

Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby
32 Hillcrest Rise
BURNTWOOD
WS7 4SH

Mobile: 07400 280561 (Office hours)
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<https://rollestonondovepc.co.uk>

Our Ref: MD

04 March 2019

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend a Meeting of the Parish Council to be held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on Monday 11 March 2019 commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

PUBLIC FORUM

A maximum of 15 minutes will be allocated prior to the commencement of the meeting when members of the public may put questions/comments on any matter in relation to which the Parish Council has powers or duties which affect the area.

1. To receive apologies
2. Declarations of Interests and Dispensations
3. Planning matters
- 3.1 Planning applications considered by email

Planning Application No.	Address	Proposal
P/2019/00167	Alderbrook Lodge, Burnside	Reduce height of Conifer hedge to 6 metres and crown reduction to 1 Cedar tree by 25%
Comments submitted to ESBC: ▪ No comment		
P/2019/00171	Garden land opposite Brooklyn Cottage, Moseley Mews	Felling of 1 Plum tree and 1 Apple tree
Comments submitted to ESBC: ▪ The felling of the fruit trees is not justified ▪ Request that a tree survey is undertaken		

3.2 Planning applications for consideration at the meeting

P/2019/00131	Land adjacent to 97 Station Road	Outline application for up to 18 dwellings including 10 affordable dwellings and details of access (Enclosure No. 1A)
P/2019/00154	19 Station Road	Erection of a single storey rear extension (Revised Scheme) (Enclosure No. 1B)

3.3 Planning decisions

The following planning decisions have been notified:

Planning Application No.	Address	Proposal
P/2018/01128	Land to the rear of 82 and 84 Beacon Road	Outline application for the erection of a dwelling including details of means of access
Permitted		
P/2018/01329	220 Station Road	Conversion and formation of pitch roof to existing coach house to form ancillary accommodation
Permitted		
P/2018/01510	56 Knowles Hill	Crown lifting of Oak tree on road side to give clearance of 4.75 metres (TPO No 1)
Granted		
P/2018/01559	Thornley Hollows, 2 Church Road	Reduction in height of conifer tree to height of 4.5 metres
Permitted		
P/2017/01581	6 Alderbrook Close	Demolition of existing garage to facilitate the erection of a detached building to form a one bedroom carers accommodation including extension of existing car port to form link
Permitted		
P/2019/00018	20 Alderbrook Close	Erection of a single storey rear extension
Permitted		
P/2019/00109	4 Church Road	Crown reduction by 30% of 2 Silver Birch trees
LPA has no objection and does not propose to make a TPO		

4. To consider the Minutes of the Council meeting held on 11 February 2019 (Enclosure No. 2)
5. To consider matters arising from the previous meeting
6. To receive a report from the County Councillor
7. To receive a report from the Borough Councillor
8. To receive reports from Parish Councillors
9. To consider financial matters

9.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Freeola Ltd	Village website	DD (taken 08/02/19)	13.10	2.18
Kedel Ltd	3 No. Benches (Elizabeth Avenue play area) 22 No. Posts (Shotwood Close POS)	BACS	2,130.84	355.14
PEAC (UK) Ltd	Photocopier: Lease Rental (Qtrly)	DD	210.74	35.12
P Gould	Mowing Contract	BACS	1,169.00	-
A Starbuck	Contribution to Flood defence barrier	Chq. No.	960.00	-
1&1 IONOS	Village Website (Hosting)	DD	20.24	3.37
Willshee's Skip Hire	Skip hire for Clean-up Day on 16 th March (Pre-payment required to confirm order - authorised by Cllrs Wyatt and S McManus)	BACS	230.00	38.33
HMRC	Penalty fee re late registration of Transfer of Title on Shotwood Close POS (payment made prior to meeting to avoid further default charges being applied)	BACS	200.00	-
Clerk	Salary	BACS	650.62	-
Clerk	Expenses	BACS	207.34	13.08
HMRC	NI/PAYE: Month 12	BACS	200.12	-
The Community Foundation for Staffordshire	Best Kept Village Competition Entry fee	Chq. No. 002871	25.00	0.00
iD Mobile	Clerk's mobile	DD	28.06	4.68
TOTALS			6,045.06	451.90

9.2 Bank reconciliation

		Bank Accounts					
		Treasurer £	Instant Access £	Income £	Expenditure £	Total £	
01/04/18	Bank Statement	14,884.88	45,860.15			60,745.03	
Movement in funds to date	PLUS Income			84,725.24			
	LESS Expenditure				69,202.14		
						76,268.13	Difference = £83.96 (unpresented cheque)
28/02/19	Bank Statement	23,272.97	53,079.12			76,352.09	
		Totals agree with Clerk's Accounts records					
Free Reserves							
As at 01 April 2018:		£3,563.84					
As at 28 February 2019:		£3,419.32					

10. 2018/18 Budget as at 28 February 2019 (Enclosure No. 3)

11. Best Kept Village

12. Correspondence

12.1 Staffordshire County Council

Road Traffic (Temporary Restrictions) Act 1991

Diversion of Vehicular Traffic – Beacon Road (Enclosure No. 4)

12.2 Meadow View Open Space

A resident of Meadow View has contacted the council with the following concern:

Henry Boot designated a children's play area at Meadow View in 1982/83. This has become a dog exercise area and dog toilet. Dogs are not kept on leads and the resident can see that there is a possibility that a dog will attack a child. There is a notice on the gate saying that dogs must be kept on leads which is widely flouted, and the resident sees this as a relevant safety and environmental issue which needs addressing.

13. Storage of council records

13.1 Discuss how the council should store its records – both current and historic.

13.2 Proposal for the purchase of a lockable fire resistant filing 4 drawer filing cabinet for the Clerk to use to hold the current relevant information that we are required to retain that has easy access plus the Land Registry information and transfers details. (Enclosure No. 5)

13.3 Proposal for the purchase of a standard lockable 4 drawer filing cabinet for the Clerk to use to for hold the remainder of the council's records. (Enclosure No. 5)

13.4 Stationery would be required for 13.2 (50 No. transfer files - £59.98 plus VAT) and 13.3 (1 No. pack lateral suspension files - £20.99 plus VAT and 2 pks. transfer files - £31.98 plus VAT)

14. Craythorne Playing Field – Football Pitch Hire Enquiry

Hatton United JFC are looking to start up an under 18s football team for the 2019/20 season. They are looking to use the Craythorne pitch for Sunday mornings or afternoons (depending on the time of fixtures) for the season and they ask whether this would be possible and what the fee would be for a full season's hire.

15. Invitation to re-join the Staffordshire Parish Councils' Association (SPCA)

The Clerk attended a drop-in session organised jointly by the National Association of Local Councils' and the SPCA.

NALC is an umbrella organisation which the SPCA within. The benefits of re-joining were set out as:

NALC operates at a national level to represent local councils and it provides a number of services:

- Campaigning – lobby for the issues that are important to local councils and communicate those views to government and a range of influential organisations, in the private, charity and public sector.
- Legal, accounts and audit advice – written, telephone and digital advice from NALC's well-experienced solicitors.
- Publications – a quarterly magazine, LCR, fortnightly *DIS*, guides on being a good councillor, employer, finance and transparency, neighbourhood planning and a range of toolkits.
- Conferences, events and training – NALC's national events and training sessions are opportunities to bring our diverse membership together to learn about new or topical initiatives and share ideas.
- Publicity – raise the profile of local councils and the sector beyond a regional level.
- Media – guidance on how to deal with a media crisis, how to deal with reporters and media outlets and writing a media policy.
- Standards, awards and recognition – opportunities all year round for local councils to take up the chance to celebrate and be recognised for achievements through the Local Council Award Scheme, Council Spotlight and Star Council Awards.

SPCA works in harness with the National Association, membership of which is covered in the subscription payable to SPCA, they provide a vital support system for modern Parish or Town councils. Their services include:

- Helping you to save time and money by streamlining your council's "business" using model documents – many provided free on email – which can be adapted easily to meet your council's needs.
- Provision of legal/financial advice, information on insurances, health and safety, risk assessments, employment issues (including clerks' salaries) recruitment and job adverts, including a growing reference library.
- Issuing a weekly email "Bulletin" to all Clerks/Councillors which helps to keep councils in touch with the latest legal and policy developments.
- Training for Councillors and Clerks and ad hoc learning/networking events.

A once only heavily discounted six month trial membership rate is being offered of £98 (50% off the pro rata six month membership fee).

If the council resolves to take up the offer of the six month trial the period would commence the day after that decision and end six months from that date. The council would need to decide before the end of the trial if it wishes to remain a member at the standard membership rate (pro rata for the remainder of the financial year).

Does the council wish to take advantage of the six month trial membership as at set out above?

16. Governance – Policies (1st Tranch) (Enclosures 6A – 6O)

To agree and adopt the following policies for immediate implementation:

Code of Conduct

Standing Orders

Financial Regulations

Statement of Internal Control and Annual Review of Effectiveness of Internal Control

*Data Protection policies:

Councillor Privacy Notice

Data Security Breach Reporting Form

Document Retention and Disposal Policy

Data Audit

Email Contact Privacy Notice

Information & Data Protection Policy

Privacy Impact Assessment Form

Publication Scheme

Social Media Policy

Subject Access Request Form

The Management of Transferable Data Policy

17. Action Points (Enclosure No. 7)

18. Exclusion of the press and public

Chair to move:

That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

19. Staffing Matters (Enclosure No. 8 – Councillors only)

P/2019/00131
Received 30/01/2019

Rev:	Description:	Date:



Overley Lane, Alrewas
Burton on Trent, Staffs, DE13 7DF
Tel. 01283 790222
Email. info@maplevaldevelopments.co.uk

Project:

**Proposed Residential Development.
Station Road, Rolleston on Dove**

Drawing Title:

Location Plan

Drawing No:

1380/12

Revision:

Scale:

1:1250 @ A4 SJ

Drawn By:

29/1/19

Date:

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DO NOT SCALE FROM THIS DRAWING

P/2019/00131
Received 30/01/2019

Rev:	Description:	Date:
A	Layout revised	2/8/19
B	Bund line added	22/8/18
C	Layout revised	11/10/18
D	Development boundary revised to incorporate bank, flood compensation areas added	29/1/19
E	Development boundary revised to incorporate flood compensation areas	29/1/19



Schedule of Development (Affordable)			
Ref.	Description	Area (m ²)	No. Total area (m ²)
E	2BAP (unrood)	745	9 4,830
D	3BAP (unrood)	504	4 3,116
Total			10 8,145

Schedule of Development (Open Market)			
Ref.	Description	Area (m ²)	No. Total area (m ²)
NE	2 Bedroom semi detached	652	2 1,304
CH	3 Bedroom detached	964	4 3,856
CN	3 Bedroom semi detached	866	2 1,732
Total			8 7,892

Site Area: 1,828m² (development only)
4,322m² (1,124m² (new built and flood compensation areas))

maplevale
developments
Overley Lane
Alrewas
Burton on Trent
Staffordshire
DE13 7DF
T: 01283 780222
E: info@maplevaledevelopments.co.uk

Project:
**Proposed Residential Development,
Station Road, Rolleston on Dove**

Drawing Title:
Proposed Site Layout

Drawing No:
1380/10
Revision:
E

Scale:
1:500 @ A3
SJ
Drawn By:
SJ
Date:
9/6/17

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[illegible]

P4	Added/Deleted Components: Power and Leads, Insulators and added to 20th street.	25.04.2018
P5	Finalizing Issues	25.04.2018
Rev.	As per Client	Date



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Station Road,
Rollaston-on-Dove

Using External Levels Strategy

Seite 1200 Abgerufen am 11.05.2017

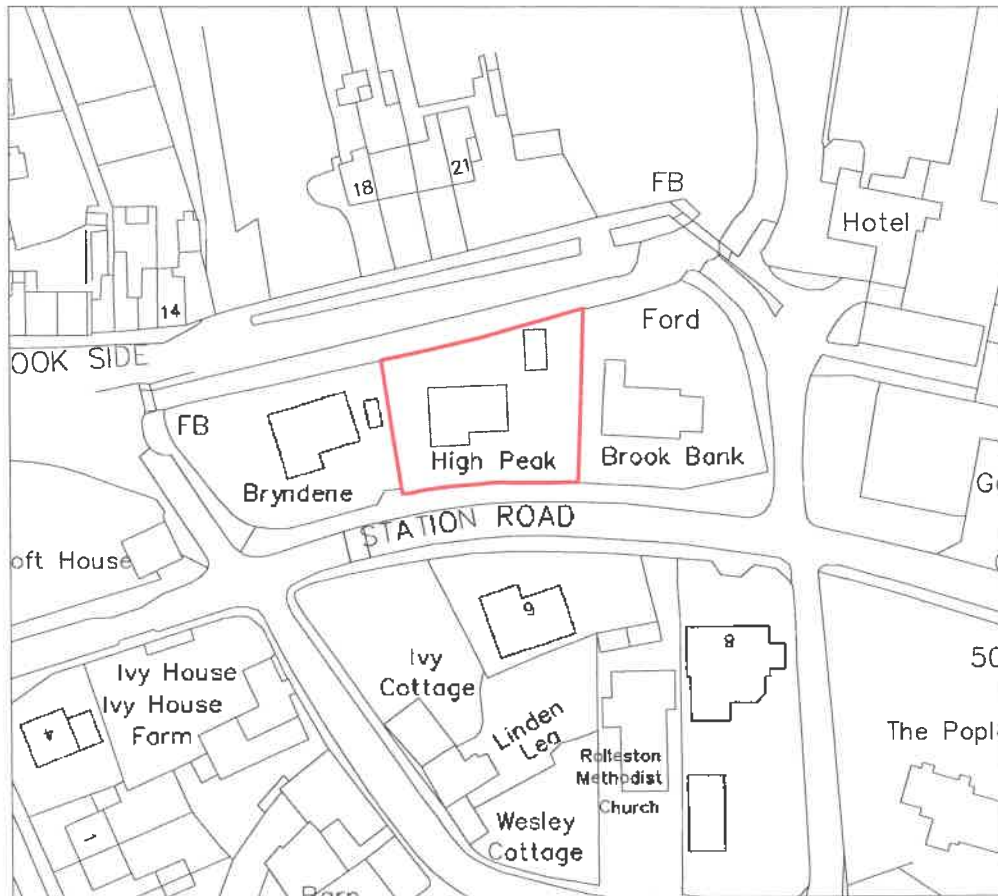
Origin	AB	Grade	KTY
Comp	27.11.18		

PRELIMINARY

Drawing No. B18426-201 Rev. P1

Drawing No. B18426-201 Rev. P1

1998, 1999, 2000, 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008, 2009, 2010, 2011, 2012, 2013, 2014, 2015, 2016, 2017, 2018, 2019, 2020, 2021, 2022, 2023, 2024, 2025, 2026, 2027, 2028, 2029, 2030, 2031, 2032, 2033, 2034, 2035, 2036, 2037, 2038, 2039, 2040, 2041, 2042, 2043, 2044, 2045, 2046, 2047, 2048, 2049, 2050, 2051, 2052, 2053, 2054, 2055, 2056, 2057, 2058, 2059, 2060, 2061, 2062, 2063, 2064, 2065, 2066, 2067, 2068, 2069, 2070, 2071, 2072, 2073, 2074, 2075, 2076, 2077, 2078, 2079, 2080, 2081, 2082, 2083, 2084, 2085, 2086, 2087, 2088, 2089, 2090, 2091, 2092, 2093, 2094, 2095, 2096, 2097, 2098, 2099, 2100, 2101, 2102, 2103, 2104, 2105, 2106, 2107, 2108, 2109, 2110, 2111, 2112, 2113, 2114, 2115, 2116, 2117, 2118, 2119, 2120, 2121, 2122, 2123, 2124, 2125, 2126, 2127, 2128, 2129, 2130, 2131, 2132, 2133, 2134, 2135, 2136, 2137, 2138, 2139, 2140, 2141, 2142, 2143, 2144, 2145, 2146, 2147, 2148, 2149, 2150, 2151, 2152, 2153, 2154, 2155, 2156, 2157, 2158, 2159, 2160, 2161, 2162, 2163, 2164, 2165, 2166, 2167, 2168, 2169, 2170, 2171, 2172, 2173, 2174, 2175, 2176, 2177, 2178, 2179, 2180, 2181, 2182, 2183, 2184, 2185, 2186, 2187, 2188, 2189, 2190, 2191, 2192, 2193, 2194, 2195, 2196, 2197, 2198, 2199, 2200, 2201, 2202, 2203, 2204, 2205, 2206, 2207, 2208, 2209, 2210, 2211, 2212, 2213, 2214, 2215, 2216, 2217, 2218, 2219, 2220, 2221, 2222, 2223, 2224, 2225, 2226, 2227, 2228, 2229, 2230, 2231, 2232, 2233, 2234, 2235, 2236, 2237, 2238, 2239, 2240, 2241, 2242, 2243, 2244, 2245, 2246, 2247, 2248, 2249, 2250, 2251, 2252, 2253, 2254, 2255, 2256, 2257, 2258, 2259, 2260, 2261, 2262, 2263, 2264, 2265, 2266, 2267, 2268, 2269, 2270, 2271, 2272, 2273, 2274, 2275, 2276, 2277, 2278, 2279, 2280, 2281, 2282, 2283, 2284, 2285, 2286, 2287, 2288, 2289, 2290, 2291, 2292, 2293, 2294, 2295, 2296, 2297, 2298, 2299, 2300, 2301, 2302, 2303, 2304, 2305, 2306, 2307, 2308, 2309, 2310, 2311, 2312, 2313, 2314, 2315, 2316, 2317, 2318, 2319, 2320, 2321, 2322, 2323, 2324, 2325, 2326, 2327, 2328, 2329, 2330, 2331, 2332, 2333, 2334, 2335, 2336, 2337, 2338, 2339, 2340, 2341, 2342, 2343, 2344, 2345, 2346, 2347, 2348, 2349, 2350, 2351, 2352, 2353, 2354, 2355, 2356, 2357, 2358, 2359, 2360, 2361, 2362, 2363, 2364, 2365, 2366, 2367, 2368, 2369, 2370, 2371, 2372, 2373, 2374, 2375, 2376, 2377, 2378, 2379, 2380, 2381, 2382, 2383, 2384, 2385, 2386, 2387, 2388, 2389, 2390, 2391, 2392, 2393, 2394, 2395, 2396, 2397, 2398, 2399, 2400, 2401, 2402, 2403, 2404, 2405, 2406, 2407, 2408, 2409, 2410, 2411, 2412, 2413, 2414, 2415, 2416, 2417, 2418, 2419, 2420, 2421, 2422, 2423, 2424, 2425, 2426, 2427, 2428, 2429, 2430, 2431, 2432, 2433, 2434, 2435, 2436, 2437, 2438, 2439, 2440, 2441, 2442, 2443, 2444, 2445, 2446, 2447, 2448, 2449, 2450, 2451, 2452, 2453, 2454, 2455, 2456, 2457, 2458, 2459, 2460, 2461, 2462, 2463, 2464, 2465, 2466, 2467, 2468, 2469, 2470, 2471, 2472, 2473, 2474, 2475, 2476, 2477, 2478, 2479, 2480, 2481, 2482, 2483, 2484, 2485, 2486, 2487, 2488, 2489, 2490, 2491, 2492, 2493, 2494, 2495, 2496, 2497, 2498, 2499, 2500, 2501, 2502, 2503, 2504, 2505, 2506, 2507, 2508, 2509, 2510, 2511, 2512, 2513, 2514, 2515, 2516, 2517, 2518, 2519, 2520, 2521, 2522, 2523, 2524, 2525, 2526, 2527, 2528, 2529, 2530, 2531, 2532, 2533, 2534, 2535, 2536, 2537, 2538, 2539, 2540, 2541, 2542, 2543, 2544, 2545, 2546, 2547, 2548, 2549, 2550, 2551, 2552, 2553, 2554, 2555, 2556, 2557, 2558, 2559, 2560, 2561, 2562, 2563, 2564, 2565, 2566, 2567, 2568, 2569, 2570, 2571, 2572, 2573, 2574, 2575, 2576, 2577, 2578, 2579, 2580, 2581, 2582, 2583, 2584, 2585, 2586, 2587, 2588, 2589, 2590, 2591, 2592, 2593, 2594, 2595, 2596, 2597, 2598, 2599, 2600, 2601, 2602, 2603, 2604, 2605, 2606, 2607, 2608, 2609, 2610, 2611, 2612, 2613, 2614, 2615, 2616, 2617, 2618, 2619, 2620, 2621, 2622, 2623, 2624, 2625, 2626, 2627, 2628, 2629, 2630, 2631, 2632, 2633, 2634, 2635, 2636, 2637, 2638, 2639, 2640, 2641, 2642, 2643, 2644, 2645, 2646, 2647, 2648, 2649, 2650, 2651, 2652, 2653, 2654, 2655, 2656, 2657, 2658, 2659, 2660, 2661, 2662, 2663, 2664, 2665, 2666, 2667, 2668, 2669, 2670, 2671, 2672, 2673, 2674, 2675, 2676, 2677, 2678, 2679, 26



19 Station Road Location Plan

1:1250 25m 50m 75m 100m 125m

Project

Proposed single storey rear extension
at 19 Station Road
Rolleston-on-Dove
BURTON-ON-TRENT
DE13 9AA

Disc.

Site Location Plan

©

Drawn JAK Scale 1:1250 @ A4
Date 15.05.18 Status Planning

drwg.no. 50263-2017-GW-01

Rev. Description Date

Suite 2a, Anson Court,
Horningslow Street,
Burton-on-Trent,
Staffordshire
DE14 1NG

mark reynolds

mark reynolds

ENCLOSURE NO. 1B



RIBA

tel: 01283 515155
email: info@markreynoldsarchitect.com

Technical drawing of a roof section. The drawing shows a gabled roof with a chimney on the left side and a window on the right side. The roof is labeled with 'Dachstuhl' and 'Dachstuhl'.

Technical drawing of a roof section. The drawing shows a gabled roof with a chimney on the left side and a window on the right side. The roof is labeled with 'Dachstuhl' and 'Dachstuhl'.

[illegible]

This architectural drawing shows a section of a building's exterior. It features a gabled roof on the left side, with a smaller gable section below it. A large, multi-paned window is prominent in the center, and a smaller, single-paned window is located below it. The drawing uses hatching to indicate different materials or textures on the building's surface.

[illegible]

Notes:

Contractor to safety themselves from dimensions, drainage and window positions and materials are specified and correct plans for construction. Estimating job structure to be exact and verified as suitable prior to any work being undertaken.

Physical acid levels are to be no lower than existing floor level and live proposed area to incorporate flood protecting measures.

Wells
Red Edgewood
Boat
Plym Boat
Wingman and De
White UPVC

This architectural floor plan shows a building layout with a central vertical corridor. To the left of the corridor, there is a large rectangular room with a dashed line indicating a partition or boundary. To the right of the corridor, there is a large rectangular room with a dashed line indicating a partition or boundary. At the top of the plan, there is a small square room with a dashed line indicating a partition or boundary. At the bottom of the plan, there is a large rectangular room with a dashed line indicating a partition or boundary. The plan also includes several smaller rooms and a central area with a dashed line indicating a partition or boundary. The drawing is a technical line drawing with no shading or color.

This architectural drawing shows a side elevation of a house with a steep gabled roof. A chimney is visible on the left side of the roofline. The drawing includes a cross-section of the interior, revealing a multi-level structure with a central staircase and several rooms. The house is situated on a sloping site, with a retaining wall or embankment shown on the right side.

Technical drawing of a house section showing the roof structure and internal layout. The drawing includes labels for 'Pavese' (roof), 'D' (door), 'B' (bedroom), 'C' (cathedral), 'E' (entrance), 'F' (furniture), 'G' (garden), and 'H' (hallway). Dimensions are provided for various parts of the structure.

Technical drawing of a roof structure showing a cross-section of a gabled roof with a chimney and a dormer window. The drawing includes labels for structural elements and dimensions.

[illegible]

mark Reynolds *architect*





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 615.747.1100
 www.mrarchitect.com

50263 – DESIGN, ACCESS & HERITAGE STATEMENT

PROPOSED SINGLE STOREY REAR EXTENSION AT 19 STATION ROAD ROLLESTON-ON-DOVE BURTON-ON-TRENT DE13 9AA

11/07/2018

This statement is to be read in conjunction with the drawings 50263-2018-GW-01,02 & 03 submitted alongside this document from planning approval.

This statement has been prepared in response to the buildings location within the Rolleston on Dove Conservation Area. The existing property is a relatively modern bungalow with multiple extensions to either side and to the front and rear including an addition of a conservatory.

The property is to the north of Station Road and backs onto the Rolleston Brook and Brook Side which is screened by the shrubbery against the brook embankment. The nearest listed building to the property is 7-8 Brookside which is located 68m away and will have no impact on those properties.

The proposed alterations to 19 Station road include a modest rear extension to the existing kitchen. This is 6.78m wide and extends out 1.87m replacing an existing lean-to.

The development is of no detriment to the existing houses amenities including parking.

Overall there will be an extremely low impact on the conservation area.

**MINUTES OF A MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD AT THE OLD GRAMMAR SCHOOL ROOM, CHURCH ROAD, ROLLESTON ON DOVE
ON MONDAY 14 JANUARY 2019 COMMENCING AT 7.30 PM**

PRESENT

Councillor Wyatt (in the Chair)

Councillors Gooding, E McManus, S McManus, Robson, Stephenson, Stewart, B Toon and J Toon

Youth Rep: J Fowkes

In attendance

6 Members of the Public

Mary Danby, Clerk

PUBLIC FORUM

- a) Mr Baker said that TREATS had entered the Station renovation programme into the "It's Your Neighbourhood Scheme" which would be judged in June.

Mr Baker referred to the Russian Vine on the Jinnie Trail and said that it had killed two trees. The Chair said that the contractor had been instructed to remove the Russian Vine and that this work will commence in the next two weeks. The Chair also said that the contractor will be either repairing or replacing the fence in 4-6 weeks' time.

Mr Baker reported that TREATS would be happy to provide manpower for the BKV Village Clean-up days.

- b) Mr Martin asked if the estate agent "For Sale" and "To Let" boards could be removed from the entrance to Shotwood Close. The Clerk said that she had previously been approached by another resident and the boards had been reported to ESBC who said they would investigate this. The Chair asked that the Clerk email the local estate agents asking them not to erect their signs on public spaces in the village.

1. APOLOGIES FOR ABSENCE

None, all Councillors were present at the meeting.

2. DECLARATIONS OF INTEREST AND DISPENSATIONS

Councillor Wyatt declared a declarable non-pecuniary interest in Agenda Item No. 3.2, Planning Application No. P/2018/01584 as the applicant is known to him.

Councillor McManus declared a declarable non-pecuniary interest in Agenda Item No. 9.1 (Reimbursement re Village Website charges).

3. PLANNING

3.1 Planning Applications

3.1.1 P/2018/01506 – Land opposite Norwood Cottage, Hall Grounds

Reserved Matters relating to P/2016/00781 for the erection of a dwelling including details of access, appearance, landscaping, layout and scale

Comments:

- The hand drawn plan and map are of poor quality
- A plot picture with OS map has not been provided
- Loss of parking provision
- The proposal is infill and an over-development of the site
- The proposal is for a larger property than shown in the original outline planning application
- Loss of green space allocation in a Conservation area

3.1.2 P/2018/01581 – 6 Alderbook Close

Demolition of existing garage to facilitate the erection of a detached building to form a one bedroom carers accommodation including extension of existing car port to form link (Revised)

Previous objection reiterated:

- a) The proposal is an overdevelopment of the site which would adversely impact on neighbouring properties
- b) The proposed building would be a significant increase over the footprint of the existing garage
- c) The proposed development is back land development, i.e. garden infill

3.1.3 P/2018/01584 – 14 Station Road

Demolition of existing conservatory to facilitate the erection of a single storey rear extension, first floor side extension and loft conversion (Revised Scheme to include a balcony)

No comment.

3.1.4 P/2019/00018 – 20 Alderbook Close

Erection of a single storey extension

No comment

3.1.5 P/2019/00091 – 3 Oaktrees Close

Erection of a temporary single storey wetroom pod to the rear of the property for use by disabled resident

No objection on the condition that the temporary wetroom pod is removed when it is no longer required.

3.1.6 P/2019/00109 – 4 Church Road

Crown reduction by 30% of 2 Silver Birch Trees

Comments:

- The photograph does not clearly identify the tree
- No survey has been made
- Insufficient information to enable a decision to be made

3.2 Planning Decisions

RESOLVED That the planning decisions set out in the agenda be noted.

4. MINUTES

RESOLVED That the Minutes of the Rolleston on Dove Parish Council meeting held on 14 January 2019 be approved and signed as a true record.

5. MATTERS ARISING

Page 13 - Rob Earle, SCC Flood Risk Management Team

Following the meeting, Mr Earle said that nothing had changed in the scheme since his colleague had attended the public meeting in 2016 so they do not have any new information to share at a public meeting. He said that there are two remaining elements of work that have approval from the Environment Agency – Property-Level Resilience (PLR) and the drainage improvements on Craythorne Road.

PLR comprises a suite of measures that are fitted to individual properties and are a private matter between the contractor and relevant residents – as such, there should be no road closures or wider disruption from this element.

The activities on Craythorne Road are Amey's and the private developer's responsibility and form part of the works associated with the new development going in. It was thought that only one side of the road will be closed at a time while they lay new pipe. Amey has standard procedures regarding giving advance warning and generally submits notices to <https://roadworks.org/> which members of the public can view.

There is a third element of work which has not yet been approved, which involves upgrading pipework down a large stretch of Beacon Road – if it goes ahead, this has the risk of causing considerable disruption and if approved Mr Earle will work with Amey to provide adequate notice and minimise any disturbance.

Page 14 – Village Green application

The Chair reported that there had been some confusion following the previous meeting as members of the public had gone away from the meeting thinking that the council would provide a statement of support whereas this could not be done as a body corporate, and individual councillors had been asked to provide the statements. Two councillors had provided Witness Statements and the council had provided a letter of support.

Page 14 – Inconsiderate parking

It was agreed that an article be put onto the Facebook page asking people to park considerately in the village. It was also agreed that a letter be sent to the Rolleston Club Secretary asking for members to park considerately when the Club car park is full.

Page 15 – Village Map

The Chair reported that the landlord of The Spread Eagle was arranging for the map to be put into a new frame and once this was completed it would be reinstalled onto the wall of the pub.

Page 18 – Shotwood Close Public Open Space

The Clerk reported that the Transfer of Title to the council had been completed, however the legal fees had doubled due to ESBC not having inserted the "T" marks on the deed plan. As a result of this omission ESBC were to be asked to reimburse the council for 50% of the legal fees.

6. COUNTY COUNCILLOR'S REPORT

Councillor White was not present at the meeting, a report was therefore not given.

7. BOROUGH COUNCILLOR'S REPORT

Councillor B Toon reported that ESBC had agreed a small increase on the 2019/20 Council Tax, c6p per household. She also reported that the Brook Hollows works should be completed during 2019.

8. PARISH COUNCILLORS' REPORTS

8.1 Councillor J Toon reported that complaints about roads maintenance were being referred to Staffordshire Highways.

8.2 Councillor Sanderson reported that work has been done on the drain at the entrance to the Station.

8.3 Councillor S McManus said that the Jinnie Trail was looking very good, thanks to the volunteers. He also reported that the village green application had seen more visits to the website than ever before.

8.4 Councillor Stewart reported that the South Hill sign had been repaired.

8.5 Councillor E McManus reported that the Facebook page had seen an increase in membership requests over the past few weeks.

8.6 Jacob Fowkes reported that the tractor should be installed soon; that the burnt bench would be repaired in the next few days; that the wooden entry sign to Brook hollows was broken – the Clerk was asked to report the sign to ESBC.

8.7 Councillor Robson asked if the contractor's report on the condition of the grass at Elizabeth Avenue had been received, the Clerk confirmed that it has not been received. The Chair said that a date for meetings with the contractors was to be arranged and this issue will be raised at that time.

Councillor Robson also queried who was responsible for the Burnside railings and bridges as Staffordshire Highways had agreed to repair/replace the damaged post. The Clerk advised that information had been given to the County Councillor who said he would follow this up with Staffordshire Highways with a view to clarifying who was responsible for the railings and bridges.

8.8 Councillor Wyatt reported that a post on the way to Tutbury was down at a 45° angle and the Clerk was asked to report this to Staffordshire Highways with a request that the post be sited further away from the road. He also reported that the grit bins were all full and at a further one had been requested for the junction of Beacon Drive/Elizabeth Avenue and that a post on the verge opposite the Co-op had been knocked – the Clerk was requested to ask the contractor to reinstall the post in its correct position.

9. FINANCE

9.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Barnett Tree Services	Boundary clearance at Burnside House	BACS	450.00	0.00
Fenland Leisure Products Ltd	Replacement parts for cable zipwire and swing	BACS	446.40	74.40
S McManus	Reimbursement re Village Website charges	Chq. No. 002869	83.96	13.99
P Gould	Mowing contract	BACS	827.00	0.00
Clerk	Salary	BACS	650.42	0.00
Clerk	Mileage claim / Expenses	BACS	125.79	15.98
HMRC	NI / PAYE	BACS	200.32	0.00
Miss A Muller	Contribution to Flood door	BACS	1,000.00	0.00
P Forman	Contribution to flood door	BACS	1,000.00	0.00
Mrs R Skinner	Contribution to flood door	BACS	1,000.00	0.00
J Deacon	Environmental Officer: February 2019	BACS	873.01	145.50
J Deacon	RoSPA Works: Tafflands	BACS	126.72	21.12
J Deacon	RoSPA Works: Elizabeth Avenue	BACS	162.00	27.00
Roseblade & Co	Shotwood POS – Registration of Title: Legal Fees	Chq. No. 002870	242.00	36.00
Midshire Business Systems Ltd	Photocopier: Copy charges	DD (pd 25/01/19)	110.10	18.35
iD Mobile Ltd	Clerk's mobile	DD	28.06	4.68
		TOTALS	£7,325.78	£ 357.02

RESOLVED That the above payments be approved.

9.2 Bank Reconciliation

The Bank Reconciliation was noted.

- 10. 2018/19 BUDGET AS AT 31 JANUARY 2019**
RESOLVED That the report be received and noted.

11. BEST KEPT VILLAGE

Councillor Wyatt reported on a meeting of the Best Kept Village Sub-Committee held prior to the council meeting. Councillors S McManus and Stewart had made presentations to local groups raising the profile of the BKV competition. It was noted that the clean-up days would include clearing broken branches from Tafflands and that a skip needed to be ordered in good time before each clean-up date.

Councillor Wyatt also reported that the BKV Sub-Committee were looking to replace the post-mounted bins throughout the village alongside some of the larger bins in the playing fields. Councillor B Toon asked that the Clerk check with the County Council before an order was placed as she believed that the post-mounted bins belonged to SCC and that SCC emptied them, as they did with some of the larger bins on the playing fields.

12. CORRESPONDENCE

12.1 Staffordshire County Council

Details were received of a Road Traffic Diversion on Beacon Road which would be in effect from 04 – 08 March 2019.

AGREED That the information be noted.

12.2 Rolleston 11th Transport Festival

The Festival Organising Committee had written seeking permission to use The Croft for showing vehicles and erection of gazebos and the Elizabeth Avenue playing field for visitor parking at this year's Transport Festival on bank Holiday Monday 27 May.

AGREED That permission be granted as set out above.

12.3 Footpaths / Stiles

The Chair had received correspondence from Mr Chinn asking if the parish council could set-up a voluntary group which could, with the landowners' permission, help with the repair of footpaths. Mr Chinn also suggested that contact be made with the Burton Conservation Volunteers who undertake such works.

The Clerk had approached the County Council's Rights of Way (RoW) team for assistance as she has had difficulty in identifying landowners so that letters can be sent asking them to maintain/repair footpaths and stiles on their land. The RoW team advised that they are unable to give landowners' details, but they said that if they can be told which paths are affected, whereabouts on the route, some details of the issues and photos they can add the details to their system, and they will contact the landowners.

The Burton Conservation Volunteers (BCV) had responded saying that they normally charge £250 per day and they would survey the paths identified as needing work free of charge and they would then give a costing, depending on the number of days work required. They added that the accessibility of stiles can affect the number to be repaired/replaced in a day.

AGREED That the Burton Conservation Volunteers be asked to survey and report on the Marston Lane footpath and stiles free of charge.

12.4 Jct Beacon Drive/Elizabeth Avenue: Grit bin request

Councillor Robson had been approached by a Beacon Drive resident reporting that she had seen several people fall over on the pavement at the junction of Beacon Drive/Elizabeth Avenue and she felt that a grit bin should be provided in that area.

The Clerk had contacted the County Councillor asking him to progress the installation of a grit bin at the above location.

AGREED That the information be received and noted.

12.5 The Civic Society

1. The Civic Trust advised that it had now arranged for the distribution of the Rollestonian to the delivery team to be handled by The Civic Trust and they thanked the PC and the previous Parish Clerks for their help and assistance over the past few years.
2. The Civic Trust asked if the PC wished to continue to sponsor The Rolleston on Dove Village Directory which had been issued with The Rollestonian on an annual basis but has not been updated for some time and it is now clearly out of date. The question was asked because the council may have decided to include the information on the village web site rather than issue hard copy which costs about £200 to print and issue.

AGREED That the council look at updating the Directory and then consider if it is a viable option for it to be printed on the council's photocopier.

13. ACTION POINTS

AGREED That the information be noted.

14. EXCLUSION OF THE PRESS AND PUBLIC

RESOLVED That under the Public Bodies (Admissions to Meetings) Act 1960 (Section 2) (and as expended by Section 100 of the Local Government Act 1972), the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information.

15. RIALTAS SUITE ALPHA FINANCIAL MANAGEMENT SOFTWARE

RESOLVED That the council move from its accounts from Excel to the Rialtas Suite Alpha Financial Management Software from 01 April 2019 at an initial cost of £367 plus VAT with an ongoing cost of £119 plus VAT per annum from 01 April 2020 for support and maintenance.

16. GOVERNANCE

RESOLVED THAT:

- a) The policies portfolio be divided into two tranches, the first tranche will be considered for approval and adoption at the March meeting of the council; the second tranche to be considered for approval and adoption at the council's April meeting.
- b) The council be registered with the Information Commissioner with immediate effect and that the £40 annual Data Protection fee be agreed.

17. PAYROLL

RESOLVED That the council engage Ladywell Accountancy Services to operate the payroll on behalf of the council with immediate effect at a cost of £75 per annum.

The meeting closed at 9.20pm

Signed

Date

ROLLESTON ON DOVE PARISH COUNCIL
2018/19 BUDGET AS AT 28 FEBRUARY 2019 AND 2019/20 BUDGET

	2018/19			2019/20
	Budget (Excl VAT)	Projected (Excl VAT)	Actual As at 28/02/19 (Excl VAT)	Budget (Excl VAT)
	£	£	£	£
INCOME				
Precept	52,216	52,216.16	52,216.16	60,049
Council Tax Support Grant	1,830	1,830.00	1,830.00	1,665
Bank Account: Interest	-	24.50	22.58	15
VAT Reclaim	-	5,136.11	5,136.11	-
Grants	-	7,196.39	7,196.39	-
Sundry income	-	18,324.00	18,324.00	-
Total Income	54,046	84,727.16	84,725.24	61,729
OPERATIONAL EXPENDITURE				
Donations / Subscriptions	375	367.00	367.00	475
Salary / Expenses	8,100	10,000.00	8,696.71	12,000
Other Admin	2,636	2,636.00	2,486.46	2,636
Governance	3,088	3,399.92	3,645.92	3,200
Mowing	15,524	15,524.00	13,405.00	15,524
Bin Emptying	2,548	2,548.00	2,548.00	2,548
Environmental Contract	11,686	11,686.00	8,154.97	11,686
Play Areas	5,490	5,490.00	4,644.77	5,000
Website	240	164.63	245.52	100
Plants / Trees	1,788	2,325.03	2,775.03	1,788
Capital*	800	3,218.61	922.50	800
Contingency	-	-	-	5,000
Total Operational Expenditure	52,275	57,359.19	47,891.88	60,757
TOTAL EXPENDITURE	52,275	57,359.19	47,891.88	60,757
TOTAL INCOME	54,046	84,727.16	84,725.24	61,729
NET INCOME OVER EXPENDITURE	1,771	27,367.97	36,833.36	972

*Includes noticeboard £774.12 (50% of cost) (shortfall met by County Cllr grant)

Current Capital Projects	£	£	£	£
Best Kept Village Works	10,000	-	-	10,000
EA Funding	30,000	11,668.00	4,667.60	18,332
Tractor Project	1,000	850.00	850.00	-
Shotwood Close POS	1,000	888.00	-	1,000
Craythorne Transfer	-	40.00	-	-
Brook Hollows	10,000	-	-	10,000
Groundworks	9,708	9,708.00	9,708.00	-
Free Reserves	3,564	144.52	144.52	3,564
Total Current Capital Project Expenditure	65,272	23,298.52	15,370.12	42,896

Potential Capital Projects	£
Craythorne fence and car park	5,000
Elizabeth Avenue safer surfacing	TBC
Tree maintenance (Jinny, Tafflands) 7 days	TBC
Jubilee Orchard tree removal	250
Bus shelter - Knowles Hill	5,000
Notice board - Knowles Hill	1,500

Bank Accounts as at 28 February 2019	£
Treasurer's Account	23,273
Instant Access Account	53,079
Sub-total	76,352
PLUS projected income to YE (i.e. difference between actual to date and projected)	2
LESS projected operational expenditure to YE (i.e. difference between actual to date and projected)	- 9,467
LESS projected capital expenditure to YE (i.e. difference between actual to date and projected)	- 7,928
Projected YE Bank Accounts	58,959

RECOMMENDATION AT YEAR END	£
Create Earmarked Reserves for the Current Capital Projects	42,896
Remaining funds = General Reserve: decision to be made on how much can be allocated to potential Capital Projects and maintain a healthy Reserve	16,063
	58,959

STAFFORDSHIRE COUNTY COUNCIL
ROAD TRAFFIC REGULATION ACT 1984 (AS AMENDED)
ROAD TRAFFIC (TEMPORARY RESTRICTIONS) ACT 1991

DIVERSION OF VEHICULAR TRAFFIC
BEACON ROAD, ROLLESTON ON DOVE

NOTICE is hereby given that the Staffordshire County Council on 16 April 2019 made an Order the effect of which will be to prohibit any vehicle from proceeding in that length of Beacon Road in Rolleston on Dove outside property number 59A unless the vehicle is being used in connection with the works. Pedestrian access will be available.

An alternative route for traffic is available via Beacon Road, Knowles Hill, Burnside, Station Road, Chapel Lane and vice versa. For more information, visit: <https://roadworks.org?tm=112606847>.

The order will come into operation on 23 April 2019 and the said works will commence on or as near as practicable to that date. It is anticipated that the works will be completed by 26 April 2019.

The Order will remain in force for a period of 18 months, or until the gas service works, which it is proposed to carry out on or near the road have been completed, whichever is the earlier.

Date: 17 April 2019

John Tradewell, Director of Corporate Services,
No. 2 Staffordshire Place, Tipping Street, Stafford. ST16 2DH

Ref: 4145924

Enquiries: Customer Contact Centre Tel: 0300 111 8000
<http://roadworks.org>

ROLLESTON ON DOVE PARISH COUNCIL

11 MARCH 2019

**AGENDA ITEM NO. 13
STORAGE OF COUNCIL RECORDS**

Pre-owned fire resistant filing cabinets

Quotations for pre-owned fire resistant filing cabinets:

- a) FireKing 4 drawer 60 minute fire proof filing cabinet (with key)
Furniture Industry Research Association (FIRA) certified
Anti-tilt locking mechanism
100% drawer extension
Foolscap
Ground floor only – cabinet weigh around 300kg
£330.00 plus VAT and delivery
- b) Phoenix 2224 4 drawer 90 minute fire proof cabinet (with key)
Description as above
£350.00 plus VAT and delivery
- c) Phoenix FS2254 4 drawer 90 minute fire proof filing cabinet (with key)
Newer version of (b) above and same description
£400.00 plus VAT and delivery (the same cabinet was quoted at £420.00 plus VAT and delivery by another supplier)

Pre-owned standard filing cabinets

Quotations for pre-owned standard filing cabinets:

- a) Silverline 4 drawer filing cabinet (with key)
£50.00 plus VAT and delivery
- b) Triumph Trillogy 4 drawer filing cabinet (with key)
£70.00 plus VAT and delivery
- c) SLV range 4 drawer filing cabinet (with key)
£84.00 plus VAT (free delivery)

ROLLESTON ON DOVE PARISH COUNCIL
CODE OF CONDUCT
Adopted xxxxx 2019

1. INTRODUCTION

Pursuant to section 27 of the Localism Act 2011, Rolleston on Dove Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council.

Conduct in public life

When acting in your capacity of a member of the Council you must promote and support high standards of conduct. In particular you shall have regard to the following principles:

Selflessness

You should act solely in terms of the public interest, and should not seek to gain financial or other material benefits for yourself, your family or your friends.

Integrity

You should not place yourself under any financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

Objectivity

In carrying out public business, including making public appointments, awarding contracts or recommending individuals for rewards and benefits, you should make choices on merit.

Accountability

You are accountable for your decisions and actions to the public and must submit yourself to whatever scrutiny is appropriate to your office.

Openness

You should be as open as possible about all the decisions and actions that you take. You should give reasons for your decisions and restrict information only when the wider public interest clearly demands.

Honesty

You have a duty to declare any private interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

Leadership

You should promote and support these principles by leadership and example.

2. DEFINITIONS

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that fails to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees.

For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

3. MEMBER OBLIGATIONS

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

- (i) He/she shall behave in such a way that a reasonable person would regard as respectful.
- (ii) He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
- (iii) He/she shall not seek to improperly confer an advantage or disadvantage on any person.
- (iv) He/she shall use the resources of the Council in accordance with its requirements.
- (v) He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

- (vi) Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer of East Staffordshire Borough Council the interests which fall within the categories set out in Appendices A and B.
- (vii) Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
- (viii) A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
- (ix) A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'.¹ A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

- (x) Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
- (xi) Where a matter arises at a meeting which relates to an interest in Appendix A which

is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.

- (xii) Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
- (xiii) A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
- (xiv) Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

- (xv) On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council considers that:
 - (a) without the dispensation the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business;
 - (b) or it is in the interests of the inhabitants in the Council's area to allow the member to take part,
 - (c) or it is otherwise appropriate to grant a dispensation.

NOTE:

¹If the interest is a sensitive interest you should disclose merely the fact that you have such a disclosable pecuniary interest, rather than the interest. A sensitive interest is one which the member and the monitoring officer, who is responsible for the register of members' interests, consider that disclosure of its details could lead to the member, or a person connected to the member, being subject to violence or intimidation.

APPENDIX A

Interests defined by regulations made under section 30(3) of the Localism Act 2011 and described in the table below.

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the Council) made to the member during the 12-month period ending on the latest date referred to in paragraph 6 above for expenses incurred by him/her in carrying out his/her duties as a member, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the Council:</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land	<p>Any beneficial interest in land which is within the area of the Council.</p> <p>'Land' excludes an easement, servitude, interest or right in or over land which does not give the member or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer.

Subject	Description
Corporate	<p>Any tenancy where (to the member's knowledge):</p> <p>(a) the landlord is the Council; and</p> <p>(b) the tenant is a body that the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where:</p> <p>(a) that body (to the member's knowledge) has a place of business or land in the area of the Council; and</p> <p>(b) either:</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the member, or his/her spouse or civil partner or the person with whom the member is living as if they were spouses/civil partners has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

*'director' includes a member of the committee of management of an industrial and provident society.

*'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

APPENDIX B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body:
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)of which the member of the Council is a member or in a position of general control or management;
- (iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

ROLLESTON ON DOVE PARISH COUNCIL

STANDING ORDERS

Adopted xxxxx 2019

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INTRODUCTION

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in "Local Councils Explained" by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in **bold** type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since








- he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chairman of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

Full Council meetings
Committee meetings
Sub-committee meetings

-  a Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
-  b The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
-  c The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.
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 d Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda during the Public Forum or if they are invited to do so by the Chair.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 5 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
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 k Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written

commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.

- l A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- m The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- n Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).
- o The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- p Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.
- q The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.
See standing orders 5(h) and (l) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
- r Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- s The minutes of a meeting shall include an accurate record of the following:

 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- t A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of

- conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- u No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.
See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.
- v If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

4. COMMITTEES AND SUB-COMMITTEES

- a Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- c Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer two days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - xi. shall determine if the public may participate at a meeting of a sub-committee that

- they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.
- e The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- g In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- h In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- i Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- x. Review of representation on or work with external bodies and arrangements for reporting back;
- xi. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a The Chairman of the Council may convene an extraordinary meeting of the Council at any time.
- b If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.
- c The chairman of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chairman of a committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of the committee.

7. PLANNING APPLICATIONS: CONSIDERATION OUTSIDE OF NORMAL MEETING SCHEDULE

If there are planning applications that need to be considered outside of the normal meeting schedule, the Clerk will electronically send all documents to all Members requesting comments by a given date. The Clerk will then send comments to the Borough Council on behalf of the Council. If no comments are received from Councillors then no comments will be submitted to the Borough Council, i.e. Councillors do not have to respond to the Clerk if they have no comments to make.

8. PUBLIC FORUM

See also standing orders 3(e)-3(j).

- a A person being a registered local government elector within the parish of Rolleston on Dove may at the appointed time during an ordinary meeting of the Parish Council ask a question about any matter on which the Parish Council has power.
- b Each question shall be directed to the Chairman of the meeting who may answer orally, may undertake to provide a written reply within seven days or may decline to answer.
- c Public Question time shall be limited so that no further question shall be put after 15 minutes from the commencement of the first question.

- d Members of the public will not be permitted to speak during the business part of the meeting unless invited to do so by the Chair.

9. PRESENTATION OF PETITIONS

- a A person being a registered local government elector within the Parish of Rolleston on Dove may at the appointed time during an ordinary meeting of the Parish council present a petition of at least 10 signatures of local government electors living within the parish about any question on which the Parish Council has power. The petitioner may speak for two minutes.
- b Each petition shall be handed to the Chairman of the meeting who may answer orally, provide a written reply within seven days, and decline to answer or defer discussion until the next meeting of the Council.
- c A maximum of five petitions may be presented at any meeting of the Parish.

10. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

11. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

12. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least four clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

13. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;
 - x. to extend the time limits for speaking;
 - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
 - xii. to not hear further from a councillor or a member of the public;
 - xiii. to exclude a councillor or member of the public for disorderly conduct;
 - xiv. to temporarily suspend the meeting;
 - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
 - xvi. to adjourn the meeting; or
 - xvii. to close the meeting.

14. MANAGEMENT OF INFORMATION

See also standing order 20.

- a The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.

- b The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).
- c The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.
- d Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.

15. DRAFT MINUTES

Full Council meetings ●
Committee meetings ●
Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."
- e If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

16. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e A decision as to whether to grant a dispensation shall be made by a meeting of the council or committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the council's area;**
or
 - iii. **it is otherwise appropriate to grant a dispensation.**

17. CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the council.

- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

18. PROPER OFFICER

- a The Proper Officer shall be the clerk or (ii) an elected member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. at least three clear days before a meeting of the council, a committee or a sub-committee,
 - serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and
 - Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them).

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least four days before the meeting confirming his withdrawal of it;
 - iii. convene a meeting of the council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;
 - iv. facilitate inspection of the minute book by local government electors;
 - v. receive and retain copies of byelaws made by other local authorities;
 - vi. hold acceptance of office forms from councillors;
 - vii. ensure that every councillor's register of interests is supplied to the Borough Council;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the council's Data Protection Officer (where one has been appointed);
 - x. receive and send general correspondence and notices on behalf of the council

- except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with its financial regulations;
- xiv. record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the council to the council within three working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the council;
- xvi. manage access to information about the council via the publication scheme; and
- xvii. retain custody of the seal of the council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

19. RESPONSIBLE FINANCIAL OFFICER

- a The Clerk will act as the Responsible Financial Officer or be responsible for managing a Finance Officer or other employees of the council.

20. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor at every meeting of the council a statement to summarise:
 - i. the council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least seven days prior to anticipated approval by the council. The annual governance and accountability return of the council, which is subject to external audit, including the annual governance statement, shall be presented to the council for consideration and formal approval before 30 June.

21. FINANCIAL CONTROLS AND PROCUREMENT

- a The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of **£25,000** but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the council to advertise the contract opportunity on the Contracts Finder website (www.gov.uk/contracts-finder) regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of suppliers (framework agreement).
- d Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- vi. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

22. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of council OR the Finance committee is subject to standing order 11.
- b Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman of or, if he is not available, the vice-chairman (if there is one) of the council of absence occasioned by illness or other reason and that person shall report such absence to council at its next meeting.
- c The chairman of the council, or in his absence the vice-chairman, shall upon a resolution, conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the council.
- d Subject to the council's policy regarding the handling of grievance matters, the council's most senior member of staff (or other members of staff) shall contact the chairman of the council, or in his absence, the vice-chairman of council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of council.
- e Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the council, this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

23. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

- a In accordance with freedom of information legislation, the council shall publish information in accordance with its publication scheme and respond to requests for information held by the council.
- b The council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

24. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION
(Below is not an exclusive list)

See also standing order 11.

- a The council may appoint a Data Protection Officer.
- b The council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.
- c The council shall have a written policy in place for responding to and managing a personal data breach.
- d The council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.
- e The council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.
- f The council shall maintain a written record of its processing activities.

25. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the council, its councillors or staff shall be handled in accordance with the council's policy in respect of dealing with the press and/or other media.

26. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b Subject to standing order 23(a), any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.
The above is applicable to a council without a common seal.

27. COMMUNICATING WITH BOROUGH AND COUNTY COUNCILLORS

- a An invitation to attend a meeting of the council shall be sent, together with the agenda, to the ward councillor(s) of the Borough and County Council representing the area of the

council.

28. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall issue orders, instructions or directions.

29. YOUTH REPRESENTATIVES AT PARISH COUNCIL MEETINGS

- a The Parish Council shall have a maximum of two Youth Representatives. It will annually co-opt one Youth Representative who will then serve for a maximum period of two years.
- b The Youth Representatives must have their principal place of residence in the Parish of Rolleston on Dove at the time of co-option and throughout their period of office. If either of the Youth Representatives should change his/her place of residence to a location out of the Parish of Rolleston on Dove, he/she will be required to resign forthwith and the vacancy shall be filled by co-option at a subsequent Parish Council meeting.
- c Youth Representatives must be under 18 years old and over 14 years old at the time of co-option.
- d The Parish Council will advertise vacancies in the Rollestonian, the village website and on village notice boards. If no-one is forthcoming it will work in partnership with the principal High School serving the Parish of Rolleston on Dove in order to identify up to two Youth Representatives. In the event of more than two young people being interested, the Parish Council recommends that an election takes place within the School.
- e Youth Representatives will be invited to all meetings of the Parish Council but will have to leave when the Press and Public are excluded. They will have the right to place items on the Agenda, to speak on all items and to receive, in advance of meetings, Minutes and documents for all items. They will not have the right to vote.
- f A Youth Representative may be removed from office by a majority vote of the Council on a "resolution moved on notice" in accordance with Standing Order 9 and shall be subject to the Council's Standing Order 2 concerning "disorderly conduct".

30. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

ROLLESTON ON DOVE PARISH COUNCIL

FINANCIAL REGULATIONS

Adopted xxxxx 2019

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These Financial Regulations were adopted by the Council at its Meeting held on xxxxxx 2019.

1. GENERAL

- 1.1 These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.
- 1.2 The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3 The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4 These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5 At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8 The Clerk has been appointed as Responsible Financial Officer (RFO) for this council and these regulations will apply accordingly.
- 1.9 The RFO:
 - acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;

¹ Model standing orders for councils are available in Local Councils Explained © 2013 National Association of Local Councils

- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that a record of receipts and payments and additional information is prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11 The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12 The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14 In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £1,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

- 1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 On a regular basis, at least once in each quarter, and at each financial year end, a cheque signatory shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5 The internal auditor shall be appointed by the council and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6 The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7 Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or

- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3 ANNUAL ESTIMATES (BUDGET)

3.1 The RFO must each year, but no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.

3.2 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year in line with East Staffordshire Borough Council's submission date. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.3 The approved annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the council for all items over £5,000;
- a duly delegated committee of the council for items over £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

- 4.4 The salary budgets are to be reviewed at least annually in December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £200. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.
- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15% of the budget.
- 4.9 Changes in earmarked reserves shall be approved by council as part of the budgetary control process.
- 5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS**
- 5.1 The council's banking arrangements, including the bank mandate, shall be recommended by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. A detailed list of all payments shall be disclosed within the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, subject to the Chair and Vice-Chair being notified of the amount and reason before transfer and a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6 In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £1,000 shall before payment, be subject to ratification by resolution of the council.
- 5.7 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.9 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.
- 6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS**
- 6.1 The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be made by Cheque or Direct Debit or BACS transfer where possible, in accordance with a resolution of council.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8 If thought appropriate by the council, payment for salaries and invoices may be made by Faster Payment provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of Faster Payment shall be renewed by resolution of the council at least every two years.
- 6.9 If thought appropriate by the council, payments may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made onto a portable hard disk and shall be stored securely away from the computer in question, and preferably off-site.
- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a minimum of four councillors who will be authorised to approve transactions on those accounts.

- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or email link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 6.18 Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council in writing before any order is placed.
- 6.19 A pre-paid debit card may be issued to the Clerk. The limit will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end.
- 6.21 The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis.
- 7. PAYMENT OF SALARIES**
- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.5 An effective system of personal performance management should be maintained for the senior officers.
- 7.6 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5 All investments of money under the control of the council shall be in the name of the council.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.

- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Purchase orders shall be controlled by the RFO.
- 10.3 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 10.4 A member may not issue an official order or make any contract on behalf of the council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

Procedures as to contracts are laid down as follows:

- 11.1 Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (a) to (f) below:
- a) for the supply of gas, electricity, water, sewerage and telephone services;
 - b) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - c) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - d) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - e) for additional audit work of the external auditor up to an estimated value of £250 (in excess of this sum the Clerk shall act after consultation with the Chairman and Vice Chairman of council); and
 - f) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

- 11.2 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ("the Regulations") which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- 11.3 The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.
- 11.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- 11.5 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 11.6 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 11.7 Any invitation to tender issued under this regulation shall be subject to Standing Order 18(d),⁴ and shall refer to the terms of the Bribery Act 2010.
- 11.8 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £500 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- 11.9 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 11.10 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

⁴ Based on NALC's model standing order 18d in Local Councils Explained © 2013 National Association of Local Councils

- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. ASSETS, PROPERTIES AND ESTATES

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £100.
- 13.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5 Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 13.6 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14. INSURANCE

- 14.1 Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

- 14.2 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 14.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

15. RISK MANAGEMENT

- 15.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 15.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

16. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 16.1 It shall be the duty of the Remuneration and Finance Committee to review the Financial Regulations of the council annually. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 16.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

ROLLESTON ON DOVE PARISH COUNCIL

STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS OF INTERNAL CONTROL

1. OVERVIEW

- 1.1 Local councils are required to conduct an annual review of the effectiveness of its system of internal control. The council is required to sign the Annual Governance Statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.2 In order for the Council to review the effectiveness of the Internal Control System there needs to be clarity on the internal controls in place.
- 1.3 Some internal controls are listed in the Financial Regulations document but the system of controls goes beyond this. A Statement of Internal Controls has been prepared and is appended to this report.

2. RECOMMENDATION

- 2.1 That the Council consider the attached Statement of Internal Controls and consider whether the controls currently in place are effective.

**ROLLESTON ON DOVE PARISH COUNCIL
STATEMENT OF INTERNAL CONTROL**

Cash Book/Bank Reconciliations	<ul style="list-style-type: none"> ▪ The Cash Books are kept up-to-date from original documents (paying-in books, invoices, cheque stubs). ▪ The Cash Books are reconciled to the bank statements on a monthly basis.
Financial Regulations	<ul style="list-style-type: none"> ▪ A document listing the Council's Financial Regulations, based on the model version prepared by NALC/SLCC, is maintained. The Regulations are reviewed for continued relevance and amended where necessary by the Responsible Financial Officer (RFO) with any proposed amendments subject to approval by the Council.
Order/Tender Controls	<ul style="list-style-type: none"> ▪ The Financial Regulations list the number of estimates, quotations or full tenders that must be invited depending on the value and nature of the work. ▪ Official letters/emails/Purchase Orders are sent to suppliers for services which are not regular in nature.
Legal Powers	<ul style="list-style-type: none"> ▪ A proper legal power is identified in advance of any expenditure.
Payment Controls	<ul style="list-style-type: none"> ▪ Purchase Orders/letters/emails ordering the work are matched to purchase invoices where applicable. ▪ A Schedule of Payments is presented to every ordinary meeting of the Council for approval (such approval is recorded in the Minutes). ▪ All cheques and financial documents are signed by two authorised signatories. ▪ All Faster Payments/BACS transactions are authorised by two authorised signatories. ▪ Original invoices are provided to the councillors signing the cheques/authorising BACS payments. ▪ The cheque number used to settle an invoice is noted on the invoice for cross reference purposes.

The Free Resource, i.e. LGA 1972, s.137	<ul style="list-style-type: none"> ▪ A separate s.137 account is maintained where necessary. ▪ The RFO calculates the maximum amount of s.137 expenditure able to be made each year and ensures that it is not exceeded. ▪ The proper minute authorising expenditure from s.137 is prepared on each occasion.
The General Power of Competence	<ul style="list-style-type: none"> ▪ Not currently adopted by the council.
VAT Repayment Claims	<ul style="list-style-type: none"> ▪ The RFO ensures that all invoices are addressed to the Council. ▪ The RFO ensures that proper VAT invoices are received where VAT is payable. ▪ The RFO maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
Income Controls	<ul style="list-style-type: none"> ▪ The RFO ensures that the Precept decision is declared to East Staffordshire Borough Council on time. ▪ The RFO ensures that the amount of Precept received is correct in accordance with the Precept request submitted to the Borough Council. ▪ The RFO ensures that the Precept instalments are received when due. ▪ The RFO ensures that all other receipts are received when due and correctly calculated. ▪ Income is banked promptly.
Financial Reporting	<ul style="list-style-type: none"> ▪ The performance to date and latest year end forecast against the agreed annual Budget are presented to each ordinary meeting of the Council.
Budgetary Controls	<ul style="list-style-type: none"> ▪ The budget is prepared in consultation with the Council. ▪ The Precept is set on the basis of the budget by the deadline set by the Borough Council.

Payroll Controls	<ul style="list-style-type: none">▪ All staff are paid under PAYE.▪ All staff salaries are set by the Council and a minute is prepared to show the agreed salaries.▪ The council has engaged Ladywell Accountancy Services to administer its payroll.▪ Salaries are paid via Faster Payment direct into employees Bank accounts; all payments are approved by two authorised signatories.▪ The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.
Asset Control	<ul style="list-style-type: none">▪ The RFO maintains a full Asset Register.▪ The existence and condition of assets is checked on an annual basis.▪ The adequacy of insurance of the Council's assets is considered annually in advance of the insurance renewal.

Prepared by:

Mary Danby
Parish Clerk and RFO

12 February 2019

Council Name: Rolleston on Dove Parish Council
Council Address: c/o 32 Hillcrest Rise, Burntwood WS7 4SH
Email Address: rollestonpc@outlook.com
Telephone number: 07400 280561

Councillor Privacy Notice
When you sign your acceptance of office and take your seat on
Rolleston on Dove Parish Council

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Council's Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation, or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Rolleston on Dove Parish Council (the Council) has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by the Council at any time).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Clerk.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Clerk to request this.

**ROLLEWSTON ON DOVE PARISH COUNCIL
COUNCILLOR PRIVACY NOTICE**

Information Deletion

If you wish the Council to delete the information about you, please contact the Clerk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Clerk to object.

Rights Related to Automated Decision Making and Profiling

The Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Council (Mary Danby, Clerk Tel: 07400 280561, Email: rollestonpc@outlook.com) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Summary

In accordance with the law, the Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. The Council do not use profiling, we do not sell or pass your data to third parties. The Council do not use your data for purposes other than those specified. The Council makes sure your data is stored securely. The Council delete all information deemed to be no longer necessary. The Council constantly reviews its Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Data Security Breach Reporting Form

A data security breach can happen for a number of reasons: Loss or theft of data or equipment on which data is Stored, Inappropriate access controls allowing unauthorised use, Equipment failure, Human error, Unforeseen circumstances such as a fire or flood, Hacking attack, 'Blagging' offences where information is obtained by deceiving the organisation who holds it. Use this form to report such breaches.

Example: Reportable Theft or loss of an unencrypted laptop computer or other unencrypted portable electronic/digital media holding names, addresses, dates of birth and National Insurance Numbers of individuals. A manual paper-based filing system (or unencrypted digital media) holding the personal data relating to named individuals and their financial records etc. More information can be found using the below link:

[https://ico.org.uk/media/for-organisations/documents/1562/guidance on data security breach management.pdf](https://ico.org.uk/media/for-organisations/documents/1562/guidance%20on%20data%20security%20breach%20management.pdf)

Breach Containment and Recovery

Article 2(2) of the Notification Regulation states:

The provider shall notify the personal data breach to the competent national authority no later than 24 hours after the detection of the personal data breach, where feasible. The provider shall include in its notification to the competent national authority the information set out in Annex I. The Privacy and Electronic Communications (EC Directive) Regulations 2003 (PECR) provide rules about sending marketing and advertising by electronic means, such as by telephone, fax, email, text and picture or video message, or by using an automated calling system. PECR also include other rules relating to cookies, telephone directories, traffic data, location data and security breaches. Detection of a personal data breach shall be deemed to have taken place when the provider has acquired sufficient awareness that a security incident has occurred that led to personal data being compromised, in order to make a meaningful notification as required under this Regulation.

Date and time of Notification of Breach	
Notification of Breach to whom Name Contact Details	
Details of Breach	

Nature and content of Data Involved	
Number of individuals affected:	
Name of person investigating breach Name Job Title Contact details Email Phone number Address	
Information Commissioner informed Time and method of contact https://report.ico.org.uk/security-breach/	
Police Informed if relevant Time and method of contact Name of person contacted Contact details	
Individuals contacted How many individuals contacted? Method of contact used to contact? Does the breach affect individuals in other EU member states? What are the potential consequences and adverse effects on those individuals?	

Confirm that details of the nature of the risk to the individuals affected: any measures they can take to safeguard against it; and the likely cost to them of taking those measures is relayed to the individuals involved.	
Staff briefed	
Assessment of ongoing risk	
Containment Actions: technical and organisational security measures have you applied (or were to be applied) to the affected personal data	
Recovery Plan	
Evaluation and response	

DOCUMENT RETENTION AND DISPOSAL POLICY

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips
 - Catalogues and trade journals
 - Non-acceptance of invitations
 - Trivial electronic mail messages that are not related to Council business
 - Requests for information such as maps, plans or advertising material
 - Out of date distribution lists
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
- Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?

- Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in waste paper bin for disposal
 - Confidential records or records giving personal information: shred documents
 - Deletion of computer records
 - Transmission of records to an external body such as the County Records Office
- 5.4 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
 - the Freedom of Information Act or cause reputational damage.
 - Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
 - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
 - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed
 - The date the document was destroyed
 - The method of disposal

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

- 6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of, the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

- 6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
 - Personal data shall only be obtained for specific purposes and processed in a compatible manner.
 - Personal data shall be adequate, relevant, but not excessive.
 - Personal data shall be accurate and up to date.
 - Personal data shall not be kept for longer than is necessary.
 - Personal data shall be processed in accordance with the rights of the data subject.
 - Personal data shall be kept secure.
- 6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

- 7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 11th edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - SLCC Advice Note 316 Retaining Important Documents
 - SLCC Clerks' Manual: Storing Books and Documents
 - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Adopted: xxxxx 2019

Review date: xxxxx 2022

Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than five years they must be archived and deposited with Staffordshire County Records.
Agendas	5 years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/ savings accounts	Last completed audit year	Audit	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Bank paying-in books	Last completed audit year	Audit	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Cheque book stubs	Last completed audit year	Audit	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.

***Rollleston on Dove Parish Council
Document Retention and Disposal Policy***

Document	Minimum Retention Period	Reason	Disposal
Paid invoices	6 years	VAT	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Wages books/payroll	12 years	Superannuation	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin
Playground equipment inspection reports	21 years		
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin

Rolleston on Dove Parish Council
Document Retention and Disposal Policy

Document	Minimum Retention Period	Reason	Disposal
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	The council may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	N/A
Magazines and journals	Council may wish to keep its own publications. For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Bin if applicable
Record-keeping			
To ensure records are easily accessible it is necessary to comply with the following: A list of files stored in cabinets will be kept. Electronic files will be saved using relevant file names.	The electronic files will be backed up monthly on a portable hard drive.	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.

***Rolleston on Dove Parish Council
Document Retention and Disposal Policy***

Document	Minimum Retention Period	Reason	Disposal
General correspondence and emails	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years.	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.

Rolleston on Dove Parish Council
Document Retention and Disposal Policy

Document	Minimum Retention Period	Reason	Disposal
Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Defamation	1 year		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Leases	12 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Sums recoverable by statute	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Personal injury	3 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
To recover land	12 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.

***Rollleston on Dove Parish Council
Document Retention and Disposal Policy***

Document	Minimum Retention Period	Reason	Disposal
Rent	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Breach of trust	None		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Trust deeds	Indefinite		N/A
Planning Applications			
All planning applications and relevant decision notices are available at East Staffordshire Borough Council. There is no requirement to retain duplicates locally.			
All Parish Council recommendations in connection with these applications are recorded in the Parish Council's Minutes and are retained indefinitely.			
Other Documentation			
Declarations of acceptance of office	Term of Office plus 1 year	Management	Bin
Members' Register of Interests forms	Currently held by East Staffordshire Borough Council		
Complaints	1 year	Management	Bin

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Council Name: Rolleston on Dove Parish Council
Council Address: c/o 32 Hillcrest Rise, Burntwood WS7 4SH
Email Address: rollestonpc@outlook.com
Telephone numbers: 07400 280561

Email Contact Privacy Notice

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation, or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Rolleston on Dove Parish Council (the Council) has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by the Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Clerk.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Clerk to request this.

Information Deletion

If you wish the Council to delete the information about you please contact the Clerk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Clerk to object.

Rights Related to Automated Decision Making and Profiling

The Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Clerk: (Mary Danby, Tel: 07400 280561, Email: rollestonpc@outlook.com) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

Summary: In accordance with the law, Rolleston on Dove Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. The Council do not use profiling, we do not sell or pass your data to third parties. The Council do not use your data for purposes other than those specified. The Council makes sure your data is stored securely. The Council delete all information deemed to be no longer necessary. The Council constantly reviews its Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

INFORMATION & DATA PROTECTION POLICY

Introduction

In order to conduct its business, services and duties, Rolleston on Dove Parish Council (the Council) processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

The Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the parish's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

The Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulations (GDPR) which became law on 25 May 2018 and will, like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of the Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Parish Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Rolleston on Dove Parish Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.

- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Clerk.

- Email: rollestonpc@outlook.com
- Phone: 07400 280561
- Correspondence: Clerk, c/o 32 Hillicrest Rise, Burntwood WS7 4SH

Diversity Monitoring

Rolleston on Dove Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with the Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Council's Right to Process Information

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The Council takes care to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting the Clerk.

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: The Clerk.

Information Deletion: If the individual wishes the Parish Council to delete the information about them, they can do so by contacting the Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Clerk.

The Council does not use automated decision making or profiling of individual personal data.

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Rolleston on Dove Parish Council exceeds this turnover but will nevertheless ensure the following information is published on its Website for ease of access:

- All transactions above £100
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting

Adopted: xxxxx 2019

Review Date: xxxxx 2020

Privacy Impact Assessment (PIA)

As part of the PIA process organisations should describe how information is collected, stored, used and deleted.

Project Name	
--------------	--

What is the Project's Outcome?	
Information to be obtained	
What is the information to be used for?	
Who will obtain it?	
Who will have access to the information?	
Any other Information?	
Identify Possible Privacy Risks, Risks to individuals, Corporate Risks, Compliance Risks, Associated Organisation/Corporate Risk	

Identify how to mitigate these Risks Risk, Solution, Result and Evaluation	
Evaluate costs involved	
Resources required for the project	
Review Process Who will action the review? When will it be reviewed? Action to be take Date for completion Responsibility for action Lessons learnt	

What to think about when preparing the Privacy Impact Assessment

This form is to be used in conjunction with *Conducting Privacy Impact Assessments Code of Practice* published by the ICO. It can be integrated with consultation or planning processes.

Effective consultation internally within the Council is an important part of any Privacy Impact Assessment (PIA). Data protection risks are more likely to remain unmitigated on projects which have not involved discussions with the people building a system or carrying out procedures.

Screening questions to help you decide whether a Privacy Impact Assessment is required

- Will the project involve the collection of new information about individuals?
- Will the project compel individuals to provide information about themselves?
- Will information about individuals be disclosed to Organisations or people who have not previously had routine access to the information?
- Are you using information about individuals for a purpose it is not currently used for, or in a way it is not currently used?
- Does the project involve you using new technology which might be perceived as being privacy intrusive? For example, the use of biometrics or facial recognition.
- Will the project result in you making decisions or taking action against individuals in ways which can have a significant impact on them?
- Is the information about individuals of a kind particularly likely to raise privacy concerns or expectations? For example, health records, criminal records or other information that people would consider to be particularly private.
- Will the project require you to contact individuals in ways which they may find intrusive?

When preparing your Privacy Impact Assessment you need to identify the below possible Stake holders

- **Project management team**
The team responsible for the overall implementation of a project will play a central role in the PIA process.
- **Data protection officer**
If an organisation has a dedicated DPO, they are likely to have a close link to a PIA. Even if project managers are responsible for individual PIAs, the DPO will be able to provide specialist knowledge on privacy issues.
- **Engineers, developers and designers**
The people who will be building a product need to have a clear understanding of how to approach privacy issues. They will also be able to suggest workable privacy solutions to the risks which have been identified.
- **Information technology (IT)**
Will be able to advise on security risks and solutions. The role of IT is limited to security and might also include discussions on the usability of any software.

- **Procurement**
If the project will require systems or services to be procured, the needs of the project need to be established before procurement takes place.
- **Potential suppliers and data processors**
If some of the project will be outsourced to a third party, early engagement will help to understand which options are available.
- **Communications**
A PIA can become a useful part of a project's communication strategy. For example, involving communications colleagues in the PIA can help to establish a clear message to the public about a project.
- **Customer-facing roles**
It is important to consult with the people who will have to use a new system or put a policy into practice. They will be able to advise on whether the system will work as intended.
- **Corporate governance/compliance**
Colleagues who work on risk management for an organisation should be able to integrate PIAs into their work. Other areas of compliance can be included in the PIA process.
- **Researchers, analysts, and statisticians**
Information gathered by a new project may be used to analysing customer behaviour or for other statistical purposes. Where relevant, consulting with researchers can lead to more effective safeguards such as anonymisation.
- **Senior management**
It will be important to involve those with responsibility for signing off or approving a project.

External Consultation

External consultation means seeking the views of the people who will be affected by the project. This may be members of the public but can also mean people within an organisation (for example staff who will be affected by a new online HR system). Consultation with the people who will be affected is an important part of the PIA process. There are two main aims. Firstly, it enables an organisation to understand the concerns of those individuals. The consultation will also improve transparency by making people aware of how information about them is being used.

A thorough assessment of privacy risks is only possible if an organisation fully understands how information is being used in a project. An incomplete understanding of how

information is used can be a significant privacy risk – for example; data might be used for unfair purposes or disclosed inappropriately.

You must have regard when linking to the Privacy Impact Assessment to the 8 Data Protection principals below:

Principle 1

Personal data shall be processed fairly and lawfully and, in particular, shall not be processed unless:

- a) at least one of the conditions in Schedule 2 is met, and
 - b) in the case of sensitive personal data, at least one of the conditions in Schedule 3 is also met.
- Have you identified the purpose of the project?
 - How will individuals be told about the use of their personal data?
 - Do you need to amend your privacy notices?
 - Have you established which conditions for processing apply?
 - If you are relying on consent to process personal data, how will this be collected and what will you do if it is withheld or withdrawn?
 - If your organisation is subject to the Human Rights Act, you also need to consider:
 - Will your actions interfere with the right to privacy under Article 8?
 - Have you identified the social need and aims of the project?
 - Are your actions a proportionate response to the social need?

Principle 2

Personal data shall be obtained only for one or more specified and lawful purposes, and shall not be further processed in any manner incompatible with that purpose or those purposes

- Does your project plan cover all of the purposes for processing personal data?
- Have potential new purposes been identified as the scope of the project expands?

Principle 3

Personal data shall be adequate, relevant and not excessive in relation to the purpose or purposes for which they are processed

- Is the information you are using of good enough quality for the purposes it is used for?
- Which personal data could you not use, without compromising the needs of the project?

Principle 4

Personal data shall be accurate and, where necessary, kept up to date

- If you are procuring new software does it allow you to amend data when necessary?
- How are you ensuring that personal data obtained from individuals or other organisations is accurate?

Principle 5

Personal data processed for any purpose or purposes shall not be kept for longer than necessary for that purpose or those purposes

- What retention periods are suitable for the personal data you will be processing?
- Are you procuring software which will allow you to delete information in line with your retention periods?

Principle 6

Personal data shall be processed in accordance with the rights of data subjects under this Act

- Will the systems you are putting in place allow you to respond to subject access requests more easily?
- If the project involves marketing, have you got a procedure for individuals to opt out of their information being used for that purpose?

Principle 7

Appropriate technical and organisational measures shall be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data

- Do any new systems provide protection against the security risks you have identified?
- What training and instructions are necessary to ensure that staff know how to operate a new system securely?

Principle 8

Personal data shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data

- Will the project require you to transfer data outside of the EEA?
- If you will be making transfers, how will you ensure that the data is adequately protected?

Information available from Rolleston on Dove Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts)	Hard copy, email or website	See cost schedule below
This will be current information only.		
Who's who on the Council and its Committees	Hard copy, email or website	See cost schedule below
Contact details for Parish Clerk and Council members	Hard copy, email or website	See cost schedule below
Location of main Council office and accessibility details	Hard copy, email or website	See cost schedule below
Staffing structure	Hard copy, email or website	See cost schedule below
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)	Hard copy, email or website	See cost schedule below
Current and previous financial year as a minimum		
Annual return form and report by auditor	Hard copy, email or website	See cost schedule below
Finalised budget	Hard copy, email or website	See cost schedule below
Precept	Minutes	See cost schedule below
Financial Standing Orders and Regulations	Hard copy, email or website	See cost schedule below
Grants given and received	Hard copy, email or website	See cost schedule below
List of current contracts awarded and value of contract	Hard copy, email or website	See cost schedule below
Members' allowances and expenses	Not applicable	
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)	Hard copy, email or website	See cost schedule below
Current and previous year as a minimum		

Information to be published	How the information can be obtained	Cost
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard copy, email or website	See cost schedule below
Local charters drawn up in accordance with DCLG guidelines	Not applicable	
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	Minutes (Hard copy, email or website)	See cost schedule below
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Hard copy, email or website	See cost schedule below
Agendas of meetings (as above)	Hard copy, email, noticeboards or website	See cost schedule below
Minutes of meetings (as above) NB: This will exclude information that is properly regarded as private to the meeting.	Hard copy, email or website	See cost schedule below
Reports presented to council meetings NB: This will exclude information that is properly regarded as private to the meeting.	Minutes (Hard copy, email or website)	See cost schedule below
Responses to consultation papers	Minutes (Hard copy, email or website)	See cost schedule below
Responses to planning applications	Minutes (Hard copy, email or website)	See cost schedule below
Bye-laws	Not applicable	See cost schedule below
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Hard copy, email or website	See cost schedule below

Information to be published	How the information can be obtained	Cost
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Financial Regulations</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	Hard copy, email or website	See cost schedule below
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p> <p>Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	Hard copy, email or website	See cost schedule below
Information security policy	Hard copy, email or website	See cost schedule below
Records management policies (records retention, destruction and archive)	Hard copy, email or website	See cost schedule below
Data protection policies	Hard copy, email or website	See cost schedule below
Schedule of charges (for the publication of information)	Hard copy, email or website	See cost schedule below

Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers		
Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	See cost schedule below
Assets register	Hard copy or email	See cost schedule below
Register of members' interests	East Staffordshire Borough Council website: www.eaststaffsbcc.gov.uk/council-democracy/parish-councils/shobnall-parish-council	
Register of gifts and hospitality	Hard copy, email or website	See cost schedule below
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)		
Current information only	(hard copy or website; some information may only be available by inspection)	See cost schedule below
Play areas and open spaces	Hard copy or email	See cost schedule below
Seating, litter bins and lighting	Hard copy or email	See cost schedule below
Bus shelters	Not applicable	
Agency agreements	Not applicable	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Not applicable	

Contact details:

Mary Danby
Clerk to Rolleston on Dove Parish Council
c/o 32 Hillcrest Rise
BURNTWOOD
WS7 4SH

Mobile: 07400 280561
Email: rollestonpc@outlook.com

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost*
	Photocopying @ 50p per sheet (colour)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		Not applicable
Other		Not applicable

* the actual cost incurred by the public authority

The Publication Scheme was approved at a meeting of Rolleston on Dove Parish Council on xxxxx 2019

The Publication Scheme will be reviewed and amended as necessary in xxxxx annually.

Council Name: Rolleston on Dove Parish Council
Council Address: c/o 32 Hillcrest Rise, Burntwood WS7 4SH
Email Address: rollestonpc@outlook.com
Telephone number: 07400 280561

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables Rolleston on Dove Parish Council (the Council) to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook page and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur, this Policy will be updated to reflect the new arrangements.

The Council's Facebook page intends to provide information and updates regarding activities and opportunities within our Parish and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts but be aware of copyright laws; be accurate and give credit where credit is due.
- Stay on topic.
- Refrain from using the Council's Facebook page for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these

channels. Instead, please make direct contact with the Council's Clerk and/or members of the Council by email.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that *'A post breaching the Council's Social Media Policy has been removed'*. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Parish Council Website

Where necessary, we may direct those contacting us to our website to see the required information or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

Parish Council email

The Clerk to the Council has their own council email address (rollestonpc@outlook.com). The email account is monitored during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new emails requiring data to be passed on, will be followed up with a Data Consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copied to the Clerk. **NB:** Any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

As more and more information become available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible but of course copying in all who need to know and ensuring that email trails have been removed.

**ROLLESTON ON DOVE PARISH COUNCIL
SUBJECT ACCESS REQUEST (SAR) FORM**

Process to Action		
Name of requester (Method of communication) Email Address Phone number Postal Address		
Date Subject Access Request made		
Is the request made under the Data Protection Legislation	Yes	No
Date Subject Access Request action to be completed by (One month after receipt time limit)		
Extension to the date of reply requested (An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No
Extension date advised to the Subject Requester and method of contact		
Identification must be proven from the following list: Current UK/EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/Local Authority Educational Grant Document HMRC Tax Notification Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address		
Verification sought that the Subject Access request is substantiated	Yes	No
Verification received	Yes	No
Verification if the Council cannot provide the information requested	Yes	No
Is the request excessive or unfounded?	Yes	No
Request to be actioned	Yes	No
Fee to be charged (Subject Access Requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No

If the request is to be refused, action to be taken and by whom.	
Changes requested to data / or removal	
Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)	
Completion date of request	
Date complaint received by requested and details of the complaint	
Date complaint completed and outcome	

Categories of Data to Check

Data	Filing Cabinet	Laptop	Checked	Corrected/Deleted	Actioned by
HR					
Democracy					
Statutory Function					
legal					
Business					
Legal requirement					
General Data					
Consultation Data					

Council Name: Rolleston on Dove Parish Council
Council Address: c/o 32 Hillcrest Rise, Burntwood WS7 4SH
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The Management of Transferable Data Policy

Contents

- 1 Purpose
- 2 Principals
- 3 Advice and Assistance
- 4 Responsibilities
- 5 Incident Management
- 6 Data Administration
- 7 Security
- 8 Use of removable media
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- 10 Breach procedures
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Purpose

- 1.1 This policy supports the controlled storage and transfer of information by councillors and all employees, temporary staff and agents (contractors, consultants and others working on behalf of Rolleston on Dove Parish Council (the Council)) who have access to and use of computing equipment that is owned or leased by the Council.
- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - 1.4.1 Enabling the correct data to be made available where it is required.
 - 1.4.2 Maintaining the integrity of the data.
 - 1.4.3 Preventing unintended consequences to the stability of the computer network.
 - 1.4.4 Building confidence and trust in data that is being shared between systems.
 - 1.4.5 Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure.
 - 1.4.6 Compliance with legislation, policies or good practice requirements.

2 Principals

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:

USB memory sticks, memory cards, portable memory devices, CD/DVDs, diskettes and any other device that transfers data between systems or stores electronic data separately from email or other applications.
- 2.4 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.5 Failure to comply with this policy could result in disciplinary action.

3 Advice and Assistance

- 3.1 The Clerk will ensure that everyone that is authorised to access the Council's information systems is aware of their obligations arising from this policy.
- 3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sort from a competent person.

4 Responsibilities

- 4.1 Clerks are responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 4.2 Users of removable media must have adequate Records Management/Information Security training so that relevant policies are implemented.

5 Incident Management

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the Clerk.
- 5.2 It is the duty of all councillors / employees to report any actual or suspected breaches in information security to the Clerk.

6 Data Administration

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition

schedule must be implemented by councillors, employees, contractors and agents for all removable media.

7 Security

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus Infections must be prevented from damaging the Council's network and computers. Virus and malware checking software approved by the Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However, work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 Use of removable media

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.4 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.
- 8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 8.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available, password control must be applied if removable media must be used for the business purpose.

9 Faulty or Unneeded Storage Devices

- 9.1 Damaged or faulty media must not be used. The Clerk must be consulted over any damaged equipment, peripherals or media.
- 9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

10 Breach procedures

- 10.1 Users who do not adhere to this policy will be dealt with through the Council's disciplinary process.
- 10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11 Review and Revision

- 11.1 This policy will be reviewed annually by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

12 Employees Guide in Brief

- 12.1 Data and information are valuable and must be protected.
- 12.2 Only transfer data onto removable media, if you have the authority to do so.
- 12.4 All transfer arrangements carry a risk to the data.
- 12.5 Run the virus checking programme on the removable media each time it is connected to a computer.
- 12.6 Only use approved products for Council data.
- 12.7 Activate encryption on removable media wherever it is available and password protection if not available.
- 12.8 Data should be available for automatic back up and not solely saved to removable media.
- 12.9 Delete files from removable media, or destroy the media, after the material has been used for its purpose.

December 2018	8.1	Elizabeth Avenue playing field damaged	P Gould	Contractor to visit the site, inspect the condition of the grass and report back to the council	Ongoing	Report awaited
		Jinnie Trail fence	J Deacon	Fence to be repaired		Order placed, work to be undertaken by end March
	10	Monitoring of mowing contract	P Gould	To be email the Clerk with a photograph to say that cuts have been done with effect from January 2019		Completed
	15	Yellow lines / one-way system on School Lane	Clerk	Added to Action Points list		Completed
	16	Storage of archived council records	All	The PC's archive records have been sorted and a decision needs to be made on how and where these will be stored	11/03/2019	
		Trash (Flood) Pumps	Cllr Wyatt	Authorised to seek two or three quotations for the supply of 2 No. Trash (Flood) Pumps for consideration at the January 2019 meeting		Quotations sourced, held in abeyance pending outcome of 18(a) (January 2019 meeting)
January 2019	Public Forum	Flood prevention works in the village	Clerk/SCC	Public Meeting to be arranged in February for SCC Flood Risk Management Team to inform residents on proposed works in the village		SCC have advised that there is no new information to pass on therefore a Public Meeting will not be arranged.
	6	Reinstatement of map on Spread Eagle Inn wall	Clerk	Letter to be sent to the pub's Estates Dept		Completed, the map will be reframed and reinstalled at no cost to the council
	19(c)	Accounts Package	Clerk	Negotiate cost of accounts package	11/02/2019	Quotation accepted and order placed for 01/04/19 installation onto the council's laptop
February 2019	Public Forum	Estate Agent boards at the entrance to Shotwood Close	Clerk	Estate agents to be contacted and asked to remove the boards		Completed - emails were sent to 4 no. estate agents
	8.7	Burnside railings and bridges	Clerk	Staffordshire Highways to be asked to confirm ownership in an attempt to find a way to repair/maintained the railings and bridges		Staffordshire Highways response awaited
	8.8	Traffic sign/post down on Rolleston Road (towards Tutbury)	Clerk	To be reported to Staffordshire Highways		Reported, inspected by Staffs highways - work to be done as a non-urgent item
	12.3	Footpaths/stiles	Clerk	Burton Conservation Volunteers to be asked to survey the footpath from Marston Lane to Cornmill Lane	11/03/2019	Request made and report awaited
	12.5	Village Directory	All	To be updated and consideration given to the Directory being printed on the council's photocopier	Ongoing	
	16	Policies	All	Policies to be split into two tranches, 1 st tranche to be considered and adopted at the March meeting, the 2 nd tranche at the April meeting	Ongoing	
	16	ICO	Clerk	Data Protection registration to be completed and fee paid	28/02/2019	Completed

Actions Points
September 2018 - January 2019 inclusive

	17	Payroll administration	Clerk	To be placed with Ladywell Accountancy Services with effect from 1 st March 2019	18/02/2019	Completed
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