BOURTON-ON-THE-WATER PARISH COUNCIL

Minutes of IT Sub-Committee Meeting held at 7.00pm on 17th March 2021 via Zoom

Item Ref	Subject	Discussion Topic	Details
1	**Present**	Cllrs Bob Hadley (minute taker), Lynda Hicks, & Andy Roberts	
1.1	Apologies for absence	None	
2	**Declarations of interest**	None	
3	**Minutes of last meeting 4th February 2021**	Proposed by Cllr. B Hadley. Seconded by Cllr. A Roberts All in favour	
3,1	**Matters arising**	None	
4	**Website**		
4.1	**Email addresses for Councillors & staff**	To receive an update on the new email system	The new addresses are imminent. Noted that the Parish Council email address will also change, Dave King will setup a divert from the old address to the new one.
5	**Email scam**	To receive report of attempted email scam sent to the office email address	Email sent to Clerk, Assistant Clerk & Finance Officer email addresses purporting to be from Bob Hadley requesting £400 iTunes vouchers. Sent from fraudulent email account: executivechair7@gmail.com. All emails targeted were on our website.
6	**Website accessibility requirements**	Agree way forward for website accessibility	GAPTC to carry out health check at a cost of £65, as a useful first step in order to check for compliance, good practice & ease of use. Spend approved by Clerk at the meeting 4th February using delegated power. Cllr. A Roberts agreed to look at CDC's website highlighted as a good example for guidance on auditing the accessibility of our website.
7	**GDPR Officer**	To appoint a Councillor in this position	Cllr. A Roberts agreed to a temporary appointment and will contact ex Cllr B Rogers for guidance.
8	**Any Other Business:**	Cyber Security	Council to note publication of new guide from NALC. Office staff had already adopted these guidelines
		Vacancy	Noted vacancy to be filled on this committee.
		Vanessa's personal email address	**Noted this was used for replying and sending emails from the Parish Council. Request will be made to retrieve copies of all applicable emails.**
9	**Date of next meeting:**	TBA	