

Sampford Courtenay Parish Council

Report for the meeting : September 4th 2024

Subject: Parish email migration to .gov.uk email

Report prepared by: Malcolm Harris - Clerk

1. SUMMARY OF PURPOSE

- 1.1 To report on the implications and options for the migration of the current Councillor ***g.mail*** email accounts to a recommended ***.gov.uk*** format.

2. BACKGROUND

- 2.1 At the May 1st meeting 2024 , the Clerk discussed the recommendation by the National Association of Local Councils (NALC) for Parish Council emails to migrate to a **.gov.uk** domain . (Minute 9.3.05/24) In addition ,the internal auditor and external auditors for the parish council have advised the council that the use of a recommended **.gov.uk** .address would be part of the 2025 audit . At the June 26th meeting 2024 ,it was agreed that the Clerk would undertake further research and report back to the September meeting (minute 9.2.06/24)

3. RESEARCH INFORMATION

- 3.1 The Clerk attended two webinar training courses organised through DALC and presented by the Cabinet Office. The introductory course highlighted the benefits of changing to a gov.uk domain and the need to use an “ approved registrar ” to create the official .gov.uk domain if the Parish Council required financial assistance and technical help from the Cabinet Office.

It is noted at this stage that whilst it is recommended as best practice it is not mandatory that Parish Councils migrate to **.gov.uk**

The follow up course outlined the practical aspects of moving to the **.gov.uk** domain and some indication of costs involved. A guide was provided to take attendees through every step of the process - from informing councillors to appointing a chosen [.gov.uk](#) approved registrar: The guide is practical , informative and useful for Councillors to understand the issues of moving to .gov.uk in the future. [Guide 1: Preparing for your move to .gov. uk.](#)

4. PROJECT PLANNING

- 4.1 It is suggested that if this administrative project be undertaken, that it be managed by the Clerk with support from a nominated Councillor
- Setting a timescale
 - Identifying SCPC needs (for example, email address changes only – or adding the website into the domain name changes –
 - Choosing a .gov.uk name
 - Financial planning – budget implications
 - Selecting a registrar –quotes from the .gov.uk approved registrars list

5. FINANCIAL IMPLICATIONS

- 5.1** Financial information was limited on the course as actual costs are subject to quotations from the registrars. The Cabinet Office is only offering a £100 grant towards the costs if councils use an approved registrar services this financial year.
- 5.2** The initial cost for migrating the current email domain is circa £500 as a one off fee.
- 5.3** There would be ongoing administrative charges and these are an unknown factor until discussions are held with the registrars – Indications suggest that they might vary from £3 - £10 per email address per month. Or there could be bundle offers ranging from £300 to £500 annually.

6. OPTIONS

- 6.1** Option 1 – to continue with the current “g mail “ email domain at this present time or,
- 6.2** Option 2 –continue the financial research with an approved registrar and report back to the Parish Council meeting in January 2025 with a view to budgeting for the work in the future.

RECOMMENDATION

Councillors consider the options and recommend the way forward .