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**DRAFT**  
**Minutes of the**  
**Extraordinary Full Council Meeting**  
**Held on Thursday 13<sup>th</sup> July 2021 at 7.00pm**  
**Undertaken Via BT Telephone Conference Call**

**Present:**                    **Cllr T Christopher (Mayor)**                    **Cllr A Dewhurst (Deputy Mayor)**  
                                  **Cllr M Feakins**    **Cllr R Roden**  
                                  **Cllr R Smith**    **Cllr J Treharne**  
                                  **Cllr S White**

**P Morgan (Town Clerk & RFO)**  
**P Hartley (RFO and Town Clerk Support Officer)**

<b>047/FC/21</b>	<b>To receive apologies for absence.</b> Apologies were received from Cllrs C Blair, E Bryn, J Gunter, K Jackson-Graham and R Jupp.
<b>048/FC/21</b>	<b>To receive declarations of interest in items on the agenda.</b> No declarations of interest were received.
<b>049/FC/21</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>  No requests to speak from members of the public were received.
<b>050/FC/21</b>	<b>Whole Office Review Working Group</b> To consider and agree the recommendations from the Whole Office Review Working Group to:  The review recommendations are designed to increase efficiency, free up administrative capacity and place the Council in a stronger position going forward.  i. It was <b>resolved</b> to vote of the Whole Office Review proposals en bloc.  Cllr Feakins reminded all Councillors of the objectives of the Whole Office Review which was set up to bring MTC up-to-date with technology/processes and to provide better and more efficient ways of working.  a) Purchase the Modern.gov solution for governance and meeting management at a start-up cost of £2000 and £616 per month flat fee.

The councillors discussed the benefits of adopting this solution which included streamlining of meeting organisation and increased Council transparency for members of the public.

The RFO and Town Clerk Support Officer confirmed there were training sessions included within the system costs and other Councillors (who already use the system elsewhere) commented on its ease of use. The RFO and Town Clerk Support Officer agreed to visit Cllr White to demonstrate the system when installed.

- 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).

The RFO and Town Clerk Support Officer confirmed that if the 365 licence hosting was not agreed, the Modern.gov hosting would cost £41.66 per month. Councillors acknowledged that it would make sense to engage Microshade for all components.

- c) Proceed with the recommendation from the IT review to engage Orbits IT to install a separate broadband line for MTC with a monthly line rental of up to £49.00 per month, installation costs of up to £830.00 and £95.00 for installation of the broadband line.

Councillors agreed that this would provide IT network independence from MCC (subject to MCC building owner approval).

- d) Decommission and scrap PCs 3124, 3125 and 3126 and clean and upgrade PC 3127.

It was confirmed that the first 3 computers listed are between 6 to 11 years old and have been assessed as extremely slow and not fit for purpose. The last computer is 4 years old and warrants some work being undertaken on it to bring it up to modern standards. For security of data reasons it was not deemed possible to allow the 3 computers for disposal to be reused by another organisation.

- e) Purchase 3 Dell docking stations at a cost of up to £140 per unit for use with laptops and to keep existing monitors for use of 2 screens.

It was noted that the purchase of these docking stations would enable most effective use of the recently purchased laptops.

- 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.

A VoIP system was considered the way forward for MTC communications (subject to MCC building owner approval). It offers flexible ways of working and allows processes to be better managed.

- g) Upgrade the Office 365 subscriptions with Microshade to VSM Mailboxes at a monthly licence cost of up to £60.

We are not using subscriptions in the most appropriate manner.

- 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.

Councillors discussed and agreed that it was sensible to bring most IT items under one contract to simplify arrangements and increase cohesiveness of service.

- i) Lease a smaller desktop photocopier with Konica Minolta at a monthly cost of £23.95 for a 5-year contract.

The RFO and Town Clerk Support Officer confirmed that this item had been raised as a result of Item J below. A smaller (A4 only) copier would be needed to allow installation in the 3rd floor office via the narrow access-way. The current copier is under contract from Konica Minolta and, even with the contract settlement, they had provided the cheapest quote.

- 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.

At the Finance & Policy Meeting on 1st June 2021 it was resolved to present the recommendations from the SLA Task and Finish Group to Full Council subject to an officer's report on the advantages/disadvantages and cost implications. This report was now included in the meeting support papers.

It was suggested that an intercom could be sited on the ground floor (to augment the reception service in the Shire Hall SLA) and to help alleviate access difficulties by notifying staff that a visitor required assistance and/or be seen in the Mayor's Parlour. Councillors discussed other ways to notify the public about the move which could include signage at Shire Hall, information on the Council website and a newspaper article.

It was **resolved** to include the action of including an intercom facility from the ground floor to the 3<sup>rd</sup> floor office as part of this proposal.

- k) Engage a shredding company to carry out on-site shredding up to a cost of £10 per bag.

It was confirmed that not only was shredding required in order to facilitate the move to the 3<sup>rd</sup> floor office but was also required as part of an administrative tidy up.

**ii.** It was **resolved** to agree the recommendations a to k from the Whole Office Review Working Group and the Finance & Policy Committee incorporating the amendment agreed at item j.

**iii.** It was **resolved** for the Whole Office Review 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, EMR Office IT Upgrade and EMR 19/20 Office Equipment as appropriate.

All attendees thanked the RFO and Town Clerk Support Officer for her tremendous hard work and determination in undertaking the review.

<b>051/FC/21</b>	<b>Date of Next Meeting</b> The next scheduled remote meeting will be the Full Council meeting on Monday 26 <sup>th</sup> July 2021 at 7:00pm.

The meeting closed at 7:40 pm.