

To receive a report on Civica Modern.gov and consider any actions and associated expenditure.

Report to: P&F

Date of Report: 12 December 2025

Officer Writing the Report: Office Manager / Assistant to the Town Clerk

Pursuant to: P&F held on 11.11.25 minute nr. 247/25/26

Purpose of the report:

To confirm the Town Council's IT Consultant has confirmed Civica Modern.Gov – Civica Hub cloud based Democratic Service software solution is suitable for the Town Council's requirements.

Officers Recommendations

Members are asked to note the update.

Report Summary

At the Policy and Finance Committee meeting on 11 November 2025, Members delegated authority to the Office Manager / Assistant to the Town Clerk to work collaboratively with the Town Council's IT Consultant and Civica Modern.Gov to identify and confirm a suitable cloud-based Democratic Services software solution that addresses associated risks.

Following this, the Town Council's IT Consultant met with Civica Modern.Gov and confirmed that Civica Hub fully meets the Council's democratic services requirements.

As it has been some time since the Office Manager last viewed a demonstration, a meeting has been arranged with Civica's Account Manager to provide an updated demonstration and verify that the current Civica Hub functionality continues to meet the Council's requirements.

This session is scheduled for 7 January 2026.

Civica have confirmed to hold the quote provided until the new financial year April 2026.

The Town Council's IT Consultant has confirmed there will be no additional costs received from them as it is covered within the terms of contract.

Signature of Officer:

Office Manager / Assistant to the Town Clerk