

**MONMOUTH TOWN COUNCIL**  
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Date: 6<sup>th</sup> July 2021

**To the Mayor and Members of Monmouth Town Council  
NOTICE OF EXTRAORDINARY FULL COUNCIL  
MEETING**

**You are summoned to attend a Remote Meeting to  
be held via BT Telephone Conferencing  
on Tuesday 13<sup>th</sup> July 2021 at 7 p.m. for  
transacting the following business:**

*P Morgan*

**P Morgan, Locum Town Clerk**

**AGENDA**

To join the meeting please dial Tel: 0800 032 8068 (free of charge) and enter the following passcode when prompted: **11721683** then # and then state your full name.

Please note: If agreed, members of the press and public will be excluded from the meeting for the confidential items.

<b>01.</b>	<b>To receive apologies for absence.</b>
<b>02.</b>	<b>To receive declarations of interest in items on the agenda.</b>
<b>03.</b>	<b>Public Participation</b> <i>To receive questions from members of the public for a maximum of 10 minutes. (During this time of remote meetings any members of public who wish to speak/ask a question must email their request in by the Friday prior to the meeting)</i>
<b>04.</b>	<b>Whole Office Review Working Group</b> To consider and agree the recommendations from the Whole Office Review Working Group to:  a) Purchase the Modern.gov solution for governance and meeting management at a start-up cost of £2000 and £616 per month flat fee. b) Host the Modern.gov solution with Microshade at no cost on basis of Microshade hosting MTC's 365 Office Mailboxes as per Item 04(g). c) Proceed with the recommendation from the IT review to engage Orbits IT to install

	<p>a separate broadband line for MTC with a monthly line rental of up to £49.00 per month and installation costs of up to £830.00.</p> <p>d) Decommission and scrap PCs 3124, 3125 and 3126.</p> <p>e) Purchase 3 Dell docking stations at a cost of up to £140 per unit.</p> <p>f) Purchase 3 new VoIP handsets and engage Orbits to install 123 Telecom’s Voice Over IP (VoIP) Telephony system up to a cost of £650 for installation and phones and up to £42.00 per month for 3 licences.</p> <p>g) Upgrade the Office 365 subscriptions with Microshade to VSM Mailboxes at a monthly licence cost of up to £60.</p> <p>h) Engage Orbits IT to host the Monmouth.gov. website domain on renewal in October 2021 at a cost of up to £60 per annum.</p> <p>i) Lease a smaller desktop photocopier with Konica Minolta at a monthly cost of £23.95 for a 5 year contract.</p> <p>j) Operate from the office on the 3<sup>rd</sup> floor and end the agreement to utilise the office on the first floor, subject to MCC providing the reception service as per the SLA.</p> <p>k) Engage a shredding company to carry out on-site shredding up to a cost of £10 per bag</p> <p>The above one-off costs to be transferred from General Reserves, and the monthly costs for the remainder of 21-22 to be met from EMR Office Management and EMR Office IT Upgrade</p>
<p><b>05. Date of Next Meeting</b></p>	<p>The next scheduled remote meeting will be the Full Council meeting on Monday 26<sup>th</sup> July 2021 at 7:00pm.</p>