

St Cleer Parish Council

Temporary Councillor Access to Utilities and Peninsula HR Accounts

Date of Document:	4/2/24
Committee / Sub Committee the motion is intended for:	Full Council
Date of that Meeting:	
Proposer:	Sue Harbord
Seconder:	
3rd and 4th Signatories if required under Standing Order (this applies specifically to EXO matters and Recissions)	

Situation:

The RFO and Council does not have the required passwords to access billing information and invoices from our utility suppliers and the HR provider Peninsula. The RFO cannot reset the passwords as they do not have access to the Clerk email. To complicate matters some of the accounts are also linked to the old Clerk phone number for verification. Gaining access to these accounts may be a time-consuming process.

Background:

Unfortunately after the departure of Clark we do not have any record of the passwords for these accounts.

Assessment: What is your assessment?

We need access to these accounts in order to produce billing information and invoices for our records and monitor charges.

Proposed Motion:

To allow Councillor Harbord to gain temporary access to these accounts and reset the passwords and print out invoices/bills.

Councillor Harbord will give a copy of all new passwords to the Chair and Locum RFO. These can be re set when a new Clerk / RFO in in position.

Once reset all passwords should be written down and given to the Chair in a sealed initialled envelope. This will prevent the loss of access to accounts should the new clerk / RFO leave.

Date received:

Action taken or motion rejected (under SO9h):

Signature of Clerk / Officer receiving the motion: