

# ASENBY PARISH COUNCIL

## MINUTES

Minutes of the Meeting of the above-named Parish Council held on  
Wednesday 28<sup>th</sup> January 2026, in Topcliffe and Asenby Village Hall at 7.00 PM

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### Attending:

Cllr. Gallon (Chair)	Cllr. Sollitt
Cllr. Rawden	Cllr. Eames
C. Grimston (Clerk)	

### 1. APOLOGIES and REASONS FOR ABSENCE

- 1.1. Cllr. Noble.
- 1.2. Apologies accepted.

### 2. DECLARATIONS OF INTEREST

- 2.1. Declarations: None.
- 2.2. Dispensation: None.

### 3. MINUTES

- 3.1. Minutes of the meeting held on Wednesday 3<sup>rd</sup> December 2025 were confirmed as accurate.

### 4. POLICIES

- 4.1. Councillor Code of Conduct Policy adopted.
- 4.2. Information Technology (IT) Policy adopted with minor amendment to Para.9.1.4.
- 4.3. Members' Register of Interests Policy adopted.
- 4.4. Data Protection Security Policy (GDPR) adopted.
  - GDPR Privacy Notice adopted.
  - Privacy Notice (Councillors, staff and role holders) adopted.

### 5. .gov Requirements (website and email)

- 5.1. Council members were updated on the Government's requirements for a .gov domain, along with website and emails, including Assertion 10 requirements for this year's audit.
- 5.2. Members considered proposals for upgrading the website and email accounts. This included consideration of the request from the last meeting to review use of personal emails and data storage.
- 5.3. Cost implications were recognised (£300 - £400 per annum, approx. £600 build cost if used).

### Actions:

It was agreed to undertake the following:

- register the .gov domain and set up six email accounts to cover a general mailbox (clerk) and the five council members;
- transfer the existing website to a new provider that guaranteed to be fully compliant with [GDPR](#) and Web Content Accessibility Guidelines ([WCAG](#)), and is self-build and managed;
- use a provider that is registered with the Government, and is part of the Parish Council Domain Helper Service ([PCDHS](#));
- the provider chosen to be [Hugo Fox Ltd](#).

## **6. COUNCIL ADMINISTRATION**

6.1. Annual Parish and Parish Council meetings to be arranged via email (May 2026).

6.2. Next meeting: Tuesday 4<sup>th</sup> March 2026

Meeting closed at 9:00pm.