

Members are requested to NOTE this report and the actions taken as per Regulation 6.10 of the adopted Financial Regulations.

Background

Due to the Parish Clerk being unavailable to work due to sickness and with the prospect of this being for several weeks, the Chairman together with Councillor Allsop and Councillor Westwood had to take emergency steps to ensure the Council could operate.

This involved the obtaining and opening of a sealed envelope that contains the personal identification numbers (PIN) and password(s), for access to the Council's records on the computer and to online bank accounts.

Members adhered to Regulation 10.6 of the adopted Financial Regulations in that they once opened, and as soon as it was possible the pins and passwords were changed.

Members were advised at the time of the necessity of these actions, and as per Financial Regulation 6.10, this is being formally reported at this meeting.

Full Wording of Financial Regulation 6.10

When a computer requires use of a personal identification number (PIN) and password(s), for access to the Council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed and retained by the Chairman of Council in a sealed dated envelope and a copy retained in a safe place, The envelope may not be opened, other than in the presence of two other Councillors.

After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

Recommendation

Members to NOTE the reasons for the opening of the sealed envelope containing the Council's passwords and PIN codes.

Tina Jones
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