

Town Council Offices
Maison Dieu House
Biggin Street
Dover
CT16 1DW

DATE OF ISSUE:
12th February 2025

DOVER TOWN COUNCIL

Dear Councillor

NOTICE IS HEREBY GIVEN THAT a meeting of the FINANCE & GENERAL PURPOSES COMMITTEE will be held at the Town Council Offices on **MONDAY 17th FEBRUARY 2025 at 6pm** when the business shown on the agenda below will be transacted.

Any member of the public who requires further information, wishes to make representations to the Committee, or has any special requirements in respect of this meeting please contact Ms Allison Burton, Town Clerk, on 01304 242625.

Allison Burton
TOWN CLERK

The Press and Public are welcome to attend.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive any apologies for absence. *Prior to a meeting Councillors' apologies, with a reason for absence from that meeting, should be submitted to the Clerk.*

2. DECLARATIONS OF INTEREST

To receive any declarations of disclosable pecuniary and/or other interests as required by law. *(Guidance for Councillors concerning disclosable pecuniary and/or other interests is attached for your information).* (Pages 1 to 2).

3. MINUTES

To note the approved Minutes of the Finance & General Purposes Committee held on the 2nd December 2024 as resolved at the Full Town Council Meeting, 15th January 2025, Minute No: 192a.

4. TOWN COUNCIL FINANCIAL INFORMATION

- 4a) To note that the schedule of payments for November 2024 were approved at the Town Council's Meeting on 15th January 2025, Minute No: 195a.
- 4b) To consider the budget out-turn to 31st January 2025 (Copy attached). (Pages 3 to 6)
- 4c) To consider the schedule of payments for 4Ci) December 2024 & 4Cii) January 2025 (Copies attached). (Pages 7 to 10)

5. GOVERNANCE & ACCOUNTABILITY

To consider the Chairperson to the Committee's report dated the 7th February 2025 concerning The use of personal email addresses for Council business (Copy attached). (Pages 11 to 12)

6. COUNCILLORS' WARD GRANTS

To note the current situation with Councillors Ward Grants (to follow).

7. DATE OF NEXT MEETING

To note that the next meeting of the Finance and General Purposes Committee will be held on Monday 7th April 2025 @ 6pm.

NOTE: A COPY OF THIS DOCUMENT IN LARGER TYPE MAY BE OBTAINED ON REQUEST FROM THE COUNCIL OFFICES, MAISON DIEU HOUSE, BIGGIN STREET, DOVER.

COPIES OF THE DOCUMENTS MENTIONED IN THIS AGENDA ARE AVAILABLE FOR INSPECTION FROM THE TOWN COUNCIL OFFICES - MONDAY TO FRIDAY - 9.30am to 4.30pm. COPIES MAY BE REQUESTED GIVING 1 WORKING DAYS NOTICE AND WILL BE CHARGED AT £1 PER COPY.

DECLARATIONS OF INTEREST

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration, they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest' explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and subject to any dispensations, withdraw from the meeting. Members should remember that a finding of a breach of the law with regard to DPI's carries a fine of up to £5,000 and a criminal record.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone they should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Notes:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representatives on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer etc would both probably constitute either an OSI or in some cases a DPI.

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
Finance & General Purposes						
101 Premises and Services						
1050 Misc Income	443	0	(443)			0.0%
Premises and Services :- Income	443	0	(443)			
4010 Loan Interest	18,360	18,360	0		0	100.0%
4011 Rates	14,097	18,415	4,318		4,318	76.6%
4012 Water/Sewerage	521	1,200	679		679	43.4%
4014 Electricity	6,702	6,000	(702)		(702)	111.7%
4015 Town Vehicles	9,376	15,500	6,124		6,124	60.5%
4025 Insurance - premises	9,571	12,000	2,429		2,429	79.8%
4034 Contract Cleaning	6,376	7,500	1,124		1,124	85.0%
4035 Window Cleaning	1,140	2,150	1,010		1,010	53.0%
4036 Premises Maintenance	9,978	30,000	20,022		20,022	33.3%
4037 Gas - heating	5,546	7,500	1,954		1,954	73.9%
4038 Service/Maint Alarms	1,667	2,400	733		733	69.5%
4039 Lift Servicing	249	2,000	1,751		1,751	12.4%
4045 War Memorial Maintenance	928	2,000	1,072		1,072	46.4%
4046 Town Workshop	8,575	10,000	1,425		1,425	85.8%
4414 Pencester Pavilion Maintenance	401	1,500	1,099	1,050	49	96.7%
Premises and Services :- Indirect Expenditure	93,487	136,525	43,038	1,050	41,988	69.2%
Net Income over Expenditure	(93,045)	(136,525)	(43,480)			
102 Staff Costs						
4018 Staff costs	305,219	367,200	61,981		61,981	83.1%
Staff Costs :- Indirect Expenditure	305,219	367,200	61,981	0	61,981	83.1%
Net Expenditure	(305,219)	(367,200)	(61,981)			
103 Administration						
1050 Misc Income	46	0	(46)			0.0%
1076 Precept	939,000	939,000	0			100.0%
1096 Bank Interest	19,120	4,500	(14,620)			424.9%
Administration :- Income	958,166	943,500	(14,666)			101.6%
4020 Publications	500	500	0		0	100.0%
4021 Telephone	4,524	6,000	1,476		1,476	75.4%
4022 Postage	634	2,300	1,666		1,666	27.6%
4023 Office Supplies	3,109	3,300	191		191	94.2%

10/02/2025

Dover Town Council

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Detailed Income & Expenditure by Budget Heading 10/02/2025

Month No: 10

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
4024 Insurance - general	13,558	17,000	3,442		3,442	79.8%
4028 Photocopier	735	1,500	765		765	49.0%
4029 Clerk's Meeting Costs	350	600	250		250	58.3%
4030 Travel & Subsistence Officers	699	700	1		1	99.8%
4031 Staff Development	4,647	8,000	3,353	300	3,053	61.8%
4032 Recruitment	0	1,000	1,000		1,000	0.0%
4042 Permits	2,724	3,600	876		876	75.7%
4051 Bank Charges	280	300	20		20	93.3%
Administration :- Indirect Expenditure	31,760	44,800	13,040	300	12,740	71.6%
Net Income over Expenditure	926,406	898,700	(27,706)			
104 Professional Fees & Subs.						
4054 Subscriptions	3,867	4,000	133		133	96.7%
4056 Legal & Valuation Advice	43,389	50,000	6,611		6,611	86.8%
4057 Audit Fee	5,325	5,000	(325)		(325)	106.5%
4058 Payroll Fee	2,246	3,000	754		754	74.9%
4059 Computer Support	14,336	15,000	664		664	95.6%
Professional Fees & Subs. :- Indirect Expenditure	69,163	77,000	7,837	0	7,837	89.8%
Net Expenditure	(69,163)	(77,000)	(7,837)			
105 Town Council						
4070 Councillors External Expenses	0	500	500		500	0.0%
4071 Councillors Training	120	1,500	1,380		1,380	8.0%
4072 Gifts & Presentations	483	500	17		17	96.7%
4073 Elections/Town Poll	11,785	12,000	215		215	98.2%
4075 TC Functions & Gen Hospitality	1,817	2,000	184		184	90.8%
4076 Parish Basic Allowance	10,363	10,800	437		437	96.0%
Town Council :- Indirect Expenditure	24,568	27,300	2,732	0	2,732	90.0%
Net Expenditure	(24,568)	(27,300)	(2,732)			
106 Grants & Projects						
4060 Councillor Ward Grants	8,971	13,282	4,311		4,311	67.5%
Grants & Projects :- Indirect Expenditure	8,971	13,282	4,311	0	4,311	67.5%
Net Expenditure	(8,971)	(13,282)	(4,311)			
6000 plus Transfer from EMR	4,282	0	(4,282)			
Movement to/(from) Gen Reserve	(4,688)	(13,282)	(8,594)			

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Detailed Income & Expenditure by Budget Heading 10/02/2025

Month No: 10

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<u>199 Capital Expenditure</u>						
4091 Office Equipment	5,298	5,500	202		202	96.3%
Capital Expenditure :- Indirect Expenditure	5,298	5,500	202	0	202	96.3%
Net Expenditure	(5,298)	(5,500)	(202)			
<u>501 Marketing & Publicity</u>						
1050 Misc Income	688	0	(688)			0.0%
Marketing & Publicity :- Income	688	0	(688)			
4501 Communications/Consultations	3,352	8,000	4,648	1,399	3,249	59.4%
Marketing & Publicity :- Indirect Expenditure	3,352	8,000	4,648	1,399	3,249	59.4%
Net Income over Expenditure	(2,664)	(8,000)	(5,336)			
6000 plus Transfer from EMR	3,000	0	(3,000)			
Movement to/(from) Gen Reserve	336	(8,000)	(8,336)			
Finance & General Purposes :- Income	959,296	943,500	(15,796)			101.7%
Expenditure	541,819	679,607	137,788	2,749	135,039	80.1%
Net Income over Expenditure	417,478	263,893	(153,585)			
plus Transfer from EMR	7,282	0	(7,282)			
Movement to/(from) Gen Reserve	424,760	263,893	(160,867)			
Grand Totals:- Income	959,296	943,500	(15,796)			101.7%
Expenditure	541,819	679,607	137,788	2,749	135,039	80.1%
Net Income over Expenditure	417,478	263,893	(153,585)			
plus Transfer from EMR	7,282	0	(7,282)			
Movement to/(from) Gen Reserve	424,760	263,893	(160,867)			

List of Payments made between 01/12/2024 and 31/12/2024

AGENDA ITEM 4C1

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/12/2024	DVLA Swansea	DD/DVLA	29.31		Vehicle tax
02/12/2024	Skoda Financial services	DD/VWFS	493.24		Civic Car
02/12/2024	CoOp	DD/COOP	1.00		Bank charges
02/12/2024	Invicta IT Solutions Ltd	DD/INVICTA	1,042.38		It Support
03/12/2024	Hutchison 3G Uk Ltd	DD/H3G	84.60		phones
05/12/2024	CoOp	DD/COOP	2.10		Bank charges
05/12/2024	CoOp	DD/COOP	12.00		Bank charges
06/12/2024	Cash Book 5	E24/31/5	203.43		Imprest CB5
06/12/2024	R G Williams plumbing & Heatin	E24/31/1	252.00		Heating
06/12/2024	Margate Charter Trustees	E24/31/2	80.00		Mayorality
06/12/2024	Cactus Graphics Ltd	E24/31/3	390.00		Event
06/12/2024	William Walker Garden Maintena	E24/31/4	67.50		Horticulture
06/12/2024	Wingham Well Spring	E24/31/6	57.00		office equipment
06/12/2024	Audiocrew Ltd	E24/31/7	180.00		Event
09/12/2024	CoOp	DD/COOP	1.00		Bank charges
10/12/2024	H M Land Registry	DD/HMLANDR	3.00		Land Searches
10/12/2024	Marks & Spencer	DC/M&S	34.50		Sundries
10/12/2024	Brookside Plant Nursery	DC/BROOKSI	159.96		Horticulture
10/12/2024	Public Works Loan Board	DD/PWLB	9,180.00		pwlb
11/12/2024	C Brewer & Sons Ltd	E24/32/1	67.49		Maintenance
11/12/2024	William Walker Garden Maintena	E24/32/2	56.25		Horticulture
11/12/2024	APEX Clean Ltd	E24/32/3	640.00		Cleaning
11/12/2024	Invicta IT Solutions Ltd	E24/32/4	245.03		It Support
11/12/2024	Pure Cleaning Services	E24/32/5	220.50		Seafront facilities
11/12/2024	Four Seasons Fencing	E24/32/7	1,108.36		Allotments
11/12/2024	Dover Lions Club	E24/32/8	20.00		Mayorality
11/12/2024	Rebels Coffee	E24/32/6	625.00		Cts
11/12/2024	E J Clough	E24/32/9	900.00		Event
13/12/2024	Business Stream	DD/BUSINES	17.03		Water
16/12/2024	CoOp	DD/COOP	1.00		Bank charges
17/12/2024	MAS Garage	DC/MAS	449.01		Town Vehicle
17/12/2024	Social Value UK	DC/SOCIALV	960.00		Subscription
17/12/2024	Mace Bearers	REFUND	-7.50		Mayorality
18/12/2024	Amazon.co.uk - CARD PAYMENT	DD/AMAZON	14.10		sundries
18/12/2024	Starlink Internet Services Ltd	DC/STARLIN	75.00		wifi
18/12/2024	Capita	DD/PENSION	5,995.79		Salary
19/12/2024	Four Seasons Fencing	E24/33/1	9.00		Workshop
19/12/2024	Metta Media Ltd T/A ACCLC	E24/33/2	3,678.00		Professional fees
19/12/2024	BD Cleaning Services	E24/33/3	240.00		Cleaning
19/12/2024	William Walker Garden Maintena	E24/33/4	48.75		Allotments
19/12/2024	Dover District Council	E24/33/5	3,595.00		RPA
19/12/2024	Cactus Graphics Ltd	E24/33/6	366.00		Events
19/12/2024	Harmer & Sons Ltd	E24/33/7	57.60		Horticulture
19/12/2024	Boom Circus Ltd	E24/33/8	480.00		Event
19/12/2024	community ad web ltd	E24/33/9	180.00		Communications
19/12/2024	Dover Harbour Board	E24/33/10	70.80		Licence
19/12/2024	East Kent Recycling Ltd	E24/33/11	192.00		allotments

Date: 16/01/2025

Dover Town Council

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Time: 14:56

Co-Op Current Account

List of Payments made between 01/12/2024 and 31/12/2024

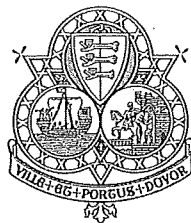
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
19/12/2024	Dover District Council	DD/DDC	1,410.00		Rates
19/12/2024	Ecotricity	DD/ECO	108.65		P/Ledger Electronic Payment
19/12/2024	Benenden Healthcare	DD/BENENDE	77.50		Salary cost
19/12/2024	Dover TC	DD/SALARY	19,451.79		Salary costs
20/12/2024	Ecotricity	DD/ECO2	556.37		P/Ledger Electronic Payment
20/12/2024	Marks & Spencer	DC/M&S	29.60		Sundries
20/12/2024	Mudcontrol Ltd	DC/MUDCONT	1,213.90		workshop
20/12/2024	HMRC	DD/HMRC	7,705.80		Salary
23/12/2024	Southern Communications Ltd	DD/SOUTHER	147.54		phones
23/12/2024	Lydden Bell	DC/LYDDENB	235.11		Event
23/12/2024	CoOp	DD/COOP	1.00		Bank charges
23/12/2024	Ricoh Uk Limited	E24/34/1	30.00		Office supplies
23/12/2024	Walker Construction (UK) Ltd	E24/34/2	1,008.00		Event
23/12/2024	Bid Tophill	E24/34/3	935.00		Horticulture
23/12/2024	Mr M P Hammond	E24/34/4	768.00		Horticulture
23/12/2024	Sunrise Cafe	E24/34/5	625.00		cts
23/12/2024	Charbec Fencing	E24/34/6	300.00		Allotments
23/12/2024	Lettice Drake	E24/34/7	1,015.00		Horticulture
24/12/2024	Marks & Spencer	DC/M&S2	13.60		Sundries
24/12/2024	St Radigund's Community Centre	CR1595C	-138.00		staff development
27/12/2024	D-ENERGI Business Complex	DD/DENERGI	975.83		Gas
30/12/2024	Amazon.co.uk - CARD PAYMENT	DC/AMAZON	15.39		Office sundries
30/12/2024	CoOp	DD/COOP	1.00		Bank charges
31/12/2024	Suez Recycling & Recovery Hold	DD/SUEZ	103.68		waste
Total Payments			69,166.99		

List of Payments made between 01/01/2025 and 31/01/2025

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
02/01/2025	DVLA Swansea	DD/DVLA	29.31		Vehicle tax
02/01/2025	Skoda Financial services	DD/WFS	493.24		vehicle
02/01/2025	Hutchison 3G Uk Ltd	DD/H3G	66.37		phones
02/01/2025	Invicta IT Solutions Ltd	DD/INVICTA	1,042.38		IT support
03/01/2025	CoOp	DD/COOP	1.50		Bank charges
03/01/2025	CoOp	DD/COOP	12.00		Bank charges
03/01/2025	CoOp	DD/COOP	4.76		Bank charges
06/01/2025	CoOp	DD/COOP	1.00		Bank charges
06/01/2025	Zoom Video Communications Inc	DC/ZOOM	129.90		subscription
07/01/2025	Ground Cover Solutions	DC/GROUND	404.45		Allotments
10/01/2025	Business Stream	DD/BUSINES	19.27		water
13/01/2025	CoOp	DD/COOP	1.00		Bank charges
14/01/2025	Marks & Spencer	DC/M&S	31.95		Sundries
15/01/2025	Information Commissioners Offi	DD/ICO	35.00		GDPR
16/01/2025	Amazon.co.uk - CARD PAYMENT	DC/AMAZON	11.65		office supplies
16/01/2025	Marks & Spencer	DC/M&S2	88.24		Sundries
16/01/2025	Society of Local Council Clerk	DC/SLCC	535.00		Subscription
16/01/2025	Lakeland Limited	DC/LAKELAN	198.99		Office supplies
17/01/2025	Business Stream	DD/BUSINES	23.27		water
17/01/2025	Dover District Council	DC/DDC	2,915.00		permits
17/01/2025	Dover TC	DD/SALARY	15,885.93		Salary costs
17/01/2025	Benenden Healthcare	DD/BENENDE	77.50		Salary costs
17/01/2025	Capita	DD/PENSION	7,977.22		Salary costs
20/01/2025	Ecotricity	DD/ECO	13.68		Electricity
20/01/2025	Ecotricity	DD/ECO2	122.44		Correction
20/01/2025	Ecotricity	DD/ECO3	15.65		Electricity
20/01/2025	Ecotricity	DD/ECO4	585.54		Electricity
20/01/2025	Dover District Council	DD/DDC	1,410.00		rates
20/01/2025	CoOp	DD/COOP	1.00		Bank charges
20/01/2025	Starlink Internet Services Ltd	DC/STARLIN	75.00		wifi
21/01/2025	Ashe Alarms Limited	E24/35/1	1,892.40		Premises maintenance
21/01/2025	Melta Media Ltd T/A ACCLC	E24/35/2	3,678.00		Professional fees
21/01/2025	Stark Building Materials	E24/35/3	22.78		Allotments
21/01/2025	Society of Local Council Clerk	E24/35/4	42.90		Allotments
21/01/2025	National Association of Local C	E24/35/5	528.00		training
21/01/2025	APEX Clean Ltd	E24/35/6	560.00		Cleaning
21/01/2025	Mark Gregory	E24/35/7	900.00		Premises maintenance
21/01/2025	Mr M P Hammond	E24/35/8	336.00		Festive lights
21/01/2025	Invicta IT Solutions Ltd	E24/35/9	557.03		IT support
21/01/2025	Pure Cleaning Services	E24/35/10	236.40		Seafront facilities
21/01/2025	Louise Bacon	E24/35/11	500.00		contribution publication
21/01/2025	Mazars LLP	E24/35/12	2,520.00		audit fees
21/01/2025	Charbec Fencing	E24/35/13	280.00		Event
21/01/2025	Bates Office Services Ltd	E24/35/14	213.18		Office supplies
21/01/2025	Capita Resourcing Limited	E24/35/15	286.27		Payroll
21/01/2025	E. J. Ditton & Co Ltd	E24/35/16	63.60		premises maintenance
21/01/2025	Smye-Rumsby	E24/35/17	747.18		Vehicle

List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
21/01/2025	Deal & Dover Park Tennis CIC	E24/35/18	1,396.50		Cllr Grant
21/01/2025	BD Cleaning Services	E24/35/19	60.00		premises maintenance
21/01/2025	Gregg Stobbs Illustrator	E24/35/20	144.00		license
21/01/2025	NBB Recycled Furniture	E24/35/21	4,725.00		seafront facilities
21/01/2025	Invicta IT Solutions Ltd	E24/35/22	2,996.02		Office supplies
22/01/2025	Southern Communications Ltd	DD/SOUTHER	147.54		phones
22/01/2025	National Association of Local C	E24/35/5	156.00		training
22/01/2025	HMRC	DD/HMRC	10,321.85		Salary costs
24/01/2025	D-ENERGI Business Complex	DD/DENERGI	1,256.10		gas
24/01/2025	The Soccer Store	DD/THESOCC	155.85		Events
27/01/2025	Amazon.co.uk - CARD PAYMENT	DD/AMAZON	188.10		Office supplies
27/01/2025	Champneys	DD/CHAMPNE	72.00		largesse
27/01/2025	CoOp	DD/COOP	1.00		Bank charges
27/01/2025	Amazon	DC/AMAZON	9.33		Bank error
29/01/2025	Business Stream	DD/BUSINES	183.19		Water
30/01/2025	EDF Energy	DD/EDFENER	179.82		Electric
31/01/2025	Dover Society	E24/36/1	250.00		Cllr grant
31/01/2025	E. J. Ditton & Co Ltd	E24/36/2	836.40		Premises maintenance
31/01/2025	SignaGroup	E24/36/3	449.56		premises maintenance
31/01/2025	St Radigund's Community Centre	E24/36/4	200.00		Cllr grant
31/01/2025	Right Guard Security UK Ltd	E24/36/5	210.00		Premises maintenance
31/01/2025	Blachere Illumination	E24/36/6	3,737.28		Festive lights
31/01/2025	KALC	E24/36/7	60.00		Training
31/01/2025	Dover Youth Theatre Project	E24/36/8	441.76		Cllr Grant
31/01/2025	Suez Recycling & Recovery Hold	DD/SUEZ	86.29		waste
31/01/2025	Business Stream	DD/BUSINES	122.20		water
Total Payments			73,957.77		



DOVER TOWN COUNCIL

Report to: Finance and General Purposes Committee
Meeting date: 17th February 2025

Date written: 7th February 2025
From: Cllr Gordon Cowan, Chairperson of the Finance and General Purposes Committee

Subject: The use of personal email addresses for Council business

1. INTRODUCTION

In order to comply with the UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) Councils must ensure the confidentiality integrity and availability of all personal data its members and officers use and hold. The use of personal email addresses by councillors for council business and correspondence has been highlighted as a serious data protection concern and creates risks to the Council's data protection obligations and responsibilities.

2. INFORMATION

As a data controller, Dover Town Council has obligations relating to the integrity, confidentiality 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 any email account. The use of personal email accounts could raise the risk that personal data is processed for different purposes from those for which it was originally collected/given. Data may also become out-of-date or inaccurate and there is an increased risk that data will be retained for longer than necessary. Personal email accounts and devices are also subject to access requests and councillors may find it difficult to provide data on time or accurately.

Councils must have in place "appropriate technical and organisational measures" to prevent the personal data it holds being accidentally or deliberately compromised.

The UK GDPR does not define the security measures that a Council should have in place. It requires the council to have an appropriate level of security.

NALC strongly advocates using official council email addresses for Council work. Dover Town Council has had a .gov.uk domain for over ten years and has been at the forefront of best practice in securing data appropriately.

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Reviewing recent developments in best practice, the recommendation is now to provide .gov.uk email addresses to all councillors as there are some significant reasons for using official rather than personal addresses. These include: -

- Enhancing the professionalism of Councillors. A.gov.uk email address enhances the credibility of the sender and makes it easier for residents to identify official communications;
- When council business is always sent through Council sanctioned channels then the Council can be sure that records are kept and communications are documented for public scrutiny;
- This is crucial for auditing purposes, transparency and accountability. It tracks discussions and other Council related communications;
- It is easier for the Council to undertake a subject access or freedom of information search in relation to a request.

The provision of 18 additional email licences/ addresses for Councillors under the dovertowncouncil.gov.uk domain will cost £1080 per annum at current rates. There will be some small costs related to set up and initialisation works.

To comply with privacy and data protection rules, Councillors must securely operate their email accounts by: -

- Not sharing any password with anyone else and not writing it down where others could find it;
- Choosing a secure password;
- Not routinely redirecting council emails to another email address;
- Ensuring your device is password protected and automatically locks after 5-10 minutes non-use.

In order to ensure that DTC is keeping abreast of best practice in governance and in line with the recommendation of the 2023/4 External Audit, the Council should now provide an official email address from the @dovertowncouncil.gov.uk for each Councillor. Councillors will be required to comply with simple but necessary security practices as outlined in this report.

3. DECISION

Committee is asked to resolve to recommend to Council to provide an official @dovertowncouncil.gov.uk email address for all Councillors at a cost of up to £1500 taken from the Councillor training/Councillor external expenses budget for 2024/5.

Statutory Powers – Data Protection Act 2018 and GDPR.