

APC IT Arrangements and Website Audit – Meeting Notes and Action Points

Date of Meeting: 11th February 2026

Attendees: Maggie Brown (MB) Eleanor Waldron (EW)
Doug Murrie (DM) Alison Archer (AA)

Absent: Ian Banks (IB)

Notes:

1. Due to the upcoming deadline of AGAR it was decided that the goal of this meeting was to ensure that APC website and IT process were Assertion 10 compliant.
2. The Clerk reported that .org email addresses were not specifically discussed at the HALC meeting on 10 Feb. The internal auditor has not flagged .org domain or email address as an issue. The working group **recommends** the Parish Council continues using the .org email address until after AGAR and the external audit. Post meeting note: A document provided by NALC and Aubergine following a webinar attended by the clerk includes the following:

Alternative Domain Options
Acceptable alternatives like .org.uk, .org, .com, or .co.uk exist but carry higher risks and require careful management.
3. The Data Management Audit Policy is being updated by HALC. The new version (once received) will be discussed at a future PC meeting. This does not affect APC Assertion 10 compliance.
4. An accessibility assessment of the existing website using Google 'Lighthouse', found sample pages are 96% WCAG 2.2 AA compliant. The Accessibility Statement on the website will explain areas which are not compliant. This can be updated when required. This is acceptable practice for Assertion 10 compliance. The working group **recommends** that the Parish Council accept these findings.
5. The working group **recommends** the new Accessibility statement is adopted at the next APC meeting.
6. The clerk advised that until the 2025/26 AGAR form is received in March, the precise wording of Assertion 10 is not known.
7. The working group has considered all aspects of compliance with Assertion 10 and **recommends** that the Parish Council answer 'Yes' when the AGAR (Annual Governance and Accountability Return) is considered after year end. Further details are available from the clerk.

8. A Councillor Privacy Notice, and a Councillor Information Form (for the clerk's use only) has been drafted. The working group **recommends** it is adopted by the Parish Council at next APC meeting. This does not affect Assertion 10 compliance.

9. The working group needs to turn its attention to the website and emails – looking at streamlining, updating and working towards 'best practice' advice. The working group will wait until after the external audit is signed off in case more changes are required. Items discussed briefly under this subject are as follows and are recorded here to ensure they are not forgotten:

- Sharing documents via OneDrive. Some need to be read-only, with temporary ability to edit set up when required, e.g. drafting documents with a working group.
- Proposed links to 2 folders: Agenda packs and Payments.

Action Points:

Note	ACTION	RESP
4	To APC: Propose acceptance of Lighthouse report	Agenda Item
5	To APC: Propose acceptance of new Accessibility statement for website	Agenda Item
7	To APC: Propose acceptance of Checklist, and therefore say 'Yes' on AGAR for Assertion 10 compliance	Agenda Item
7	List of compliances for APC information if necessary (taken from the NALC tick box sheet)?	MB
8	To APC: Propose acceptance of a Councillor Privacy Notice	Agenda Item
	To consider best options for councillor training	MB

Next Meeting: TBA