



REPORT TO LANDULPH PARISH COUNCIL - WORKING GROUP UPDATE	
Please complete and submit this form for Working Group updates to be considered by Landulph Parish Council.	
<b>TITLE</b>	Dot Gov Domain
<b>DATE OF UPDATE</b>	15 September 2025
<b>ACTIVITIES TO REPORT</b>	<p><b>Google Drive</b></p> <p>The Google Drive subscription was deleted on 3 August and the final bill (£2.79) was collected on 5 September. Next step is to delete the Landulph Google Account. Individual users (except those with admin positions, Martin Worth, Clerk, Clare Tagg) have already been deleted from the account so it should be possible for all those users to delete their landulph.org.uk Google account if required:</p> <p>Step 3: Delete your Google Account</p> <p><b>Important:</b> If you have more than one Google Account, deleting one won't delete the others.</p> <ol style="list-style-type: none"> <li>1. Go to the <a href="#">Data &amp; Privacy section of your Google Account</a>.</li> <li>2. Scroll to "Your data &amp; privacy options."</li> <li>3. Select <b>More options</b> &gt; <b>Delete your Google Account</b>.</li> <li>4. Follow the instructions to delete your account.</li> </ol> <p><a href="#">Delete your Google account</a></p> <p><b>Zoho Setup</b></p> <p><b>Email</b> has been migrated. Emails from landulph.org.uk account are being successfully forwarded. Some of the clerk activities are still linked to landulph-clerk@live.co.uk and this remains to be resolved.</p> <p><b>WorkDrive</b> has been set as a shared data resource and data from Google migrated. WorkDrive is being used for payment processing. Groups to control access have been set up.</p> <p>Now working on migrating the contents of the clerk laptop and merging this with the data that has been added to the WorkDrive since the clerk left.</p> <p><b>Clerk Laptop</b></p> <p>Clerk laptop was received on 28 July 2025 as part of Clerk handover to Clare Tagg and Martin Worth. Laptop is being cleaned ready for the new clerk with advice from external consultant. External hard drive purchased for backups. Backup program installed and activated.</p> <p><b>Website</b></p> <p>New .gov.uk website is operational. The only data not added yet is for the Neighbourhood Plan. A limited set of documents will be added to the website with a link to the Cornwall Council repository. Remaining documents will be on the WorkDrive.</p> <p><b>Community website</b></p> <p>New layout for landulph.org.uk has been delivered, sample articles added and format agreed with editor. Training planned for Admin team on 17 September. Aim to go live in early December.</p>
<b>COUNCILLORS INVOLVED</b>	Clare Tagg, Martin Worth, Martin Ansell, Gaye Braund

<b>RECOMMENDATIONS</b> (including any communications)	1. Once set up of WorkDrive is complete, suggest a training session for Councillors 2. Training for clerk to be provided as part of induction
<b>COSTS</b> (ie contractor costs, purchase costs, ongoing costs)  Detail any funding required from the Parish Council (Landulph Parish Council to consider affordability / budget / precept; and also whether it has the power to spend on this).	1. Advice from external consultant on laptop setup - estimated £100 2. External hard drive purchased under delegated authority - £64.16 ex vat
<b>Date of full Landulph Parish Council</b>	15 September 2025