

Meeting	Full Council
Date	22 nd November 2022
Report Title	Budget Aspiration – Five Adobe Acrobat Pro Licences
Agenda Reference	11C
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Recommendations:

1. To purchase five (5) new Adobe Acrobat Pro Licences in new financial year. Total cost £1,213.20 plus VAT for a yearly subscription. **Note, the Adobe Acrobat Pro is available as a one-off licence, but at time of writing the cost has not been provided, this was the preferred option.**
2. To use funds in EMR 341 – Website and Social Media (£-879.67) to partially fund the cost and the remaining £333.53 to be included as a Budget Aspiration for 23/24.

Reasons for Recommendation

Four licenses will enable the Officers to:

- Edit .pdf files received from internal and external sources e.g. Other Parish Councils, Swindon Borough Council, colleagues and third parties.
- Officers will be able to create original documents.
- Extracting information from .pdfs included in planning applications (i.e. edit .pdf and copy/paste in to word).
- Adding basic areas or notes to the Grounds Maintenance Maps
- Converting .pdfs documents back into word for editing – this is helpful particularly with policies.
- Use to organise pages, change layout, and delete any spare pages for full meeting pack copies once scanned to the PC.
- Last minute changes to posters/ press releases.
- Redacting information, such as signatures or personal information prior to sharing,

The remaining licence will enable the Editor to edit the magazine, reducing the time consuming need to return the magazine to the designer for minor changes. Many of the late changes to the magazine are usually text and spelling issues. The purchase of this licence can be delayed until May 2023.

The current versions installed on the Editor laptop and Deputy Clerk & Services Manager laptop is 6 years old and do not have the most update features and font sets.

Cost is £242.64 per year (plus VAT) per licence subscription, the subscription includes: -

Acrobat Pro

Stay connected to your documents, teams and PDF tools across desktop, web and mobile with the world's most complete PDF solution. **Includes exclusive business features:**

- Admin Console for managing licences
- Advanced 24/7 tech support
- Two 1:1 expert sessions per user every year



- Unlimited job posts using Adobe Talent
- Slack and Microsoft Teams app integration

Plus Cloud services:

- Desktop, web and mobile access
- 100 GB of cloud storage and access to the latest features and updates as soon as they're released

Financial Impact

Note as there is £879.67 in Ear Marked Reserves (Website & Branding) which could be used to partially fund these licences this will reduce the impact on the precept. The remaining cost £333.53 could then be added as a budget aspiration. Note the cost to renew the licences should be added to future budgets.