



RAYLEIGH TOWN COUNCIL
The Pavilion, King George V Playing Field, Bull Lane,
Rayleigh, Essex, SS6 8JD
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Dear Member,

You are hereby summoned to a meeting of the IT Sub-Committee to be held on **Wednesday 15th March 2023 at 2pm** at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, SS6 8JD (entrance via Websters Way) for the transaction of business as set out below. The press and public are welcome to attend.

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Yours sincerely,

A handwritten signature in black ink, appearing to be 'EK'.

Ms E Ketley
Town Clerk

Councillors: To Councillors : S-J Page, J Newport, R Milne, R Lambourne, I Ward

AGENDA

- IT1/23 Election of a Chair**
- IT2/23 Appoint a Vice-Chair**
- IT3/23 Terms of Reference**
To agree terms of reference.
- IT4/23 Those present and apologies for absence.**
Motion. The council to record and accept apologies for absence.
- IT5/23 Declaration of members' interests.**
Members of the Council are subject to paragraphs 6 (DPIs), 7 (Other Pecuniary Interests) and 8 (non-pecuniary interests) of that Code. Members are also subject to paragraphs 9-11 of that Code as regards declaration of interests and participation in the meeting insofar as any item of business involves such an interest.

IT6/23 Public forum

The meeting shall be adjourned for 15 minutes for members of the public to speak on matters relating to this agenda. A maximum of 2 minutes will be allowed per speaker.

IT7/23 Shared Files

To consider appropriate security level for member access to agendas, minutes and supporting documents. s.

Motion. Shared access given to all Councillors for Councillor files using Office 365 simple sharing linked to email accounts.

IT8/23 Cloud Accounts System

To note that the Council already has a cloud back-up of accounts and to consider migrating to cloud-based accounting at a cost of £25 per user per month.

Motion. The sub-committee recommends subscribing to Rialtas online accounting at a cost of £1,500 p.a.

IT9/23 Website

To consider website design and updates together with consideration of obtaining the SSL certificate. To note that the “contact us” has now been resolved.

IT10/23 Councillor E-Mails

To consider options for Councillors obtaining Rayleigh Town Council e-mail addresses.

Motion. The committee recommends purchasing .gov email at a cost of £400 per year for 23 accounts.

IT11/23 Cyber Security

To consider whether Cyber Essentials accreditation will be sought and whether an audit is required for security.

IT12/23 IT Support

To consider IT support and whether to approach companies for quotes.

IT13/23 Business Continuity Plan

Councillor Newport to report.

IT14/23 Telephone System

New system now installed and to consider

- Staff training
- Separate broadband line for phone system

IT15/23 Items for later agendas