

Bidborough Parish Council

Council Meeting

29 June 2026

Council Compliance with Assertion 10

The Council will recall that the Internal Auditor brought this to our attention at the interim audit, but this was too late for the Council to comply before the end of the last financial year. The Council accepted this position but wished to be in a position of compliance by the time the AGAR was being submitted.

In order to comply with Assertion 10, the Council has to comply in a number of areas including having in place an e mail management policy, namely Council e mail addresses which it has done for a number of years. The Council has also complied with the Data Protection Rules.

In respect of the website the Council has to be compliant with the Web Content Accessibility Guidelines 2.2 AA and the Public Sector Bodies (Websites and Mobile Applications) (No 2) Accessibility Regulations 2018. The website provider has confirmed that the Council is technically compliant with these regulations but recommends that the Council would benefit from an MOT of their site and that they could undertake this at a cost of £145. This MOT would review our site content against the latest WCAG 2.2 AA guidelines, identify any areas where updates may be needed, and provide a clear action plan to bring everything fully in line with the regulations.

The Council also has to have in place an IT Policy that sets out the roles of everyone involved at the Council and the use of IT. A copy of a draft policy is attached to this report for your consideration.

The Council also has to comply with the Freedom of Information Act 2000 and the Transparency Code for smaller Authorities which requires the publication of the following documentation

1. Minutes including the publication of Draft Minutes within 30 days of the meeting – The Council has always published its minutes and has just started publishing its draft minutes with the draft minutes for the last meeting being on the website
2. Agendas – Agendas are published in accordance with regulations and on the website
3. Calendar of Meetings - on the website
4. Standing Orders and Financial Regulations – on the website
5. Financial Documents including the AGAR paperwork, Statement of Internal Control and Financial Risk Assessment – on the website

6. List of Expenditure over £100 - in respect of this item there is a recommendation that Councils of our size should put this list up on the website but as **all** Council expenditure is listed in the minutes it is recommended that the Council places the notice below under this heading: -

“All expenditure is reported to the Council meetings and recorded in the Council minutes and access to the minutes and the Council’s list can be obtained by referring to the Council minutes under the heading Meeting and Minutes on the Council’s website.”

This notice is on the website.

7. Budget and Precept Information – a new section has been set up on the website where the report presented to Council and the decision made by Council on the precept will be stored

8. Code of Conduct - on the website

9. Copy of the Councillors Register of Interest Forms – on the website

10. Publication Scheme - on the website

11. Complaints Procedure - A draft policy is attached for the Council’s consideration

12. Privacy Notice – compliant with notice on website

13. Accessibility Statement – on the website

13. Data Retention Policy – on the website

14. List of the Councils assets – on the website

15. Cemetery Rules and Regulations – on the website

16. Allotment Tenancy Agreement – on the website

Recommended:

(1) that the Council consider the draft IT policy and Complaints Policy

(2) That the Council consider whether it wishes to proceed with the MOT from VisionIct at a cost of £145