

## Policy and Resources Committee

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<b>Date:</b>	<b>26 March 2013</b>
<b>Title:</b>	<b>IT Software</b>
<b>Purpose of the Report:</b>	<b>To agree the purchase of a new software package</b>
<b>Contact Officer:</b>	<b>Helen Stewart, Town Clerk</b>

### Background

Every product has a lifecycle and unfortunately the Photoshop software package being used by the Town Council which was purchased in 2004, has reached the end of its lifecycle and is no longer supported by the provider.

The benefits of upgrading are:

- **Compatibility with the Server:** If the software is not upgraded it will eventually stop working with the server.
- **Avoid Becoming Obsolete:** Older versions of the software will be unsupported and make rectifying problems almost impossible.
- **Added Features:** The upgrade offers improved features allowing inhouse editing/updating of documents such as the Neighbourhood Plan.
- **Value:** Investing in appropriate software means work can be done in house and is less expensive.

### Resource Appraisal

Attached is a summary of the options available to update the software required to produce and complete the work of the Council.

The Officer recommendation is to invest in the Adobe Creative Suite 6 Design Standard which features Photoshop, Illustrator and InDesign, the 3 programmes the Council needs to use.

### Recommendation:

***The Committee is asked to:***

- i) Recommend to Full Council that the Adobe Creative Suite 6 Design Standard software package be purchased from the General Fund.***