

## COMMUNICATIONS GROUP NOTES – MONDAY 3<sup>RD</sup> MARCH 2025

**1. Present:** Cllrs Alesi, Arger, Sharp and Martin

**2. Apologies for Absence:** Cllrs Riordan and Castro

**3. Agreement of last notes of 18<sup>th</sup> December 2024**

Accepted as a true reflection of the meeting.

**4. Matters Arising (items not already on the agenda)**

None

**5. Replacement Printing Company Update**

In January, Paxman confirmed that the February Village Update print run will be their last.

Tenders received were considered and Simply Print Partners was selected as the best quote:

3 x Village Updates + 1 x Annual Report totalling £3602.85 + VAT. SPC approved

appointment. **ACTION: AS to check with office that quote has been accepted.**

**6. Booklets update**

MA still working on content. It was agreed that booklets should contain 4 – 8 pages and not include information about businesses. To be added to next agenda.

**7. SPC Website Update**

Next steps: Contact 2 of the providers researched to ask for ballpark figure to take on SPC website. Noted that Hugo Fox does not support Outlook 365.

**ACTION: AM to contact Heliocentrix (Marden) and Eyelid Productions (Hertfordshire)**

**8. IT Provision for Recommendation to PC**

The following tenders have been received and scrutinised:

Heliocentrix (based in Marden), Cloudy IT (based in Buckinghamshire) and Techworx (based in Tonbridge). Discussion re price, training costs and location and comparisons made re specification required.

We then scored all 3 companies using the template provided:

	Cloudy IT	Techworx	Heliocentrix
Manage access / permission / accounts	25	25	25
Manage emails	100	100	100
Security / antivirus	100	100	100
Change migration	25	25	25
Training	10	20	25

Customer support	60	45	150
Fees			
one off fee	100	160	200
Annual contract fee	125	225	225
IT equipment recommendation	15	15	15
<b>Total</b>	<b>560</b>	<b>715</b>	<b>865</b>

COMMUNICATIONS Group recommends Heliocentrix be given the new IT contract.

**ACTION: AM to prepare report to go to full council.**

#### **9. AOB**

Discussion re dates for Annual Report: copy due 30<sup>th</sup> April, to printers by 23<sup>rd</sup> May, publication by 7<sup>th</sup> June for distribution on 9<sup>th</sup> June 2025.

**ACTION: AM to remind SPC groups about reports + DJ for finance info + MAr re Neighbourhood Plan.**

**10. Next Meeting – Wednesday 9<sup>th</sup> April 2025 (date amended to allow for Annual Report work)**