

BUCKDEN PARISH COUNCIL

Parish Clerk: Ramune Mimiene, Buckden Village Hall Burberry Road Buckden PE19 5UY. Tel; 01480 819407

Minutes of the Digital Communication Advisory Group 07 October 2020

Present:

Councillor: Cllr M A Hassall (Chairman)

Councillors: Cllr D Duncan

Councillors: Cllr A Howell-Jones

Councillors: Cllr C Underwood

Clerk: Ms R Mimiene

Members:

Guest:

Apologies:

The following was discussed and agreed at the meeting:

1. Neighbourhood Plan

It was agreed that the latest status on the Neighbourhood Plan would be communicated to villagers / email addresses that requested updates on the plan's progress. To receive further updates villagers would be asked to subscribe to the Parish Council Newsletter via the web site.

2. Budget for 2021

It was proposed that the budget for would be maintained at the same level as 2020 with the addition of £700 to cover the purchase of Office 365 for the Parish Council if this is agreed by the Parish Council. Office 365 is likely to ensure that councillors are in possession of the latest version of personal productivity apps, storage and protection from ransomware.

3. It was agreed that the Clerk would upgrade her Office 365 to Office 365 Professional.

4. It was agreed that Councillor Hassall would step down as Chair of the Group and Councillor Howell-Jones would take over the Chair going forward

5. AOB

There was no AOB.

ACTIONS

Number	Item	Status	Due Date	Owner
(2020) 02	Produce Standard Operating Procedures for the web site update, email management and administration. To include roles and responsibilities of Admin, Clerk and other contributors.	Open	24/6/20	DD/MH
(2020) 04	Read and where necessary comment on the Information Technology aspects of the GDPR documentation prior to approval by the wider Council	Open	01/4/21	All
(2020) 12	Agree roles and responsibilities for web site update – who does what?	Open	30/7/20	MH/DD

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(2020) 13	Chase Kathy Render to take on a Parish Council email address	Open	30/7/20	CU
(2020) 14	Review web site and make suggestions for improvement, layout and items to be included in Eyelid training	Open	30/7/20	ALL
(2020) 15	Organise Training session	Open	30/7/20	MH/DD
(2020) 16	Provide MH with login details for PC Facebook so that an Allotments Group can be set up under the PC account	Open	30/7/20	RM
(2020) 17	Upgrade the Clerks Office 365 to Office 365 Professional	Open	31/10/20	RM
(2020) 18	Send Neighbourhood Plan email update and request to subscribe to the Newsletter for further updates going forward to NP email list.	Open	31/10/20	AHJ/M H
(2020) 19	Resend Loom training to Group	Open	08/10/20	MH

Next Working Group meeting is TBD

Approved.....

Date: