



# IT SYSTEMS UPGRADES

TOWN COUNCIL MEETING

REPORT 73/21

13 SEPTEMBER 2021

The purpose of this Report is to ask Members to agree the costs of necessary upgrades to the Town Council staff team's IT Infrastructure.

## No. DETAILS

### 1) BACKGROUND

- a) On 14 January 2020 Microsoft discontinued support for Windows 7. This is still the Operating System used on some of the Town Council's computers. It no longer receives regular security updates and is therefore more vulnerable.
- b) Some of the Town Council's computers are still using Microsoft Office 2010. This is similarly no longer updated regularly with security patches.
- c) Running an out-of-support Operating System poses a security and GDPR threat, so upgrades should be completed as soon as possible.
- d) Within Salisbury Gardens is a Microsoft Exchange Server which runs the Town Council's email system.

### 2) THE PROPOSAL

- a) Wight Computers have provided support for the development and maintenance of our IT Infrastructure for the last six years and their detail proposal for the upgrade now required is attached to this report and summarised in the following paragraphs.
- b) To upgrade all machines to Windows 10 to improve security and retain support, and improve longevity by replacing old-fashioned and slow HDDs (Hard Disk Drives) with SSDs (Solid State Drives) at a one-off cost of £749.
- c) To move away from older versions of Microsoft Office in favour of an Office 365 subscription, and enter into a service contract agreement with Wight Computers which will mean an unlimited amount of support from them (remote and in person), as well as Dark Web monitoring and other support at a cost of £338.20 per month.
- d) To use Office 365 as above and transfer from our Dropbox subscription to the OneDrive which is included as part of Office 365, saving the annual Dropbox subscription cost.
- e) To move our IT systems to the cloud, in parallel to the Microsoft Office 365 subscription detailed above at a one-off cost of £1,470.
- f) The quotation is available [here](#).

### 3) RECOMMENDATION

The Town Council is recommended to agree the upgrade and associated costs as identified in section 2 of this Report.