## Proposal to use Calne Without Parish Council Teams environment for Calne Community Neighbourhood Plan development.

- The Calne Community Neighbourhood Plan Steering Group needs a place to share files and collaborate on the creation of the new version of the plan.
- It has been suggested that our Teams environment could be used.
- A limited test has been carried out by creating three guest users for Steering Group members who are not members of this council.  They could successfully upload, download files and use the chat facility.
- As the additional users are "guests" no additional licence fees are payable.
- The amount of disk space required should not exceed our quota. If this assumption proves to be incorrect the cost of increasing the disk quota would be met by the Neighbourhood Plan budget.
- The default display name of the guest user is the first part of their email address (before the "@" symbol. This may lead to confusion with some usernames and so the display name needs to be changed to something more meaningful. To allow this to be done the permissions must be changed for at least one councillor's account. In the first instance this will be Cllr Price.

Decision required.

1. Approval for this council's Teams environment to be used as described above.
2. Approval for the necessary access permissions as described above.