

**WEST MERSEA TOWN COUNCIL
INTERNAL AUDIT 2025/26**

A Proper Bookkeeping

- Is the cash book maintained and up to date?
Yes. Transactions are input as they arise to keep the system up to date. Council generally meets on the second Thursday of the month allowing time for preparation of month end statements.
- Is the cash book arithmetic correct?
Computerised accounting system (AdvantEDGE accounts and cemetery administration package). Cost centres are set up for Council, Toilets, Asset Facilities & Environment, Sport & Recreation, Traffic & Transport, Cemetery, General Account, Mayor's Allowance and NP. This enables each of the committees and working groups to monitor the finances in respect of their areas of responsibility. Tailored reports can be provided for meetings.
- Is the cash book regularly balanced?
Yes. Computerised accounting system.

B Financial Regulations, Standing Orders and Payment Controls

- Has the council formally adopted standing orders, financial regulations and publications scheme?
Yes. SO and FR were reviewed and agreed at meeting 15 May 2025 (minutes 25/154 & 25/155). Publications scheme was last adopted 01/04/21 although FOI policy was reviewed and adopted at the meeting on 27 May 2025 (minute 25/172a). [The publications scheme needs updating: at present it repeats the framework of the FOI policy, and needs the detail inserted.](#)
- Has the council reviewed / adopted other policies during the year?
Policies have been approved in batches at meetings throughout the year. May (minute 25/156 & 25/172), June (minute 25/190), July (minute 25/215 & 25/238). The clerk keeps a schedule listing the policies, last review, next review, loaded onto website and committee responsibility. All the [council's policies](#) are on the website.
- Does the council have an Investment Strategy in accordance with the requirement for councils with reserves over £100,000?
Investment Strategy adopted 25/02/26 (minute 26/57).
- Has a Responsible Financial Officer been appointed with specified duties?
Yes. RFO is a separate staff post.
- Have items or services been purchased in accordance with the Financial Regs?
*Financial Regulation 5.15 specifies clerk has delegated authority to approve up to £500 (ex VAT) for items within budget headings and committees up to £5000 (ex VAT) within their delegated budgets. FR 5.18 enables the clerk to spend up to £1000 (ex VAT) in situations of serious risk to the council. FR 5.6 requires tenders for spend estimated over £30,000 (inc VAT) which agrees with SO s18a v provided the £25,000 limit stated there is excluding VAT. FR 5.7 requires use of Contract Finder (Public Contracts Regulations) for contracts over £30k (inc VAT). FR 5.8 requires 3 fixed price quotes for contracts between £3,000 (ex VAT) and £30,000 (inc VAT). FR 5.9 requires 3 estimates for contracts between £500 and £3,000 (ex VAT).
*There are 8 payments of over £3000 (ex VAT) which fall within the threshold requiring 3 fixed price quotes of which 3 are contract extensions under FR 5.12 (payments 01/05/25 to CCC of £11779.70 to empty bins and £12317.96 for play area inspections and payment 28/07/25 £5819.34 Initial Washroom Hygiene). The assistant clerk obtains quotes for the council, prepares reports for the resolution agenda item, and keeps a folder of those accepted / agreed by the council for**

preparation of purchase orders. Payment 28/04/25 £3333.33 Dynamic Fireworks (for 08/05/25 event) agreed in 2024/25. Payment 24/06/25 £8258.99 Zurich Insurance (minute 25/189). Payment 07/07/25 £6961.02 Wallgate Ltd Toilet care plan - agreed in May (25/171 3 year contract £15438.06) and (CAF 25/19 1 year service plan £7667.44). Payment 28/01/26 £3620 WM Tree services (25/273). Payment 30/03/26 £11470 RJR for toilet roof (25/328). Other quotes have been agreed but not paid by 31/03/26 e.g. skatepark repairs (26/19 £10295.32) and maintenance of park equipment (26/51 £17802.04). All quotes for work initiated, in progress and completed are included on the Task Tracker maintained by the Cemetery clerk/ asst to clerk.

There was one tender during 2025/26 for over £25,000 (£30k including VAT) that required a tender process. A tender for Grounds Maintenance was put on Contract Finder in November (25/349) following the process in Financial Regulations. At the meeting on 15 January 2026 council appointed Great Oaktree (first option minute 26/16) to deliver a 3-year contract starting 01/04/26 for £30584 p.a.

Estimates and quotes for smaller items of expenditure are discussed at almost every full council meeting e.g. work at Glebe (25/095, 098, 099, 26/48), vegetation clearance (25/243), office equipment (25/268, 270), Tree work (25/274, 26/49), work nest (25/319), fence posts (25/324), doors (25/325), leaflets (25/345), cleaning (25/374, 26/45, 26/69), beacon (25/386), gate (26/20), turfing (26/50), oak posts (26/71, 72). Estimates and quotes are also discussed at every meeting of the Community Assets / Facilities Committee meetings, within their delegated spend budget.

- Are payments in the cash book supported by invoices, authorised and minuted? A Finance item 'to approve and agree a list of payments' appears on full council agendas, often with no payments to be approved. This is because most payments fall within delegated powers, are on a regular payee list, or have already been approved by separate resolution. Minutes show individual approvals by resolution and ratification of delegated spend powers used by the clerk (minutes 25/237, 25/267, 25/299, 25/337, 26/24, 26/25).

Once council has agreed an order, a PO is raised and the item purchased or the contractor instructed. As invoices are received the RFO first checks them against the PO system and gets confirmation that the item or service has been delivered. Source documents are marked with the name of the committee that approved them, the account code for posting and the agenda reference and meeting date when they were approved. The EDGE transaction number allocated by the system might be a useful addition to the source documents. The RFO raises the transaction as a payment on the EDGE system. EDGE creates a 'payments for approval list': the lists are sequentially numbered. The RFO sets up the payments on Unity Trust bank and emails the payments for approval list and scanned copies of the source documents to the 4 members of the finance committee. 2 members release the payment

- Has VAT on payments been identified, recorded and reclaimed? The council is registered for VAT and charges VAT on vatiable supplies. The RFO only reclaims VAT where the invoice or account is in the name of the council or where the purchase is clearly for council activity. VAT is charged on the sales of dog bags and food bags. VAT is also included in the parking charges (not PCN) collected by NEPP, although the calculation is not shown on remittance advice notes. VAT is recorded in a VAT control account and a return submitted quarterly through Making Tax Digital systems. Edge year end VAT summary shows claim details and reconciles to system. VAT Control a/c balance 31 March 2026 is £8571.79 and is included in debtors at the year end.

- Is s137 expenditure separately recorded and within statutory limits?
The council has adopted General Power of Competence 13 January 2022 (minute 21/332). This carries over to the next local Government election even though there has been a change of clerk, currently not CiLCA qualified but working towards.

C Risk Management

- Does a scan of the minutes identify any unusual activity?
FOI requests (25/113, 114); VE Day event (25/138); lease renewals (25/141, 25/211, 25/217, 25/317); Bathing Raft Project (25/136). HMRC settlement (25/188); Bike Seeking transfer of assets (25/246), Glebe community building project (25/247. 25/298), Adult gym project (25/348), skate park project (CAF 25/68), coast road path project (CAF 25/36, 25/69), tree works and red squirrels (EC 25/10).
- Do the minutes record the council carrying out a risk assessment?
Yes. Risk Assessment Policy (adopted 11/04/24) sets out the theory of risk assessment and use of likelihood and impact ratings. The Risk Assessment itself was approved at the meeting in 3 April 2025 (minute 25/092). It has sections for Financial Risks, Office Risks and Open Spaces / Cemeteries, each with columns for description, risk, action/notes, likelihood and impact. The council also has a Health and Safety Policy (adopted 12/02/26) and a Lone Working Policy (adopted 05/06/25 minute 25/190). For the Grounds Staff there is a suite of risk assessments prepared by Chestnut Associates and last reviewed January 2026 badged as 'Safe systems of work' (Ris+A1:F35k Assessments). These rate the severity of hazards for various activities (from walking the boardwalk to using chainsaws) and a suggested control measure to mitigate risk. For the VE 80 Day in May, arrangements were outsourced to 3rd party contractors to provide and ignite the fireworks, and to provide the security and management of attendees. The third-party companies provided the Risk Assessment and insurance cover for the event. The clerk's report (minute 25/127) confirmed Zurich were happy with this arrangement.
- Is insurance cover appropriate and adequate?
A three-year agreement with Zurich, renewal 1st July 2025 (to 30/06/28) was agreed at the meeting on 5 June 2025 (minute 25/189). Property damage cover was amended at the meeting 4 September 2025 (minute 25/266) to reflect the re-evaluation of insurance needs agreed in May (minute 25/169). Insurance cover for Buildings (7 premises in Part A): Business interruption; Contents (of Melrose Road): Property Damage (items described in Part C): Money; Public liability (£15 million); Hirer's liability (£2million); Employer's liability (£10million); Libel and Slander (£250,000); Motor Vehicles; Fidelity Guarantee (£1million); Personal accident; Legal Expenses. The insurer has confirmed that the policy covers events and use of firework with particular conditions (minute 25/127). There is a separate insurance for the 10 Melrose Road office building: CCC insures the building and invoices WMTC for this.
- Are internal financial controls documented and regularly reviewed?
*Internal controls policy was adopted at the meeting 14/05/25 (minute 26/135b) which reflects the financial regulation control requirements and sets out the council's purchase order system. The council's processes include a good division of duties between staff which strengthens internal control.
Payment of invoices – RFO emails a list of payments to the 4 signatories with an explanation of how approved (by resolution, delegated power or on list of regular payees): email responses show these are sometimes queried as evidence of scrutiny. Hardcopy source documents are taken to council meeting the following month, with the bank statement and bank recs to enable additional scrutiny if*

needed. PO system strengthened this year (Finance & Strategy mtg 18/08/25 minute 25/24) and a running record of approved purchases introduced (task tracker for quotes minute F26/26). Schedule of regular payees approved 15 May 2025 (minute 25/153). The council has a corporate Barclaycard with a credit limit of £6000. There are currently 2 users (RFO and a councillor) and an application has been made to provide a card for the clerk. Each cardholder will have a limit of £2000 each. The RFO is the card administrator. The card is settled by DD each month.

Monitoring of actual v budget – All councillors are emailed actual v budget statement (by cost centre) each month. Committee chairs have responsibility for their own cost centre budgets (in accordance with the committee ToR) but there are no detailed reviews in committee meetings, other than the finance committee.

Review of bank recs and evidence of scrutiny against the bank statements – Bank reconciliations are checked and signed monthly by a councillor who is not the chair or a signatory, exceeding the frequency required by FR 2.6.

Bank mandate and authority – Unity Trust mandate has three authority levels to view, submit and authorise release of payments. Clerk and RFO have authority to view and set up. 4 councillors have authority to release payments. Mandates for all accounts was updated at meeting 10/07/25 (minutes 25/206, 25/207).

Internal controls over salary payments – Payroll is outsourced to Beamont Seymour (25/108, 25/151) which adds a layer of scrutiny.

Cash handling – No cash is handled

Collection of all funds due to the council – The council has systems for collecting income from allotments, gate licenses, cemeteries and parking.

An excel spreadsheet is used to record allotment plots and licence holder contact details. The office admin assistant keeps the spreadsheet up to date: The RFO raises the invoices which are saved in a separate folder, and the admin asst sends it out with the licence. When settled the spreadsheet is updated and is reconciled with EDGE at the year end. An excel spreadsheet manages gate licence fees using a similar process to allotments.

The council operates 3 cemeteries. Epitaph is used by the Cemetery clerk for burial ground /cemetery fees to record services and issue invoices. The software communicates with EDGE to raise income due to the council. The Cemetery clerk uses a spreadsheet to manage dates of funerals and keep a record of forms sent, received etc. Grave numbers are allocated: each plot has a note to show if it is pre-purchased, pending or available. Paperwork system is well managed. Epitaph produces an unpaid income report which can be reconciled to EDGE.

Car park charges and PCNs are collected by NEPP and paid to the council net of NEPP fees. *The net amount must be grossed up in future so that the NEPP costs for the service are shown as expenditure to comply with SAPPP guidelines.*

Project management and Safeguarding assets – The Town Clerk report at each meeting is an update on the action list to ensure nothing is missed.

Regarding Asset inspection the grounds staff complete weekly inspections of play areas and open spaces and are trained to assess the play equipment (training 08/05/25). The handwritten inspection logs are kept by the office administrator.

There are also more formal quarterly inspections and the minutes record a ROSPA play park inspection (25/240). The Cemeteries are inspected in an ad hoc way by the cemetery clerk and groundsman (who are both trained) and records kept of any action. Topple testing is undertaken every 5 years in the cemeteries (and at the parish churchyard on a request basis): next due in 2026. When a plot is reopened for a burial, nearby stones are checked for movement. An inspection of all open spaces was undertaken in January 2026 by Chestnut Associates (minute 26/26):

the report dated 11/02/26 has notes about 28 areas of open space under council management.

- Are all risks identified and actions undertaken to mitigate risks?
The risk assessment is comprehensive in scope with several changes made to the website version adopted on 15/05/26 regarding the open spaces section and identification of additional governance risks. I would suggest a couple of other changes: Under 'business continuity', holding reserves will help to fund actions but the council could have plans related to dealing with cyber-attacks, systems back-ups, alternative work and meeting venues etc. I understand that the clerk is working on a business continuity plan. Under 'litigation' I would suggest the mitigating action needs to include having robust processes in place for contract management and appointing specialists where appropriate in early stages of project development. I think the council already does this, but just isn't saying so in the risk assessment.

For Grounds Staff, a risk assessment of 'dangerous substances and explosive atmospheres regulations (COSHH)' was undertaken by Wirehouse Employee services on 27/02/25. A typed checklist includes checks on First Aid boxes, cleaning products, driving licence checks, tool kit checks, safety guard checklist and training. First aid training completed June 2025, working at height Nov 2025 and Manual Handling training completed Dec 2025. There are manual logs in the H&S folder to record condition of safety guards, ladders and fire extinguishers with last entries dated 12/09/25. Minutes indicate that various mitigating actions are being undertaken i.e., councillor confirmation of insurance cover for event (25/127), training (25/186, 26/2226/24, P26/13), tree survey (25/222, 25/273, CA26/04), ROSPA play park inspection (25/240), engagement of specialists (25/298), advice from HR provider (P25/61, P25/94), Fire risk assessment (26/44) H&S awareness course (26/73). The minutes also refer to timing of tree works, potentially inappropriate for the red squirrel population, which ideally needs specific mention in the council's Biodiversity Policy.

D Budgetary Controls

- Has the council prepared an annual budget in support of its precept?
There were initial discussions at the finance committee meeting on 20 January 2026 (minute F26/05) which was recommended to the full council meeting on 21 January 2026. The council agreed a budget requirement of £773659, income of £201320, LCTS £9441 and precept of £426088 (minute 26/32).
- Does the council have a 3 to 5 year strategic plan?
Not up to date during 2025/26 but a new strategic aims document 2026 to 2029 was approved at the meeting 14 May 2026 (minute 26/135). It includes 2026/27 projects for which reserves are earmarked at 31/03/26 and longer-term plans for which reserves will be built / external funds used. The reserves policy was adopted 07/12/23 but only set out the theory of reserves policy creation, rather than actually setting any reserves levels. When the reserves policy is reviewed, I suggest incorporating the plans set out in the strategic aims documents, specifying the level of general reserves to be maintained and levels of EMR needed for project delivery.
- Is actual expenditure against the budget reported to the council?
Councillors receive an actual v budget report each month but the minutes do not record a formal discussion at full council. The finance committee meeting on 18/08/25 reviewed the budget (minute F25/16).
- Are there any significant unexplained variances from budget?
Actual expenditure was lower than budget (A £480625.70: B £720118): expenditure on projects from reserves did not proceed. Actual income was pretty much on

budget overall (A £596635.18: B £595518). Reserves increased by £84475 to £482178. Closing funds comprise EMR £182000 (mostly extension to Feldy and Prepaid Burials) and General fund / reserves £300178 (£162178 + £138000). The EMR on the consolidated balance sheet at 31/03/26 are the target levels set at the time of 2025/26 budget. The council is planning to increase EMR for Feldy extension and prepaid burials by £5000 each. It is noted that the 2026/27 includes spending £136810 from reserves which will use much of the excess general reserves if all plans come to fruition.

E Income Controls

- Are there other sources of income other than precept and VAT refunds?
*Yes. Grants, Allotment fees, burials and memorials, car park, rental / lease income, gate licences, hire of chambers, various sales (dog bags, food bags) and interest. Charges and fees for Allotments, gate licenses, cemetery and car parking have been reviewed during the year (minutes 25/296 & 25/297). Allotment fees were further increased wef 01/01/26 (minute 25/363). **Note that Parking income is net of NEPP fees and should be gross to comply with accounting requirements.***
- Is income due to the council properly collected, recorded and promptly banked?
Most receipts are by direct credit. Cash and cheques are not accepted. Receipts can also be taken by card reader at the front desk. Charges deducted from receipts are correctly treated as expenditure
- Does the precept recorded in the cash book agree to the district council's notification?
CCC pays in 2 instalments but notification does not show a split of precept, general grant and localised council tax support. The total of £410478 (2 x £205239 April and September) received in the year from CCC agrees to the totals expected by West Mersea TC of precept £401037, and General Grant / Localised CT support £9441
- Are security controls over cash adequate and effective?
No cash is handled

F Petty Cash Procedures

FR10.1 says the council does not maintain any form of cash float.

G Payroll Controls

- Do salaries paid agree with those approved by the council?
There are 6 members of staff: Clerk (full time), RFO (15 hours a week, increased from 8 at the start of the year), Cemetery clerk/ asst to clerk (full time), Office Admin assistant (12 hours a week), 2 Groundsmen (full time) and a housekeeper (full time). The third groundsman resigned in April 2025 (minute 25/115). At its meeting on 3 April 2025 council agreed to increase RFO hours by 4 hours a week (25/116) and increased by a further 3 hours to 15 hours per week at the meeting on 10 July 2025 (minute 25/225), set permanently in October (25/305). In March 2026 the Personnel committee agreed paperwork for recruitment of a Groundsman (minute 26/20) as one groundman is retiring. Additional hours worked are taken as TOIL. i.e. there are no overtime payments. The housekeeper is paid extra for bank holiday working. None of the staff contracts include the automatic cost of living increases agreed by the NJC. The Financial Regulations (FR 11.3) say that 'Salary rates shall be agreed by the council, on a recommendation from the Personnel and Finance committees'. The NJC awards for 2024/25 was noted at the meeting on 22/08/25 (minute P25/60) but with no action. At their meeting on 9 January 2026 the Personnel Committee proposed

increases to staff salaries from 01/04/26 (minute P26/07) and set a personnel budget for 2026/27 (P26/07). This was approved at the Finance and Strategy meeting 20 January 2026 (minute F26/07) and agreed by full council as part of the 2026/27 budget and precept. The RFO will advise Beaumont Seymour of the new rates. Beaumont Seymour was also advised of arrangements for a staff member on jury service (25/393).

- Are other payments to the clerk and RFO reasonable and approved by the council? *Yes. Clerk and RFO can claim for parking and for mileage at 45p per mile, and for reimbursements which are paid with salary on the last day of each month. Expenses are correctly analysed to Box 6.*
- Has PAYE / NIC and pensions been properly operated by the council as an employer? *Payroll services have this year been provided by Beaumont Seymour (25/108, 25/151) who use sage payroll. The RFO can access reports through a portal to check gross pay and expenses and download the payslips. HMRC is paid quarterly. All staff members have opted in to LGPS. The PN11 is completed by the RFO and payment made monthly. Back pay of an employee's pension contribution was agreed at the meeting 25 February 2026 (minute 26/58). Settlement of prior year tax affairs were concluded on June (minute 25/188).*
- What controls exist over management of staff time and duties? *Personnel committee oversees all staff matters and has met 6 times and various reviews undertaken. Worknest reviewed staff contracts in May (P25/47). What happened? Office opening times were reviewed in August (P25/59). Staff roles were reviewed in October and JDs amended (P25/83 & P25/93). The staff handbook was updated by an HR provider (25/91). The Clerk manages all staff and reports to the Personnel committee. The Groundsman complete time sheets which were reviewed at the Personnel committee meeting in November (minute P25/84). H&S policy covers staff training and supervision, mindful of staff welfare. RFO probation period was noted as completed in April 2025 (25/117). Staff appraisals were undertaken in November (P25/90) and a new appraisal framework was agreed March 2026 (P26/21).*

H Asset Control

- Does the council keep an asset register of all material assets owned? *The council has an asset register policy which says that the register is maintained at acquisition cost and that items must have a minimum purchase value of £50. The register is an excel spreadsheet which has a summary sheet and worksheets for Land, Buildings, Play equipment, Street Furniture, Machinery and Equipment, Office and Vehicles. Each worksheet has details of the council's assets under that category with columns for description, location, acquisition date, acquisition cost, replacement cost, AGAR value, Insurance value, custodian, disposal date, notes. Acquisitions are highlighted in Blue and disposals in green, with previous year changes shown at the foot of the worksheets. The balance at 31/03/25 and 2025/26 additions and disposals have been entered onto the EDGE system to enable the new total to be picked up for the year end reports. The council owns all assets except for the Council office in Melrose Avenue (leased from Colchester Borough Council) and the allotments (leased from Mr Crisp). Some of the council's land at Glebe 2 is leased to other organisations.*
- Is the register regularly updated? *The register was approved at the meeting 15 May 2025 (minute 25/156). It is updated every 6 months in accordance with the council's policy. Opening AGAR*

figure of £2,438,368.09. Additions £1017.50 (laptop £910, fridge/freezer £107.50). Disposals £250 (old fridge/freezer). Closing AGAR £2439135.59

- Do asset insurance valuations agree with those in the asset register?
*The council undertook an asset reinstatement assessment, reported at its meeting in September 2025 (minute 25/266). The insurance policy was updated and new insurance values for the 7 buildings were added to the register as confirmed by email 11/09/25 (and a refund issued as over insured).
The property damage cover looks sufficient to cover the assets but the figures in the insurance column do not match the policy schedule.*

I Bank Reconciliation

- Is there a bank rec for each account?
*Yes. 7 accounts at the end of the year (2 x Unity Bank accounts, Redwood, 3 x Barclays accounts and Barclaycard).
The council moved its regular business from Barclays to Unity Trust (25/070). It was agreed to use the Unity Account for pre-paid burials (F25/22), to close the NS&I account (F25/23) and move £100k to Redwood and £75k to Unity. Accounts were opened with Hampshire Trust and NS&I (26/56) and it was agreed to close Barclays balances into these accounts and Redwood (F26/23), which will be completed in 2026/27.*
- Is the bank rec carried out regularly on receipt of statements? *Yes.*
- Are there any unexplained balancing entries in any reconciliation? *No.*

J Year End Procedures

- Are year-end accounts prepared on the correct accounting basis (R & P / I & E)?
Yes, final report and accounts on I&E basis.
- Do accounts agree with the cash book and working papers?
Yes. All cross check
- Is there an audit trail from underlying financial records to the accounts?
The source documents are filed in month order (in 2 folders for DD / regular payments and others) and easy to track.
- Where appropriate, have debtors and creditors been properly recorded?
Yes. Edge system operates on an accruals basis and produces aged debtor and creditor reports throughout the year. At the year-end the RFO prepares an excel spreadsheet of payments in advance, apportioning contracts that extend into 2026/27 and raises an adjustment. The report reconciling totals of Box 7 & 8 shows the debtor and creditor totals.

K Council Exempting itself from a limited assurance review

- Did the council meet the criteria?
No. Gross income and gross expenditure in 2024/25 exceeded £25000.
- Did the council exempt itself from the review? *N/A*
- Was the exemption certified at a meeting? *N/A*
- Was the appropriate notice displayed? *N/A*

L Web page Publication

The authority publishes information on a website/webpage, up to date at the time of the internal audit, in accordance with the relevant legislation.
Policies and minutes are on the website. Payments approved by the council are made public each month. List of monthly income and expenditure is on the website
[Finance](#)

M Public Rights in Summer 2025

The council agreed the dates for the period for the Exercise of Public Rights commencing 16 June 2025 and ending 25 July 2025 and displayed the notice [Notice of Public Rights 2024-25.pdf](#)

N Publication of Annual Return 2024/25

The authority has complied with the publication requirements for 2024/25 AGAR (see AGAR Page 1 Guidance Notes).

[Annual Governance&Accountability Return 2024-25\(unaudited\).pdf](#)

O Digital and Data Compliance

- Does the council have a generic email account hosted on an authority owned domain? Yes
- Does the council website meet web content accessibility guidelines?
Yes. *The council's website provider has stated that the website is compliant with WCAG2.2AA regulations.* <https://www.westmerseatowncouncil.gov.uk/Accessibility>
- Has the council registered with ICO as a data controller/processor, appointed a data manager and have appropriate policies in place?
Yes, *the council has ICO registration and the town clerk is the data manager (i.e. the named contact on the Information and Data Protection Policy). The council has in place policies for Information and Data Protection, Data Breach, Documents and Records, GDPR, CCTV, Email, Public Relations, Press and Media, Recording at meetings.*
- Has the council formally adopted an IT policy setting out how everyone – conducts council business in a secure and legal way?
An IT Policy was adopted on 31 July 2025 (25/238).

P Trustees

Not applicable. West Mersea TC is not a sole trustee.

Jan Stobart
26 January and 1 June 2026