

Committee	Full Council
Date	19 May 2025
Agenda Item	11

To consider an IT policy for Halstead Town Council

Before preparing the year-end accounts, it is always a good idea to check the up-to-date Practitioners' Guide. Quite often a new procedure is introduced without much notice being given. On looking at the 20025 guide, it was revealed that all council are now expected to have an IT policy. A template was provided and HTC's IT policy is based on this template. It would be useful to have this policy in place before the external auditor's review.

Halstead is already compliant, but it is good to make a statement of fact.

Recommendation : that HTC adopts the IT policy.

Sarah Greateorex

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Town Clerk