

**Agenda Item 20 – To receive an IT report and consider any actions and associated expenditure**

**Information:**

STC's newly appointed IT Consultant has reviewed services provided for the provision of IT Maintenance and has identified that the Town Council's applications and emails are not being sufficiently backed up.

**Costs:**

The IT Consultant has recommended the following be actioned at the earliest opportunity and detailed the associated costs for Members consideration:

**Back up of E-mails/OneDrive/SharePoint**

STC are not currently backing up emails / OneDrive or SharePoint.

The IT Consultant has requested authorisation to backup these files at a cost of £2.25 per mailbox (*Cost is inclusive of 25% Government discount and would include shared inboxes. STC has a total of 47 inboxes*)

- Monthly additional cost of £105.75 per month
- Annual additional cost of £1,269.00

**Backup of Modern.gov application/server and documents**

Currently the existing backup is £27.50 per month to back up the server alone. The following cost is to provide backup of Modern.gov and the server whilst providing better coverage.

The proposed cover required will be at double the cost per month at a total of £55.00 (*cost is inclusive of 15% Government discount*). This will provide sufficient cover of all STC applications, servers and documents.

- Monthly additional cost £27.50
- Annual additional cost £330.00

**Total combined cost:**

- Monthly additional cost of £133.25.
- Annual additional cost of £1,599.00

**Budget Code:** P&F 6306 IT Maintenance  
**Available Budget:** £8,624.00

The Administration Department liaised with the Finance Department regarding the additional cost (£1,599) and identified an annual shortfall for the provision of IT Maintenance contract of £2,318.20.

The Finance Officer confirmed the shortfall for annual IT Maintenance is due to increased annual costs and an increase in users.

The provision of IT Maintenance contract shortfall and additional costs to provide better backup coverage is a shortfall of £3,917.20.

The Finance Officer suggests a virement to cover both the shortfall of the annual IT Maintenance contract and back up provisions, for the amount of the entire available budget as detailed below:

**Budget Code:** 6274 PR EMF Internet Redevelopment

**Available Budget:** £4,900.00

The EMF Internet Redevelopment code is no longer required for its purpose, STC previously contracted a supplier back in 2020 to undertake the website redevelopment at a cost to the Town Council far lower than proposals received from other competitors.

**Recommendation:**

1. To vire £4,900 from budget code 6274 EMF Internet Redevelopment to budget code 6306 IT Maintenance to cover the above cost and any future IT work for the year 2022-23.
2. To close budget code 6274 EMF Internet Redevelopment.

**END OF REPORT  
ADMINISTRATION OFFICER**