

Easington Parish Council

Receipt Schedule

Date	Description	Amount	Notes	Allocation
02/08/2024	Sandersons Solicitors	100.00	Cemetery Fee - Headstone	Cemetery
22/08/2024	HMRC	250.24	VAT - 01/04/2024 to 31/07/2024	VAT

Total **350.24**

Minute Ref: 24/08/

Key Code:

**Easington Parish Council
Payment Schedule**

Date	Description	Ref:	Amount	Notes	Budget Item	Power to Spend
To NOTE the following Contractual Payments:						
05/09/2024	August Salaries - All Employees		757.81	Paid 15th of the Month unless a Weekend/Bank Holiday	Salaries/HMRC	LGA1972 s112
	Yorkshire & Humber Ground Maintenance		945.00	August Cutting Schedule	Grasscutting	Open Spaces Act 1906
To RESOLVE the following Payments:						
05/09/2024	Microsoft Monthly Payment (September 2024)		12.36	(Inc VAT) Clerks Expenses*	M/Soft/Norton	LGA 1972 S111
	Granite Workwear - High Viz Vests		23.87	(inc VAT) Clerks Expenses*	M/Soft/Norton	H&SAW Act 1974
	Easington Community Hall - Storage		10.00	Storage charge for 1 filing cabinet	Expenses	LGA 1972 S111
	Easington Community Hall - Hire		62.00	Hall Hire - Apr/May/Jun	Hall Hire	LGA 1972 S111
	East Riding of Yorkshire Council		260.47	Street Lighting	Street Lighting	PC Act 1957, s3
	ERNLLCA		24.00	LD Brown - Community Engagement /Social Media course	Training	LGA 1972, s111
	Amazon - Hazard Warning Tape		5.16	(inc VAT) Clerks Expenses*	Expenses	H&SAW Act 1974
	Total Monthly Payments		2100.67			
To NOTE Internal Transfers of Funds						
05/09/2024	Internal Transfer to Current Account		2500.00	Transfer from General Reserve to Current Account	N/A	Financial Regulations
Signed:				Chair of Meeting		
Date:						
Signed:				Kim Dalton - Clerk/RFO		
Date:						
				Signed as Authorisation to pay the above amounts via Bank Transfer from the Community Account		
Notes:						
	1. *Clerks Expenses are amounts paid by the Clerk personally on behalf of the Parish Council and being reclaimed		46.55			
2. Salaries are Gross - inclusive of the HMRC Payment (as HMRC payment fluctuates from month to month) and represent All Employees						
3. Once Authorised for payment the RFO raises payment and Dual Authorisation is made via Councillor(s) J Clubleby, R Clubleby or H. Jacobs						
4.VAT Section 126 Payments can be reclaimed						
Minute Ref: 24/09/						

Easington Parish Council
Bank Reconciliation

01/04/2024

Notes

Unity - Current Account - 20450685	1016.70
Unity Savings Account - 20450698	518.86
Unity Savings Account 20450708	9503.67
Income	11211.07
Total	22250.30

Less:

Expenditure	8404.63
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Reconciliation as at : 31 July 2024 **13845.67**

Closing Balances as at 31/07/2024 :

Unity Savings Account - 20450698	2028.63	Flood Reserve
Unity Savings Account 20450708	10085.59	General Reserves
Unity - Current Account - 20450685	1731.45	Cash Account

Plus Uncleared Cheques/payments 0.00

Balance **13845.67**

Signed By Chair:

Date:

Signed By Clerk:

Date:

Easington Parish Council
Bank Reconciliation

01/04/2024		Notes
Unity - Current Account - 20450685	1016.70	
Unity Savings Account - 20450698	518.86	
Unity Savings Account 20450708	9503.67	
Income	11561.31	
Total	22600.54	
Less:		
Expenditure	10113.80	
Reconciliation as at : 31 August 2024	12486.74	
Closing Balances as at 31/08/2024 :		
Unity Savings Account - 20450698	2028.63	Flood Reserve
Unity Savings Account 20450708	10085.59	General Reserves
Unity - Current Account - 20450685	372.52	Cash Account
Plus Uncleared Cheques/payments	0.00	
Balance	12486.74	

Signed By Chair:

Date:

Signed By Clerk:

Date:

REPORT ON BENCH SEATS

Subject: Replacement of Bench Seats

Location: Various around Easington Parish (inc. Kilnsea and Out Newton)

Date: August 2024

During the July meeting, Cllr. David L Steenvoorden MBE, presented a report on the current state of the Bench seats around the Parish. **Minute Ref: 24/07/088.**

Currently all of the benches are of Timber construction, some have been donated by organisations or individuals and others purchased by the Parish Council. At the moment the only repair work required is to undertake some painting, and previously a Member of Public in the Community has undertaken repair work, on their own initiative, and we have thanked them for this in the past. Whilst this is cost effective for the Council, it may not be sustainable for the future.

We are missing a seat in the Cemetery, this was previously provided by a Member of Public who has since passed, I did approach a family member to see if they wished to replace the seat, but they have not done so.

This could be a good opportunity to make a decision to gradually replace seats on a sustainable basis, as I understand it the Cemetery seat needs replacing, and a seat at Kilnsea (moderate condition) may need replacing in the near future.

It could also be a time for Council to consider having a Memorial Seat in the Cemetery where MOP's could add a plaque in memory of a loved one rather than a request for a seat being turned down due to a lack of locations.

I have experience with obtaining seats from Glasdon (they are not the cheapest, but quality is good) and NBB Recycled Furniture, I have provided links for 4 companies.

Glasdon - <https://uk.glasdon.com/seating/recycled-materials-seating>

NBB Recycled Furniture -

https://www.recycledfurniture.co.uk/?gad_source=1&gclid=Cj0KCOQjw8MG1BhCoARIsAHxSiQm8g8sr4v4DG87Z1M-24NQYWFRGD6y2eZd4whKEqsxPFKRQw-pSeUwaAl18EALw_wcB

Kedel - <https://www.kedel.co.uk/standard-benches-picnic-tables.html>

Broxap - <https://www.broxap.com/seating.html>

You will see that it is difficult to do a comparison, between companies, I suggest that Council decides on a Budget, a particular seat and replaces all seats as a project over a number of years using the same model wherever possible.



EASINGTON PARISH COUNCIL

The above list of companies is not exhaustive and there are many businesses who provide a similar service, the reason I have selected the above companies is that they are endorsed by the Society of Local Council Clerks.

Please feel free to undertake research in this area to see what is available. Most companies prices do not include VAT, this is not a problem as we are able to reclaim this element of the cost.

Budget

2024/2025 – Budget allocation for Seating is £550.00 plus VAT

Decision - Motions for council:

To resolve whether to proceed

To delay, set a timescale for the future

Not to proceed at all.

Kim Dalton – Clerk
Easington Parish Council
August 2024

Fact sheet for councils: the use of personal email addresses and devices

This factsheet has been produced following a series of workshops and discussions with local councils across the UK and will be of interest to parish council clerks looking for steps they can take to improve their council's data protection compliance.

The majority of parish clerks attending the Society of Local Council Clerks (SLCC) Leadership in Action Conference 2019 ranked the use of personal email addresses and devices for council business as their top data protection concern.

The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) don't say which email systems or devices should be used. But if the use of personal email addresses and devices is something your council does, you should be aware of the risks and the council's data protection obligations and responsibilities.



Fact: Councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately-owned device.

As a data controller, a council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the council is accountable for any council business conducted involving personal data on any device or through any email account.

The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the council should ensure they know their responsibilities in terms of only using personal data for the purposes which the council obtained it.

If copies of data (such as email attachments) are stored on many different devices, there's an increased risk that it'll become out-of-date or inaccurate over time. There's also an increased risk that it'll be retained for longer than necessary, because it's difficult to keep track of copies.

You may also find it difficult to respond on time to a subject access request if you have to search multiple devices or if you aren't aware of all the devices on which personal data may be stored.

Questions to ask:

- What types of devices are in use?
- Who else uses the personal email account or privately-owned device, and who else has access?
- How can you control the data on the personal email account or privately-owned device (eg accuracy and retention)?
- How much consideration has been given to the data on the device being overlooked?



Fact: Councils must process personal data securely – which may be more difficult to achieve if it's being processed through personal email accounts or is stored on privately-owned devices.

Councils must have 'appropriate technical and organisational measures' in place to prevent the personal data it holds being accidentally or deliberately compromised. This includes physical and organisational security measures and also cybersecurity. If data is shared around multiple devices this introduces more points of failure and vulnerability.

There's no 'one size fits all' solution to information security. The UK GDPR doesn't define the security measures that you should have in place. It requires you to have a level of security that is 'appropriate' to the risks presented by your processing. What's appropriate for your council will depend on your own circumstances, the information you're processing, and the risks it presents.

As the data controller, the council must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used

to carry out the processing. If there's a personal data breach, you must be able to demonstrate that you've secured, controlled or deleted all personal data on a particular device.

Questions to ask:

- How secure are the devices (eg is the device password-protected and what is the risk of malware)?
- What if the device is lost or stolen – can you remotely locate it and wipe the data?
- What operating system is the privately-owned device running?
- How is data transferred to other devices, and how secure are these systems and/or devices?
- Is your council using or considering cloud storage?



Fact: Councils must demonstrate that they are UK GDPR-compliant, and the use of personal email accounts and privately-owned devices may make this more complicated.

The principle of accountability requires you to be able to demonstrate that you are complying with the UK GDPR, and have appropriate policies and processes in place. If personal devices or email accounts are being used, you should have an effective organisational policy in place to ensure that the associated risks are managed.

You'll also need to take steps to make sure your members are aware of the policy and that it is implemented. This could include training, monitoring and audits.

Questions to ask:

- If you're using personal email addresses and/or devices to process data for council business, do you have an acceptable use policy in place to manage this?
- Have you implemented appropriate security measures as outlined above?
- Have you documented the associated risks and subsequent decisions?
- Does your council need to review/update its current approach?

More information

For more information about the accountability principle with the UK GDPR, visit ico.org.uk and search '[accountability principle](#)'.

The challenges of using a personal email system or device are set out in more detail in the ICO's [Bring your own device \(BYOD\)](#) guidance – visit ico.org.uk and search 'BYOD'.

9 FEBRUARY 2024

BRIEFING ON COUNCIL EMAIL ADDRESSES

More and more council business is being conducted online, and this means that all council staff should be aware of, and follow, best practice email use and management. This describes the importance of using official, council email accounts and offers practical guidance on email security.

The importance of using official email addresses

We strongly advocate for using official email addresses for council work. NALC, SLCC, the Cabinet Office and the Information Commissioner's Office (ICO) recommend using an official .gov.uk email. In the [ICO factsheet for councils](#), it states that 'councils must process data securely - which may be more difficult to achieve if it is being processed through personal email accounts.' There are some very important reasons for using official, rather than personal, email addresses:

- Official correspondence should reflect the professionalism of the council. An official email address enhances the credibility of the sender and the council itself. Using official government branding creates trust and makes it easier for residents to identify official communications.
- If official communications are always sent through council-sanctioned channels then council staff can be sure that records are kept, and decisions are documented for public scrutiny.
- Council email accounts facilitate the creation and maintenance of official records. This is crucial for the proper functioning of the council, for auditing purposes, transparency, and accountability. It helps track decisions, discussions, and other important communications.
- By separating your personal life from your professional life, you ensure members of the public, partners and suppliers understand you are emailing them in your role as a clerk or councillor. Recipients will be clear about who the email is from and the capacity it is being sent.
- An official email address ensures there is no confusion about the legitimacy of communications. They are less likely to be sent to spam or blocked, and more likely to be read and responded to quickly.
- If a subject access or freedom of information request is made then all emails to and from that account pertaining to that request may need to be reviewed and / or released. If using a personal email account, this can be a complex and invasive process. Using an official account both protects your personal information and makes managing such a request straightforward.

More detailed guidance on [data protection](#) and [freedom of information](#) can be found in the members' area of the NALC website.

- Changes in council staff are easier to manage with an official email address. Compliance with the council's legal obligations around data control are more straightforward; information can be retained or archived appropriately. The clerk is able to complete administrative tasks, such as accessing historic emails / data, before closure. There will be no confusion for residents and ex-staff members will not accidentally receive council related emails.

Good practice password management and email security

To comply with privacy and data protection rules, council staff must operate their email account in a secure way. Here is some key advice on keeping your email account secure:

- Do not share your password with anyone else or write it down where other people can find it.
- Use [the National Cyber Security Centre's guidance](#) to help you choose a secure password.
- Use multi-factor authentication (MFA). This means providing additional information on an occasional basis but provides the best security. You can [find more on MFA here](#).
- Make sure your computer is password protected and that it automatically locks if you are away from it for more than 5-10 minutes. You can also lock it manually: usually this is by pressing CTRL + ALT + DELETE at the same time on Windows devices.
- Do not routinely redirect council emails automatically from one account to another.
- Educate yourself - there are a number of online courses via Nimble eLearning, such as basic cyber security, password management and phishing. Register through your county association or NALC.
- Make sure other staff (where these exist), or the chair, know the process and who to contact in an emergency, such as a sudden absence. This is best achieved through contacting the IT/email provider and arranging for an out-of-office, with alternative contact details to be added to the inaccessible account, or by forwarding emails to someone else for a very limited period. As a precaution, you should not store crucial information that colleagues may need within your email system.

Need help on deciding your email address or website name?

- Website: acmeparish.gov.uk, acmeparishcouncil.gov.uk or acme-pc.gov.uk
- Councillor email addresses: cllr.firstname.lastname@XYZ.gov.uk
- Clerk email addresses: clerk@XYZ.gov.uk