

CLERK'S REPORT - 2 OCTOBER 2023
South Kelsey and Moortown Parish Council

Banking:

New current account

11 and 12 September 2023 - Unity Trust Bank application submission form and supporting documentation sent via email.

21 September 2023 - Confirmation of new current account received from Unity Trust Bank by post. Paying-in book requested - should be received within 10 working days.

The Clerk has now registered for on-line banking and will be able to set up payments for authorisations as soon as PC funds are transferred to the new account.

Next steps: Consolidate funds to the existing Treasurers Account with Lloyds and make payment from this account to the new account with Unity. Set up Cllr Dickinson as signatory/authoriser.

Savings Account for Park Group Charity:

11 September 2023 - during a telephone call with Unity Trust Bank, they confirmed the process/requirements for opening a savings account for Park Charity is slightly different. They would require the constitutions of the charity and a business plan with aims and objections. They also refer to the Charity Commission to review returns submitted. The Clerk is still to log-in to update contact details with the Charity Commission and submit return (to be completed prior to end January 2024).

Information Commissioner's Office:

Self-assessment completed 25 September 2023 to ascertain what fees would be due. Clerk still to complete registration.

Fees - Tier 1 - £40

.gov.uk email address:

To be discussed during the meeting. Please see page 2 showing the Clerk's notes on obtaining .gov.uk domain for use on email addresses. Notes give links to government guidance, the step by step process and some idea of costing.

OTHER CORRESPONDENCE

Casual Vacancy:

7 September 2023 - WLDC Elections Office sent Notice of Casual Vacancy after resignation of Harry Felstead-Solley. Notice is dated 11 September 2023. They will be touch again after 29 September to confirm if vacancy can be filled by co-option.

19 September 2023 - Dyne Group - Letter of introduction received regarding management of green spaces.

19 September 2023 - Slow ways - National Walking Network

19 September 2023 - Email from Juliet Coleman-Scott confirming South Kelsey Park has a PayPal account with £382.03 from various fund raising activities. The PayPal account is not currently linked to a bank account.

EMAIL – .gov.uk domain

Benefits of getting a .gov.uk domain:-

<https://www.gov.uk/guidance/benefits-of-getting-a-govuk-domain?step-by-step-nav=5a9309a3-9a80-4faa-b24f-1797023e897f>

Steps for acquiring a .gov email:

<https://www.gov.uk/apply-for-and-manage-a-gov-uk-domain-name>

Check if your organisation can get a .gov.uk domain name – Parish Council, yes. Get permission to apply for a .gov.uk domain name – link to cover letter (Registrars can also completed this process for the PC - see item 4 below).

1. Pick a domain name (<https://www.gov.uk/guidance/choose-your-govuk-domain-name?step-by-step-nav=5a9309a3-9a80-4faa-b24f-1797023e897f>)

Eg. A parish council can use bonbyparishcouncil.gov.uk, bonbyparish.gov.uk or bonby-pc.gov.uk.

2. Identify the domain name administrator – usual the Clerk (<https://www.gov.uk/guidance/appoint-a-govuk-domain-name-administrator?step-by-step-nav=5a9309a3-9a80-4faa-b24f-1797023e897f>)

3. Pick a registrar (a supplier - they need to handle the domain name and also your email).

Guidance:- <https://www.gov.uk/guidance/choose-a-good-registrar-or-dns-provider?step-by-step-nav=5a9309a3-9a80-4faa-b24f-1797023e897f>

Registrars of [gov.uk](https://www.gov.uk) listed here:- <https://community.jisc.ac.uk/library/janet-services-documentation/list-registrars>

Provider	Domain Name	Email		
	Initial Costs	Ongoing Costs	Initial Costs	Ongoing
Cloudnext	£110 (plus VAT) for two years	£110 (plus VAT) for two years	25 mail boxes £4.99 per month £1 for first month	25 mail boxes £4.99 per month £1 for first month
Fasthosts	£109 (plus VAT) for two years	£61 (plus VAT) for subsequent two years	£2.72+VAT per month 6 months thereafter £5.43 per month (plus VAT) per user/mailbox	£5.43 per month (plus VAT) per user/mailbox
SCIS Lmt, Linc. www.scisuk.com	£70 annual £38.99 hosting package	£70 annual £38.99 hosting package	£3 a month per user/mailbox	£3 a month per user/mailbox
Cloudy IT, Bucks www.cloudyit.co.uk	£129 for two years	£89 renewal every two years	£3 a month per user/mailbox	£3 a month per user/mailbox
Aubergine, Beds www.aubergine262.com	£90 a year	£90 a year	£5 a month per user/mailbox	£5 a month per user/mailbox
2Commune, Leics www.2commune.com	£200 for two years	£150.00	£35 a year per user	£35 a year per user

Notes:

FastHosts info: - https://help.fasthosts.co.uk/app/answers/detail/a_id/254/kw/.gov.uk

Can use Outlook to log in, shared calendars etc.

Cloudnext Council hosting: – link to info:

https://www.cloudnext.uk/council-hosting/?fbclid=IwAR0jCc-JWFI_RadKnRxl6v-7H8kDyfhtM4bNjSjB0WAYbnpfn4LHqBOuluk#paymentoptions

Email packages: <https://www.cloudnext.uk/wordpress-hosting/>

4. Ask the registrar to apply for the domain name you've chosen (must be available) on your behalf with the documents required (<https://www.gov.uk/guidance/apply-for-your-govuk-domain-name?step-by-step-nav=5a9309a3-9a80-4faa-b24f-1797023e897f>)

A registrar will help you fill out the application and get your .gov.uk government domain registered so you can use it.

From LALC E-news 17 April 2023:

What are the benefits of a .gov.uk domain?

- Shows your website and emails belong to an official UK public sector organisation
- .gov.uk services are trusted and familiar
- Confidence your domain is being constantly monitored so that problems and malicious intent are quickly spotted and resolved
- Control access to official papers and correspondence; easily removing access when people leave • Handle Freedom of Information (FOI) or data requests more easily: you will not have to surrender private emails
- Your .gov.uk domain will always be yours; it is has been provided under English law