Appendix A - Fen Ditton Parish Council

IT Review and recommendations. V3 Date September 2024

Current System.

Windows Laptop 1	Current – But Slow	Backup system not functional
Windows Laptop 2	Old, very slow	Almost unusable
HP Printer/Scanner	Working	Cartridges are silly money.?
Backup Hard Drives	2 external hard drives	Way too small.

Recent test of the backup devices/system indicated that restoring files from the current system is “difficult” and/or expensive. Attempts were aborted after several hours.

Update - 12th October

Current Laptop needs 4Tb for a backup, so larger drives required. Also no backups for unknown duration.

Recommendations

Hardware

User	Hardware		Budget
Clerk	Apple Mini Mac	Office Use	550
Councillors	Apple Mini Mac	Office Use	550
Clerk	Laptop (existing)	Home/backup use.	-
Infrastructure	File Server – Small form PC or Pi5	Plus Case etc.	190
Infrastructure	Backup Hard Drives	large M.2 for server	350
Infrastructure	Misc cables. Estimated.	Power etc	150
Infrastructure	Overhead Projector	Office/meetings	50
Clerk	Twin Monitors 20inch	Office Use	140 (pair)
Councillors	Monitor 24 inch	Office Use	70
Security	CCTV – one in office	Office Use	50
Printer	Laser - Optional	Office use	100
Budget Total			2,200

Prices include VAT (except the Mac).

Possible Discount possible on all Apple devices. Recommending we switch to Apple as numerous bad reports on Windows 11, and some first hand experience.

File Server - Functions

Function	Server Software	Comment
File Server	Openmediavault – OfficeFile sharing	Open-source (Free)
Backup	Part of Openmediavault	Open-source (Free)
CCTV Monitoring	Zoneminder	Open-source (Free)
Document Management	OpenKM or similar, See below	Open-source (Free)

Office Software

User	Software Requirement	Solution - Cost
Clerk	Word processing, Spreadsheet etc	LibraOffice Open-source (Free)
Clerk	Email Clients	Part of OSX
Councillors	Word processing, Spreadsheet etc	LibraOffice Open-source (Free)
NextCloud	Content collaboration platform	Open-source (Free)

Remote Online Systems

User	Function	Comment
Clerk +	Accounting	Implementation in progress
All	Email – Existing stackcp system	Working ok, but some users to setup.
All	Task Management Software	Research in progress

Remote Connection

Review in 6 months.

User	Function	Comment
Clerk +	VPN to office network files	Optional
All	VPN to office network files	Optional
Vice/Chairman	VPN to office network files	Optional

Open-source Document Management Systems Comparison.

Features	NextCloud	OpenKM	LogicalDoc	Krystal DMS	Mayan EDMS
User Interface					
Desktop	✓	✓	✓	✓	✓
Mobile Web	✓	✓	X	✓	✓
iOS App – iPad and iPhone	✓	✓	✓	X	X
Android	✓	✓	✓	X	X
Document Management					
Version Control		✓	✓	✓	✓
Metadata & Templates	✓	✓	✓	✓	✓
Indexing	✓	✓	✓	✓	✓
Searching	✓	✓	✓	✓	✓
Audit Trail		✓	✓	✓	✓
Tags		✓	✓	X	✓
Version Comparison	✓	X	✓	X	X
Saved Search		N/A	X	X	N/A
Digital Watermarking		✓	X	X	X
Full Text Search	✓	✓	✓	X	✓
OCR	Addon	✓	X	✓	✓
Online Editing	✓	X	X	X	X
Digital Signature		✓	X	X	✓
File Preview	✓	✓	X	✓	✓
Records Management					
Archiving & Retention	✓	X	X	✓	✓
Collaboration					
Checkout / Check-in	✓	✓	✓	✓	✓
Annotations		X	X	X	X
Internal Messaging System	✓	X	✓	X	✓
Workflow Engine	✓	✓	X	X	✓
Security					
Users and Groups	✓	✓	✓	✓	✓
Password Expiration		N/A	✓	N/A	X
Single Sign-on		✓	X	X	✓
Reports					
Basic Statistics		✓	✓	✓	N/A
Standard Reports		✓	✓	✓	N/A
Integration					
DropBox	✓	X	✓	X	X
Ms Office	✓	✓	X	X	X