



# LOCKING PARISH COUNCIL



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## Minutes of an Urgent Meeting of Locking Parish Council's Executive Committee held on Monday 22 June 2020 7pm at the Parish Hall, Grenville Avenue, Locking or by Zoom

Meeting opened: 7pm

Meeting closed: 8.20pm

**Present:** Councillors: Cllr Paul Jones (Chairman), Lesley Mason (Hall/Park & Green Chairman), Cllr Paul Fowler (Estates Committee Chairman), Cllr Peter Lacey and Cllr Jo Roberts (ICT WG and Staffing Committee)

Also, in attendance the Clerk

### MATTERS FOR DECISION

**Exe 46) To receive Apologies for absence and to approve reasons where appropriate –**  
None

**Exe 47) To receive Declarations of Interest by PCllrs and to consider any written applications for dispensations –** None declared.

### MATTERS FOR DECISION

**Exe 48) To receive and confirm the Minutes of the meeting held on 1<sup>st</sup> June 2020**

**RESOLVED:** That the Minutes of the Executive meeting held on 01/06/2020 (previously circulated), be taken as read, agreed as being a true and correct record and as a consequence, signed by the Chairman of the meeting.

#### 1) Emails – Current Service Provider:

**a) To discuss ongoing issues surrounding email connection and the current service provider:**

The Chairman updated regarding the latest outage effecting emails and the service provider's response. It was noted that since the email outage the Clerk could not conduct normal Council business, it was also noted that this was not the only time during June where this had occurred regarding sending and receiving emails, also there had been recent instances where broadband had also dropped out. Although the outage regarding emails had seemed to be resolved today (Monday) for the time being, it was agreed that this interruption to Council business could not continue. **AGREED** to recommend to full Council alternative ISP for the next meeting of the Parish Council on 2<sup>nd</sup> July 2020.

**b) To receive/discuss other options available and to decide a way forward:**

It was generally agreed that the current ICT required upgrading, particularly surrounding security and GDPR using personal email addresses and equipment.

**AGREED** to recommend the following to Full Council at their meeting on 2<sup>nd</sup> July 2020

- i) To agree quotation from 2IT Systems to upgrade ICT to Microsoft 365, it was noted that Cllr Roberts may be able to get a deal for the purchase of the software only directly with Microsoft, 2IT Systems would still be required to install.
- ii) To agree to purchase equipment to enable a trial to move Councillors to online working.
- iii) To agree that funding for the above to come from the Small Business Grant received from the Governments COVID 19 initiative.

**PART TWO**

**Exclusion of press and public.**

(The Council is recommended to resolve that members of the press and public be excluded from the meeting during consideration of the agenda item/s below by reason of the confidential nature of the item/s of business to be transacted, in accordance with section 1 (2) of the Public Bodies (Admission to Meetings) Act 1960.

Matters pertaining to Council/Staff:

This is confidential employment issue relating to staff

**RESOLVED:**

- a) Cllr Roberts contact NSC, NALC or similar in the first instance to receive HR advice
- b) The Chairman to contact NSC Monitoring and Standards Officer for advice

There being no further business the meeting Chairman closed the meeting at 8.20pm

Signed (Chairman).....

Date.....

DRAFT