

Document Management Report for October 2025

Background

Over the last 2 years we have agreed and disagreed about the use of Microsoft Teams, Office 365 to help our work as a council. Currently we do not have an online document store accessible to the whole council. We rely on the clerk to hold the central repository, the website to hold a few of our key policies and each councillor to keep documents in their own library.

Over the last 3 meetings we have considered using a company (Cloudy IT) to set this up. We have not been able to decide on their offer.

Options:

Cloudy IT – expensive and over engineered for our requirements. See previous papers.

Office 365 – considered but never executed

Google Documents – for £6 per month per person (for 13 people the annual cost is £936) it would provide:

- 30gb document storage
- Secure online storage and workspace
- The ability to work collaboratively on documents
- Group controls
- Interface with Gov.uk email addresses and MS Word etc.
- If we decide to change away in the future, we can copy our files and move them.

We also have, in Philip Cunningham, a parishioner and IT professional able and offering to help the council set it up.

