Bourton-on-the-Water Parish Council
Minutes of a Meeting of the IT and Data Sub Committee held at 6.30pm on Tuesday 12th March 2024 in the Salmonsbury Room at The George Moore Community Centre

Those Present: Cllr M Samuel (Chairman), Cllrs B Hadley, A Roberts, L Wilkins from 18.40 hours.
In Attendance: Sharon Henley (Clerk), D King (Imaginative Solutions).
Members of Public: Cllr A Davis attended as a non-committee member.

1. Apologies for absence: There were none.
2. Committee Membership: To note updates to committee membership and that Dave King of Imaginative Solutions has agreed to attend in an advisory capacity. It was noted that Council approved Cllr Samuel as temporary chairman and Cllr Wilkins as a temporary member during Cllr Jowitt's extended absence.
3. Declarations of Interest. There were none.
4. Approval of the draft minutes of the meeting held on 14th September 2023. The Committee RESOLVED to approve the minutes.
5. Matters Arising
    a. Data Security Endorsement: The requirement to change computer passwords every 60 days was being actioned by office staff.
    Cllr Wilkins joined the meeting at this point.
    b. Dropbox: The paid subscription was now in place. Standing Orders were suspended for Cllr Davis to speak and she asked if Dropbox could be made searchable by councillors.
    c. Domain registrant: The Parish-Online invoice was paid from Oct 23 for one year at £100 + VAT.
    d. Archiving and back-ups: To be revisited at a later date by Cllr Jowitt.
    e. Council owned PCs/equipment for councillors: To note that a policy for loan laptops was agreed at full Council, together with an earmarked reserve of £3,000. Applications to be reviewed by this committee and recommendations made on a case-by-case basis to full Council for approval. Cllr Samuel's application was considered by full Council as this committee had not met since October.
    f. Technical expertise: Dave King kindly agreed to attend committee meetings in an advisory capacity.
6. **IT Software (Paper 1):** To consider proposal by Cllr Samuel that all Parish Council work is conducted by Council-approved software. The Committee discussed this proposal but no agreement was reached as it was thought the matter would require further investigation.
7. **IT Training:** To agree recommended training requirements for councillors. Cllr Samuel offered to assist other councillors with basic IT tuition where required.
8. **Website:**
    (a) To note current non-compliance notification (Paper 2a): The communication was noted and also that the .gov.uk domain name could not be used with the current website provider. The Clerk to respond to advise that the matter was in hand.
    (b) To note information on website accessibility compliance, as supplied by Aubergine (Papers 2b, c & d). It was noted that it is a legal requirement for all UK public bodies' websites to meet the WCAG 2.1AA standards, the deadline for compliance having been September 2020. BoWPC Accessibility Statement required updating annually – last reviewed April 2021. All new public sector websites need to meet Web Content Accessibility Guidelines (WCAG) in order to comply with The Public Sector Bodies (Websites & Mobile Applications (No.2)) Accessibility Regulations 2018. There is also a duty to make reasonable adjustments under the Equality Act 2010.
    (c) Website quotes (Paper 3): To review quotes and agree a recommendation for full Council. Quotes from three providers were reviewed and the committee RESOLVED to recommend to full Council that Aubergine are instructed to design, build and host a new website. This was pending an on-line meeting with the contractor to which all councillors would be invited at 6pm on Tuesday 26th March. Costs quoted by Aubergine were as follows:
    Setup & Year 1: £899 + VAT
    Year 2: £299 + VAT + £100 domain

6. Items to Note.
   - Full Council approved up to £700 for a loan laptop to be purchased for Cllr Samuel, including product recommendation and set up by Dave King. The Clerk to purchase the laptop recommended by Dave at cost of £349.99 plus £60 for a recommendation and £60 set-up.
   - Microsoft Authenticator. To be added to the next agenda.
   - Printers for councillors were briefly discussed but concerns were raised around ongoing costs.
7. Date of Next Meeting: 6.30pm on Tuesday 23rd April.

There being no further business the meeting closed at 19.50 hours.