

Transparency Fund Application for discussion

Agenda item 17.09.191

1 Upgrade MS office (Max claim £200)

- Norton laptop is currently running Office 2007 which MS will stop supporting in the near future. One time purchase of Office 2016 Home & Student edition **£120.00**.
- Purchase of Office 365 for 1 user **£59.99 per year**; for 5 users **£79.99 per year**.
- All Office 365 options include 1TB of cloud storage. The 5 machine option would allow the Parish Clerk and 4 others to access all the files on the system.
- The 365 option avoids the need of having a separate cloud back up and associated costs.

2 Time spent for website compliance (covers 2 years)

As no claim was made in the last financial year, a claim from April 2016 to March 18 can be made. 1.5 hours per month gives a total of 36 hours at an average of £11.50/hour =**£ 414.00**

17 September 2017