



CONFIDENTIAL MINUTES

Minutes of a HYBRID meeting of the **COMMUNICATIONS COMMITTEE** held at the Council Chamber, Council Offices, Talbot Street, Maesteg and remotely via Microsoft Teams and, on **Tuesday, 28th January 2025**

PRESENT: Deputy Clerk

COUNCILLORS

IN PERSON: **R Lewis (Chair)**
R Martin

ONLINE: C Davies and P Davies

APOLOGIES: F Abedalkarim

DECLARATION OF INTEREST: None received

386. RESOLVED: THAT THE COUNCIL GO INTO COMMITTEE TO DISCUSS CONFIDENTIAL CONTRACT INFORMATION

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and Local Government Act 1972, ss100 & 102 ‘Members of the public/press can be excluded by resolution if publicity would prejudice the public interest by reason of confidential nature of the business and arising out of the business to be transacted’

390. RESOLVED: THAT THE COUNCIL COME OUT OF COMMITTEE.

391. RECOMMENDATIONS

- 1) The committee to review the provider of the Microsoft 365 licenses (Cllr Emails and Microsoft applications) at their next meeting to take place before August 2025.
- 2) Notice to be served to ITCS to cancel the Veeam backup software as soon as is possible. With the auto renewal, the contract will end in February 2026 so notice will be served after the next meeting.
- 3) Deputy Clerk to investigate the correct use of One Drive for Council use. If not appropriate, then quotes from an alternative Cloud Server to be sought.

- 4) Clerks to purchase at least 1 portable hard drive and 1 memory stick for offsite storage of Council data – This can be fulfilled when the final decision is made on how data storage will work in the future at the next meeting.
- 5) Purchase an additional laptop to the value of up to £1,500 excluding VAT to allow both clerks to run meetings and work from a single machine. Both laptops need to be on the ITCS servers currently, this entails a fee of up to £50 per laptop.
- 6) Deputy Clerk to seek quotes from other companies to run the Council website.
- 7) Deputy Clerk to create a demo site for the committee to review practicalities of bringing the website ‘inhouse’.
- 8) Website internal/external feasibility to be reviewed at the next meeting of the Communications Committee.
- 9) The committee would like Councils input on offering a bilingual option for the website if possible.
- 10) Clerks to proceed with quote QH-04680 which is to purchase a .gov.wales domain name for the website at £120 per year. Associated costs, up to £200 to be covered if ITCS charge to change the domain name (this does not happen automatically when purchased).
- 11) Pursue quote QH-04923 for the ‘Decisions’ app for up to 3 users. (2 clerks and a nominated member). Cost: £2,712.50 +VAT with the annual cost going forward of £825.
- 12) Social media channels to remain as Facebook only.

Minutes emailed to all Councillors to Read on 29th January 2025
Read and accepted at a remote meeting of the Council held on 4th February 2025

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Mayor