

Minutes of the meeting of ICT Working Group of Ilminster Town Council held on **Thursday 12 October 2021 at 19:30 hrs.**

Chair: Cllr Jenner-Hurford (for this meeting only)

Councillors: Cllr A Shearman, Cllr B Jenner-Hurford, Cllr P Burton

Officers: None

In Attendance: No members of the public joined the meeting

1. Apologies

Apologies were received from Cllr Shepherd

2. Councillor Email Move to Office 365

- a) It was agreed that members would be given access to their Ilminster.gov.uk email accounts (on Office365) on 1st November, with all emails from the officers being sent to both personal and .gov.uk accounts until 1st December when .gov.uk accounts will be used exclusively.
- b) It was agreed that the format of councillors email address will be firstname.surname@ilminster.gov.uk for example matt.james@ilminster.gov.uk.
- c) Cllr Jenner-Hurford will produce an "idiot's guide" on how to log in to Office365 mail via a web browser. The working group will then arrange sessions potentially before a full council and/or committee meeting in November to assist members setting up Office365 emails on their mobile devices.
- d) It was agreed that an Acceptable Use Policy is needed before allowing members access to their .gov.uk email accounts (see point 3).
- e) A discussion was had around enabling two factor authentication for .gov.uk email accounts to provide further security. As the two factor code is sent via a text message it was decided not to turn this on for the time being due to very poor mobile coverage at a number of members houses.

3. Acceptable Use Policy

- a) As stated above working group members agreed that an Acceptable Use Policy (AUP) is needed for all members to agree to before allowing them access to their .gov.uk email accounts. Cllr Jenner-Hurford agreed to draft a policy with the help of the Clerk.
- b) It was also mentioned that an investigation was needed into a AUP for officers as well.

4. Council Website

It was agreed that the Council's website is in need of an update to make it appear more modern and to improve accessibility which is a legal obligation of the council. Cllr Jenner-Hurford is to find out when the contract is up for the current website.

5. Council Facebook Page

It was noted that a "fake" Facebook page purporting to be the Council has appeared on Facebook. A number of members and officers have reported it to Facebook as a fake page in hope it will be taken down.

Cllr Jenner-Hurford informed members that he had discussed the issue with the Deputy Clerk and had suggested she looked into getting the actual Council Facebook page verified by Facebook which adds a verified badge to the page to reassure the public that it is the official page. Cllr Jenner-Hurford will chase progress on this.

6. Meeting Closed

Meeting closed at 20:30

