

Report to the Finance and General Purposes Committee 1st December Meeting.

I was asked under minute no 55.3 of the 5th October meeting to review an upgrade to the PC and monitor in the Clerks office.

It quickly became apparent that all the office computers have become slow with internet connection and general use together with memory nearly full. This led me to take a closer look at the office in general.

There are currently three computers in the office. One with Windows XP, which is no longer supported, and the other two with Windows 7. All three are Fujitsu Esprimos.

These machines are now overdue for replacement and having looked at costs and specs would make the following recommendations.

All three computers are replaced with the Lenovo C40, 21.5" HD all in one Desktop PC. 8GB ram, 1TB HDD. Currently available through PC World at £399.99, and Amazon at £449.99. These are currently discounted from (as they say) £500. It could be a suggestion to purchase just one in the first place to see how well it meets our needs before progressing to purchase the remaining two. I did look at Dell computers but currently they are twice the price of Lenovo but if any one has a contact there and negotiate the price, this make would also be worth considering.

It also became apparent that there is a problem with the current projector. Compatibility with some laptops and a blurred projection. The latter could pose a problem with the introduction of paperless planning and the details needed to be seen.

I have looked into the spec of various projectors and would recommend the InFocus brand and in particular the IN116x widescreen currently selling at £350. It became apparent that InFocus projectors are sold by Paradigm AV on the Lizard. It may well be worth contacting them for their recommendations and whether a discounted price can be obtained.

Other areas of the office also need reviewing. There is only one phone line. This obviously means that if the Assistant Clerk is on the phone giving information to a resident, the Clerk cannot make a call until that call is over. This situation can waste time and delay relaying urgent information. The Amenities Manager, whose phone is connected via the TIC, has to leave her desk to answer the phone by the fridge due to poor connection.

The internet is also a problem. The Clerk and Assistant Clerk are wired to the hub and receive full internet connection but not so the Amenities Manager who is wireless but suffering from a poor signal due to the granite walls nearby. Also there is no link to the hub from the Council Chamber. Currently the hub is under the Assistant Clerks desk. It would be worth considering moving it to the area above the filing cabinets behind the Amenities Manager where the granite wall has been

removed but boarded up. This theoretically would allow a signal to be received in the Council Chamber as it no longer has to pass through granite (only the wooden panel and wooden flooring). The Clerk and Assistant Clerk would still have to remain connected by cable but the Amenities Manager would also get a full wireless signal. This is only a suggestion and would need to be investigated but could theoretically overcome some current serious problems cost effectively.

It remains for me to point out that I am no expert on any of the above and the committee my feel that more research is needed and the possible involvement of an expert. However, I think the above is a good starting point and also raises debate on how we should improve the communications within the office. If anything in the office has changed for the better since my inspection, my apologies.

Cllr Chris Rose