

Oakington & Westwick Parish Council

Payments & Income Schedule – August 2025

Invoices	Details	Net	VAT	Total
SSE Electric	Street lighting 1.6.25-30.6.25 (DD 30.7.25)	26.41	1.32	27.73
EE	Mobile 11.7.25-10.8.25 (DD 19.7.25)	21.81	4.36	26.17
Greenscape Energy Ltd	Solar PV system, Pavilion (Paid 23.7.25)	15941.40	3188.28	19129.68
Caligo Ltd	Info boards materials (Paid 23.7.25)	3115.04	623.01	3738.05
Connections Bus Project	June-July youth work sessions (x 7)	2072.00		2072.00
Unity Trust Bank	Service charge	8.10		8.10
Salaries	Salaries (net)	1070.42		1070.42
	Expenses	15.00		15.00
HMRC	PAYE/NI	138.86		138.86
NEST	Pensions	150.17		150.17
Charge Card				
Lloyds Bank	Monthly charge card fee	3.00		3.00
Totals		22562.21	3816.97	26379.18
Income				
HMRC	Vat reclaim	3756.19		3756.19
South Cambs SC	NZV Solar PV grant (final)	9767.40		9767.40
Total				13523.59

Oakington & Westwick Parish Council

Payments & Income Schedule – September 2025

Invoices	Details	Net	VAT	Total
SSE Electric	Street lighting energy 1.7.25-31.7.25	27.26	1.36	28.62
EE	Mobile phone 11.8.25-10.9.25	21.81	4.36	26.17
Brookfield Contracting	Grass cutting July 25	315.00	63.00	378.00
Replay Maintenance Ltd	3G drag brush visit 17/22	150.00	30.00	180.00
BusinessWatch	CCTV camera fault, clean & reposition	224.00	44.80	268.80
Unity Trust Bank	Service charge	8.10		8.10
Salaries	Salaries (net)	1208.59		1208.59
	Expenses	15.00		15.00
HMRC	PAYE/NI	225.01		225.01
NEST	Pensions	176.66		176.66
Charge Card				
Lloyds Bank	Monthly charge card fee	3.00		3.00
StinkyInk	Printer toner	12.07	2.41	14.48
Totals		2386.50	145.93	2532.43
Income				
Co-op Funeral Services	Memorial inscription	90.00		90.00
Resident	Ashes grave space	120.00		120.00
Santander	Reward Saver account closure	216.18		216.18
Camb & Counties Bank	95-day notice account interest	1775.80		1775.80
Total				2201.98

OAKINGTON & WESTWICK PARISH COUNCIL
INFORMATION TECHNOLOGY (IT) POLICY 2025
ADOPTED 8 SEPTEMBER 2025

1. Introduction

Oakington & Westwick 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.

2. Scope

This policy applies to all individuals who use Oakington & Westwick Parish Council's IT resources, including computers, networks, software, devices, data, and email accounts.

3. Acceptable use of IT resources and email

Oakington & Westwick 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.

4. Device and software usage

Where possible, authorised devices, software, and applications will be provided by Oakington & Westwick Parish Council for work-related tasks.

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

5. Data management and security

All sensitive and confidential Oakington & Westwick 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.

6. Network and internet usage

Oakington & Westwick 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.

7. Email communication

Email accounts provided by Oakington & Westwick 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.

8. Password and account security

Oakington & Westwick 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.

9. Mobile devices and remote Work

Mobile devices provided by Oakington & Westwick 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.

10. Email monitoring

Oakington & Westwick 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.

11. 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.

12. 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.

13 Training and awareness

Oakington & Westwick 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.

14. Compliance and consequences

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

15. 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.

16. Contacts

For IT-related enquiries or assistance, users can contact Laura Lawrence, clerk@oakingtonandwestwick-pc.gov.uk

All staff and councillors are responsible for the safety and security of Oakington & Westwick Parish Council's IT and email systems. By adhering to this IT and Email Policy Oakington & Westwick Parish Council aims to create a secure and efficient IT environment that supports its mission and goals.

OAKINGTON & WESTWICK PARISH COUNCIL

DOCUMENT / DATA RETENTION POLICY 2025

Oakington & Westwick Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

Retention Schedule

Under the Freedom of Information Act 2000 and the General Data Protection Regulations 2018, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record regardless of the media in which they are stored.

Planning Applications

All planning applications and relevant decision notices are available at Greater Cambridge Shared Planning Portal, therefore, there is no requirement to retain duplicates locally. All Parish Council recommendations in connection with these applications are recorded in the Parish Council minutes and are retained indefinitely.

Information Register

The Clerk will retain an information register identifying information held by the Parish Council and its disposal date.

Disposal procedures

All documents that have reached their disposal date and are no longer required for administrative reasons will be shredded and disposed of.
Electronic copies of documents will be deleted and removed from archived when they exceed their retention periods.

Storage Locations

Hard Copies will be stored in the following locations;

- Clerk's home office
- Oakington & Westwick Sports Pavilion Parish Council Storeroom

Electronic files will be stored in the following locations (three independent electronic locations);

- Clerk's laptop computer
- OneDrive (Cloud)
- External Hard Drive

RETENTION SCHEDULE

DOCUMENT	MINIMUM RETENTION PERIOD	REASON
1834 Enclosure Award	Indefinite	Management (Identical copy held at County Archive)
Accident & Incident Reports	20 years	Potential claims
Asset Register	Current Version	Management/Audit
Annual Accounts (AGAR)	Indefinite	Audit
Bank paying in books	Last completed audit year	Audit
Bank statements	Last completed audit year	Audit
Burial Records	Indefinite	Archive. Cemeteries Orders & Regulations
Certificate for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employer's Liability (Compulsory Insurance) Regulations 1998 (SI 2753), Management
Cheque book stubs	Last completed audit year	Audit
Declarations of Acceptance Office	Term of Office + 1 year	Management
External Auditor reports	6 years	Audit
Fees & Charges	6 years	Management
Health & Safety Records	Indefinite	Statutory requirements vary
HMRC PAYE	12 years	Superannuation
Income & Expenditure Records	Indefinite	Archive
Information from third party bodies	Retain as long as useful	Management

Insurance policies	While valid. Plus 1 year.	Management
Internal Auditor reports	6 years	Audit
Investments (if held)	Indefinite	Audit, Management
Local/Historical Information	Retain as long as useful	Management
Magazines & Journals	Retain as long as useful	Management
Members Register of Interest	Term of office + 1 year	Audit, Management
Minutes (Signed)	Indefinite	Archive
Minutes (Draft & Notes)	Destroy when Minutes approved	FOI
Paid Invoices	6 years	VAT
Planning applications & related papers for major controversial development	Not retained	Available on GCSP website
Planning applications & related papers for minor works.	Not retained	Available on GCSP website
Policies of the Council	Current Version	Management
Quotations & tenders	6 years	Limitation Act 1980 (as amended)
Tenders (Unsuccessful)	3 years	Challenge
Receipt & Payment Account	Indefinite	Archive
Receipt books of all kinds (if held)	6 years	VAT
Registration of Village Greens	Indefinite	Audit, Management
Reports and other papers circulated with Agenda	5 years	Management
Routine correspondence and emails	While relevant	Management
Staff Documentation	In accordance with DPA	DPA 1998
Standing Orders	Indefinite	Archive
Timesheets	Last completed audit year	Audit
Title deeds, leases, agreements, contracts where applicable and in place	Indefinite	Audit, Management
VAT records	6 years	VAT

Adopted: May 2015

Reviewed: 8 September 2025

Next Review Due: May 2027