

DEVELOPING IT SYSTEMS AND PRACTICES

Website

The problems of security of the website and of the data EPC holds and processes are separate. The website does not hold personal data, so the GDPR discussion is not relevant to it. Hacking of the website would "only" result in inconvenience and damage to our reputation. The only question is: would an agreement with a website-hosting/web-design service include provision for monitoring security and subsequent repair in the case of a breach?

Moving on to the held data security problem

It seems to me the choice we have is:

1. Carry on as before
2. Move to a better controlled system (such as MS Sharepoint)

If we accept that the second option is necessary, the further choice is:

- a) Do it ourselves
- b) Employ an outside agency to help with the start-up only
- c) Employ an outside agency to manage the process, at the outset and into the future

Option 1. Four points to consider:

- We already comply with the law
- Absolute security of an email system is impossible: screen shots can be taken, as can scribbled notes on bits of paper
- The amount of personal data we hold is very small
- The sensitive data is (I think) limited to that concerning Louise's pay and pension

Option 2.

- I have spoken to two people with professional experience of IT systems: Stuart is a "big picture" designer of systems, Grant is more a builder and repairer of them.
- Stuart's view was that Sharepoint (or equivalent) would provide greater peace of mind, but that we should be careful not to exaggerate our problems and over-react.
- Grant echoed this, and **would be able to discuss alternatives to Sharepoint.**

2a) Clearly we could buy new equipment and licences and do the basic setting up of the laptop without outside help. The only problem is whether we could set up Sharepoint (or equivalent) ourselves. **My advice from both consultants is that it is complicated but do-able.**

2b) In considering whether we need outside help, the recommendations following the Data Mapping Exercise need to be taken into account.

Recommendations 1 and 2: procedural matter, already carried out or being carried out

Recommendation 3: procedural matter within our capabilities.

Recommendations 5 and 6: procedural matters already undertaken.

Recommendation 4: a) we could implement Office 365 ourselves
b) is Microsoft the best solution?

2c) How likely is a major problem with the system? (bear in mind purchase guarantees)
What would it cost to sort out a one-off problem?

Do we need an outside agency to monitor the system security?

My current view is that setting up a new system ourselves would be the best solution, **and I would suggest that Grant Fribbens be approached to talk through alternatives with Louise.**

Earnley Parish Council
Payment Schedule

28 August 2018	Net	VAT	Total	
Direct Debit				
Anvil Mobile	7.42	1.48	8.90	Billing Period July 2018
Barclaycard	27.94		27.94	Statement date: 21 July 2018
Barclaycard	113.76		113.76	Statement date: 21 August 2018
Standing Order				
Direct Payment				
EWBPC	26.00	0.00	26.00	Invoice No 0588
Mrs Louise Chater	963.10		963.10	Salary - month 5
Mrs Louise Chater	31.74		31.74	Expenses
Cheque Payment				
				cheque No
Procurement Card				
	1169.96	1.48	1171.44	

Earnley Parish Council
Payment Schedule

Agenda Item 105.18(b)

19 September 2018	Net	VAT	Total		
Direct Debit					
Anvil Mobile	7.39	1.48	8.87		Billing Period August 2018
Standing Order					
Direct Payment					authorisation code
Mrs Louise Chater	470.28		470.28		Salary - month 6
West Sussex County Council	138.03		138.03		Pension - month 6
HMRC	454.92		454.92		PAYE second quarter
West Sussex County Council	329.32		329.32		Pension - month 5
Cheque Payment					cheque No
Procurement Card					
Cartridge People	31.50		31.50		printer cartridges
Office Outlet	12.05	2.41	14.46		stationery
	1443.49	3.89	1447.38		

EARNLEY PARISH COUNCIL

Monthly Statement of Bank Accounts as at 31 July 2018

Balance brought forward 1st April 2018	53,475.37	
Add Receipts	£9,508.51	<u>£62,983.88</u>
Less Payment	£42,299.36	
Balance		<u><u>£20,684.52</u></u>

Bank Accounts	Unity Account	£20,842.57	
			£20,842.57

Less unrepresented payments		
West Sussex County Council Pension		£131.05
Mrs S Simpson Expenses		£27.00

158.05

add any monies not cleared

0

RECONCILED BALANCE

£20,684.52

Note: the stated balances include funds set aside for the following :
Reserves:

Office Equipment	176	
Election Reserves	961	
Noticeboard Replacement	1416	
Bus Shelter Maintenance	450	
Road Signs	250	
Flood Alleviation	11312.68	
Sreet Lighting	100	
Parish Plan Project Reservo	1400	
		<u>£16,065.68</u>

The balance available for expenditure is therefore

£4,618.84

Prepared by Louise Chater

Signed _____

Dated _____

EARNLEY PARISH COUNCIL- EXPENDITURE BUDGET
As at 31 July 2018

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
General Administration							
Insurance	1	300	350	342	8	2%	
Audit Fees	2	125	250	102	148	59%	
GDPR/Data Protection	3	35	1685	280	1,405	83%	85.13(f)
Councillors and Clerks training	4	300	300	104	196	65%	
Parish Council Newsletter	5	250	250	0	250	100%	
Office Telephone	6	120	120	31	89	74%	
Printing & Stationery	7	400	400	252	148	37%	
Room Hire & Hospitality	8	400	330	104	226	68%	
Office 365, Website and anti virus protecti	9	150	150	0	150	100%	
NALCC, SALC & CALC Subscription	10	150	159	144	15	10%	
SLCC and Institute Membership	11	90	100	0	100	100%	
Office Equipment	12	200	500	0	500	100%	
		<u>2520</u>	<u>4594</u>	<u>1,358</u>	<u>3,236</u>	70%	
Salaries & Related Expenses							
Clerks Salary (gross)	13	6624	6746	2,009	4,737	70%	
Transfer Salary/Pension to Fete Budget		0	0		0	#DIV/0!	
Ill Health Insurance	14		80	35	45	56%	
office rent and broadband	15	220	220	55	165	75%	
pension payment	16	1437	1464	404	1,060	72%	
Payroll Services	17	75	75	73	2	3%	
Clerk Expenses	18	250	250	28	222	89%	
		<u>8,606</u>	<u>8835</u>	<u>2,604</u>	<u>6,231</u>	71%	
Grants							
Citizen's Advice Bureau LGA 1972 s142	19	100	100	0	100	100%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	20	350	400	350	50	13%	
Youth Club LG (MP) a 1976 s19	21	100	100	0	100	100%	
Manhood Penninsula Partnership	22	130	130	0	130	100%	
		<u>680</u>	<u>730</u>	<u>350</u>	<u>380</u>	52%	
Power Of Well Being Grants							
Participatory Funding & Emergent Requests	23	100	100	0	100	100%	
		<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	100%	
Public Areas							
Street Lighting	24	100	100	0	100	100%	
Road Signs	25	250	250	0	250	100%	
Bus Shelter Replacement	26	300	300	0	300	100%	
Bus Shelter Cleaning	27	150	100	0	100	100%	
Notice Boards Replacement	28	435	924	1,320	(396)	-43%	85.15(f)VAT To be claimed in sum of 264
Notice Boards Maintenance	29	100	100	0	100	100%	
Parish Plan Projects Reserve	30	1,400	500	0	500	100%	
Verge Grass Cutting	31	0	1,000	0	1,000	100%	
Flood Alleviation Projects	32	0	0	0	0	#DIV/0!	
Earnley Concourse - Lot 4	33	0	0	0	0	#DIV/0!	85.15(f)
		<u>2735</u>	<u>3,274</u>	<u>1,320</u>	<u>1,954</u>	60%	
Annual Parish Assembly	34	50	100	62	38	38%	
Councillors' Expenses	35	50	50	0	50	100%	
Sundry Expenses	36	150	150	18	132	88%	
Election Reserve Fund	37	250	250	0	250	100%	
Flood Alleviation Scheme Loan (final payment April 2023)	38	568	568	284	284	50%	
		<u>1068</u>	<u>1,118</u>	<u>364</u>	<u>754</u>	67%	
TOTAL EXPENDITURE		<u>15709</u>	<u>18,651</u>	<u>5,997</u>	<u>12,654</u>	68%	
less not charged to precept		<u>500</u>					
		<u>15209</u>	<u>18,651</u>				
Less overspends - virements from reserves							
Original Approved Budget		<u>15,209</u>	<u>18,651</u>				

EARNLEY PARISH COUNCIL

Monthly Statement of Bank Accounts as at 31 August 2018

Balance brought forward 1st April 2018	53,475.37	
Add Receipts	£9,508.51	<u>£62,983.88</u>
Less Payment	£43,478.96	
Balance		<u><u>£19,504.92</u></u>

Bank Accounts	Unity Account	£19,618.68	
			£19,618.68

Less unrepresented payments		
Barclaycard	£113.76	

113.76

add any monies not cleared

0

RECONCILED BALANCE

£19,504.92

Note: the stated balances include funds set aside for the following :
Reserves:

Office Equipment	176	
Election Reserves	961	
Noticeboard Replacement	1416	
Bus Shelter Maintenance	450	
Road Signs	250	
Flood Alleviation	11312.68	
Sreet Lighting	100	
Parish Plan Project Reserv	1400	
		<u>£16,065.68</u>

The balance available for expenditure is therefore

£3,439.24

Prepared by Louise Chater

Signed _____

Dated _____

EARNLEY PARISH COUNCIL - EXPENDITURE BUDGET
As at 31 August 2018

	Code	Last Year Budget	Budget	Spent	Available	%Available	Comments
General Administration							
Insurance	1	300	350	342	8	2%	
Audit Fees	2	125	250	102	148	59%	
GDPR/Data Protection	3	35	1685	280	1,405	83%	85.13(f)
Councillors and Clerks training	4	300	300	104	196	65%	
Parish Council Newsletter	5	250	250	0	250	100%	
Office Telephone	6	120	120	38	82	68%	
Printing & Stationery	7	400	400	252	148	37%	
Room Hire & Hospitality	8	400	330	130	200	61%	
Office 365, Website and anti virus protecti	9	150	150	95	55	37%	
NALCC, SALC & CALC Subscription	10	150	159	144	15	10%	
SLCC and Institute Membership	11	90	100	0	100	100%	
Office Equipment	12	200	500	0	500	100%	
		<u>2520</u>	<u>4594</u>	<u>1,487</u>	<u>3,108</u>	68%	
Salaries & Related Expenses							
Clerks Salary (gross)	13	6624	6746	2,935	3,811	56%	
Transfer Salary/Pension to Fete Budget		0	0		0	#DIV/0!	
Ill Health Insurance	14		80	43	37	46%	
office rent and broadband	15	220	220	92	128	58%	
pension payment	16	1437	1464	404	1,060	72%	
Payroll Services	17	75	75	73	2	3%	
Clerk Expenses	18	250	250	60	190	76%	
		<u>8,606</u>	<u>8835</u>	<u>3,607</u>	<u>5,228</u>	59%	
Grants							
Citizen's Advice Bureau LGA 1972 s142	19	100	100	0	100	100%	
Community Warden LG & Rating Act 1997 Part III S31.1(C)	20	350	400	350	50	13%	
Youth Club LG (MP) a 1976 s19	21	100	100	0	100	100%	
Manhood Penninsula Partnership	22	130	130	0	130	100%	
		<u>680</u>	<u>730</u>	<u>350</u>	<u>380</u>	52%	
Power Of Well Being Grants							
Participatory Funding & Emergent Requests	23	100	100	0	100	100%	
		<u>100</u>	<u>100</u>	<u>0</u>	<u>100</u>	100%	
Public Areas							
Street Lighting	24	100	100	0	100	100%	
Road Signs	25	250	250	0	250	100%	
Bus Shelter Replacement	26	300	300	0	300	100%	
Bus Shelter Cleaning	27	150	100	0	100	100%	
Notice Boards Replacement	28	435	924	1,344	(420)	-45%	85.15(f)VAT To be claimed in sum of 264
Notice Boards Maintenance	29	100	100	0	100	100%	
Parish Plan Projects Reserve	30	1,400	500	0	500	100%	
Verge Grass Cutting	31	0	1,000	0	1,000	100%	
Flood Alleviation Projects	32	0	0	0	0	#DIV/0!	
Earnley Concourse - Lot 4	33	0	0	0	0	#DIV/0!	85.15(f)
		<u>2735</u>	<u>3,274</u>	<u>1,344</u>	<u>1,930</u>	59%	
Annual Parish Assembly	34	50	100	62	38	38%	
Councillors' Expenses	35	50	50	0	50	100%	
Sundry Expenses	36	150	150	18	132	88%	
Election Reserve Fund	37	250	250	0	250	100%	
Flood Alleviation Scheme Loan (final payment April 2023)	38	568	568	284	284	50%	
		<u>1068</u>	<u>1,118</u>	<u>364</u>	<u>754</u>	67%	
TOTAL EXPENDITURE		<u>15709</u>	<u>18,651</u>	<u>7,152</u>	<u>11,499</u>	62%	
less not charged to precept		<u>500</u>					
		<u>15209</u>	<u>18,651</u>				
Less overspends - virements from reserves							
Original Approved Budget		<u>15,209</u>	<u>18,651</u>				