

COPYTHORNE PARISH COUNCIL MEETING – TUESDAY MARCH 10TH 2026

Item 10 - To receive and approve a report for the switch of the Council website and e-mail addresses to “gov.uk”

BACKGROUND

Currently the Council has a website domain and associated e-mail address that end with “org.uk”.

The Smaller Authorities' Proper Practices Panel (SAPPP), formally the Joint Panel on Accountability and Governance (JPAG), is responsible for issuing proper practices about the governance and accounts of smaller authorities and for the last few years has recommended that Town & Parish Council's should have a “gov.uk” website domain and associated e-mail addresses as these offer a great level of security.

This has now been made a mandatory audit requirement and so the Council needs to switch.

CURRENT POSITION

Our current website provider (TLC Online) has experience of switching other parish council clients over and have provided us with a quote to undertake this work. The quote and the outline of the work involved is set out below:-

Step One: Domain Registration via Nominet

As authorised registrars for “gov.uk” domains, we can handle the acquisition of your new address. Please note that the new address will be copythorne-pc.gov.uk. This specific naming convention is now a mandatory standard set by Nominet for parish councils, and unfortunately, we are unable to deviate from this format. The cost for the domain registration is **£12.00 per annum** (subject to any future price adjustments by the registry).

Step Two: Website Migration

We will manage the transition of your website to the new -pc.gov.uk domain. All existing information available on the website will be transferred. Please be aware that during this process, the site will be offline for approximately four days. To minimise any disruption, I suggest scheduling this work over a weekend.

Step Three: Email Configuration

The email suffixes for the Clerk and all Councillors will be updated to match the new domain. For example, parishclerk@copythorne.org.uk will be updated to parishclerk@copythorne-pc.gov.uk.

The local part of the addresses (the names) and all existing login credentials will remain unchanged. Users will simply need to update the email address field within their mail apps; unless you request otherwise, I will keep all current passwords as they are to make the transition easier for the team.

Step Four: Professional Fees

There is a **one-off fee of £145.00** to cover the technical implementation of the website changes and the reconfiguration of the email accounts.

RECOMMENDATION

Council to approve the above quote of £145 (which is well within the sum allocated in the 2025/26 budget for the website switch) and instruct the Clerk to work with TLC Online to manage the transition.

David Rigby
Clerk to Copythorne Parish Council
March 2nd 2026