

## Live Meeting Reports

During the Coronavirus pandemic the council has been meeting via Microsoft Teams as set out in our Protocol for Virtual meetings. This has been done under the type of meeting called “Live Event” also to allow 3<sup>rd</sup> parties and Councillors without computers etc to join we have also been using a audio conference licence on top.

Both the ability and Live Events have been using Liam Broughton’s work licence as the current licences the Parish Council has do not cover the use of these products.

The Council is very thankful to Liam Broughton’s employer for allowing the council to use this free of charge however with upcoming elections the council needs to make sure the Parish Clerk is able to book and produce these meetings.

As such I would like the council to consider changing

Subscribe the Parish Clerk to Microsoft E3 licence, move the Microsoft Business Standard to a councillor and reduce the business basic licence by 1.

Also a Audio Conference licence will need to be purchased.

In July cancel the Microsoft Business Standard Licence and increase Microsoft Business basic licence.

### Costs

Licence	Cost per licence per month + VAT
Microsoft Business Basic	£3.80
Microsoft Business Standard	£9.40
Microsoft E3 License	£17.60
Audio Conference License	£3.00

Prepared by Liam Broughton