

# St Paul Malmesbury Without Parish Council

## Report #6.3

### Council email addresses

#### 1. Purpose of the report

- 1.1 To identify Council interest in pursuing the establishment of dedicated email addresses for parish council work.

#### 2. Background

- 2.1 In March 2023 a Wiltshire Council newsletter identified various aspects of good practice for local councils, including the benefits of Cllrs using a dedicated address when they are communicating on behalf of the parish council. This newsletter was circulated to all Cllrs, discussed by the Personnel Committee and agreed at the April council meeting to be an agenda item in the future.

- 2.2 Some of the identified benefits of the separation of council emails are:

- that it would assist the Cllr in managing their other responsibilities and personal correspondence alongside their council work
- that it would improve Cllr ability to follow the council's GDPR policy of timely deletion of residents' personal information
- that it would lead to clarity for potential contractors and other who do business with the council and give a more professional appearance
- that it would potentially increase security of electronic correspondence

- 2.3 Options for achieving dedicated addresses include each Cllr setting up a gmail, or similar, new address; eg councillorclogg@gmail.com. However, the current contract with the council website provider allows for up to 10 email accounts, which would currently be sufficient for this council. These would be more secure and would be accessed by logging in to the domain. These could also be set up with a standard council signature block format.

#### 3. Options

- 3.1 To choose no change  
3.2 To require all Cllrs who use email to adopt a dedicated address  
3.3 To allow Cllrs to choose whether to adopt a dedicated address or not

#### 4 Financial Implications

- 4.1 There are no direct costs associated as the email facility is included in the council's current monthly fee for the management of the website.

#### 5. Recommendation

- 5.1 The Council is recommended to support Option 3.3