted that contracts were usually for 12 months then on a rolling 12 month basis.

RESOLVED to check references before entering into a contract with Breakwater. ACTION: Deputy Clerk

492/16: RESOLVED to investigate a system whereby the alarm was connected to a Keyholder in case of emergency. ACTION: Deputy Clerk

493/16: THE DATE OF THE NEXT FULL COUNCIL MEETING WAS CONFIRMED as Tuesday 6 September 2016 at 7pm

494/16: The meeting closed at 11.17am

Chairman:

Date: