

PETERSFIELD TOWN COUNCIL

Minutes of a meeting of the Finance and General Purposes Committee held on Thursday 19 March 2009 in the Council Chamber, Town Hall, Petersfield.

PRESENT: Mr G Watkinson (Chairman), Mr R Ayer, Mrs H Ayer, Mr P Molloy and Ms M Vincent

ALSO IN ATTENDANCE: Mr N Hitch (Town Clerk), Mrs S McMorran (Deputy Town Clerk), Mr P Jones, (Maintenance Contracts Officer).

F 0643 **CHAIRMAN'S COMMENTS**

The Chairman had no comments.

F 0644 **APOLOGIES FOR ABSENCE**

An apology for absence was received from Mr Hick.

F 0645 **DECLARATIONS OF INTEREST**

Mr Molloy declared a personal interest as it was his request to borrow flags; minute number F 0655 refers.

RESOLVED that Standing Orders be suspended for a 5 minute period in order for members of the public to discuss matters of interest with Councillors.

As no members of the public were present, the meeting was re-convened.

F 0646 **APPROVAL OF MINUTES**

RESOLVED that the minutes of the meeting held on 19 February 2009 be approved.

F 0647 **FINANCIAL RECOMMENDATIONS**

a. **Grounds Committee 12 February 2009**

G 0626 The Heath

Members received the recommendation from Grounds that a larger trial for erosion control around the tyre swing to beyond the railings on The Heath be commissioned. Prices for the work were also received. Members were not in agreement that the chosen method for erosion control was suitable. The Town Clerk reported that Hampshire County Council had been consulted and a site visit carried out and the County Council Officer had agreed that

this was the most suitable method for the area in question. The Town Clerk advised that something had to be done soon as trip hazards were on the site; no accidents had happened yet but action should be taken. The method recommended by the Grounds committee was best method identified. Other methods which had been investigated were considered too intrusive and not suitable for the area.

Following further consideration it was

RESOLVED that the matter of erosion control on The Heath adjacent to the play equipment be referred back to Grounds committee in light of the cost of the proposed work.

b. Public Halls 16 February 2009

No recommendations.

F 0648

ELIZABETH FITZROY SUPPORT - REQUEST FOR PARKING

Members received a request from the Operations Director of Elizabeth Fitzroy Support regarding parking for their staff on a Town Council owned site. Members agreed that the Avenue Pavilion was not suitable for parking for this organisation as it was in full use by hirers. It was suggested that Love Lane be considered for parking by Elizabeth Fitzroy Support.

RESOLVED that use of the Avenue Pavilion for parking would not be permitted but parking permits could be provided for the car park at Love Lane at a cost of £400 per space per year.

F 0649

TOWN COUNCIL COMPUTER SYSTEM

Members gave further consideration to the provision of new IT equipment for the Town Council offices together with quotations for software support and off site storage of data; report and recommendations attached to these minutes at Appendix A. Following consideration it was

RECOMMENDED that:

- a. that an order be placed with Novateck on a three year lease at a cost of £2800 annually for a networked computer system at the Town Hall.
- b. that IT support (hardware, software and network) be provided by Voxit Ltd at a cost of 1552.50 annually.

- c. that off site data storage be provided by Databarracks with the cost finalised in the first month when the volume of data to be stored was known (minimum of £39 per month maximum of £162 per month).

F 0650

REVIEW OF TOWN COUNCIL FINANCIAL STRATEGY

In view of the current economic climate the Town Clerk suggested that the Town Council Financial Strategy be reviewed. The Town Clerk reported that currently investments were as follows: £50K - £150K with Lloyds TSB (day to day funds), £300K with Anglo Irish on 6 month deposit and £200K+ with Anglo Irish on 1 month Treasury Deposit. The Town Clerk also reported that he had spoken to the Treasurer of HALC, who was also an Internal Auditor, and had been advised that UK or European Banks were the most suitable in the current climate. He had also spoken to the Clydesdale Bank who were AA- rated with 85% of lending covered by deposit. The interest rates were not as high as Anglo Irish but members may wish to consider spreading the risk. He was awaiting written details of what they could offer the Town Council. This was noted.

Following consideration it was

RECOMMENDED that the Financial Strategy be approved with the following amendments:

Paragraph 4 Continually review assets e.g. land, property and investments to ensure the optimum return.

New Paragraph 5 to read Financial Investments to be placed with institutions regulated by the Bank of England or the Central European Bank.

Paragraph 8ability to meet known commitments and programme.....

Remaining paragraphs to be re-numbered 6 - 9.

F 0651

STANDING ORDERS

Members gave consideration to the amendment of standing orders to allow public participation at all council meetings on agenda items. Members were reminded that any change to standing orders had to have a cooling off period of 8 weeks, this was noted. Following discussion it was

RECOMMENDED that standing orders be amended to allow representations from members of the public

present at meetings. A procedure to be put in place stating that any member of the public wishing to speak must give notice by 10.30 am on the day of the meeting, each person limited to 3 minutes (timing buzzer required) with a maximum of 5 people. Members to listen to the representations with no dialogue with the members of the public.

F 0652 **COMMUNITY ENGAGEMENT STRATEGY**

Members received the third draft of the Community Engagement Strategy for the Town Council.

RESOLVED that the Community Engagement Strategy be approved and agreed with the following amendment:
Page 5 ...minorities etc which will be identified.....

F 0653 **SOUTH DOWNS ASSOCIATION FOR DISABLED PEOPLE**

Members considered a CIF grant application from the South Downs Association for Disabled People. Following consideration it was

RECOMMENDED that a grant in the sum of £2700 be awarded to South Downs Association for Disabled People.

F 0654 **RISK MANAGEMENT POLICY ANNUAL REVIEW**

Members gave consideration to the annual review of the Town Council Risk Management Policy. Following consideration it was

RESOLVED that the Town Council Risk Management Policy be approved with the following amendment: Page 4 d) Banking arrangements and Investments.

F 0655 **PETERSFIELD FLAG**

Members received a request from Mr Molloy to borrow 20 Petersfield Flags for marketing purposes at the Petersfield Life Awards and the Railway 150 event.

RESOLVED that 20 Petersfield Flags be allocated for marketing purposes.

There being no further business the meeting closed at 7.40 pm

REPLACEMENT IT SYSTEM

Suppliers were asked to quote for the supply and installation of a replacement networked computer system at the Town Hall based on the attached specifications. The quotes are to be competitive and for equipment as good as or better than specified. Quotations exclude VAT

| | | |
|--------------|-----------|---------------------------------|
| ITC Systems: | £7520.00 | |
| RHITC Ltd.: | £8967.00 | (Received late) |
| Novatech: | £7100.00 | |
| Disking Ltd: | £11909.00 | (Did not keep to specification) |

We also investigated leasing options for the same equipment and specification. This has a cash flow advantage, releases capital for other purposes and ensures that the equipment is always up to date with no maintenance costs and ensures equipment is never more than three years old.

| | | |
|-----------------------|----------|---|
| Hardsoft Computers. | £3529.28 | Annually on a three year lease. Includes upgrade and ownership options. |
| Novatech (Compulease) | £2800 | Annually on a three year lease. Includes upgrade and ownership options. |

Officers recommendation is to place order with Novatech on a three year lease. This option is extremely flexible for example if we required a 50 " plasma/lcd portable screen this could be added to the lease for an additional £430 per annum.

11th February 2009

Proposals - Ongoing IT/Hardware/Software/Network Support.

* VOXIT Ltd. - Portchester.

- Remote support (8am – 6pm) Response; within 10 minutes.
- Helpdesk (0845 phone. 8am – 6pm) Response; Immediate
- 24/7 online ticket system. (24 hrs 365 days) Response; 10 minutes to 4 hours depending on priority level
- Early warning monitoring agent. (24 hrs 365 days)
- On-site = Includes 2hrs free on site per month then £40 per hour thereafter. Response; within 2 hours.

£1552.50 pa

CLARION IT Ltd. - London.

- Remote support (8.30am – 5.30pm) Response; within 8 hours (normally within 30 minutes).
- Helpdesk (phone. 8.30am – 5.30pm) Response; within 20 minutes.
- Early warning monitoring agent. (24 hrs 365 days)
- On-site = Callout and first hour £120, £80 per hour thereafter. Response; next business day within 8 hrs.

£3120.00 pa (equates to £5520 pa with 2hrs onsite per month)

OMNIIS Ltd. - Birkhamsted.

- Remote support (9am – 5.30pm) Response; within 10 minutes
- Helpdesk (phone. 9pm – 5.30pm) Response; Immediate.
- Early warning monitoring agent. (24 hrs 365 days)
- On-site = £50 ph Response; within 2 hours or next business day

Initial set-up phase = £500

£3480.00 pa (equates to £3600 pa with 2hrs onsite per month)

INDIGO Ltd. - Passfield.

- Remote support (9am – 5.30pm) Response; within 2 hours
- Helpdesk (phone. 9pm – 5.30pm) Response; within 2 hours
- On-site = Callout and first hour £60, £40 per hour thereafter. Response; within 12 hours.

£2099.16 pa (equates to £3299.16 pa with 2hrs onsite per month)

ITC Ltd. - Horndean. (current existing support)

- Telephone or email reporting
- Response time (phone or onsite) server = 4hrs
- Response time (phone or onsite) all other = 8hrs
- On-site = Callout £30 per hour minimum 2hrs.

Current cost to date 08/09 = £1327 (on existing equipment only)

- * The recommended company is VOXIT Ltd.
Their proposal represents “best value” in that they offer the widest and most effective support for all our existing and future hardware and software and the future IT needs of the Town Council.
They provide the quickest response times, have a proven track record and are relatively local.
This company has also been highly recommended by Novatech Ltd.

Note: Our existing support provider is not able to adequately satisfy the Town Council’s future IT needs

12th March 2009

Databarracks Secure Offsite Data Backup and Storage Service.

The cost is based on the total amount of compressed data stored. The actual size of the compressed data is difficult to estimate since it is not only dependant on what is backed up but the nature of the files being compressed for example text files and Word documents will normally be reduced to a much smaller size than say a picture or graphic file.

Their proposal gives 2 examples:

Example 1:

| Raw Data | Subsiquent Compressed Data | Free Growth Allowance | Monthly price |
|----------|----------------------------|-----------------------|---------------|
| 12 Gb | 6GB | Up to 12Gb | £39.00 |

Example 2:

| Raw Data | Subsiquent Compressed Data | Free Growth Allowance | Monthly price |
|----------|----------------------------|-----------------------|---------------|
| 50 Gb | 25GB | Up to 50Gb | £162.00 |

Note that the compressed data is allowed to grow by 100% before the cost is increased.

Recommended:

Example 2 should ensure an adequate backup capacity, certainly for the immediate future needs of PTC.

12th March 2009