SHORWELL PARISH COUNCIL

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These Minutes will be formally adopted at the next meeting.

Minutes of the Parish Council Meeting held at the Parish Hall at 19.30 Monday 3rd November 2025

Present.

K. L. Beaney	Parish Councillor
G. Alldred	Parish Councillor & Vice Chairman
D.Russell	Parish Councilor.
C. Critchison	IW Councillor

M Davies(Clerk).

1.Chairmans Opening Remarks.

The Vice Chairman opened the meeting and welcomed everyone.

2.Apologies.

K Cram(Hosp) D. Street(Flu) V. Goodman.

It was agreed to give dispensation to the absences of the Chairman, due to hospitalisation.

3.Councillors Declaration of Interest in Agenda Items.

None

4. Minutes of Last Meeting.

The Minutes of 6th October were tabled, read & accepted as a true record. LB/GA,

Matters Arising.

None

5.Reports.

- Recreation Ground.

  Quote not yet received from IW based contractor for Zip wire replacement/repair. In the event of this not being acceptable an alternative might be to attempt to deal with the issue in-house.

  Lisa will start the process of asking if the Nat. Lottery could provide a grant of £20K. and it was suggested that a note be put in The Newsletter to ask for a support group of volunteers to provide input and help with how the area can be maintained/improved.

- .Isle of Wight Council.

  .The SWAY development in Chale is nearing completion.

  The hosepipe ban has been lifted, but care should still be taken in conserving supplies.

  A volunteer is necessary to lay a wreath at the Shorwell Remembrance Service.

- Isle of Wight Association of Local Councils.

  No report.

Local Policing.

Not updated.

- Clerks Report.

1) All PCs are now required to have a specific IT Policy. A model version has been submitted to all members and been approved by all present. The question of separate emails for pc business was discussed and the clerk will follow this up.

2) Comments received about delay in repairing the steps at Chilton Chine.

3) Comments from Yafford resident about proposed "Quiet lanes".

4) The website needs to be updated to fully comply with WCAG2.2AA. Quotes received from existing web site providers, who could deal with this and convert existing site for approx £80 pa., and another major provider which would cost in excess of £100, and we would have to carry out some of the work ourselves. It was agrred that the Clerk will contact existing providers to arrange the necessary upgrade.

5) Necessary re-declaration carried out with the Pension Regulator.

Other items are listed under separate headings.

- Highways Report.

No new issues.

6.Planning.

No new applications

7. Finance.

Balance of the account at 31st October £78,906.21.

2 cheques for £500(this year & last) received from Mid Summer Fair Committee.

Items to be approved for payment.

Ann. website maint.		£ 39.95	VAT £6.65
Clerks Wages-Oct		£ 156.96	
Tax Ded-HMRC		£ 39.20	

Cheques Issued.

002072	Spanglefish	£ 39.95
002073	M Davies	£ 156.96
002074	HMRC	£ 39.20

Approved DR/LB

8. Parish Record Book.

No new items.

9 Footbridge.

Despite numerous contacts, the structural engineer has not responded. It was proposed that unless a posive reply is received in the short term. the London Design Company will be asked to undertake a contract to complete the required CG300 paperwork, and carry through until completion. A figure of £1,900 has been provided to undertake this. This was confirmed by all present.

10 The Dell.

Awaiting TPO Planning Approval for the urgent work to be carried out.

Work on the footpath and replacement steps will also be carried out in due course.

11. Cemetery.

No updates.

Date of Next Meeting- Monday 1st December

Any other Business.-None

The meeting was closed at 8.25 and the Vice Chairman thanked everyone for attending.

Shorwell Parish Council IT Policy

Introduction

Shorwell 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.

Scope

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

Acceptable use of IT resources and email

Shorwell 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.

Device and software usage

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

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

Data management and security

All sensitive and confidential Shorwell 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.

Network and internet usage

Shorwell 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.

Email communication

Email accounts provided by Shorwell 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.

Password and account security
Shorwell 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.
Mobile devices and remote Work
Mobile devices provided by Shorwell 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.

Email monitoring
Shorwell 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.
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.

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.

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

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.

Contacts
For IT-related enquiries or assistance, users can contact the Clerk.

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

Date: 3rd November 2025

Name: GILES ALLDRED

Role: VICE CHAIRMAN

