Bourton-on-the-Water Parish Council
**Minutes of a Meeting of the IT and Data Sub Committee
held at 10.00am on Thursday 14th September 2023
in the Community Café at The George Moore Community Centre**

Those Present: Cllr J Jowitt (Chairman), Cllrs A Roberts and M Samuel.
In Attendance: Sharon Henley, Clerk
Members of Public: None.

The meeting started at 10.28am.

1. Apologies for absence: Cllr B Hadley.
2. Declarations of Interest. There were none.
3. Committee Membership: It was noted that Cllr Wareing had stepped down from the Committee and was replaced by Cllr Roberts.
4. Insurance – Data Security Endorsement (Paper 1): To determine measures to comply with conditions of policy cover. The Data Security Breach Endorsement insurance document required that "Access to Computer and Electronic Equipment must be authenticated by the use of individual identification and passwords. Any default or manufacturers passwords or access codes must be changed and kept secure. All passwords protecting access to Personal Data must be changed at intervals not exceeding 60 days". The Clerk to check with the insurer the definition of personal data for the password change. Separate passwords would be needed for all staff and regularly changed. Dave King to be approached for how best to implement if required.
5. Dropbox: To consider current arrangements and whether to undertake a paid subscription (Papers 2a & b). The Parish Council currently has two free accounts for the Clerk and Committee Clerk to store publicly available meeting papers. They provide up to 2gb of free storage per account. The folders are moved at the end of each financial year to free up space, which means that agenda papers are no longer available except on application to the Clerk. In addition, the Clerk needs to manually move folders into Sharepoint. It was agreed to recommend to Council that a paid subscription at £7.99/month for 2tb is purchased. As this is unbudgeted in the current financial year the cost would need be taken from Contingency and budgeted for 2024/25. The Clerk to check with the Assistant Clerk on using Dropbox for file storage instead of the shared drive.
6. Domain Registrant and re-hosting of Council website (Paper 3): To approve recommendations from Imaginative Solutions and costs. The current domain registrant, Jisc, was unable to continue after 31st October so an alternative provider was needed. The cost estimates and recommendation from Imaginative Solutions to use Parish Online were reviewed. Cllr Jowitt to double-check the cost estimates with Imaginative Solutions so a proposal could be agreed by full Council. Outline costs shown were £100 + VAT for domain registration plus £355 + VAT annual website charges plus one-off costs for set up. Allowance would need to be made for staff training on the new website and possible migration costs to transfer existing website information.
It was noted that these were not all new costs as Hugo Fox had introduced a monthly charge of £9.99 + VAT per month from October and there was an annual charge from Jisc.
7. Archiving and Backups: To compare best practices to those currently used and agree further actions required. Current arrangements were that the shared drive was manually backed up each week, Scribe and Sharepoint were both cloud-based. Cllr Jowitt to investigate how to check the amount of data on Sharepoint with a view to backing it up on Dropbox once the paid-for subscription was in place. This topic to be revisited at a later date.

8. Council owned PCs/Equipment for Councillors: To agree wording on what Parish Council's Policy should be when a new councillor has no suitable devices (laptop, tablet etc) to carry out their Council duties.
   It was agreed that provision should be made and that the policy on this should be added to the IT and Data Sub Committee's Scheme of Delegation as follows: 'In special cases where a councillor does not have a Windows laptop the PC will purchase them a loan machine and allow provision for technical support. Applications to be decided by the IT and Data Sub Committee on a case-by-case basis." Full Council to approve this wording and, if approved, funds to be added to the 2024-25 budget.
9. Technical Expertise: To agree method for IT specialist advice to be communicated to the Committee. It was proposed that Dave King of Imaginative Solutions is invited to future Committee Meetings as an advisor in a non-voting capacity. Cllr Jowitt to discuss this approach with Dave King.
10. Budget 2024-25: To agree any budgetary requirements for IT and Data from 1st April 2024. For consideration within Council draft budget. It was agreed to request a budget for IT Support of £3,000 to include Dropbox charges, website and domain registrant as well as any possible maintenance of replacement of staff computers or the provision of equipment to councillors, as per item 8. The Clerk to check Microsoft account charges to determine the Email Account budget required, currently £1,117.
11. Items to Note.
    a. Cllr Launchbury from Youth and Wellbeing Committee had asked the IT Committee to discuss the creation of information on Play Rangers and the Youth Club for the website. However, she had clarified that this was more relating to content and layout so would be part of any new website design.
12. Date of Next Meeting: To be agreed. Date to be determined as required, or no later than 6 months' time, as per the Scheme of Delegation.

There being no further business the meeting closed at 11.30 hours.