

**TO: ALL COUNCILLORS**  
**FROM: PARISH CLERK**  
**DATE: 16<sup>TH</sup> FEBRUARY 2021**  
**RE: DropBox UPGRADE FOR CLERK AND ADMIN OFFICER**

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### **Introduction**

Dropbox is used to share documents and information between the Clerk and the Admin Officer. The Dropbox folder is owned by the clerk account and shared with the Admin Officer. It was established prior to the Admin Officer joining and enables them to access and work on a common shared set of documents.

Due to the way Dropbox works each user must have the same amount of storage quota on their Dropbox account and a quota for one user cannot be 'used' by another user.

A Dropbox share is under development for use by the members of the Parish Council ie the councillors. They would have access to a sub-set of the files to limit the impact on their personal Dropbox accounts. It would not be cost effective to upgrade every councillor's Dropbox account to have the required storage.

### **Current Situation**

As free Dropbox accounts are currently used the maximum amount of storage available is 2Gb. The Officer's Dropbox share now has 1.9Gb of files and hence has used all of the free quota.

An upgrade to the Dropbox quotas is urgently required so the Clerk and Admin Officer can continue working on shared documents. Without this upgrade they would have to revert back to emailing documents between themselves. This would lead to duplication of data, increase the workload due to the need to explicitly undertake version control and would also hinder business continuity.

By increasing the Dropbox quota, additional Dropbox storage could be created for access by working groups which would enable everything to be held in the same location.

### **Options**

- A. Clerk and Admin Officer Dropbox accounts are to be upgraded to be Personal Plus which offers 2Tb of storage. The cost would be £7.99 per month per user ie £15.98 per month.

- B. Purchase a Business standard Dropbox licence which costs £10 / user / month. However, the minimum number of licences is three. This would cost £30 / month.

### **Recommendation**

Option A is recommended as it is the cheapest, most easily implemented solution. This would need to be arranged via clause 4.5 of the Financial Regulations.

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#### Financial Regulations (extract)

4.5. In cases of extreme risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500, and £1,000 subject to written agreement with the Chairman. The Clerk shall report such action to the Chairman as soon as possible and to the Council as soon as practicable thereafter.