

# Communications Minutes

11<sup>th</sup> February 2020  
15.30 hrs  
Top Room Parish Hall

1.	Apologies:
2.	In attendance:
3.	Decision re purchase of computer equipment for Councillors
4.	
5.	AOB
6.	Date of Next Meeting

## Notes taken@

Meeting open at 15.30

Those present

(DB) David Bennett (Chairperson)

(JL) Jill Leyland

(SJH) Sarah Jane Hawkins

(DA) Dawne Austen Clerk to Charing Parish Council

(JM) Jo'anne Munro RFO to Charing Parish council

### 1) Decision re purchase of computer equipment for Councillors

It was agreed to purchase 6 Laptops with carry cases and a mouse and 6 tablets with cases, the specification was as proposed at the previous meeting and JM would attend to the purchase.

2) An "Acceptable use agreement" would be looked into to be supplied with all devices.

5. AOB None

Meeting Closed 16.00

Date of Next Meeting March 14<sup>th</sup> 2020 15.30hrs