

Date: 5th June 2025 To: All Councillors From: Parish Clerk

Report to Council: **Community Desktop Computer and Printer**

In line with the Parish Council’s objective to enhance community facilities and support digital inclusion in rural areas like Stanton under Bardon, Council asked the Clerk to explore options where a public computer is available for public use to allow users to access online services, prepare CVs, complete job applications, print online documents etc.

**Computer Specification**

A mid-range Windows desktop PC or laptop

* Intel i5 / AMD Ryzen 5 processor (or newer).
* 8GB RAM (minimum).
* 256GB SSD storage or more.
* Windows 11 Pro (important for user account control and group policy).

**A desktop PC would be preferrable over a laptop for durability and security, with standard monitor, keyboard, and mouse.**

A good printer/scanner (with secure printing options, e.g., PIN code release).

A privacy screen filter to prevent shoulder surfing

**Software Setup**

* Microsoft Office: Purchase Office Home & Business outright to avoid licensing issues
* Use software like Reboot Restore Rx to return the PC to a known state after every restart.
* **Automatic deletion of downloaded files, browser history, and temporary data after each session.**
* Use OpenDNS (free for small orgs) or similar to block adult content and install a browser extension like BlockSite or configure content filters at the router level.
* Antivirus/security - use Microsoft Defender (built-in) or a lightweight third-party antivirus like Bitdefender Free.

**Printing Limitations**

* Consideration of a controlled printing system to prevent abuse:
	+ Limit the number of pages per session/user.
	+ Use a print management tool (e.g. PaperCut NG or similar) if required.
* Users should be encouraged to bring documents on USB or access via email/cloud services.

**Data Protection (GDPR)**

* No user data should be stored after use so using tools like Reboot Restore Rx will delete all data each time.
* Disable access to local storage (like saving to Desktop or Documents). Encourage users to bring/use USBs or cloud storage (OneDrive, Google Drive).
* Automatically clear browser history and downloads.
* Post a privacy notice near the computer explaining that no data is stored and that users are responsible for their own privacy – see Appendix A.

The Council may not need specialist IT support to set this computer up if they have basic IT knowledge. However for initial setup, a one-time setup by a local IT technician might be worthwhile.

The Council may also want to consider adding the public computer to the online booking system to manage usage fairly.

**Hardware**

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| --- | --- | --- |
| Windows PC | Mid-range desktop or laptop (Intel i5, 8GB RAM, SSD) | £400–£600 |
| Monitor (if desktop) | 22–24" Full HD | £100–£150 |
| Keyboard + Mouse | Wired, robust | £20–£30 |
| Printer/scanner | All-in-one inkjet or laser (with scan + print PIN option) | £150–£250 |
| Privacy screen *(optional)* | Prevents shoulder surfing | £30–£60 |

**Furniture Costs**

|  |  |  |
| --- | --- | --- |
| Computer desk | Sturdy, compact desk with cable holes and storage shelf (e.g., 100–120cm wide) | £70–£150 |
| Office chair | Comfortable, wipe-clean, height-adjustable chair with arms (non-fabric ideal) | £50–£100 |

**Software & Licensing**

|  |  |  |
| --- | --- | --- |
| Windows 11 Pro license | Included with most business PCs | Usually included |
| OR Office Home & Business | One-off license (limited support, no cloud sync) | £250 (one-off) |
| Reboot Restore Rx | Free version available (or Pro for better controls) | £0–£50 (Pro) |
| Antivirus | Microsoft Defender (built-in) | £0 |
| Web filtering (OpenDNS) | Free for basic use | £0 |

**Setup & Support**

|  |  |  |
| --- | --- | --- |
| Initial IT setup (optional) | Local IT company or freelancer (2–3 hrs) | £100–£250 |
| Annual maintenance *(optional)* | Occasional check-ups or remote support | £0–£150 (optional) |

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| --- | --- | --- |
| **Estimated Total Setup Cost**  | **Between £700 to £1700** |  |

**5. Recommendations**

It is recommended that the Council:

1. Approves in principle the purchase of a public computer and printer for the Village Hall.
2. Allocates funding for the initial purchase and setup and apply for funding to the Community Equipment Grant fund for 50% of costs
3. Considers adopting a usage policy and privacy notice to support responsible and secure use.
4. Reviews the use and impact of the project after an initial six-month period

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**Privacy Notice – Public Access Computer**

**Stanton under Bardon Parish Council** provides this computer to support residents with access to online services, form-filling, job searches, access to emails and printing documents.

To protect your privacy and ensure safe use, please read the following:

**Your Data and Privacy**

This computer **does not store personal information** between users.

It is **automatically reset** after each session to remove files, browsing history, downloads, and any saved data.

Please **log out** of any accounts (e.g., email, GOV.UK, banking) before leaving.

**We do not monitor the contents of your private activity**, but basic web filtering and usage logging are in place to meet legal and safeguarding requirements.

**Your Responsibilities**

Do **not enter sensitive information** (e.g. passwords, National Insurance number) unless you're confident it is safe to do so.

You are responsible for **saving your work** to a USB drive or secure cloud account (e.g., OneDrive, Google Drive).

Please **do not install software or change settings**.

This computer may be shared – please treat it with care and respect other users' privacy.

**Inappropriate Use**

To protect all users:

* Access to adult or illegal content is blocked.
* Misuse of the computer may result in being barred from future use.

**Need Help?**

If you require support or wish to report a problem with the computer, please contact:

**Clerk to the Council**
Email: clerk@stantonunderbardonparishcouncil.gov.uk
Phone: 01530 243987