



ST AGNES PARISH COUNCIL

Parish Clerk & RFO: Catherine Nutting LLB, PGDip, BA (Hons), PSLCC
Parish Rooms, 17 Vicarage Road
St Agnes, Cornwall
TR5 0TL

Tel: 01872553801
Email: clerk@stagnes-pc.gov.uk
web: www.stagnes-pc.gov.uk

Full Council meeting: 13th April 2026

Agenda item 18: Microsoft Licences

Context

Following the Council's decision to issue tablets to staff, adopt asset management and other service delivery software, and continue the wider move towards paperless working, it is now necessary to update all staff Microsoft licences. This reflects the fact that staff increasingly rely on Microsoft applications such as Word and Excel in their day-to-day roles, including operational teams who complete reports, forms and other records digitally.

Licences

Business Basic licences are now too limited for a workforce expected to work efficiently across Microsoft applications and bespoke IT systems. Business standard licences are now required for all staff. To date, we have six Basic licences which need upgrading to standard licences, which includes key staff such as the Outreach Coordinator and Maintenance Manager.

This change also supports the Council's approach to reducing the risks associated with paper-based systems, particularly in light of its first-hand experience of fire and damp damage.

Timescales

Microsoft licences are due to expire and auto-renew on 3rd May, so changes need to be agreed before that date.

Cost/Budget

The annual cost of an upgraded licence (from Basic to Standard) is £4.40pm. For six, this is an additional £26.40 per month/£316.80pa. The 2026/27 IT budget (£13,000) includes the licences costs and contains some flexibility to accommodate additional IT costs that were not known at the point the budget was set. Therefore, this slight increase in cost will not adversely impact the 2026/27 budget.

Recommendation

It is recommended that Council approves the upgrade of six Microsoft Business Basic licences to Microsoft Business Standard licences. This will ensure that staff have access to the desktop applications and functionality required to undertake their duties efficiently and support the Council's continued move towards paperless and digital working. Failure to upgrade these licences would adversely affect staff's ability to complete their work effectively and would create unnecessary inefficiencies across the organisation. Council is therefore recommended to approve the proposed licence upgrades.