



RAYLEIGH TOWN COUNCIL  
The Pavilion, King George V Playing Field, Bull Lane,  
Rayleigh, Essex, SS6 8JD  
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You are hereby invited to a meeting of the IT Working Group to be held on Monday 22<sup>nd</sup> January 2024 at 6pm at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh, Essex, SS6 8JD (entry via Websters Way) for the transaction of business as set out below.

The public and press are welcome to attend and the meeting.

Yours sincerely,

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

E Ketley  
17<sup>th</sup> January 2024

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Councillors: S-J Page, I Ward, B Milne, R Lambourne, J Newport, J Jacobs.

**IT16/24 Election of Chair**

To receive nominations for election of chairman for the IT working party .

**IT17/24 Those present and apologies for absence.**

**Motion.** The council to record and accept apologies for absence.

**IT18/24 Declarations of 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.

**IT19/24 Code of Conduct**

To note that the meeting will be carried out under the terms of the Local Government Association and Rayleigh Town Council's Code of Conduct policy with all participants expected to behave in a professional and constructive manner.

**IT20/24 IT Support**

Members to review 3 quotes received for IT Support.

**Motion.** To recommend an IT support company to the Policy & Finance committee.

- IT21/24 Shared Files**  
Members to re-establish Office 365 access to Councillor Folders using a sharing linked to email accounts.  
**Motion.** Members to recommend Councillor Folder file sharing to the Policy and Finance Committee.
- IT22/24 Audio Minutes**  
Members to receive an update on how to move forward with the recording of meetings. To receive a report on potential solutions.
- IT23/24 Councillor E-Mails**  
Members to receive a verbal report regarding the new.gov email systems that were provided as a bolt on system to the existing e-mails used in the office.
- IT24/24 Online Accounting Software**  
To note that that the online accounting/booking system by Rialtas, is in place, and being used by the office.
- IT25/24 Business Continuity Plan**  
To be noted that the business continuity plan will need to be updated after new systems have been implemented.
- IT26/24 Social Media**  
Members to review Town Council social media pages.
- IT27/24 Office Broadband**  
Members to note that current download speed is 30.23mbps and upload is 15.2mbps. To note currently an upgrade is not available due to the location of the pavilion being unable to have access to FTTP Cabling. An access point could be installed to increase the network speed in certain locations of the pavilion.  
A recommendation is to be made to Policy & Finance.
- IT28/24 Any other business.**