

ATC IT Working Group

IT Strategy

Meeting with Aby on 23/9/21 to agree a way forward

Working Group Objective – to be included in ToR.

To provide the appropriate IT infrastructure and services to enable the Town Council's objectives to be effectively and efficiently delivered.

This provision should include ability to work remotely and hold hybrid meetings.

Current Situation

The Council has lots of IT equipment, but it could be better utilised.

In order to work from home, the officers use Splashtop remote software to access information on their desktop PC. This requires two computers per person. This is primarily/only needed to access documents stored on the shared T: drive stored on the Town Council server. This does not include email as that is stored on Office 365 cloud.

Recommended Changes

The on-premises server is primarily used as file storage, it does not host any shared applications.

The server is approximately 5 years old, replacing it will not be necessary and is likely to be prohibitively expensive. On premises servers for small organizations is rarely recommended nowadays.

Shared information should be migrated to Office 365 cloud storage. ATC currently stores about 700MB of data. This could be reduced through good housekeeping. This would end need for the Splashtop software to work remotely.

Our current Office 365 plan includes up to 1000MB of storage without additional cost.

Admin, Town Clerk and Town Events currently have ATC laptops. Aby would prefer to just use laptop and have docking station on desk to connect to full size monitors.

Move Sage accounts data from Town Clerk PC to Finance PC.

Ensure that appropriate back-up, business continuity and disaster recovery plans are implemented including regularly reviews and tests.

Hybrid Meetings

Purchase video conferencing webcam and large monitor (30 to 40 inches)

Next step

To create a costed project plan for approval.

Michael Tu September 29, 2021