

Abergele Town Council

MINUTES

A meeting of the Marketing and Promotion Sub-Committee was held at 6.30pm on Monday 8th July 2019 in Room 4, Council Offices, Llanddulas Road, Abergele.

- 188/19 **Attendance Register**
The Mayor, Cllr. S Jones-Roberts,
Cllrs: D M Armstrong; G. Frost; D A MacRae (Chairman);
Cllr. M. Richards (non-member)
Mrs M. J. Evans (Clerk)
- 189/19 **Apologies for Absence**
Cllrs: C. McCoubrey; B. C. Roberts;
- 190/19 **Absence without Apologies**
Cllrs: A. Wood;
- 191/19 **Declaration of Interest**
Members were reminded that they must declare the **existence** and **nature** of any personal interests (using the form provided for this purpose).
None were declared
- 192/19 **Minutes**
It was RESOLVED to APPROVE and SIGN the Minutes of the last meeting of the Marketing and Promotion Committee held on 13th May 2019
- 193/19 **Matters arising**
- a) An update from the Clerk following a meeting with A P Systems was RECEIVED. Members stated how there had been no migration plan by the company and that the Committee had previously stated that they would not agree to join the support plan until the set-up stage is completed. Inappropriate emails appear to now have declined. The Clerk informed members that many of the outstanding matters now appeared to be rectified and that only minor issues were still outstanding.
 - b) A support contract for the Town Council was RECEIVED and CONSIDERED. Members considered the detail of the contract and it was RECOMMENDED that the Clerk informs AP Systems that the Council is not prepared to accept the current terms and conditions and requests clarification on the following points:
 - i. The Council request a full Service Level Agreement which includes the following:
 - ii. Item 10 of the Schedule - Two year sign up. The Committee felt that it had been previously stated that the Council will only sign up to a 12month service contract, with a month's notice of cancellation if the service provided is not up to standard. The Council wishes to reserve the right to cancel should AP Systems not meet the terms of the contact with 30 days' notice following conversations by both parties.

- iii. No automatic renewal
- iv. A copy of the Asset register held by AP systems with regard to any information that they hold regarding the Council i.e. passwords and user accounts
- v. Item 8 of the schedule stated that they may sub-contract to a third party. The Committee requested a list of who AP-Systems would subcontract to and clarification on the level of their competency.
- vi. Definitive response times with levels for software failure, server down and turnaround time, ranking from low to high level requests (length of time for a matter to be solved) and what are the highest priority items - i.e. next day, next week etc./ lowest level /immediate?
- vii. Copy of AP-Systems GDPR compliances and data handling
- viii. Definitive list of what is covered i.e. pc make and model, printers etc.
- ix. The Committee also requested a list of contractors and references.
- x. Confirmation of what happens if AP Systems goes into liquidation - is the Council protected?

It was RECOMMENDED that the Clerk obtains additional quotes for the Committee.

- c) The upgrading of the e-mail accounts from A P Systems regarding e-mail mailboxes was RECEIVED and CONSIDERED. As most of the mailboxes now require upgrading in order to function it was RECOMMENDED that the Council consider approving a blanket upgrade.
- d) The purchase of anti-virus for the computers and server was RECEIVED and CONSIDERED. It was RECOMMENDED that the Council consider APPROVING the anti-virus at £20.50 each computer plus server with a total cost of £84.00
- e) The purchase of an in-house back up was RECEIVED and CONSIDERED. It was CONSIDERED that the quote received from AP Systems was too expensive for the Council to approve and it was RECOMMENDED that the Clerk obtains costs for a backup drive.
- f) An update regarding the offsite backup system was RECEIVED. The Clerk informed members that she was waiting for further information from AP Systems as to which old files were still on the system and would then be able to provide members with the size of the backup system required and a cost.

Meeting Closed at 7:15pm

Signed
(Chairman)