

Communications Committee Meeting  
Minutes  
Thursday 23<sup>rd</sup> May 2019  
Top Room Parish Hall

1. Apologies: None
2. In attendance: David Bennett (Chair), Dawne Austen (Clerk), Jill Leyland, Nick Austen (IT Support), Ben Thompson (Consultant)
3. Discussion; re type & specification of devices needed. Several options as to device type were shown with the pros & cons of each outlined. Specification was the main factor in the price of each device, it was agreed that future proofing was important and two types of device were put forward as suitable.
  - a. 10" tablet.
  - b. 15" laptop
4. Discussion; level of security, data storage and where. Share Point was demonstrated as the main storage system for all joint information, One Drive was suggested as the storage for non-public information. All devices would be encrypted and the data storage would be as well.
5. Discussion; how system will operate, backup & support. This was discussed and further work would be required once devices were purchased. Ben Thompson would provide 24/7 365 backup & support.
6. Discussion; how CPC will operate communications in the future. It was discussed that for GDPR requirements, traceability and transparency all communications with CPC from the public should be directed through the Parish Clerk who will then direct the enquiry to the most suitable committee member to be able to deal with it, the reply will be sent via the Parish Clerk to the enquirer.
7. Ben Thompson would provide cost breakdowns on all the options discussed for our next meeting.