

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

Background

Following the return to work of the Parish Clerk, the Chairman and Vice-Chairman informed the Clerk that the envelope containing passwords for on-line systems that the Clerk had previously given the Chairman did not contain valid passwords (Financial Regulation 10.6). They requested that these should be updated and placed in another sealed envelope for emergencies as per Financial Regulations. The Parish Clerk gave the Vice Chairman a second sealed envelope on Wednesday 22nd September.

The Chairman and Vice-Chairman together with Councillor Westwood have once again 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. This envelope was opened on Monday 27th September as the Parish Clerk has had to take more time off. The contents of the envelope did not contain updated passwords as required by Financial Regulations. The information contained in the envelope is still incorrect.

Regulation 10.6 of the adopted Financial Regulations states that once the envelope is opened, and as soon as it was possible the pins and passwords should be changed. Members to note that only the details of one of the old passwords has been updated. 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
September 2021