



# Bledlow-cum-Saunderton Parish Council

## Village Support Group

### Minutes of Meeting held 19<sup>th</sup> October 2020 at 6pm, Virtual meeting on Zoom

Online: - Cllr Simon Breese, Cllr Andrew Sage, Cllr Stephen Reading

Pat Cooke, Rayna Owens, Sarah Daly

Tracey Martin (Minute Taker)

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1. Cllr Breese opened the meeting by stating that he had used a program called Mini Tool Partition Wiz Pro on an old machine which wipes data on the PC to a variety of standards including US Department of Defence.
  2. Discussions were had on PAT testing and it was agreed that this would take place before the PC is handed to a volunteer. Tracey's husband who is an electrician has kindly volunteered to carry out the PAT testing.
  3. It was agreed that once machine had been PAT tested, wiped, and loaded with software they would be passed to the schools and any end of life issues for the PCs would be the responsibility of the school.
  4. Cllr Breese to check the license on the wiping software with Cllr Dobson. **Action: Cllr Breese**
  5. The procedure for handling donated PCs was discussed step by step:
    - 5.1. Email received by the Clerk
    - 5.2. Cllr Sage will arrange to collect and has a spreadsheet to record all the information including allocating a number to the PC. Bags will be ordered to safely transport the PCs.
    - 5.3. Machines will be PAT tested. If a machine does not pass the PAT test due to a charging cable depending on the costs a new one will be sourced. If the issue is something more serious then the machine will be given back to the donor.
    - 5.4. Machines to be cleaned with antibacterial spray including in between the keys.
    - 5.5. Machine to be wiped, reset and operating system installed.
    - 5.6. Other software to be installed e.g. Libre Office
    - 5.7. Final checks to be made including checking of microphone, speed tests through YouTube. Cllr Breese to produce a checklist on the clean and build process. **Action: Cllr Breese**
    - 5.8. Once Cllr Sage has a batch they will then be passed on to the school.
  6. Discussions were had on the consumables which need to be ordered: **Action: Clerk**
    - 6.1. Possibly Bledlow Ridge School Book Bags x 20
    - 6.2. Inflatable bags for protecting PCs **Action: Cllr Sage**
    - 6.3. Sanitising products. Cllr Sage to email Simon / Tracey a shopping list. **Action: Cllr Sage**
    - 6.4. Memory sticks. Cllr Breese to email Tracey requirement. **Action: Cllr Breese**
  7. Cllr Breese to update Bledlow Ridge and Longwick School the progress that has been made and let them know the specifications we are planning to work too. Cllr Breese to also contact St John's to discuss what the Support Group is doing. **Action: Cllr Breese**
  8. Discussions were had on publicity, Cllr Sage confirmed that it had been shared on the Parish Council Facebook page and Bledlow Ridge page. Sarah Daly confirmed that she had shared with the Belles and will also share on the church's Facebook page.
  9. Rayna Owens offered to assist Cllr Sage with the collecting of machines and Cllr Reading stated that he is happy to help in wiping the machines.
  10. Discussions were had on whether the software would work on Mac's. Cllr Sage to make enquiries. **Action: Cllr Sage**

**It was agreed that the next Meeting would be pencilled in for Monday 26<sup>th</sup> October @ 6pm however, it may not be necessary depending on the progress which has been made.**

**Meeting closed at 6.50pm**