

Millington cum Givendale Parish Council

Laptop computer and wireless internet access proposal

Judith Roberts 9th Feb 2016

Introduction

With the Transparency Code comes a requirement for all relevant Parish documents and records to be held on the Parish web site. This means that the “master” copy for Parish Councillors and, in many cases, parishioners is on the web site.

During Council meetings, some of the documents on the web site need to be viewed. This is particularly important for items such as planning permissions. It is expensive and somewhat impractical for all such supporting documents for meetings to be printed out for each Councillor in advance of meetings. However, there is currently no internet connection at the Village Hall where meetings are held. This means documents on the web site cannot be accessed directly during meetings.

Proposal

It is proposed that the Council purchases a laptop computer and relevant equipment to enable use of the internet during meetings at the Village Hall.

The following points should be noted:

- The Village Hall has no phone line, so cannot directly have an internet connection. Providing this would be too expensive;
- Cllr Willoughby has agreed to the temporary use of his house’s internet connection during Council meetings;
- The wi-fi in Cllr Willoughby’s house does not extend to the Village Hall, so a powerline range extender will be required to make the house’s wi-fi accessible in the hall;
- The extender will use a different wi-fi SSID (“name”), so the Willoughby’s normal wi-fi password will need to be compromised;
- A reasonably basic laptop will be required to access the internet, display documents via the Council’s existing projector and provide other computing functions for the Clerk;
- Whilst this arrangement will enable documents to be viewed during meetings, it is expected that internet use will be kept to a minimum;
- Councillors will still be expected to access supporting documents before a meeting and read and consider them before arriving at the meeting

Costs

The following are anticipated costs:

- Wi-fi extender - e.g. TP-Link TL-WPA4226KIT - £49.99 VAT (Amazon)
- Laptop - e.g. Lenovo G50 - £299 (PC World)
- Microsoft Office - Home & Student 2016 version - £92.99 (Amazon) or 365 Personal subscription - £42.99 / year (Amazon) (includes updates, outlook & 1Tb online storage, but must be paid annually)

Recommendation

That the Council authorises the Clerk to buy a wi-fi extender, laptop and MS Office Home & Student 2016, with a budget of no more than £500 incl. VAT.

All costs to be paid out of monies already received by the Council from the East Riding Council from the Transparency Code grant.

The Clerk will be responsible for looking after the equipment and delivering the extender to Cllr Willoughby’s house in time for meetings.