

THE PUBLIC AND PRESS ARE CORDIALLY INVITED TO BE PRESENT
Please note that meetings may be recorded

WEST MOORS TOWN COUNCIL

4 Park Way, West Moors, Dorset BH22 0HL
Tel: 01202 861044 Email: office@westmoors-tc.gov.uk



Dear Councillor

You are summoned to attend a meeting of the **FINANCE & GENERAL-PURPOSE COMMITTEE** being held on **THURSDAY 10th JULY 2025 at 7.30pm** in The Pavilion, Fryer Field to transact the following business:

J Weedon

Judi Weedon
Town Clerk

3rd July 2025

Committee Membership

Cllr C Way – Chair

Cllr M Hawkes
Cllr D Shortell

Cllr Mrs C Holmes
Cllr J Staig

Cllr J Randall
Cllr K Wilkes

Cllr Mrs N Senior
Cllr Mrs P Yeo

AGENDA

1. [To Receive Apologies for Absence](#)
2. [Questions from Members of the Public](#) (Public to submit questions a minimum of 24 hours prior to meeting. Any questions/representations will be read out) Public session is limited to 10 minutes
3. [To Receive Declarations of Interests on any Matter on this Agenda](#)
4. [To Receive Clerks Report](#)
5. [To Receive Financial Information](#)
 - a. [Bank Reconciliations up to end June 2025](#)
 - b. [Internal Controls and income reports to end June 2025](#)
 - c. [Budget Comparison for 1st Quarter to 30.06.25](#)
 - d. [CCLA Information](#)
6. [To Approve Accounts for Payment](#)
7. [To Discuss carrying out annual asset checks \(last done May 2024\)](#)
8. To Review Policies and Procedures
 - a. [Information \(IT\) and Cyber security Policy](#)
9. [To Receive Correspondence](#)
10. [Staff Matters:](#)
 - a. Sickness Report
 - b. Overtime report
 - c. Annual Leave report

AGENDA ITEM 1 – Apologies for Absence

The Clerk will give the apologies for those councillors who have given prior notice that they are unable to attend the meeting.

PLEASE NOTE: That a reason for all future apologies for non-attendance at meetings will be required. This is part of the Local Government Act 1972 s 85(3) and Sch 12 para 40.

The reason for the apology will be noted in the minutes.

AGENDA ITEM 2 – Questions from Members of the Public

Public are required to submit questions a minimum of 24 hours prior to meeting. Please note that the meeting is by law 'a meeting held in public, not a 'public meeting'. The law gives members of the public the right to attend and observe but not to speak. Any questions/representations received will be read out) Public session is limited to 10 minutes

AGENDA ITEM 3 – Declarations of Interests

If an item appears on the agenda that a member holds a pecuniary interest in, as stated on their registration of pecuniary interest form, they must declare that interest and follow the rules set out in the Code of Conduct.

If any member is in any doubt whether to declare an interest, please speak to the clerk.

AGENDA ITEM 4 – Clerks Report

1. External Audit: A query was received from the auditor, they noted that we had a change of internal auditor during the year and needed extra information approving the new internal auditor. All relevant information was sent to BDO within 24 hours.

Agenda Item 5 – Financial Information

Agenda 5a – Bank Reconciliations

Bank Statements up to 31.05.25 have been checked by the Cllr C Way, and should any other member wish to inspect the bank statements they can be emailed or made available at the meeting. At time of producing agenda bank statements for the 30.06.25 had not been received. Accounts reconciled using statements from online banking.

West Moors Town Council

Bank reconciliation as at 30.06.2025

Amount in bank as at 31/05/25	£312,051.44
Income during June	£3,222.82
Expenditure during June	£20,097.97
Amount in bank as at 30/06/25	£295,176.29

Bank Reconciliation as at 30/06/2025

Current	£2,416.00
Deposit	£267,674.22
CCLA PSDA	£25,000.00
Petty cash	£56.07

	£295,146.29
Less outstanding payments	£10.00
Plus unpresented receipts	£40.00

Total amount held in accounts	£295,176.29
 Long Term Investment:	
CCLA Property Fund	£122,069.34
(Nominal value at 31.03.2025)	
Outstanding Loan Amount	
Public Works Loan	(£31,648.16)

Agenda Item 5b – Income reports

Income report for May and June 2025 shown below

Received Income 01.05.25 to 31.05.25			
Accepted date	Gross	Organisation	Details
01.05.25	£50.00	Terrafirma	Tractor Rent
01.05.25	£163.50	Various	Allotment rent
01.05.25	£766.50	Grange AYFC	Sports fees
03.05.25	£91.69	CCLA Public Sector Deposit Account	Interest
06.05.25	£43.00	Various	Allotment rent
06.05.25	£16.00	Kelly Payne	Sports Fees
06.05.25	£30.00	Friends of the Stays of Greece	Storage fees
07.05.25	£63.00	Various	Bag sales
07.05.25	£10.00	Helpful hounds	Westival Stall fees
08.05.25	£16.00	Kelly Payne	Sports Fees
09.05.25	£177.02	Lloyds Bank	Interest
12.05.25	£44.00	Mr Rai	Allotment rent
12.05.25	£57.00	Mr Williams	Sports fees
13.05.25	£49.00	Mr Thapa	Allotment rent
13.05.25	£32.00	West Moors Village Surgery	Pavilion hire
13.05.25	£27.00	Various	Bag sales
14.05.25	£68.00	HELM	Sports and pavilion hire
16.05.25	£16.00	Kelly Payne	Sports Fees
19.05.25	£36.66	Mr Dawson	Allotment rent
19.05.25	£50.00	Lime coast Catering	Westival Stall fees
19.05.25	£16.00	Hampshire county Fostering	Westival Stall fees
20.05.25	£250.00	MB Wilkes	Westival Sponsorship
20.05.25	£200.00	Blue Barber shop	Westival Sponsorship
20.05.25	£36.50	Various	Bag sales
21.05.25	£58.00	Mrs Arnold	Cemetery fee
21.05.25	£15.00	Me and My Dog Academy	Field hire
21.05.25	£69.73	Friends of the Stays of Greece	Storage fees
22.05.25	£16.00	Kelly Payne	sports fees
22.05.25	£20.00	Miss Molly's	Westival Stall fees
23.05.25	£40.00	Cranborne Chase Cider	Westival Stall fees
27.05.25	£17.50	J Berry	Pavilion hire
27.05.25	£20.00	TULSA	Pavilion hire
28.05.25	£27.50	Various	Bag sales
28.05.25	£50.00	Thompsons Catering	Westival Stall fees
30.05.25	£30.00	Hants and Dorset Card Club	Pavilion hire
30.05.25	£150.00	Excalibur Stone	Cemetery fee
	£2,822.60		

Received Income 01.06.25 to 30.06.25			
Accepted date	Gross	Organisation	Details
02/06/2025	£26.50	Probyn, Caroline Mrs	Allotment rent
02/06/2025	£50.00	Terrafirma Maintenance Southern Ltd	Tractor rent
02/06/2025	£156.00	Ferndown All Stars	Sports fees

02/06/2025	£156.00	LongFleet Ability FC	sports fees
02/06/2025	£140.00	Longfleet FC	Sports fees
02/06/2025	£40.00	Moria Wood	Westival Stall fee
02/06/2025	£200.00	Various	Bag sales
03/06/2025	£18.50	Various	Bag sales
03/06/2025	£91.98	CCLA Public Sector Deposit Account	Interest - May
04/06/2025	£32.99	Hedges, Mrs S	Allotment rent
04/06/2025	£339.86	Crouch, Miss S	4a Park Way ground rent and insurance
04/06/2025	£30.00	Friends of The Strays of Greece	Storage fees
04/06/2025	£20.00	Kirsty Attoe	Westival Stall fee
04/06/2025	£20.00	Handy Crafts	Westival Stall fee
09/06/2025	£21.00	West Moors Youth Football Club	Sports fees
09/06/2025	£32.00	West Moors Youth Football Club	Pavilion Hire
09/06/2025	£20.00	Michele Kay	Westival Stall fee
09/06/2025	£20.00	Hayley Griffin	Westival Stall fee
09/06/2025	£20.00	Roving Eye Photography	Westival Stall fee
09/06/2025	£216.27	Lloyds Bank	Interest - June
10/06/2025	£350.00	Grange Athletic YFC	Football Tournament fee
10/06/2025	£62.72	Grange Athletic YFC	Utilities fee
10/06/2025	£15.00	Me and My Dog Academy	Fryer Field hire fee
11/06/2025	£45.00	Various	Card - Bag sales
11/06/2025	£80.00	Heathside Travel Ltd	Westival Stall fee
11/06/2025	£20.00	LongFleet Ability FC	Westival Stall fee
12/06/2025	£235.00	A E Jolliffe & Son	cemetery fees
13/06/2025	£115.00	Nicholas O'Hara Funeral Directors	cemetery fees
13/06/2025	£16.00	Will Payne	Sports fees
13/06/2025	£20.00	Bridgewater Care Ltd	Westival Stall fee
13/06/2025	£50.00	TUCKYs	Westival Stall fee
16/06/2025	£73.00	HELM	Fryer Field hire fee
16/06/2025	£50.00	Pizza With Love	Westival Stall fee
16/06/2025	£50.00	Golden Gate Coffee	Westival Stall fee
17/06/2025	£4.50	Various	Card - Bag sales
18/06/2025	£40.00	Barchester Healthcare	Westival Stall fee
19/06/2025	£63.00	Verwood Athletic FC Over 16's	Sports fees
19/06/2025	£30.00	Sturts Farm	Westival Stall fee
20/06/2025	£20.00	Individuality Swimming and Fitness	Westival Stall fee
23/06/2025	£105.00	Nicholas O'Hara Funeral Directors	cemetery fees
23/06/2025	£20.00	Keri Rivero	Westival Stall fee
23/06/2025	£40.00	Tesla	Westival Stall fee
24/06/2025	£34.00	Various	Bag sales
25/06/2025	£17.50	John Berry	Pavilion Hire
26/06/2025	£16.00	Will Payne	Sports fees
30/06/2025	-£25.00	Richard Williams	REFUND: deposit return
30/06/2025	£25.00	Dorset Sticks	Westival Stall fee
Total	£3,222.82		

AGENDA ITEM 5c – Budget Comparison

Financial Budget Comparison

Comparison between 01/04/2025 and 30/06/2025 (1st quarter)

		25/26 Approved Budget	Actual Net to date	Balance
INCOME				
Finance And General Purposes Committee				
1000	Precept	£221,148.00	£110,574.00	-£110,574.00
1010	Interest - Deposit Acc	£2,000.00	£345.79	-£1,654.21
1011	Interest - CCLA PS Deposit Acc	£1,000.00	£279.21	-£720.79
1025	Dividend - CCLA Property Fund	£4,500.00	£1,418.14	-£3,081.86
1030	General	£0.00	£30.32	£30.32
1035	CIL Receipts	£0.00		£0.00
1040	Sales - Dog Waste bags	£340.00	£52.50	-£287.50
1045	Sales - Kitchen Caddy bags	£2,500.00	£461.25	-£2,038.75
1050	Insurance Claims		£0.00	£0.00
1070	Grants		£0.00	£0.00
1080	Youth Club (rent and water)	£200.00	£0.00	-£200.00
1090	Park Way ground rent and insurance charge	£200.00	£339.86	£139.86
Total Finance And General Purposes		£231,888.00	£113,501.07	-£118,386.93
Environment Committee				
1100	Fryer Field Fees			
/1	Football	£4,000.00	£613.00	-£3,387.00
/3	MUGA	£10,000.00	£1,896.50	-£8,103.50
/4	Other	£2,000.00	£748.95	-£1,251.05
/5	Community Event Income	£3,000.00	£3,000.00	£0.00
	Total	£19,000.00	£6,258.45	-£12,741.55
1110	Cemetery Fees			
/1	Memorial	£5,000.00	£323.00	-£4,677.00
/2	Interment	£12,000.00	£1,750.00	-£10,250.00
/3	Purchase Plot	£6,000.00	£350.00	-£5,650.00
	Total	£23,000.00	£2,423.00	-£20,577.00
1115	Allotment Rent	£1,900.00	£1,973.65	£73.65
1120	Insurance Settlements	£0.00	£0.00	£0.00
1125	Memorial Benches and Plaques	£0.00	£0.00	£0.00
Total Environment		£43,900.00	£10,655.10	-£33,244.90
Total Income		£275,788.00	£124,156.17	-£151,631.83

EXPENDITURE

Finance And General Purposes Committee

2000	Salaries	£79,242.00	£13,793.02	£65,448.98
2010	Employers Pension Contributions	£17,300.00	£4,081.50	£13,218.50
2020	Employers NIC	£10,080.00	£2,407.54	£7,672.46
2030	Expenses			
/1	Office staff	£400.00	£64.89	£335.11
/3	Councillors Travel	£200.00	£0.00	£200.00
/4	Chairman's Allowance	£75.00	£0.00	£75.00
	Total	£675.00	£64.89	£610.11

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2040	Training			
/1	Clerk/Staff	£600.00	£120.00	£480.00
/2	Councillors	£1,000.00	£80.00	£920.00
	Total	£1,600.00	£200.00	£1,400.00
2045	Health & Safety	£100.00	£0.00	£100.00
2050	Office and Admin Costs			
/1	Non Domestic Rates	£0.00	£0.00	£0.00
/2	Electricity	£2,000.00	£492.19	£1,507.81
/3	Phone Charges	£700.00	£124.79	£575.21
/4	Broadband Charges	£400.00	£105.09	£294.91
/5	Stationery	£350.00	£59.90	£290.10
/6	Photocopier	£1,800.00	£409.62	£1,390.38
/7	Maintenance inc refuse collection	£500.00	£84.46	£415.54
/9	Water Charges	£200.00	£0.00	£200.00
	Total	£5,950.00	£1,276.05	£4,673.95
2055	Public Works Loan repayment	£6,940.00	£3,469.11	£3,470.89
2060	IT Costs			
/1	IT Support	£3,500.00	£959.30	£2,540.70
/2	IT Capital Expenditure	£2,500.00	£1,960.00	£540.00
/3	Website Costs	£350.00	£0.00	£350.00
	Total	£6,350.00	£2,919.30	£3,430.70
2070	Insurance	£6,000.00	£367.36	£5,632.64
2080	Petty Cash			
/1	Postage	£100.00	£6.96	£93.04
/2	Other	£100.00	-£7.80	£107.80
	Total	£200.00	-£0.84	£200.84
2090	Professional Fees			
/1	Audit Fees	£1,500.00	£450.00	£1,050.00
/2	Legal Fees	£500.00	£0.00	£500.00
/3	Other fees	£0.00	£0.00	£0.00
	Total	£2,000.00	£450.00	£1,550.00
	Subscriptions			
/1	DAPTC	£1,731.00	£1,730.57	£0.43
/2	SLCC	£370.00	£0.00	£370.00
/3	Others	£850.00	£1,102.00	-£252.00
	Total	£2,951.00	£2,832.57	£118.43
2110	Purchase of dog waste bags	£250.00	£62.20	£187.80
2115	Purchase of Kitchen Caddy Bags	£2,000.00	£539.32	£1,460.68
2120	Grants			
/1/2	General Grants	£7,500.00	£2,614.00	£4,886.00
/3	CAB (section 142)	£1,000.00	£0.00	£1,000.00
	Total	£8,500.00	£2,614.00	£5,886.00
2130	Election Expenses	£0.00	£0.00	£0.00
2140	General & Contingency	£250.00	£34.64	£215.36
2150	Advertising and Publicity	£600.00	£0.00	£600.00
2180	Remembrance Day costs	£800.00	£0.00	£800.00
2190	Youth Club Funding	£20,000.00	£0.00	£20,000.00
2195	Service Devolution	£0.00	£0.00	£0.00
2196	Data Control	£0.00	£0.00	£0.00
2197	CIL Expenditure	£0.00	£0.00	£0.00
2198	Community Celebrations	£400.00	£396.21	£3.79
2199	Zettle card transaction fees	£0.00	£9.61	-£9.61
Total Finance And General Purposes		£172,188.00	£35,516.48	£136,671.52

Environment Committee

3010	Fryer Field Maintenance			
/1	General	£4,500.00	£3,445.68	£1,054.32
/4	Contractor fees	£10,000.00	£1,497.60	£8,502.40
	Total	£14,500.00	£4,943.28	£9,556.72
3020	Pavilion Running costs			
/1	Electricity	£1,500.00	£0.00	£1,500.00
/2	Water/sewage charges	£800.00	£0.00	£800.00
/3	Maintenance	£5,400.00	£600.00	£4,800.00
/4	Legionella Testing	£1,500.00	£221.62	£1,278.38
/5	Phone/Broadband	£550.00	£101.72	£448.28
	Total	£9,750.00	£923.34	£8,826.66
3030	Multi Use Games Area			
/2	General Maintenance	£4,000.00	£0.00	£4,000.00
/3	Electricity	£500.00	£0.00	£500.00
/5	Fund for additional MUGA	£10,000.00	£0.00	
	Total	£14,500.00	£0.00	£4,500.00
3040	Fencing	£2,000.00	£0.00	£2,000.00
3050	Fryer Field Play Area			
/1	Maintenance	£250.00	£0.00	£250.00
/2	Safety Inspections	£450.00	£450.00	£0.00
	Total	£700.00	£450.00	£250.00
3060	Oakhurst Play Area			
/1	Maintenance	£250.00	£0.00	£250.00
/2	Safety Inspections	£350.00	£450.00	-£100.00
	Total	£600.00	£450.00	£150.00
3070	Skatepark Maintenance	£200.00	£0.00	£200.00
3080	Play Equipment	£4,000.00	£0.00	£4,000.00
3100	Cemetery Costs			
/1	Non Domestic Rates	£1,100.00	£823.35	£276.65
/2	Water Charges	£50.00	£0.00	£50.00
/3	Buy back of plots	£0.00	£180.00	-£180.00
	Total	£1,150.00	£1,003.35	£146.65
3110	Cemetery Maintenance			
/1	General	£1,500.00	£3.85	£1,496.15
/2	Fencing	£300.00	£0.00	£300.00
/3	Gravel	£350.00	£0.00	£350.00
/7	Refuse Collection	£850.00	£230.49	£619.51
/8	Contractor fees	£7,100.00	£1,152.86	£5,947.14
	Total	£10,100.00	£1,387.20	£8,712.80
3120	Memorial Inspections	£0.00	£0.00	£0.00
3140	Petwyn Maintenance/Improvements	£250.00	£0.00	£250.00
3150	Allotments	£750.00	£378.11	£371.89
3160	Tree Maintenance	£3,000.00	£0.00	£3,000.00
3170	Climate Emergency	£500.00	£0.00	£500.00
4000	Public Seats			
/1	Maintenance	£300.00	£0.00	£300.00
/2	Purchase	£0.00	£0.00	£0.00
	Total	£300.00	£0.00	£300.00
4010	Bus Shelters	£500.00	£0.00	£500.00
4020	Street Furniture	£600.00	£0.00	£600.00
4025	Speed Watch & SID	£500.00	£0.00	£500.00
4030	General	£200.00	£0.00	£200.00

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4040	Christmas	£7,500.00	£0.00	£7,500.00
4070	Lengthsman	£1,800.00	£0.00	£1,800.00
4075	Public Toilets			
/1	Cleaning	£15,000.00	£3,023.56	£11,976.44
/2	Maintenance	£5,000.00	£1,174.91	£3,825.09
/3	Water/sewage charges	£3,000.00	£0.00	£3,000.00
/4	Electricity costs	£1,000.00	£207.62	£792.38
	Total	£24,000.00	£4,406.09	£19,593.91
4076	Car Park costs	£150.00	£1,858.00	-£1,708.00 ¹
4090	Dog Bins	£650.00	£157.04	£492.96
4095	CCTV			
/1	Purchase/Installation	£0.00	£0.00	£0.00
/2	Maintenance	£200.00	£68.00	£132.00
	Total	£200.00	£68.00	£132.00
4097	Community Event Costs	£5,000.00	£2,653.82	£2,346.18
4098	Fryer Field Development Plan	£0.00	£0.00	£0.00
4099	Litter picking events	£200.00	£0.00	£200.00
Total Environment expenditure		£103,600.00	£18,678.23	£74,921.77
Monies for various earmarked funds				
Total Expenditure		£275,788.00	£54,194.71	£211,593.29

¹ Car park re-lining costs as approved minute no 24/258

AGENDA ITEM 5d – CCLA Information

The Public Sector Deposit Fund is providing a yield 4.2659% at the 30th June 2025. (a very slight decrease from the figure last reported).

Copy of letter received from the CCLA attached.

The Property Fund is currently remaining stable and has increase very slightly at £2.83 per unit (as of 30.06.25).

AGENDA ITEM 6 – Accounts for Payment

List of payments to be approved at the meeting

AGENDA ITEM 7 – Annual Asset Checks

Each year councillors are asked to carry out checks of all the council assets and to advise if any work is required, such as painting of benches, redecoration of facilities, safety of field boundaries etc.

Task to be completed in time for budget setting in October/November.

Members are asked to nominate two or three councillors to carry out this task.

A list of assets to be inspected will be provided along with space to write any comments.

AGENDA ITEM 8 – Policies and Procedures

Agenda Item 8a – Information (IT) and Cyber Security Policy

Background Information:

As part of the annual audit from 2025/26, it will be is a requirement that each council has an IT policy, this will form part of Assertion 10 on the AGAR. The Governance and Accountability, Practitioners Guide for 2025 has been updated for this requirement.

Members are asked to review the attached policy to ensure it meets the purpose of an IT policy. Once reviewed and agreed it is Recommended that the policy be adopted by the Council.

DRAFT

Information Technology (IT) and Cyber Security Policy

This policy sets out how the council manages its Information Technology and Cyber Security. The policy is overseen by the Finance and GP Committee [and was last reviewed in]

1. Introduction

1.1 West Moors Town Council has a duty to ensure the proper security and privacy of its computer systems and data. All users have some responsibility for protecting these assets.

1.2 The Town Clerk is responsible for the implementation and monitoring of this policy but may delegate that responsibility to another officer.

2. General Principles

2.1 All employees, members and other users should be aware of the increasingly sophisticated scams and risks posed to cybersecurity and when in any doubt should seek guidance from the Town Clerk.

2.2 As a general rule, users will never be asked to share passwords by email and users should be aware of odd language used in emails which may indicate a fraudulent email.

2.3 All employees, members and other users of council IT equipment must be familiar with and abide by the regulations set out in the council's 'Data Protection & Retention Policies'.

2.4 All council devices will have up-to-date antivirus software installed and this must not be switched off for any reason.

2.5 All users are reminded that deliberate unauthorised use, alteration, or interference with computer systems, software or data is a breach of this policy and in some circumstances may be a criminal offence under the Computer Misuse Act 1990.

2.6 All software installed on council devices must be fully licensed and no software should be installed without authorisation from the Town Clerk.

3. Training and Guidance

3.1 Employees will be provided with regular cybersecurity training as is appropriate for their role and level of systems access.

3.2 Members will be provided with access to cybersecurity training via the DAPTC.

4. General IT Policy

Employees

- 4.1 All employees will be assigned a council email address as appropriate.
- 4.2 Personal use of Council IT equipment is permitted but should be kept to a minimum during working hours. Reasonable use of the internet during working hours is permitted.
- 4.3 The council reserves the right to monitor all activity on company devices. This includes email activity and internet usage for the purposes of ensuring compliance with our policies and procedures and of ensuring compliance with the relevant regulatory requirements. Information acquired through such monitoring may be used as evidence in disciplinary proceedings. Monitoring usage will mean processing personal data.

Members

- 4.4 All members will be provided with a council e-mail address and must use this for all council business.
- 4.5 Members are reminded that any e-mail sent or received in their capacity as a Town Councillor is Council data and any e-mails may have to be disclosed following requests under the Data Protection Act or Freedom of Information Act. This includes e-mails on Personal Accounts when acting as a Councillor.
- 4.6 A copy of all e-mail sent from councillor e-mail accounts on the webmail is kept on the server; it is recommended that members not using webmail to access e-mail should set up a rule to ensure a copy of e-mail is kept on the server.
- 4.7 Members using social media in their capacity as councillors must make it clear they are speaking in a personal capacity and not representing the view of the council.
- 4.8 Members should ensure they are adhering to the Council's code of conduct when using social media.
- 4.9 Members must ensure that any personal devices used to access council systems (including email, websites and data) are password protected and access is restricted solely to the member.

5. Websites and Social Media

- 5.1 Officers shall ensure that any websites operated by the council are regularly reviewed to ensure content is accurate and up-to-date. Websites shall also be monitored for unauthorised access and abuse.
- 5.2 Council social media accounts will be operated by officers.
- 5.3 All council social media messages must be non-political, uncontroversial and used to promote/highlight the Town.

6. Password Protection

- 6.1 All council computers and systems must be password protected to prevent unauthorised access.
- 6.2 Where possible, two factor authentication should be utilised.
- 6.3 Users should ensure that unattended devices are password protected.
- 6.4 Passwords must confirm to the following criteria:
- Minimum eight characters

- Comprise at least one upper case letter, one lowercase letter, one number and one special character

6.5 Where possible, generic user accounts should be avoided.

6.6 Where users have unique access permissions and/or accounts for systems, these must not be shared with other users

6.7 Different passwords should be used for different devices and accounts.

6.8 Regular password changes are encouraged to enhance security.

7. Portable Devices

7.1 All portable devices must be protected to prevent unauthorised access. This can be by use of passwords, passcodes or other biometric measures as applicable.

7.2 Passcodes must be appropriate for the device and the level of risk that unauthorised access poses to the organisation; where devices can access council data or other systems, passcodes must be unique and not easily guessable.

7.3 Removable media (USB sticks etc) must not be used to store council data.

8. Incident reporting

8.1 All members and employees must report any incidents which could pose a risk to the council's systems or data security to the Town Clerk without delay. This includes but is not limited to:

- Lost devices
- Potential risk arising from phishing emails/websites
- Passwords having been shared
- Unauthorised access to systems

9. Misuse of IT

9.1 IT systems will be monitored for misuse and all misuse is prohibited.

9.2 Misuse includes, but is not limited to:

- Creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material
- Creation of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
- Creation or transmission of defamatory material
- Transmission of material which in anyway infringes the copyright of another person
- Transmission of unsolicited commercial advertising material to networks belonging to other organisations
- Deliberate actions or activities with any of the following characteristics:
 - Wasting staff effort or networked resources
 - Corrupting or destroying another users' data
- Violating the privacy of other users

- Disrupting the work of other users
- Other misuse of the networked resources by the deliberate introduction of viruses/malware
- Playing games during working hours
- Altering the set up or operating perimeters of any computer equipment without authority.

9.3 Unauthorised access, use, destruction, modification and/or distribution of council information, systems or data is prohibited

AGENDA ITEM 9 – Correspondence

None at time of producing agenda

AGENDA ITEM 10 – Staff Matters

Sickness report: No sickness since last reported

Overtime report: Since last reported: no extra paid hours have been worked, additional; hours worked have been added to lieu time owed. However, staff will be paid for the hours worked during Westival

Annual Leave:

Clerk will be on annual leave from 5th to 12th September.

Assistant is taking various days off during the school holidays.