

Action taken under delegated powers (i.e. at Clerk's initiative)		Details (bold indicates new developments since last report)	Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update (bold = new)	Date closed or ratified
	Oct-25	New audit requirement	To have an IT policy	10-Nov-25	On agenda
	Oct-25	East Herts Citizens Advice	Request for donation.	11-Oct-25	On agenda
	Oct-25	Prince of Wales pub/car park sale	Moratorium ends 29 Nov 25. UDC has excised, from the ACV area, the part of the car park which has planning permission for houses. Two local interested landowners and estate agent notified by clerk. Agent reports another potential buyer has come along. Pub being repaired/redecorated with upstairs still to finish. Car park looking tidier (no known enforcement action).	27.10.2025	
	Oct-25	Footpath 32 and 50, Brick End (between Broxted Hall and Brick End cottages)	Ploughed. Route not visible. Landowner responded to say it is usable.	09.10.2025	
	Oct - Nov 25	Contact from residents	Summary: 1. Arrangements for payment for Cranham Road repairs by owner-occupiers. Further complaint re aggressive chasing letters sent. Clerk has reminded Peter Holt that the resident raised a formal complaint in July - not responded to. 2. Complaint from resident about drones near house - EHO/anti-social behaviour team not helpful. Clerk has advised resident to call 999 if she feels under threat as drones aimed at her bedroom windows. Clerk has contacted PCSO in case he can visit - no response as yet . 3. Resident has requested road signs warning of pedestrians in the road, on approach to Brick End from Woodgates End. To be raised in meeting.	10-Nov-25	To consider item 3 for Highways Scheme application with County Councillor support?

Meeting date	Most recent and oldest Minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
	Sep-24	New gate opposite Ivy Cottage	To be inspected by UDC. No comment yet but gate believed to be an old access. Also reported to Highways ref 2942913 for inspection, as at 1 Oct 24. No change.	checked Highways map 11 June 2025	
09-Oct-25	25/10-7.2.2	CPRE request for donation	To be considered at year end		for agenda Feb 2026
11-Sep-25	25/09-6.1	Potholes B1051 Church End	Now temporarily filled.	Oct-25	
	25/09-6.3	Planning enforcement at Dunwell, Chapel End	Query answered in response noted 25/07-7 ie enforcement will "recommence". One of the files notified to Cllr Evans as portfolio holder.	30.09.25	Agenda 9 Oct 25
	25/09-10.1	Update on tree inspection	Quote accepted. Will be carried out as soon as possible.	27.09.25	
	25/09-10.2	Installation of dog waste bin	Installation at Church End	02-Nov-25	agenda for payment
10-Jul-25	25/07-7, 25/10-5	UDC Planning Enforcement issues/complaint	To send summary to holder of planning portfolio in UDC cabinet Cllr Evans. Sent to him 4 November 2025. Response awaited. Date of next full council meeting 18 Dec - district councillor unable to attend on that date.	04-Nov-25	
	25/07-9	Add new bank signatories	Now added.	07-Nov-25	07 November 2025
	25/07-10.1	Road salt from ECC	Cover purchased to protect salt bags from weather/UV exposure.	20-Oct-25	agenda for payment
	25/07-10.2.3	Order poppy wreath for Remembrance Day service	Clerk to collect - now available. Placed by Cllr Kesterton.	09-Nov-25	09 November 2025
	25/06-9.2.2	Insurance renewal	Renewed with Clear Insurance with effect from 1 June 2025. Change of renewal date agreed - now 28 February 2026. Refund for 3 months March-May 2026 now received.	20-Oct-25	20 October 2025

Meeting date	Most recent and oldest Minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
08-May-25	25/05-6, 25/10-9	Transfer of Highways land to PC	To look into transfer of the triangle at the Brick End/Prince of Wales pub junction from ECC to the PC. See minutes 9 Oct 2025. Waiting for more info from ECC. Chased 10 November 2025.	10-Nov-25	
10-Apr-25	25/04-5	Draft further letter re formal complaint to UDC	Request to go to Stage 2 of complaints process made 2 June. CEO upheld complaint of failure to communicate and out-of-date enforcement policy. Update received on the 8 open files in the parish. See above.	04-Nov-25	See agenda/minutes and above.
	25/04-8.4	To ask Martin Foley to follow up re condition of Pledgdon Gn Road/Brick End Road	Emailed. He has chased Highways. No reply yet.	11-Jun-25	
11-Jan-24	24/01-7.8	Repairs and maintenance of council's physical assets following annual inspection	Bus shelter window frames to be replaced Dec 2025. Bin emptied. Bench cleaned.	31-Oct-25	
	24/01-8	Faded 30mph signs	Brick End signs reported to Highways, ref 2894631, 22 Jan 24. New "30" stickers now placed.	? October 2025	?/10/2025
10-Nov-22	22/11-7.3	Amend clerk's contract	To amend contract with new holiday entitlement under local councils agreements and to propose set hours as zero-hours contracts not lawful.	15-Nov-22	for agenda

Meeting date	Most recent and oldest Minute ref		Action taken/outcome (updates on earlier items shown in bold)	Date of most recent update	Date closed
10 Nov 22, 11/11/2021	22/11-6.3, 21/11-8.5	Propose a Local Highways Scheme - speed restriction to 30mph and HGV advisory sign and road markings on Brick End Rd. Scheme was submitted 5 Dec 21 to Cllr Foley and endorsed by him.	Scheme LUTT212037 (speed limit) and LUTT242013 (road markings and HGV advisory signs. 242013 now in "validation" with design team. A speed survey is needed for LUTT212037 and no funds for this. Neither scheme was recommended for funding before LHP suspended May 2025. Email from Cllr Foley 4 July 2025 not optimistic. LHP now meeting again. No mention of scheme at Sept mtg.	02.10.25	
10-Mar-22	22/03-7.3	Risk assessment shows that revised documents are needed in a number of areas, as specified in the assessment.	Clerk has started on prep of contingency/business continuity plan; clerk to update emergency plan as addresses etc have changed.	03-Feb-25	
06-May-21	21/5-9.1	Report damage to roadsign	ref 3330627 "sign damaged" - "repair will be undertaken with non-specified timescale" according to Highways website. No change (in 3 years). Checked on 26 June 25	26-Jun-25	

Year 2025-26

Financial report for meeting on 13 Nov 2025

Summary and bank reconciliation

Receipts and payments for 1 April 2025 to 31 October 2025

Balances on 31 October 2025

Receipts and payments	£	Notes and total
Receipts (i.e. income) 1 April to 31 Oct 2025	20,359.55	Precept and bank interest
Expenditure* 1 April to 31 Oct 2025 *not including transfers between bank accounts.	£ 7,578.55 + - <u>529.42</u> VAT £8,107.97	As recorded in cashbook.
Receipts less expenditure to 31 Oct 2025 - Includes any VAT paid.	£12,251.58	This is the increase in reserves since 1 April 2025
Reconciliation of cash book with bank account		
Unity Current account as per bank statement 31 Oct 2025	£11,929.98	
Less unprocessed payment requests at 31 Oct 2025	None	
Unity Current account as per cash book at 31 Oct 2025	£11,929.98	Bank statements match cashbook
Unity Deposit account as per bank statement and cash book at 31 Oct 2025	£19,715.99	
Available funds (current plus deposit account balances less any unprocessed transactions)	£31,645.97	Includes £19,394.39 reserves brought forward from 2024-25.

Item 6.2.2	Meeting 13 Nov 2025					
	Broxted Parish Council					
	Payments due and to note - already approved					
	From 13 Nov 2025					
Invoice/rcpt date	Item		£	£	£	Budget category
		Receipt	Payments			
			Net	VAT	Total	
by 1 Dec 25	Thornwood Grounds maintenance - grass cutting Sept		75.00	15.00	90.00	hedges, weeding, grass
20-Oct-25	Oct salary (Sept hours)		337.16	0.00	337.16	Staff costs
31-Oct-25	Bank charges		6.00	0.00	6.00	bank charges
	TOTAL	0	418.16	15.00	433.16	

Item 6.2.2			Meeting 13 Nov 2025			
Broxted Parish Council						
Bank: Unity Trust current T1						
From 01/10/25 to 31/10/25 statement no 029						
Date	Reference		Details	Receipts	Payments	Balance
				£	£	£
01/10/2025			Balance brought forward			23,408.12
	15/10/2025	TRF 000026	Trsfr second half precept		10,125.00	
	16/10/2025	PAY 101510	K Rixson Salary Sept hours			
	16/10/2025	PAY 101511	Essex Legal Servs inv#1021232257 16.09.2025		1,005.48	
	29/10/2025	PAY 101512	Clear insurance LCO 02541 inv30052025 cred note060620	310.78		
	31/10/2025	PAY 101513	CPRE membership to 20.12.25		60.00	
	31/10/2025	PAY 101514	Thornwood Garden Mtce Ltd 0964 01.10.2025		180.00	
	31/10/2025	PAY 101515	Service charges - bank		6.00	
			TOTAL	310.78	11,376.48	
31/10/2025			Balance carried forward			11,929.98
Broxted Parish Council						
Bank: Unity Trust instant access						
From 01/10/25 to 31/10/25 statement no 025						
Date	Reference		Details	Receipts	Payments	Balance
				£	£	£
01/10/2025			Balance carried forward			9,590.99
15/10/2025	TRF 000026		Trsfr second half precept	10,125.00		19,715.99
31/10/2025			Balance carried forward			19,715.99

	New items for discussion highlighted in green						case officer/c ontact	Position at 8 Nov 2025 (changes since last report in bold)
Pre-application Consultations	None currently							
New applications which are open for consultation		Appln	consult end date	issues/notes	council view			
25/2856/HHF	Wren's Nest, Chapel End	demolish garage	21-Nov-25					
Previous applications - consultation ended (bold indicates new outcome since last meeting)								
25/2423/HHF	Wood Farm, Pledgdon Gn, Brick End Rd	repair and extend flint wall, install electric gates	31-Oct-25	initially an enforcement file for proceeding without applying				Awaiting decision
25/2417/LB and 2416/HHF	7 The Maltings, Broxton	convert garage (cartlodge) to annexe	15-Oct-25					Approved
25/2339/HHF	Shingle Cottage, Sucksted Gn	Change access, take out hedge/trees	02-Oct-25					Refused
25/2239/LB	Chaureth Cottage Cherry Green	Replace windows	23-Sep-25					Refused

Previous applications - consultation ended (bold indicates new outcome since last meeting)								
25/1542/FUL	Stansted Airport	increase passenger numbers to 51mn pa + 2 new taxiway links to runway	21 July 2025 but committee decisions - Planning committee 17 September 25	transport infrastructure for extra passengers, noise, etc			Maria Shoesmith	Awaiting decision. Not yet on Planning Committee agenda.
25/1970/FUL	Toad Hall, Chapel End	Demolish, build 6 dwellings	25-Aug-25					Awaiting decision
Appeals	Property	Application	Date of refusal	Date of appeal	Appeal validated	Start letter issued	Deadline	Summary
24/1116/FUL APP/C1570/W/25/3360352	Walnut Tree Cottage, Brick End	1 bungalow	4.10.24	7.2.25		29.4.25	3.6.25	appeal by written representations, with site visit if inspector decides it's necessary.
25/0320 FUL. UTT ref 25/00069. PINS ref	Dunwell, Chapel End	use of land for commercial car parking	9.09.2025	30.09.25		6.10.25	10.11.25	appeal by written representations, with site visit if inspector decides it's necessary.
Enforcement	Property			Issue				Position at (date)
ENF/INV								8.11.25
INV/25/0140/C	Boreham Hall Farm	06.08.25	shipping containers used commercially, new building					
INV/25/0132/B	Wood Farm, Pledgdon Gn	15.07.25	Change to entrance/gate of listed bldg					New planning appln made, see above

Enforcement	Property			Issue				Position at (date)
ENF/INV								8.11.25
INV 24/0208C	Prince of Wales car park		new file, same issue, opened 17 Dec 2024	Waste dumping, fire set			Nicola Clark	File closed. Improved but not cleared. Officer advises van and carparking can't be prevented.
INV/24/0081/C	Dunwell, Chapel End		opened 16 April 2024	Commercial airport-related parking				Investigation for breach recommenced following refusal of retrospective application.
INV 24 0070 C	Land south of Brick End			failure to comply with pre-commencement conditions			Nicola Clark	File closed. Notice of breach was served in March 2025. All conditions now fully or partially discharged.
INV 24 0018 C	land opp Water Hall/ formerly Garrolds Farm		opened 24 Jan 24	caravan, water treatment plant, groundworks, entrance to road, without PP				Enfcmnt discussed suitable application for consents with owner, none made. No action currently and officer considering expediency of enfcmnt action (ie may close the file).

Enforcement	Property			Issue				Position at (date)
ENF/INV								08.09.2025
23/0145/B	Squirrels, Brick End		opened 8 August 2023	airport parking, breach of listed building regns				Stop notice served. Activity stopped. Appeal lodged against time allowed for compliance. Waiting time for appeal 71 weeks average.
23/0013/C and INV/22/0239/C	The Warehouse		opened 31 Jan 2023 and 23 Nov 22	breach of consents				further work on vehicles outside building reported. File still open. Further complaints made Sept 2024 and March 2025
INV 22 0121 C and 23 0080C	Land south of Goodacres, Church End			use of land behind School Villas: - dogs running loose, horses, noise and overnight camping. Damage to neighbours' fences. Land next to Goodacres:- very untidy.			Sarah Marshall	Service of notices to clear the sites being considered. Closed as notices not appropriate.

	A	B	C	D	E	F	G
1	Broxted Parish Council						
2	Budget Proposal 2026-27		£	£		£	£
3	Figures exclude VAT		Actual 2024-25 (last full year)	Budget 2025-26 (whole of current year)	Actual 2025-26 half year, April to Sept 25	Forecast 2025-26 by year end: current year	Proposed budget for 2026-27 (next year) - add 4% inflation at minimum (CPI Sept 2025)
4	Rounded to nearest £1						
5	INCOME EXCLUDING PRECEPT						
6	Refund of VAT paid		2,900				
7	Bank Interest		444		110	200	200
8	Bursary for training		0			0	
9	Grants towards projects eg from district councillors		0				
10	Reimbursement of expenditure on Village Hall		70			0	
11	Total Income		3,414	300	110	200	200
12							
13	EXPENDITURE						
14							
15	Grants made under s137 Local Government Act 1972						
16	Uttlesford Home Start		100				
17	Five Parishes Magazine		100				
18	St Clare Hospice		150				
19	Essex Air Ambulance		200				
20	East Anglia's Children's Hospice		150				
21	Support 4 Sight		100				
22	Poppy wreath		25				
23	Marie Curie and Open Spaces Soc		145				
24	Other grants and donations (non-s137)						
25	Friends of Historic Essex		0				
26	Uttlesford Citizens Advice Bureau		300				
27	Maintenance of open churchyard		200				
28	East Herts Citizens Advice Service		350				
29	Uttlesford Community Travel		100				

	A	B	C	D	E	F	G
30	Figures exclude VAT		Actual 2024-25 (last full year)	Budget 2025-26 (whole of current year)	Actual 2025-26 half year, April to Sept 25	Forecast 2025-26 by year end: current year	Proposed budget for 2026-27 (next year) - add 4% inflation at minimum (CPI Sept 2025)
31	Stansted Airport Watch		0				
32	Other - vary from year to year		0		200		
33	Total grants and donations incl s137		1,920	1,500	200	1,500	1,560
34							
35	Subscriptions and memberships (gen admin)						
36	Friends of Historic Essex		12	14	0	12	12
37	E.A.L.C., NALC and UALC		190	195	197	197	205
38	C.P.R.E.		60	38	0	60	62
39	Rural Community Council of Essex		71	75	88	88	92
40	Society of Local Council Clerks		0	84	0	84	87
41	The Hundred Parishes Society		10	11		10	10
42	VAT paid on subs and memberships		0	0			0
43	Total subs and memberships		343	417	285	451	469
44							
45							
46	Regular bills and fees						
47	Bank charges		71	75	36	72	75
48	Insurance		1,077	1,500	1,270	2,250	1,320
49	Office expenses (incl equipment, website fees, gen admin)		369	420	203	420	437
50	Total regular bills and fees		1,517	1,995	1,509	2,742	1,832
51							
52	Staff costs (incl employers' NI and pension)		5,805	6,402	2,652	6,402	6,658
53							
54	Purchases						
55	Bench, plaque, street furniture, noticeboards, plants, grit bins etc		0	3,000	494	3,000	3,120
56	Interpretation board		0	0		0	0
57	Pads/battery for defibrillator		286	450	0	450	468
58	Other minor purchases except office expenses		27	50	0	50	52
59	Total purchases		313	3,500	494	3,500	3,640

	A	B	C	D	E	F	G
	Figures exclude VAT		Actual 2024-25 (last full year)	Budget 2025-26 (whole of current year)	Actual 2025-26 half year, April to Sept 25	Forecast 2025-26 by year end: current year	Proposed budget for 2026-27 (next year) - add 4% inflation at minimum (CPI Sept 2025)
60							
61							
62	Contribution to Village Hall costs (reimbursement not expected, i.e. a donation)						
63	Total Village Hall		8,590	750	270	750	780
64							
65	Training, legal materials						
66	Clerk training		0	200	0	200	208
67	Councillors' training		0	200	80	200	208
68	Legal materials/textbooks		0	75	0	75	78
69	Total training, legal materials		0	475	80	475	494
70							
71	Contingencies for legal liabilities						
72	Election costs (if casual vacancy arises and more than one candidate, and in election year 2023)		0	500	0	500	500
73	Insurance excess		0	0	0	0	0
74	Audit Fee		150	130	122	130	200
75	Contingencies for legal liabilities contd						
76	Information Commissioner - Registration as data holder		35	40	47	47	50
77	Total contingencies for legal liabilities		185	670	169	677	750
78							
79	Professional fees (planning advice etc) and other contingencies						
80	Legal re planning/conservation area		585	1,500	0	1,500	1,500
81	Tree surgery advice		0	2,000	0	400	416
82	General contingencies incl legal advice		0	1,500	0	1,500	1,560
83	Total professional fees		585	5,000	0	3,400	3,476
84							

	A	B	C	D	E	F	G
85	Figures exclude VAT		Actual 2024-25 (last full year)	Budget 2025-26 (whole of current year)	Actual 2025-26 half year, April to Sept 25	Forecast 2025-26 by year end: current year	Proposed budget for 2026-27 (next year) - add 4% inflation at minimum (CPI Sept 2025)
86	Maintenance, repairs, work on assets						
87	Repairs/maintenance of assets		217	1,000	0	1,000	1,040
88	Hedge & Grass Cutting		1,560	1,850	745	1,200	1,248
89	Work on trees and generally on common land		0	750	0	750	780
90	Work at Village Hall to be reimbursed		0	150	20	20	21
91	Total maintenance, repairs, work on assets		1,777	3,750	765	2,970	3,089
92							
93	New budget headings to consider						
94							
95	Reserves earmarked for Village Hall projects						
96							
97							
98	Design Plan/Village Plan						
99	Office expenses						300
100	Clerk's time						300
101	Total Neighbourhood Plan support		0	300	0	0	600
102							
103	VAT where not included in the above figures (on fees, grasscutting, training etc)		244	1,000	332	600	1,000
104							
105	TOTAL EXPENDITURE		21,279	25,759	6,756	23,467	24,348
106							
107							
108							

	A	B	C	D	E	F	G
			Actual 2024-25 (last full year)	Budget 2025-26 current year	Actual 2025-26 half year, April to Sept 25	Forecast 2025-26 by year end: current year	Planned for 2026- 27 (next year) - add 4% inflation minimum (CPI Sept 25)
109							
110	Calculation of reserves						
111	Expenditure (annual)		21,279	25,759	6,756	23,467	24,348
112	Covered by						
113	Precept		20,250	20,250	20,250	20,250	<i>to be decided</i>
114	other income (bank interest etc)		444	300	110	200	
115	Available from reserves at start of year		17,009	19,394	19,394	19,394	<i>forecast minimum £22,000</i>
116							
117	Reserves at end of year to carry forward (year-end 2025-26 figure is an estimate)		19,394			22,000	See below
118							

	A	B	C	D	E	F	G
119	Precept calculation 2025-26 with no change in the tax base	£	£	£	£		
120							
121	Precept calculation aiming for varying levels of reserves (if reserves are approx £22,,000 at start of year) and/or precept:	if aim to keep 6 mths expenditure in reserve	if aim to keep 9 mths expend in reserve and/or earmark a reserve for the hall	if keep precept at £20,250	if increase precept by CPI 4.1%, to £21,060		
122	Expenditure budget - 2026-27 draft - rounded to £2	24,000	24,000	24,000	24,000		
123	to be funded by:						
124	Anticipated income from bank interest	200	200	200	200		
125	Precept	13,800	19,800	20,250	21,060		
126	Drawing on reserves	10,000	4,000	3,550	2,740		
127	Reserves at year end	12,000	18,000	19,125	19,260		
128							
129	Proposed precept demand to maintain reserve or precept at desired level	13,800	19,800	20,250	21,060		
130							
131	Movement in reserves 2026-27						
132	Reserves at 01/04/2026	22,000	22,000	22,000	22,000		
133	To meet expenditure 2026-27	10,000	4,000	3,550	2,740		
134	Reserves at year end 31/03/2027	12,000	18,000	19,125	19,260		

Subject: Possible Donation to Citizens Advice East Herts
From: Stephen Mcenally <smcenally@citizensadvicееastherts.org.uk>
Date: 05/10/2025, 19:01
To: clerk@broxted-pc.gov.uk

Dear Kate

I hope all is well.

As I wrote in my 4 July email below, thanks, as ever, for all the constant support and encouragement that Broxted PC gives to Citizens Advice East Herts.

I'm just wondering whether or not you have had a chance to consult your councillors regarding a possible further donation in this 2025/26 financial year? It does not need to be very much. Whatever can be afforded.

We are pleased that we are able to serve your residents so well, as indeed the following stats show - impressive, given your small population.

How we help in Broxted

Our most recent yearly stats for Broxted show that:-

- 1. we advised 14 people from a population of only 560 which is 2.5 % of the population**
- 2. we dealt with a total of 72 issues (5.1 issues/client)**
- 3. the top three issues were benefits (36) debt (10) utilities (6)**
- 4. we achieved financial gains for Broxted residents of £12,443**

All best wishes and I much look forward to hearing from you.

Stephen

Stephen McEnally
Fundraising and Communications Volunteer
Citizens Advice East Herts

On 4 Jul 2025, at 15:32, Stephen Mcenally <smcenally@citizensadvicееastherts.org.uk> wrote:

Dear Kate

Thanks again for all the support and encouragement that Broxted Parish Council gives to our service. Last financial year you very kindly and generously donated £350 and it was so gratefully received.

We are sensible of the fact that parish funds are tight but I write to you nonetheless to ask whether or not you might again this year find the means of offering us some funding, however little.

Your councillors know our service well, of course - that we are a small independent local charity giving free, confidential and impartial advice on a range of issues to all who need it. Many people coming to us are vulnerable, face huge challenges and are unable to move forward without our help. Run by the local community for the local community we do, as you also know, make a difference in parishes such as Broxted where we try to maintain a strong presence in order to serve your parishioners in the best way we can.

You will also know that we receive no core funding from National Citizens Advice nor from central government. But what your councillors may not be aware of, however, is that we are continuing to face very particular financial challenges following a steady reduction in the grant that we receive annually from East Herts District Council. The grant now covers just a quarter of the costs needed to run our 4-day per week service. Indeed this funding reduction has resulted in our decision last year to close our service on Fridays.

Put simply, we need to fundraise more than ever before to increase income and in order to maintain our current service level in the face of rising client demand. Your grant, however small, would go specifically towards the core funding needed for the recruitment and training of much needed additional volunteer advisers. The 12-week training for one new adviser alone, for example, costs us £300 per week - so a total of £3,600 - plus the expense of their ongoing management, supervision and quality control.

Your grant will also do much to increase general awareness of the vital support that we give to residents in the towns and parishes throughout East Herts

Last year you were credited publicly via our social media and in the annual donor summary in our Annual Report (published every Autumn) and this year we would, of course, do the same.

All best wishes

Stephen

Stephen McEnally
Fundraising and Communications Volunteer
Citizens Advice East Herts





Did you know we are a charity? Please support our work by making a donation if you can.

For Citizens Advice East Herts details, statements and disclaimer to which this email is subject, please click [here](#)

Broxted Parish Council IT Policy

Adopted (date):

Next review (date):

1. Introduction

Broxted parish council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers, and contractors.

2. Scope

This policy applies to all individuals who use Broxted parish council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Broxted parish council IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Broxted parish council for work-related tasks.

Unauthorised installation of software on authorised devices, including personal software, is strictly prohibited due to security concerns.

5. Data management and security

All sensitive and confidential Broxted parish council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary.

6. Network and internet usage

Broxted parish council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

7. Email communication

Email accounts provided by Broxted parish council are for official communication only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Be cautious with attachments and links to avoid phishing and malware. Verify the source before opening any attachments or clicking on links.

8. Password and account security

Broxted parish council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security.

9. Mobile devices and remote Work

Mobile devices provided by Broxted parish council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

10. Email monitoring

Broxted parish council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act and GDPR.

11. Retention and archiving

Emails should be retained and archived in accordance with legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

12. Reporting security incidents

All suspected security breaches or incidents should be reported immediately to the designated IT point of contact for investigation and resolution. Report any email-related security incidents or breaches to the IT administrator immediately.

13 Training and awareness

Broxted parish council will provide regular training and resources to educate users about IT security best practices, privacy concerns, and technology updates. All employees and councillors will receive regular training on email security and best practices.

14. Compliance and consequences

Breach of this IT and Email Policy may result in the suspension of IT privileges and further consequences as deemed appropriate.

15. Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

16. Contacts

For IT-related enquiries or assistance, users can contact the clerk, Kate Rixson, on 01371 870711, 6 The Maltings, Broxted, Dunmow, CM6 2EJ, clerk@broxted-pc.gov.uk.

All staff and councillors are responsible for the safety and security of Broxted parish council's IT and email systems. By adhering to this IT and Email Policy, Broxted parish council aims to create a secure and efficient IT environment that supports its mission and goals.

Date: _____

Signature: _____

Role: _____