

Swallowcliffe Parish Council AGAR and IT requirements subcommittee meeting

Minutes of the Parish Council AGAR and IT requirements subcommittee meeting held on **Tuesday 25th November 2025** at 14:40pm.



Present

Present:

- Cllr. Stephen Banas (Chairman, portfolio holder for: highways matters)
- Cllr. Amanda Brockway (Vice chair, portfolio holder for planning, footpaths / rights of way and rep to Wiltshire Council's South West Area Board)
- Cllr. Nick Osborne (Village Hall treasurer, portfolio holder for finance)
- Mr Matthew Phillips – Parish Clerk and Responsible Financial Officer

Formal meeting

Started at 14:30

1. Domain name:

Recommend to select the domain name `swallowcliffeparishcouncil.gov.uk`.

2. Email addresses:

Recommend to have email addresses of form `cllr_<lastname>@swallowcliffeparishcouncil.gov.uk`, and `clerk@swallowcliffeparishcouncil.gov.uk`.

3. Web site hosting:

Recommend purchasing domain name and email services from [CloudNext](#), whose quote was:

- Domain name for £50 + VAT / year. Free for first year.
- Emails: 25 mailboxes of max 2GB each - £49.99 + VAT / year. Free for first year.

4. WCAG compliance

Recommend keeping existing web suite software platform, and contract Matthew Phillips to make the necessary compliance changes, and other reasonable changes as seen fit in order to fix bugs and improve the web site, at a rate of time and one half; to be invoiced when web site acknowledged as satisfactory.

5. FOI

Recommend we register with the Information Commissioner's Office.

Recommend that the clerk makes changes to the publications scheme and submit it to the parish council at the next meeting for approval.

Recommend that the clerk makes changes to the GDPR policy document and submit it to the parish council at the next meeting for approval.

6. IT policy

Recommend that the clerk creates the IT policy document and submit it to the parish council at the next meeting for approval.

Meeting end

Closed at 15:40