



**RAYLEIGH TOWN COUNCIL**  
**The Pavilion, King George V Playing Field, Bull Lane,**  
**Rayleigh, Essex, SS6 8JD**  
**Tel: 01268 741880**  
**Email: [clerk@rayleightowncouncil.gov.uk](mailto:clerk@rayleightowncouncil.gov.uk)**  
**[www.rayleightowncouncil.gov.uk](http://www.rayleightowncouncil.gov.uk)**  
**VAT number: 830 7558 23**

Minutes of a meeting of the IT Sub-Committee to be  
Held on **Wednesday 15<sup>th</sup> March 2023**  
at The Pavilion, King George V Playing Field, Bull Lane, Rayleigh,

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**IT1/23 Election of a Chair**

CLr Lambourne was **nominated** by CLr Newport seconded by CLr Milne. With no other nominations CLr Lambourne was elected as chair.

**IT2/23 Appoint a Vice-Chair**

CLr Milne was **nominated** by CLr Newport and seconded by Councillor Page, with no other nominations CLr Milne was elected as vice chair.

**IT3/23 Terms of Reference**

**Resolved.** IT Sub-committee will propose the following terms of reference for approval by the Policy and Finance Committee.

“To advise, manage and direct IT projects and make recommendations to Policy and Finance Committee.”

Proposed CLr Lambourne seconded CLr Milne and carried unanimously.

**IT4/23 Those present and apologies for absence.**

Chair CLr R Lambourne

Councillors S-J Page, J Newport, R Milne, R Milne

Also present Town Clerk, Assistant Clerk, Administration assistant.

**Resolved.** The committee accept apologies for absence from CLr Ward. Proposed CLr Lambourne and carried unanimously.

**IT5/23 Declaration of members' interests.**

There were no declarations of interest.

**IT6/23 Public forum**

There were no members of the public present.

### **IT7/23 Shared Files**

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

Following a discussion about the needs of the councillors and establishing a balance between security and accessibility it was agreed that the original approach of using a simple read-only access to the councillors documents was sufficient. It would not be necessary to purchase the additional security and facilities provided by Office 365 basic licences for all councillors.

**Resolved.** Shared access to be given to all Councillors for Councillor files using Office 365 simple sharing linked to email accounts. Proposed Cllr Lambourne, seconded Cllr Newport and carried unanimously.

### **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.

**Resolved.** The sub-committee recommends subscribing to Rialtas online accounting at a cost of £1,500 p.a. Proposed Cllr Newport seconded Cllr Lambourne and carried unanimously.

### **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.

**Action.** To request an SSL certificate from our providers without a fee and to request a search facility.

### **IT10/23 Councillor E-Mails**

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

It was noted that the current guidance from the National Association was that councillors were issued with .gov email accounts to receive their documents and correspondence.

**Resolved.** The committee recommends transferring all Town Councillors to .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.

**Motion.** To request IT support companies approached for cyber security advice.

### **IT12/23 IT Support**

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

The Clerk will evaluate the level of support necessary and establish a shortlist of companies that can provide.

**Resolved.** To decide support required and obtain three quotes for IT support. Proposed by Councillor Newport, seconded by Councillor Page and carried unanimously.

**IT13/23 Business Continuity Plan**

The Current Continuity Plan was last reviewed in 2019 and must be updated to reflect the transition to online storage, downsizing of District and County facilities, Councillor Newport to report to Policy and Finance.

**Resolved.** Policy and Finance Committee to review Business Continuity Plan. Proposed by Councillor Newport, seconded by Councillor Page and carried unanimously.

**IT14/23 Telephone System**

A new telephone system is now installed, and staff require the inclusive training offered by provider.

**Resolved.** To approach provider to give the staff training that was inclusive with the installation package. Proposed by Councillor Newport seconded by Councillor Page.

**Resolved.** To give telephone access to Town Clerk's computer. Proposed by Councillor Newport seconded by Councillor Page.

**Resolved.** To approach the provider regarding the second broadband access to ensure that we have a separate broadband line for telephone system. Proposed by Councillor Newport seconded by Councillor Page.

**IT15/23 Items for later agendas**

Media updates.

**Meeting Closed 2.58pm**