

Date of Meeting: 25th November 2021

Essential IT Upgrade

1. Purpose of Report

To consider the virement of budget to allow for essential IT upgrade works.

2. Background

The Town Council currently operates the IT system with a large physical server (hard drive) which is located at the Civic Hall. The Server acts as the storage for all electronic files the Town Council staff hold on their pc's as well as providing programmes and software to the individual officer pc's.

3. Considerations

The current server is almost at full capacity and requires replacing. In addition, in the event of a fire in the building the files held on the server would be at risk of being destroyed. It is recommended that a backup of data held by a Town Council should be held off site. The use of a cloud based server would also allow for business continuity in the event of normal business interruptions as all staff would have full IT access to work remotely. Unlike when the pandemic affected business in March 2020 when the Clerk had to make emergency arrangements for a few members of staff to work remotely.

A quote has been obtained from the Town Council's IT service provider for the replacement of the server with a cloud based system (Microsoft 365 Business Premium). Whilst the Town Council staff currently operate through Microsoft 365 standard, this proposal would include the premium package and the provision of the cloud server. The quote received is for £3,502 plus VAT, which is broken down into two elements. The first is the initial monthly charge for the service of £366, which is slightly cheaper per month than the current IT support service charge. The second element is for the server migration into Microsoft 365 and one additional desktop to accommodation software packages.

There was not a budget set for this work during 2021/22 or in the draft budget for 2022/23 as it has only recently come to light that the server is almost at capacity. The Clerk has identified potential funds available within another budget area that has not been spent during 2021 and is unlikely to be. The cost code for the Comfort Scheme has a budget of £3900 and committee are asked to approve the virement of this budget provision to the cost code for IT to allow for the work to be carried out.

4. Recommendations

- 4.1** That committee approve the virement of funds from the budget for the Comfort Scheme to the budget for IT to allow for essential IT upgrade works.

5. Financial Implications

There would be an initial cost of £3502 plus VAT, but the monthly service cost would then reduce.

6. Equalities Impact

n/a

7. Personnel Implications

n/a

8. Environmental implications

n/a

9. Consultation

See attached reports

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