

APC IT Arrangements and Website Audit – Working Group Report to APC

Further to the Working Group meeting on 14 January the following is recommended to the Parish Council.

1. To comply with the new Assertion 10 requirements, an accessible .gov website is recommended by NALC. The existing site does not meet the required standard. In addition, .gov email addresses are recommended by the working group. Using personal email addresses is not best practice.
 - a. The working group initially proposed **aymestrey-pc.gov.uk** as the domain name. Since the meeting, it is clear that further discussions are needed to understand the options available.
 - b. The proposed email address depends upon the selected domain name, `firstname.surname@` was suggested.
 2. The upfront costs for a new website and email addresses are in the region of £1,000. The clerk has provided quotes from [Eyelid Productions](#) (examples are Wigmore and Yarpole sites) and [Aubergine](#) (Shobdon site). A detailed comparison has not yet been completed.
 - c. The working group initially considered a spend of £1,000 maximum in year one on a new website and registration of a new domain name and dedicated email addresses. However, further assessment will provide clarity around what is being offered, and the associated costs. £1,250 maximum might offer a buffer and be a more realistic suggestion.
 - d. The Parish Council is asked whether choice of website might be delegated to the clerk in conjunction with the working group. The quotes will be reviewed and ongoing costs considered. If the existing site is considered suitable in the short term, it may be prudent to wait until further research is completed.
 3. The new site would be linked to the existing APC website, aymestrey.org, which would remain in place for the use of the Parish Hall and the Church. Currently, APC pays £350 per year for hosting of the existing website. A .gov APC website will cost around £299 for hosting per year (ballpark figure).
 - e. The Parish Council is asked to consider which body will fund aymestrey.org which will be maintained by residents. It is recommended that once this is decided, an agreement is drawn up confirming arrangements, noting that the Parish Hall and the Church may wish to take ownership of the existing website and domain name aymestrey.org
 - f. The working group recommends the Parish Council's financial support of the site in the immediate future to ensure continuity.
 4. The working group has drafted/checked several documents and recommends they are adopted by the Parish Council.
 - Accessibility Statement (relating to the existing site)
 - IT Policy
 - IT Best Practices for all members and staff.
- In addition, I will be asking Council to consider the
- Risk Register
 - Asset Register
 - Reserves Policy
 - Personal Data Management and Audit Policy
 - Audit of Data Held by Councillors.

These actions comply with the requirements of General Data Protection Regulations, Assertion 10 in the Annual Governance and Accountability Return 2025/26 (to be completed in April), as well as Freedom of Information and Accessibility requirements.

Mrs Maggie Brown, Clerk. 22 January 2026