

## **RUSHDEN TOWN COUNCIL**

### **MINUTES OF THE MEETING OF THE POLICY & RESOURCES COMMITTEE HELD ON TUESDAY 18<sup>TH</sup> FEBRUARY 2025 AT RUSHDEN HALL, RUSHDEN COMMENCING AT 7.30PM**

Present: Councillor: Philip Humphrey – Vice Chairman

Councillors: Adrian Winkle	David Coleman
Janet Pinnock	Cameron Clarke
Steven North	Richard Lewis
Gill Mercer	Melanie Coleman

Town Clerk Vivienne Prodger

#### **299/25 DECLARATIONS OF INTEREST**

Councillor Richard Lewis declared a bias interest for agenda item 15 and left the room and took no part in discussion thereon

#### **300/25 APOLOGIES**

Apologies for absence were submitted on behalf of Councillor Andy Mercer, Adrian House, Barbara Jenney and Tony Spooner,

#### **301/25 MINUTES**

The minutes of the Policy & Resources Committee meeting of 14<sup>th</sup> January 2025 had been previously circulated to members and it was

#### **RESOLVED**

That the minutes of the meeting of the Policy & Resources Committee meeting held on the 14<sup>th</sup> January 2025 be approved and signed by the Chairman as a true record.

#### **302/25 APPROVAL OF PAYMENTS**

Members had been circulated with details of payments made since 2<sup>nd</sup> January 2025 amounting to £106,570.88

#### **RESOLVED**

That payments amounting to £106,570.88 be approved (as attached to these minutes).

## **303/25 ICT OPERATING AND SECURITY SYSTEMS**

Vince Willoughby, CSR Digital gave the following report regarding upgrading our ICT and security systems

*Rushden Town Council are currently using a Hosted Desktop Service by Microshade. In recent months/years the service has degraded and has resulted in Rushden Town Council wanting to explore other solutions.*

*Utilising Office365 Rushden Town Council can implement 2Factor Authentication for Users and Shared Data, along with increased email security allowing them to meet the demanding needs of modern Cyber Security Standards and Office best practice*

### **Current Short Comings**

- *Reliant on internet for Office work*
- *No Option for MFA to protect internet facing accounts*
- *High Latency on remote desktops*

### **Migration Steps**

- *Confirm Number of Mailboxes*
- *Confirm Mailbox Sizes*
- *Confirm Files and Folders to Transfer*
- *Establish Office365 Tenancy*
- *Setup Office365 Security Groups and Users*
- *Promote computers to AzureAD*
- *Setup OneDrive and SharePoint for Users*
- *Email Security and Filter Configured*
- *Cloud Backup Configured*
- *Migrate Emails and Files from Microshade*
- *Remove Microshade VM from Computers that no longer require it*

### **Cost Efficiency**

- *Lower Operational Costs: Office 365 operates on a subscription-based model, reducing upfront capital expenses. It also eliminates the need for costly hardware maintenance associated with Citrix.*
- *Predictable Pricing: Simplified, per-user monthly pricing provides better budget predictability and scalability.*

### **Enhanced Collaboration**

- *Integrated Ecosystem: Office 365 offers seamless integration across tools like Teams, SharePoint, and OneDrive, enabling real-time collaboration and centralized document storage.*
- *Cloud-Based Access: Employees can collaborate from anywhere, ensuring productivity in a hybrid or remote work environment.*

### **Improved User Experience**

- *Enhanced Performance: With cloud-native applications, users experience faster performance and less downtime compared to Citrix.*

### **Security and Compliance**

- *Built-In Security Features: Office 365 includes advanced security measures like data loss prevention (DLP), encryption, and multi-factor authentication (MFA).*
- *Regulatory Compliance: Designed to comply with global standards (e.g., GDPR, HIPAA), ensuring secure handling of sensitive data.*

### **Future-Ready Infrastructure**

- *Regular Updates: Automatic updates ensure access to the latest features and security enhancements without manual intervention*

### **Benefits of Office365**

*Multi Factor Support for Users*

*SharePoint - Cloud hosted file sharing with granular access controls and auditing  
1TB of Cloud Storage for OneDrive and SharePoint*

*Azure AD - Cloud based user authentication and control to replace a domain controller*

*Single Sign On for ease of use*

*OneDrive - User data synced to the cloud enabling hotdesking*

*Azure Conditional Access - Restrict Access to Office365 for users based on location,  
Azure Joined PC and other options*

*Intune Device management for controlling and rolling out*

Members considered the information received from CRS Digital and it was

### **RESOLVED**

To accept the quotation from CRS Digital and implement migration to Office365 in due course.

### **304/25 BANK RECONCILIATIONS**

Members had been circulated with details regarding Bank Reconciliations up to 31<sup>st</sup> January 2025

### **RESOLVED**

That these were duly signed by two signatories

### **305/25 POLICIES**

Members had been circulated with the following policies

- i) Political Balance Policy
- ii) Data Protection Policy

These policies were scrutinised by members and subject to amendments discussed it was

### **RESOLVED**

To recommend the Political Balance Policy to Full Council for approval and signing.

To recommend the Data Protection policy to Full Council for approval and signing.

### **306/25 COMMUNITY GRANT**

Members considered the following Community Grant applications

- a) Rotary Club of Rushden – Concert for Junior Schools Choirs
- b) Rushden Armed Forces Day

#### **RESOLVED**

- a) That a grant of be awarded to Rotary Club of Rushden for the use of the Walled Garden, Stage and electric supply, plus professional lighting services (approx £400)
- b)
- c) That a grant of £610 be awarded to Rushden Armed Forces Day

### **307/25 SHOP FRONT GRANT**

Members considered the following Shop Front Grant application

- i) The Hair Lounge, 13 High Street, Rushden

#### **RESOLVED**

That a Shop Front Grant of £750 be awarded to The Hair Lounge.

### **308/23 APPOINTMENT OF INTERNAL AUDITOR**

Members considered the appointment of an Internal Auditor for 2024/2025 and it was

#### **RESOLVED**

To appoint Paul Russell, Parish and Town Auditing Services for 2024/2025

### **309/23 DIFIBRILLATOR**

Members considered the supply and installation of a defibrillator at Sanders Lodge Industrial Estate as this area does not appear to have any publicly accessible defibrillators at this time.

#### **RESOLVED**

To provide a defibrillator at Sanders Lodge Industrial Estate with the potential site being at the Higham and Rushden Judo Club, Unit 5, Factory 2 (subject to their agreement to supply the power)

### 310/25 CURRENT WORK IN PROGRESS AND PROJECTS

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Sartoris	Hall Park	Additional Teenage/Gym equipment	Proludic/R J Warren Ltd	May 2024	Completed
	Rushden Hall	Garage Roof	PAD Builders	June 2024	Completed
	Hall Car Park	Resurfacing carpark near Sensory garden entrance – disabled parking	Quotes to go to Asset Management		
	Hall Park	Daffodil Bulb planting	Turney Landscapes	January 2025	February 2025
	Hall Park	Tree Works	Turney Landscapes Ltd	January 2025	February 2025
	Hall Park	Woodland path adjacent to dog area	TBC – Asset Management – 2 quotes obtained	March 2025	
	Hall Park	Disabled toilet tile floor with non slip tiles	M H Boardman	February 2025	February 2025
	Hall Park	Toilets	To refurbishment of Ladies and Gents toilets	October 2024	December 2024
	Hall Park Gravel Car Park	Re-gravel car park and fill pot holes in access road	J W Clark	December 2024	December 2024
	Rushden Hall	Repainting of floor Disabled entrance	In House	December 2024	December 2024

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Spencer	Spencer Park	Resurfacing footpath	Awaiting Quotes	TBC	
	Spencer Park	Replacement equipment	R J Warren	May 2024	Completed

	Spencer Park	Repairs to roundabout and wetpour	R J Warren	May 2024	Completed
	Melloway Park	New Play/Gym Equipment and Seats	Proludic Gym equipment Benches - Broxap	Benches to be installed	August 2024
	Silverdale Grove	New play equipment	Revised quotes obtained		

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Hayden	Cemetery	Bench refurbishment	In House	October 2024	Ongoing
	Cemetery	Removal of non-compliant grave ornaments in T section & turfing of graves	In house	April 2024	ongoing
	Cemetery	Removal of non-compliant grave ornaments in S section & turfing of graves	In house	February 2025	Ongoing
	Cemetery	Tree Works	Turney Landscapes	January 2025	Completed
	Newton Road Toilets	Toilets refurbishment	Martin Boardman	February 2025	Ongoing
	Duck Street Toilets	Replacement of combined hand wash unit	M H Boardman	February 2025	Completed
	Cemetery	Repairs to tarmac paths in R & S sections and near Chapel	J W Clark	January 2025	Completed

WARD	Location	Job Description	Contractor	Start Date	Completion Date
Pemberton	Rose Avenue	Skim Concrete – Graphics etc	Need to obtain quotes		
	Rose Avenue	Replacement play equipment	Proludic RJ Warren installation		
	The Mallards	Bulb Planting	Councillors & Staff	November 2024	Completed

	The Mallards	Improvement to access for fishing platforms, Signage and bank re grading	Awaiting Procurement through NNC	April 2025	
	The Mallards	Restocking of Ponds  Phases 1600 fish	Environment Agency	February 2025	February 2025
	The Mallards	Fisheries Improvement project Improvements to the fishing ponds. Removal of weeds, hazel hurdles installation to prevent bank erosion	Environment Agency and other contractors	February 2025	Ongoing – anticipated completion July 2026
	Lynford Way	Repairs to fence	J W Clark	February 2025	Completed

<b>WARD</b>	<b>Location</b>	<b>Job Description</b>	<b>Contractor</b>	<b>Start Date</b>	<b>Completion Date</b>
<b>Bates</b>	Manor Park	Head of Terms and Plans	King West	October 2024	
	Manor Park	Proposal for reduced schemes	Hinton Cook	May 2024	Completed
	Land	Cemetery/Sports facilities – Agree conditions for access and drainage		October 2024	
	Cemetery	Tree Works As per Tree survey RGS	Turney Landscapes	February 2025	Completed
	Jubilee Park	Fitness equipment and bike rack to be determined	Awaiting Procurement through NNC	TBC	
	Jubilee Park	Tree works as per tree survey RGS	Turney Landscapes	January 2025	Completed

	Jubilee	Tree Works	Turney Landscapes	October 2024	
	Jubilee	Play Equipment	To Consider new play equipment	TBC	
	Oakpits Way	Bulb Planting	Councillors & Staff	November 2024	

<b>WARD</b>	<b>Location</b>	<b>Job Description</b>	<b>Contractor</b>	<b>Start Date</b>	<b>Completion Date</b>
Hayden Central	High Street	Refurbishment of Litter bins	In House	August 2024	Completed

Chairman