

newsletter as an opportunity for community engagement. Clerk will create councillor email addresses based upon first name initial and surname@westmillpc.org.uk

GDPR & ICO update

20.59 Generally, councillors found the Data Protection training was informative, however Cllr Downes commented that the training was too broad in scope and would have been better if tailored to small councils with relevant examples. Clerk will feedback to HAPTC. Clerk explained that the GDPR is broad in scope and the purpose of the GDPR and DPA is not to tell organisations what to do, but to guide them in best practice. The final response to ICO case reference: RFA0904519 has been made, with the WPC resolving to; create individual email addresses to remove any ambiguity when corresponding on council business; GDPR training for councillors; update data protection and other policies and publish them on the website. Cllr Pickup volunteered to begin the process of document review and distributing drafts to councillors for comment, and also recommended the Friends of Westmill Church policies for comparison. Clerk to email complaints policy and privacy statement to Cllr Pickup to start with.

Service provision

20.60 Overflowing bin at recreation field has been emptied by Cllr McRae on several occasions despite WPC employing litter pickers. Cllr McRae to request that litter pickers increase the bin emptying at this location to twice a week, leaving the bins at the telephone box and playground to fortnightly or longer emptying. Clerk has requested information/costs from EHDC for a dog foul bin and recycling bin at the recreation field.

Risk Assessment

20.61 Lime Tree to be pruned on 3 July by Newsoms, a local company, familiar with the location. Agreed to obtain a second quote for work next time to make sure that this company remains competitive. Cllr Partridge compared quote with that of another local company for similar work and agreed that the quotes were comparable. Cllr Partridge commented on the poor visibility at the exit to the A10. Cllr McRae has already contacted Ringways. Cllr Downes will also contact Ringways about this and raised concerns of very large lorries using CGL.

Matters Arising

20.62 Cllr Partridge commented that Buntingford household recycling site remained closed. Cllr King asked about opening the children's playground, Cllr McRae advised that the playground will remain closed while the T&M Greg Trust reviews government restrictions. Cllr McRae agreed to support Great British September Clean 11-27 September, this was successfully organised by Cllr Bowtell last year.

Public Participation

20.63 None in attendance

DATE OF NEXT MEETING

20.64 Next WPC meeting proposed date: Wednesday 19 August, 2.30pm in the village hall

MEETING CLOSE

20.65 The meeting closed at 4.12pm. Cllr McRae thanked everyone for their contribution

MINUTES OF WESTMILL PARISH COUNCIL MEETING REMOTELY VIA ZOOM ON 1 July 2020 AT 2.30PM

APPENDIX

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APPENDIX

Cheques/payments raised since last meeting 20 May 2020

Cheque no	Item Description	Amount	Payee
100137	ZOOM SOFTWARE	14.39	S KUBICA
100138	AUDITOR	100.00	J JAMES
100139	CLERK INDUCTION COURSE	45.00	HAPTC
100140	DATA PROTECTION E-COURSE CLERK	14.00	HAPTC
100141	1 ST CLASS STAMPS	9.12	S KUBICA
100142	GRASS CUT MAY 7 & 28	98.00	M FOSKETT

Payments expected to September 2020

Cheque/DD	Item Description	Amount (VAT excl)	Payee
Cheque	LITTER MAY	96.00	M.MASON
Cheque	LITTER JUNE	96.00	M MASON
Cheque	LITTER JULY	96.00	M MASON
Cheque	LITTER AUGUST	96.00	M MASON
Cheque	LITTER SEPTEMBER	96.00	M MASON
Cheque	GRASS CUT JUNE	98.00	M FOSKETT
Cheque	GRASS CUT JULY	98.00	M FOSKETT
Cheque	GRASS CUT AUGUST	98.00	M FOSKETT
Cheque	GRASS CUT SEPTEMBER	98.00	M FOSKETT
Cheque	DATA PROTECTION E-COURSE x 5	70.00	HAPTC
Cheque	CLERKS SALARY TO JUNE EST	636.00	S KUBICA
DD	ICO REGISTRATION	35.00	ICO
Cheque	CLERKS SALARY JUNE-SEPT EST	192.00	S KUBICA
DD	ELECTRICITY MAR - MAY	1.36	EON
DD	ELECTRICITY JUN_AUG EST	1.36	EON
Cheque	LIME TREE	450.00	NEWSON
Cheque	SUBSCRIPTION	10.00	100 PARISHES

22/06/2020

WPC Report on website options:

The purpose of this report is to outline the options and costs for the provision of a new WPC website and email addresses and an opportunity for community engagement for website content such as a Logo design competition and/or requests for photo submissions.

Current setup and costs:

Current website is probably only viewed by immediate community, village also has a newsletter, Facebook page, WhatsApp group and noticeboard.

Yr 1 Cost: £102, simple noticeboard style static page, initial set up quoted in 2015

Annual charges: £113, hosting, domain, content update (annual charges have never been invoiced by provider)

Pros: cheap, simple and easy to update

Cons: no availability of email addresses, 'hobby' provider has changed jobs and has not invoiced any annual charges to date

Quotes for new website setup:

Yr 1 Cost: £697, Aspenden's provider for www.aspendenpc.org.uk is built by www.parishcouncilwebsites.co.uk and includes regular (daily, weekly) backup, disaster recovery, SSL certificate, website security, plugin and core WordPress and email accounts

Annual charges: £228

Pros: professional, designed website and easy to update

Cons: charges reflect a completely managed package

Yr 1 Cost: £525 + £35 per email address, www.2commune.com website setup and training, website hosting, support and annual licence

Annual charges: £275

Pros: professional, designed website with everything included

Cons: charges reflect a completely managed package

Yr 1 Cost: £45.00, IONOS business package: www.ionos.co.uk, view the WPC concept site here: www.westmillpc.org.uk

Annual charges: £70

Pros: cheap, secure package includes email addresses, many similar providers eg.godaddy

Cons: DIY website design, very simple format

Recommendation

Councillors are asked to determine the arrangements for the parish council website.

Sarah Kubica
Parish Clerk/RFO

WPC Report on bank accounts and online banking

This report provides information on the advice issued by the National Association of Local Councils (NALC) relating to parish councils' use of online banking, and the implications for the way in which Westmill Parish Council (WPC) operates with regard to the authorisation of payments.

Banking arrangements have changed significantly in recent years, with the use of cheques becoming rare with many payees preferring to receive payment electronically.

Section 150(5) of the Local Government Act 1972 requires that: "every cheque or other order for the payment of money shall be signed by two members of the council" and similar guidance is reflected in WPC's Financial Regulations.

Recognising the trend towards online banking, in 2014, the Government repealed Section 150(5) stating that: "This rule is a significant barrier to these councils using electronic means of payment, and the effect is to impose additional burdens and costs both on them and on the private firms and other public sector bodies they make payments to." The Legislative Reform (Payments by Parish Councils, Community Councils and Charter Trustees) Order 2014; SI2014/580

Current Situation and Risk

WPC has 5 'signatories' set up with Barclays (a free community account which only has dual authorisation and does not have an 'admin only' so everyone is set up as a 'signatory'). The Clerk and Chair currently have online access via a card and card reader but have never transacted any electronic banking. Cheques or direct debit are the current payment methods in use. Obtaining signatures may sometimes be difficult and most payees prefer the convenience of electronic transfer, particularly when accessing a high street branch and paying cheques in via an app is difficult. Although 'out dated', use of cheques is essentially low risk. Councillors taking up online banking registration also have access to the payments facility as well as transaction viewing. This situation presents a potential risk, as the Clerk could set-up a payment which could be authorised with the electronic 'signature' of only one Councillor.

Bank options

WPC's bank account is operated primarily by the Clerk, including any payments made through electronic banking. If the Clerk sets-up the payment and becomes the first 'electronic signature', then the double authorisation principle is not enforceable with online payments made through the free Barclays community bank account. This is the situation with all high street banks' free non-business services. Unity Trust Bank offers triple authorisation of payments through online banking with fees starting at £6 per month. High street banks offer business accounts with a much higher monthly charge. There is pressure on high street banks to introduce triple authorisation to suit parish council requirements, but when or if this will happen is unclear.

NALC Advice

The NALC has recently issued guidance in relation to dual authorisation, as follows:

"It is not a requirement that two people authorise electronic payments, however, it is a general principle that more than one person should be involved in any payment, whether that is before, at or after the point at which the payment is made. Councils must consider the appropriate systems, procedures and controls available by banking providers."

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Options to ensure the multiple authorisation of payments

Option 1. Make all payments by cheque until high street banks offer better controls. This would maximise control, retain dual authorisation, but be out of step with recent banking developments and commercial expectations.

Option 2. Move WPC's bank account to the Unity Trust Bank, the only banking provider currently offering triple authorisation options. However, there is a £6 per month fee for a current account with this bank and it does not offer a high street branch.

Option 3. Implement a procedure whereby the PC authorises a schedule of payments due at each meeting, signed by the Chair. This would authorise the Clerk or any Councillor except the Chair to simply execute the expected payment at the appropriate date, (any payments pre-approved and signed by the Chair at budgetary stage also fulfil this criteria). Councillors are able to register for online banking along with the Clerk, to enable full transparency, viewing of transactions and effecting payments. Invoices received between full Council meetings which are not included on the schedule of payments would either be held over until the next meeting schedule or require a signed authorisation to pay from the Chair.

The Financial Regulations may require amendment, depending upon the preferred option.

Recommendation

Councillors are asked to determine the arrangements required for the making of online payments by WPC.

Sarah Kubica
Parish Clerk/RFO