To: Full Council
From: Carol Smith, Clerk to the Council
Date: 22 June 2017
Subject: Proposal to provide Councillors with a dedicated parish council email address and computer tablet for the purpose of conducting Parish Council business.

1. Purpose of report

1.1 To consider whether to provide all Councillors with a dedicated Hunston Parish Council email address for the purpose of conducting all Parish Council business.

1.2 To identify current costs of producing hard copy meeting papers and propose the council moving to a long term cost effective digital solution.

2. Recommendations

2.1 That a resolution is passed to provide all Councillors with a dedicated Hunston Parish Council email address for the purpose of conducting all Parish Council business.

2.2 The purchase of 7 tablets is authorised for councillor's use in connection with official council business.

2.3 At the end of their term in office (usually 4yrs) the tablets are returned to the council.

3. Background and information

3.1 Councillors were advised that the email addresses they use for Council business may be subject to freedom of information requests and that they may wish to have a dedicated email address for council business.

3.2 There is no financial cost to implementing new Hunston Parish Council email addresses for each Councillor.

3.3 All information relating to Parish Council meetings could be sent to a central cloud facility such as Google Docs or Dropbox and would be accessible at the Parish Council meetings via the wifi connection.

3.4 The proposal assumes that Councillors all have wifi access at home and the information made available via 3.3 above could be accessed at a Councillors home address.

3.5 The proposal also means that where Councillors are away from home documents can still be accesses where wifi connections are available.

3.6 The current paper process costs are (per annum);

Clerk's time in printing papers (average of 1.5 hours per meeting)	**£312.75**
Clerk's time in delivering papers (average of 1 hour per meeting)	**£208.50**
Envelopes used (7 per meeting x 14 meetings = 98)	**£ 13.16**
Printing costs average 30 sheets of paper per meeting – including ink (7 Councillors x 30 sheets x 15 meetings = 3150 sheets)	**£262.54**
Total annual cost	**£796.95**

3.7 Proposed cost of tablets (for 7 Councillors)

Option 1	**£419.93**
Option 2	**£599.79**
Option 3	**£599.93**

3.8 Potential savings for the Parish Council – Year 1 between £377 and £197, Year 2 onwards £796