



BOVEY TRACEY TOWN COUNCIL

TOWN HALL • BOVEY TRACEY • NEWTON ABBOT • DEVON TQ13 9EG
Tel: 01626 834217 • E-mail: info@boveytracey.gov.uk • www.boveytracey.gov.uk
Office hours: 10.30am - 12.30pm Mon, Wed. & Fri.

1st May 2018

Dear Councillor,

You are hereby summoned to attend a meeting of Bovey Tracey Town Council which will be held in the Baptist Church, Hind Street, Bovey Tracey on **Tuesday 8th May 2018 at 7.00pm** for the purpose of transacting the business as set out on the agenda below.

Please Note:

Under 'The Openness of Local Government Bodies Regulations 2014' this meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public.

The public are welcome to attend this meeting. Members of the public are invited to ask questions or raise issues relevant to the work of the Council. The overall time available for this session is restricted to 15 minutes unless the Chair decides otherwise. Individual speakers are restricted to 3 minutes and are asked not to repeat points that have been made previously. It is helpful if potential contributors can make themselves known to the Town Clerk before the meeting so that the session can be programmed effectively. Public participation is not part of the formal meeting of the Council however a note will be made of matters raised and recorded within the minutes of the meeting.

The Retiring Town Mayor will invite the Reverend Kevin Hooke to lead prayers for those who wish to take part before the meeting is opened.

Prior to the commencement of the meeting the Retiring Town Mayor will announce the award of the chain of office to the newly elected Honorary Representative of the Lord of the Manor of Bovey Tracey for 2018/19.

AGENDA

AM.18/01. Election of the Town Mayor & Chairman of the Council for 2018/19:

The Retiring Town Mayor will seek nominations. Following election the Retiring Town Mayor will present Chain of Office to the new Town Mayor. The Town Mayor will sign his/her Declaration of Acceptance of Office and give a short speech. (Press photographs may be taken).

AM.18/02. Election of Deputy Town Mayor for 2018/19:

The new Town Mayor will seek nominations. Following the election, the Town Mayor will hand over the Deputy Town Mayor's Chain of Office to the new Deputy Town Mayor. The new Deputy Town Mayor will sign his/her Declaration of Acceptance of Office and give a short speech. (Press photographs may be taken).

AM.18/03. **Apologies for absence**
To receive apologies for inability to attend.

AM.18/04. **Declarations of Interest and Requests for Dispensations**
To declare any disclosable pecuniary interests or any other interest which members may have in the following agenda items and consider any dispensation requests.

AM.18/05. **Minutes**
To receive and resolve as a correct record the minutes of the Town Council meeting held on 19.3.18 (*copy enclosed).

AM.18/06. **Election of Committees:**
To consider a timing change to the Programme of Meetings for 2018/19 as follows:

	<u>Current</u>	<u>Proposed</u>
Planning Committee	6.15pm	6.30pm
Recreation, Parks & Property Committee	7.00pm	7.15pm
Finance, Resources & Gen. Purposes Committee	7.00pm	7.15pm

To consider the appointment of Members for 2018/19 to the following Committees:

a) Recreation, Parks and Property (RP&P) Committee. (Currently: Cllrs Kerswell (Ex Officio), Allen, Arnold, Bray, Elphick, Kelly & Robillard)

b) Finance, Resources and General Purposes (FR&GP) Committee. (Currently: Cllrs Blair (Ex Officio), Allen, Evans, Gribble, Leigh, Richardson & Robillard)

c) Planning Committee. (Currently: Cllrs Kerswell (Ex Officio), Blair, Arnold, Ashby, Bray, Evans & Kelly)

AM.18/07. **Election of Sub-Committees:**
To consider the appointment of Members for 2018/19 to the following Sub-Committees:

a) Communications Sub-Group. (Currently: Cllrs Allen, Arnold, Kelly, Leigh, Robillard plus the Town Mayor).

b) Young Citizen of the Year. (Currently: Cllrs Allen, Blair, Bray, Elphick plus the Town Mayor).

c) Personnel Sub-Committee. (Currently: Cllrs Elphick, Kelly, Leigh plus the Deputy Town Mayor).

d) Appeals Committee. (Currently: Chairmen of FR&GP & Planning Committees plus the Town Mayor).

e) Section 106/CiL Committee. (Currently: Cllrs Allen, Gribble, Kelly, Leigh plus the Town Mayor).

f) Regeneration Committee. (Currently: Cllrs Bray, Elphick, Evans, Kelly, Leigh plus the Town Mayor).

g) Community Centre Steering Group. (Currently: Cllrs Allen, Ashby, Bray, Kelly plus the Town Mayor).

AM.18/08. Representatives on Outside Bodies:

To appoint the following:

- a) Devon Association of Larger Councils (DALC) – One member. (Current member: Cllr Gribble)
- b) Teignbridge Association of Local Councils (TALC) – Up to two members. (Current member: Cllr Leigh)
- c) Teignbridge Rural Aid Committee – One member. (Current member: Cllr Gribble)
- d) Bovey Tracey Heritage Trust – Two members. (Current members: Cllrs Ashby & Elphick)
- e) Bovey Tracey Exhibition Foundation Trust – Three members. (Current members: Cllrs Ashby, Blair, Bray & Kerswell)
- f) Bovey Tracey Information Centre – One member. (Current member: Cllr Robillard)

The meeting will go out of session

AM.18/09. Report of the Chaplain to the Council

To receive the report from the Chaplain to the Council

AM.18/10. Report of the Police

To receive the Police Report

AM.18/11. Questions and Statements by the Public

In accordance with Standing Order 3F, the Town Mayor will invite Members of the Public present to ask questions or make statements. Please note: questions to be submitted in writing please, to arrive at the Council Office by 12 noon on the day of this meeting. A maximum period of 3 minutes will be permitted for any person wishing to ask a question, make a statement or give evidence to the Council.

AM.18/12. County, District and Town Councillor Reports

To receive reports from County, District and Town Ward Members

AM.18/13. Reports of any outside bodies

To hear reports of meetings of any outside bodies including those of which the member is the Council nominated representative:

Cllr Gribble – DALC Larger Councils
Cllr Gribble – Teignbridge Rural Aid Committee
Cllr Leigh – TALC
Cllrs Ashby & Elphick – Bovey Tracey Heritage Trust
Cllrs Ashby, Blair, Bray & Kerswell – Bovey Tracey Exhibition Foundation Trust
Cllr Robillard – Bovey Tracey Information Centre Trust

The meeting will go back into session

AM.18/14. Recreation, Parks & Property Committee (RP&P) Committee:

i) To receive and adopt the minutes of the meeting held on 9.4.18 (*draft copy enclosed) and to consider the following recommendations from the RP&P Committee:

ii) Approval to use the Recreation Ground as a future night landing site by Devon Air Ambulance, subject to relevant permissions being obtained for the installation of a lighting column. (RP&P.18/19)

iii) Approval to exercise an extension for a short-term, as required, to the current leaseback arrangement at the Town Hall. (RP&P.18/26)

iv) Approval to proceed to Stage 2 of the tender process with the preferred contractor (Contractor A). (RP&P.18/26)

AM.18/15. Finance, Resources & General Purposes (FR&GP) Committee:

i) To receive and adopt the minutes of the meeting held on 23.4.18 (**draft copy enclosed*) and to consider the following recommendations from the FR&GP Committee:

ii) To approve the payment and receipt transactions between 24th February and 31st March 2018 (**copy enclosed*). (FR&GP.18/34)

iii) To consider adopting the following policies/documents: (FR&GP.18/35)

- Data Audit Schedule
- Information Data Protection Policy
- Document Retention & Disposal Policy & list of documents for retention or disposal in Appendix A
- The Management of Transferable Data Policy
- Social Media Policy
- General Privacy Notice
- Subject Access Request (SAR) Policy & SAR Form
- Data Security Breach Reporting form
- Consent form
-

iv) To receive a referred item (FR&GP.18/38) for Full Council to consider:

- a) joining the Council Advocate Scheme, and if so,
- b) to appoint a Councillor representative.

v) To approve the annual governance statement for 2017/18 (section 1 of the annual return - **copy enclosed*) and to confirm "yes" to questions 1 to 8 and "N/A" to question 9 (as considered at the Finance, Resources and General Purposes Committee meeting of 23rd April 2018) and to agree that this is now signed by the Chairman and the Town Clerk/RFO. (FR&GP.18/39)

AM.18/16. Planning Committee:

To receive and adopt the minutes of the meetings held on 9.4.18 & 23.4.18* (**draft*) (**copies enclosed*).

AM.18/17. The Retiring Town Mayor's Interests:

To receive and note the Retiring Town Mayor's engagements/announcements. (**copy of engagements enclosed*)

AM.18/18. Annual Return 2017/18:

i) To note the annual Internal Audit Report from the Internal Auditor (**copy enclosed*).

ii) To approve the accounting statements for 2017/18 (section 2 of the annual return – **copy enclosed*) and to agree that this is now signed by the Chairman and the Town Clerk/RFO.

iii) To **approve** the annual financial statement for year ended 31st March 2018 (**copy enclosed*) as an accurate reflection of the financial position of the Council and its income and expenditure.

iv) To **approve** the year end bank reconciliation for 2017/18 (**copy enclosed*).

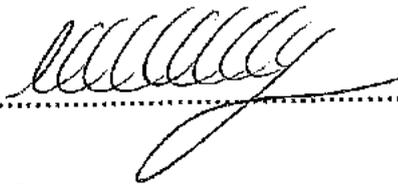
AM.18/19. Newton Abbot to Heathfield Railway Revival Project:
To **discuss and resolve** any action following the presentation to the FR&GP Committee by the Project Chairman.

AM.18/20. Standing Orders:
To **receive and consider** the adoption of revised Standing Orders (**copy enclosed*).

AM.18/21. Lloyds Bank - Branch Closure – Bovey Tracey:
To **discuss and resolve** any action following the recent announcement of the local branch closure (**copy of Closing Branch Review – Part 1 enclosed*).

AM.18.22. Bovey Parish Neighbourhood Plan:
To **receive** a progress update at the meeting.

SIGNED.....



DATE.....

01/05/18.....

M WELLS
TOWN CLERK

**Copies of any correspondence circulated to Councillors with this agenda, which will be considered at this meeting.*

Reminder for Members:

- You must declare the nature of any disclosable pecuniary interests (under the Localism Act 2011, this means the interests of your spouse, or civil partner, a person with whom you are living with as husband and wife or a person with whom you are living as if you are civil partners). You must also disclose any personal interest.
- You must disclose your interest in an item whenever it becomes apparent that you have an interest in the business being considered.
- Make sure you say what your interest is, as this has to be included in the minutes. (For example, 'I have a disclosable pecuniary interest because this planning application is made by my husband's employer').
- If your interest is a disclosable pecuniary interest, you cannot participate in the discussion, cannot vote and must leave the room unless you have obtained a dispensation from the Clerk.

**BOVEY TRACEY TOWN COUNCIL MEETING HELD AT THE BAPTIST CHURCH, BOVEY TRACEY
ON MONDAY 19TH MARCH 2018 AT 7.00PM.**

Present:

The Town Mayor, Cllr Mrs A J Kerswell*
The Deputy Town Mayor, Cllr Ms J H Blair

Cllr A Allen	Cllr G J Gribble**/*
Cllr U Arnold	Cllr M J Evans
Cllr R J Ashby	Cllr E Kelly
Cllr R A Bray	Cllr S P Leigh
Cllr D K Elphick	Cllr C W Robillard
	Cllr M Tregoning

**County Cllr

*District Cllr

In attendance:

Mr M Wells – Town Clerk
Rev K Hooke – Chaplain to the Council
One member of the press
Seven members of the public

The Town Mayor, Cllr Mrs Kerswell, invited Reverend Hooke to lead prayers for those who wished to take part, before the meeting opened.

The meeting was chaired by the Town Mayor, Cllr Mrs Kerswell.

FC.18/18 Apologies for absence

Cllr Ms C O Richardson (Due to weather conditions)
District Cllr Mrs S Morgan (Unwell)
PSCO P Wilson (Due to weather conditions)

FC.18/19 Declarations of Interest and Requests for Dispensations

No interests declared.

FC.18/20 Minutes

The minutes of the Town Council meeting held on 22.1.18 (*copy previously circulated) were confirmed as a true record and were signed by the Town Mayor.

The meeting went out of session

FC.18/21 Report of the Chaplain to the Council

Rev Hooke, Chaplain to the Council reported that:

- i) the Walk of Witness will take place on Good Friday 30th March, commencing at PPT Church at 10.00am.
- ii) a children's Holiday Club will take place during October half-term.
- iii) the recent Community Groups Fayre had been well attended.
- iv) on Shrove Tuesday the Methodist Church held a pancake lunch followed by a board games afternoon. This proved very successful and it is hoped to continue with a similar event (without pancakes) each month.

FC.18/22 **Report of the Police**

In the absence of PCSO Wilson, the Town Clerk circulated a copy of the recorded crime figures which occurred in Bovey Tracey and Heathfield during February. It was noted that any questions can be raised via the Town Clerk.

FC.18/23 **Questions and Statements by the Public**

In accordance with Standing Order 3F, the Town Mayor invited Members of the Public present to ask questions or make statements.

Mr D McGilvery referred to the re-establishment of the Twinning Association and noted that it was seventeen years since the last visit. He considered that recently there has been more interest and support. Cllr Mrs Kerswell advised that she served on the previous committee and she agreed with the comments. She advised that an update will be provided later in the meeting.

Mr P Beecher referred to the Town Guide for 2018 and noted that it is well supported. He suggested that in future the Neighbourhood Watch group could be included in the publication.

FC.18/24 **County, District and Town Councillor Reports**

DCC, TDC and Town Cllr Gribble reported that he had attended all regular DCC meetings including school provision, flood drainage, DNPA meetings, Stover Park cycle way and routes and Teign Estuary meetings. He had met with Highway Engineers in Newton Road concerning the cycle way crossing and he confirmed that crossing met with the schedule 3 safety audit. At TDC he had attended meetings regarding SW Youth Games, Pottery Pond and budget setting. Locally he had attended meetings of Paradiso Arts and Heathfield youth facilities. He noted that leaks had occurred at the youth cabins which have been addressed. He had also presented at the Activities Trust with the Town Clerk.

In the absence of TDC **Cllr Mrs Morgan** the Town Mayor advised that Cllr Mrs Morgan will provide a full report at the annual Town's Meeting on 28th March. It was noted that Cllr Mrs Morgan had attended budget and Overview and Scrutiny meetings. Planning Officers had extended the timeframe for the Indio development planning application – the application may be considered at the Planning Committee meeting on 17th April.

TDC Cllr Mrs Kerswell reported that she has attended Full Council, Overview and Scrutiny and Planning meetings/site inspections.

Cllr Robillard noted that a local Fairtrade meeting had been cancelled due to inclement weather. He advised that along with Cllr Gribble he had attended a Fairtrade meeting in Exeter which was addressed by a good speaker. He hopes to arrange a future local meeting to include a presentation by that speaker.

Cllr Arnold noted that he had attended Neighbourhood Development Plan (NDP) Steering Group meetings. He stressed the importance of the NDP which he considers will be a great asset for the town.

Cllr Bray had attended regular Council and community centre meetings together with an Exhibition Foundation Trust meeting.

Cllr Elphick attended meetings of Bovey Futures, Heathfield Community Centre and Heritage Trust.

Cllr Allen attended Bovey Futures meetings and two working group meetings where discussions took place regarding the feasibility of building/co-locating a school/community facility. He had also attended meetings regarding the community centre and the Young Citizens' of the Year panel. He congratulated those involved in the Community Fayre and noted the excellent Councillor attendance at the NDP table. He had attended the BTAT meeting where DCC Cllr Gribble and the Town Clerk had made a presentation. He referred to the Quality Update (Town Council's

newsletter) and noted that some households had not received a copy. He enquired if the Town Council should consider a change of name for the newsletter.

Cllr Tregoning referred to a block drain in Hind Street. Cllr Gribble advised that he had reported this to DCC at the end of December. He confirmed that he will ensure that the drain is cleared as soon as possible.

Cllr Ms Blair attended scheduled meetings of the Green Man Festival, Exhibition Foundation Trust, NDP and two drop-in sessions. She had also attended a meeting to consider the Young Citizens' of the Year nominations. She noted that the presentation will be made on 28th March. She had met with representatives of Bovey Futures regarding the feasibility of a replacement school/community facility. She has been contacted by Ian Barclay who is developing "Bovey Tracey Talking" project which is editing audio tapes about the town during the war years. Mr Barclay wishes to make new tapes and is seeking volunteers to assist.

Cllr Kelly had attended regular Council meetings, NDP, Community Centre and Green Man Festival meetings.

Cllr Evans had attended NDP meetings. He had met with site managers at the Bradley Bends development regarding a memorial planned for later in the year. He referred to DCC Cllr Gribble regarding the cycle crossing on Newton Road and noted that the crossing met with the safety audit. He considered that some motorists drive at a high speed in the area and he offered to meet with DCC officers. Cllr Gribble responded. Cllr Mrs Kerswell highlighted that Cllr Elphick has added this item to a future RP&P meeting for further discussion.

Cllr Ashby advised that he had been unable to attend a recent Heritage Trust meeting. He had attended a Community Centre meeting with architects.

Cllr Leigh attended all Council and Committee meetings and the Community Fayre. He endorsed the excellence of the Fayre. He had attended most NDP meetings and an Exhibition Foundation Trust meeting as a recently appointed representative.

FC.18/25

Reports of any outside bodies

Cllr Gribble (DALC Larger Councils) advised that he had been unable to attend the last meeting as it coincided with DCC Full Council meeting.

Cllr Gribble (Teignbridge Rural Aid Committee) advised that the AGM will take place on 4th April.

Cllr Leigh (TALC) advised that he had attended a meeting on 25th January and the minutes have been circulated. He noted two items on the agenda:

- i) a new scheme proposed by the Police where a designated Parish Councillor has a channel of communication with the Police.
- ii) preview of the budget set by TDC.

Cllrs Ashby & Elphick (Bovey Tracey Heritage Trust). Cllr Elphick had attended a recent meeting and advised that the Trust are seeking volunteers to assist during the summer season. Cllr Ashby had also attended the meeting and advised that the centre will open on Easter Saturday for the new season. He referred to the "Bovey Tracey Talking" project being arranged by Ian Barclay and advised that Mr Barclay would like people who know Bovey very well to do interviews. He noted that the Heritage Trust programme of events for 2018 is available online.

Cllrs Ashby, Blair, Bray & Kerswell (Bovey Tracey Exhibition Foundation Trust) It was noted that the AGM has taken place. Following an enquiry from Cllr Ashby, Cllr Mrs Kerswell confirmed that application forms will be available from the end of April.

Cllr Robillard (Bovey Tracey Information Centre Trust) Cllr Robillard advised that Centre is seeking more volunteers. He commended the volunteers for all their efforts and hopes that new people will come forward.

The meeting returned to session

FC.18/26 Recreation, Parks & Property (RP&P) Committee:

i) The minutes of the meeting held on 19.2.18 (**draft copy previously circulated*) were received and adopted.

Members considered the following recommendation from the RP&P Committee:

ii) To authorise the Chairman and Town Clerk to sign the lease for the Swimming Pool Association at the Recreation Ground on behalf of the Council.

Resolved:

To authorise the Chairman and Town Clerk to sign the lease for the Swimming Pool.

FC.18/27 Finance, Resources & General Purposes (FR&GP) Committee:

i) The minutes of the meeting held on 5.3.18 (**draft copy previously circulated*) were received and adopted.

Members considered the following recommendations from the FR&GP Committee:

ii) To approve the payment and receipt transactions between 1st January and 23rd February 2018 (**copy previously circulated*).

iii) To approve grant funding of £7,500.00 to Bovey Tracey Youth Action for 2018/19.

Resolved:

To approve the recommendations set out in ii) and iii) above.

Cllr Allen referred to FR&GP.18/25 (Newton Abbot to Heathfield Railway Revival Project) and noted that all Councillors are invited to attend the presentation.

FC.18/28 Planning Committee:

The minutes of the meetings held on 5.2.18, 19.2.18 (**copies previously circulated*) & 5.3.18 (**draft copy previously circulated*) were received and adopted.

FC.18/29 The Town Mayor's Interests:

A copy of the Town Mayor's engagements/announcements (**copy previously circulated*) was noted.

12 th February	Invitation to talk at Haytor Women's Institute – Bovey Tracey
28 th February	Invitation to talk at Bovey Tracey over 60's Club – Bovey Tracey
28 th February	Twinning photo shoot for the Mid Devon Advertiser – Bovey Tracey
4 th March	Teignbridge District Council Civic Service - Bishopsteignton.

Cllr Mrs Kerswell advised that the Haytor WI meeting took place at Liverton Village Hall. She noted that Teignmouth Town Council's Civic Service, due to take place on 18th March, was postponed due to the weather conditions.

FC.18/30 Settlement Boundary Review Workshop – 10th & 11th April:

Members noted information on the forthcoming workshop (**copy previously circulated*) and considered attendance.

Resolved:

To nominate Cllr Evans and Cllr Ms Blair to attend on Tuesday 10th April. Mr T Wilson will also be attending on behalf of the Neighbourhood Development Plan Steering Group.

FC.18/31

Bovey Tracey Twinning Association:

Cllr Robillard referred to his last report when an email had been received suggesting that Le Molay-Littry Council would not be interested in continuing its link with Bovey Tracey. This communication attracted a lot of publicity. A further email has been received on behalf of the Mayor of Le Molay-Littry indicating that they would like to continue the relationship. The Mayor has invited Cllr Robillard to meet with him to discuss and move forward. Cllr Robillard advised that a meeting of the Twinning Association will take place at The Edgemoor Hotel at 6.30pm on 12th April, everyone welcome to attend. Cllr Gribble noted that he was a former Chairman of the Association and fully supported Cllr Robillard's efforts.

FC.18/32

Bovey Parish Neighbourhood Plan:

Cllr Kelly provided a progress update. He advised that the Steering Group (SG) has been meeting on the first Thursday of each month. The community survey is being circulated. Copies are available at various sites and on-line. There is a clear project plan and timeline available to work towards. He advised that the SG members are very committed attending in all weathers. He noted the above and beyond efforts of Tom Wilson, Martin Iles and Mark Bailey.

FC.18/33

Meeting Schedule 2018/19:

Members considered adopting the proposed meeting schedule (**copy previously circulated*) for all Standing Committee meetings for the period from 8th May 2018.

Resolved:

To adopt the proposed meeting schedule for the period from 8th May 2018.

The meeting closed at 7.43pm.

DNPA Applications listed to 16.3.18:

- f) 0143/18 Small extension to front elevation at Brocks Ways, Green Lane.

Observations: No objection.

TDC Applications listed 23.3.18:

- g) 18/00559/FUL Single storey rear extension at 3 Chapel Place.

Observations: No objection.

- h) 18/00629/ADV Advertisement boards at Recreation Ground, Newton Road.

Observations: Noted as the Town Council declared an interest as landowner.

DNPA Applications listed to 23.3.18: None

TDC Applications listed to 30.3.18: None

PL.18/30 Planning Decisions: Noted.

Approvals:

- a) TDC:

- i) Two storey extension on east elevation and new vehicular entrance at Havenmere, Pottery Road. (N/O)
- ii) Construction of additional steel frame building to be used as garage at Varitech, Fairfax Road. (N/O)
- iii) Works to eight oak trees (T1-T8) as specified in submitted schedule at Summer Song, Ashburton Road. (Referred)
- iv) Replace existing timber windows with uPVC windows at 20 Station Court. (N/O)
- v) Conversion and extension of former public house into art centre with art gallery, artists' studios, cinema/theatre and café/bar including demolition of outbuildings at The King of Prussia, 83 Fore Street. (N/O)
- vi) Crown reduce one horse chestnut in Area A2 by up to 3m and crown lift to 5m above ground level at Loughten, Brimley Grange. (Referred)
- vii) Reduce lowest branch of one horse chestnut labelled T8 on the accompanying plan by 3m and crown reduce south side; remove dead wood and hanging branches of two Monterey cypresses labelled T1 & T2 at Harton, Brimley Grange. (Referred)

- b) DNPA:

- i) Agricultural building (14m x 9m), land SE of Pullabrook Farm.

Refusals:

- c) TDC:

- i) Permanent dwelling for rural worker at Moorwood. (N/O)

The Town Council's submitted observations: No objections - N/O. Objection - 0.

Cllr Arnold joined the meeting at 6.40pm.

PL.18/31 Affordable Custom Build - Bradley Bends:

Members received correspondence (**copy previously circulated*) from Teignbridge Housing Enabling Officer and considered representatives to meet with the Housing Enabling Officer to input into draft criteria for prioritising applicants.

Cllr Evans provided a verbal update following contact with the Housing Enabling Officer at TDC. The land proposed for custom affordable self build plots is at the rear of the Devonshire Homes site. A local couple are interested in setting up a Community Land Trust and have had discussions with TDC. The Planning Committee has been approached by TDC to provide input into the criteria used to prioritise applicants for future affordable housing. Following discussion it was

Resolved:

That Cllr Evans will provide a few dates for the TDC Housing Enabling

Officer to meet with Planning Committee representatives to further discuss. Cllr Kelly suggested inviting 1-2 representatives from the Neighbourhood Development Planning Group to take part.

Cllrs Allen and Elphick joined the meeting at 6.47pm

PL.18/32 General Planning Matters brought forward by Councillors:
(For information only).

Cllr Ms Blair advised that she had attended the recent site meeting for the proposed development at Indio. She expressed her concern that the row of mature trees described at the meeting as a "hedge" may be affected by the development. The Town Clerk advised that the Town Council's observations had highlighted the importance of not breaking through the hedge for alternative access. Cllr Mrs Kerswell noted that two residents will be attending the TDC Planning Committee meeting to speak on differing views relating to the application.

The meeting closed at 6.48pm.

RECREATION, PARKS & PROPERTY COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 9TH APRIL 2018 AT 7PM

Present:

The Town Mayor, Cllr Mrs A J Kerswell*

Cllr A Allen	Cllr D K Elphick
Cllr U Arnold	Cllr E Kelly
Cllr R A Bray	

In attendance:

Cllr R J Ashby
Cllr G J Gribble**/*
Cllr S P Leigh
Cllr Ms C O Richardson
Mr M Wells - Town Clerk
One member of the press

**County Cllr
*District Cllr

The meeting was chaired by Cllr Kelly

RP&P.18/17 Apologies for Absence:

Cllr C W Robillard - Car broken down

**Public Participation: None

RP&P.18/18 Minutes:

The minutes of the meeting of 19th February 2018 (**copy previously circulated*) were confirmed as a correct record and were approved.

RP&P.18/19 Devon Air Ambulance - Night Time Landing Site:

Members received and considered feedback from site surveys (**copy previously circulated*) as to the most appropriate site that will serve the community best. The Town Clerk provided a summary following feedback from the Devon Air Ambulance Community Land Development Officer. Unfortunately, a suitable site could not be identified for Heathfield. The Recreation Ground is proposed for the parish as it presents a good central location with good access from both sides of the ground. Following discussion it was

Resolved:

To recommend the Recreation Ground as a future night landing site, subject to obtaining relevant permissions for a lighting column and funding. It was further resolved that the issue of funding is referred to the FR&GP Committee to consider an application to the Rural Aid Committee.

RP&P.18/20 Covenanted Land South of Le Molay-Littry Way:

Item brought forward by Cllr Allen. Cllr Allen updated Members on recent meetings with the Primary School and Bovey Futures representatives where discussions took place around the potential for a new primary school/community hall facility. He advised that a further meeting will take place on 12th April which he will attend. It was noted that the Neighbourhood Development Plan process should be the key driver for progressing this.

RP&P.18/21 Britain in Bloom - South West:

i) Members noted that Mill Marsh Park received a five star award in the "Best Park" category for 2017.

ii) Members considered entering Mill Marsh Park in the 2018 awards.

Resolved:

To enter Mill Marsh Park in the 2018 awards.

RP&P.18/22 Cycle Crossing - Newton Road:

Item brought forward by Cllr Elphick. Cllr Elphick reported that in his opinion the current system is unsatisfactory. He considers that reversing the priority would provide better visibility. DCC Cllr Gribble advised that DCC Highways Engineers confirm that the current arrangements meet with the safety audit. Following discussion, it was agreed that a meeting is arranged with the DCC Highways Manager to visit to further discuss options with Committee Members.

RP&P.18/23 Community Centre Building:

Members received and noted the previous minutes of the Community Centre Steering Group meeting on 28th February 2018 (**copy previously circulated*).

RP&P.18/24 Matters brought forward by the Town Clerk & Councillors: (*for information*)

Cllr Arnold referred to the traffic proposals for Fore Street. The Town Clerk provided an update.

Cllr Allen advised that a recent Residents' Association meeting had been postponed as there were no pressing items for discussion.

RP&P.18/25 Exclusion of the Public, including the Press:

It was resolved:

That under Section 100(A) of the Local Government Act 1972 the public (including the press) be excluded from the meeting as exempt information, of the description set out on the agenda, is likely to be disclosed and on balance the public interest is in discussing this item in private session (Part II) for the following confidential/exempt item, which the Town Clerk recommends should be dealt with in this way:

Item RP&P.18/26: Community Centre - Tenders for the Selection of the Main Building Contractor.

A member of the press left the meeting.

RP&P.18/26 Community Centre - Tenders for the Selection of the Main Building Contractor:

Members receive a tender report (**copy previously circulated*) and considered the recommendations within the report.

The Town Clerk provided a verbal update on the process to date and advised Members to consider the following key points when considering the recommendations in the report:

- This tender is only the 1st stage of a 2 stage tender process. The final fixed tender sum will not be presented until July/August.
- The current leaseback arrangement at the Town Hall reaches its three year anniversary at the end of January 2019. Following this, an extension can be made for up to a further two years, however market rent on the offices will be due at approximately £430 per month.
- To proceed to Stage 2, the Town Council will be committed to any pre-construction fees as highlighted in page 9 of the report.

Cllrs Ashby and Bray reported on the interview process. It was noted that full copies of the Tender Submission and draft Project Plans are available from the Town Clerk.

Following questions from Committee Members and subsequent responses it was proposed by Cllr Kelly:

- i) Acceptance to exercising an extension for a short term as required for the current leaseback arrangement at the Town Hall.
- ii) To recommend to Full Council proceeding to Stage 2 with the preferred Contractor (Contractor A).

Resolved:

- i) Acceptance to exercising an extension as set out above.
- ii) To recommend to Full Council proceeding to Stage 2 with preferred Contractor (Contractor A)

The meeting closed at 7.46pm.

PLANNING COMMITTEE MEETING HELD IN THE COUNCIL CHAMBER
ON MONDAY 23RD APRIL 2018 AT 6.15PM

Present:

The Town Mayor, Cllr Mrs A J Kerswell*
The Deputy Town Mayor, Cllr Ms J H Blair

Cllr U Arnold
Cllr R A Bray
Cllr M J Evans

In attendance:

Cllr G J Gribble**/*
Mr M Wells - Town Clerk
One member of the press
Three members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Evans

PL.18/33 Apologies for absence:

Cllr R J Ashby (Leave)
Cllr E Kelly (Work commitment)

**Public Participation:

Mr M Wills spoke in support of application no.18/00681/OUT construction of a dwelling with garage at 1 Ashburton Road. He explained that he is currently renovating the property at the site and wished to build a two bed bungalow in the rear garden for family members. Mr Wills responded to a comment raised on the portal, by a neighbouring owner, regarding the access.

PL.18/34 Minutes:

Cllr Arnold referred to item 18/31 (Affordable Custom Build - Bradley Bends) and enquired about dates for meeting with TDC Housing Enabling Officer. Cllr Evans advised that he has requested dates and is waiting for a response.
Cllr Mrs Kerswell referred to item 18/32 (Matters brought forward by Councillors: Indio Development) and provided an update following the TDC Planning Committee meeting. She noted that the driveway was considered unsatisfactory for the proposed traffic generation and reference had been made to the lack of a recent traffic survey. She advised that the application has been deferred for determination at the next scheduled TDC Planning Committee meeting.

The minutes of the meeting of 9th April 2018 (**copy previously circulated*) were then confirmed as a correct record and were approved.

PL.18/35 Consideration of Planning Applications:

DNPA Applications listed to 30.3.18: None

TDC Applications listed to 6.4.18:

- a) 18/00650/FUL Change of use from sui generis to office/light industrial with an ancillary retail trade counter at St Margarets House, Station Road.
Observations: No objection.
- b) 18/00681/OUT Construction of a dwelling with garage at 1 Ashburton Road.
Observations: No objection.

Three members of the public left the meeting at 6.36pm.

DNPA Applications listed to 6.4.18: None

TDC Applications listed to 13.4.18:

- c) 18/00487/FUL Two storey side and single storey rear extensions at 34 Kiln Close.
Observations: No objection.
- d) 18/00706/FUL Annexe building at 30 Kiln Close.
The Chairman advised that the application has been withdrawn. No observations were made.
- e) 18/00797/FUL Dwelling and detached double garage at Brookfield House, Challabrook Lane.
Observations: No objection in principle providing the proposal causes no interference with the leat and the trees within the site boundary will not be affected. Whilst making these observations, the Town Council wishes to disclose that it owns the field north of the site.

Cllr Allen entered the Council Chamber at 6.45pm.

PL.18/36 Planning Decisions: Noted

Approvals:

- a) TDC:
 - i) First floor extension at 3 Musket Road, Heathfield. (N/O)
 - ii) Single storey rear extension and first floor rear extension at Fairfax House, Avenue Road. (N/O)
 - iii) Single storey extension at The Old Stable, Little Bovey Barns. (N/O)
- b) DNPA:
 - i) Change of use of barn to meeting and exhibition space ancillary to the farm shop/café at the Barn, Ullacombe Farm. (N/O)
 - ii) Alterations, extension and erection of pitched roof to existing garage at Briarbank, Haytor Road. (N/O)

The Town Council's submitted observations: No objections - N/O. Objection - 0.

PL.18/37 Settlement Boundary Review Workshop:

Cllr Evans provided feedback following the workshop at TDC. He advised that TDC wish to better align the settlement boundaries. A detailed plan is available from the Town Clerk for Councillors to view. The current primary shopping area in the town is very small and should be extended to protect the whole of the town. A formal consultation will be released later in May.

PL.18/38 General Planning Matters brought forward by Councillors:
(For information only).

Cllr Arnold enquired about progress with the Draft Traffic Management Plan. The Town Clerk advised that this is currently with the Neighbourhood Highways Manager (NHM) for informal feedback. It is hoped to arrange a meeting w/c 30th April with the NHM and other interested members.

The meeting closed at 6.50pm.

FINANCE, RESOURCES & GENERAL PURPOSES COMMITTEE MEETING
HELD IN THE COUNCIL CHAMBER ON MONDAY 23RD APRIL 2018 AT 7PM

Present:

The Deputy Town Mayor, Cllr Ms J H Blair

Cllr A Allen Cllr S P Leigh
Cllr M J Evans Cllr C W Robillard
Cllr G J Gribble**/*

In attendance:

The Town Mayor, Cllr Mrs A J Kerswell*
Cllr D K Elphick
Mr M Wells - Town Clerk
One member of the press
Mr M Cooke - Chair (Newton Abbot to Heathfield Revival Group)
Mr M Hobbs - Vice-Chair (" " " " " ")
Four members of the public

**County Cllr
*District Cllr

The meeting was chaired by Cllr Gribble

Prior to the commencement of the meeting, Mr Mike Cooke (Chair of Newton Abbot to Heathfield Railway Revival Group) and Mr Mark Hobbs (Vice Chair of the Group) provided an update about the project. 3000 people have supported, via social media, the idea and the intention is to re-open as a passenger train line. The Group is renamed as "Heath Rail Link". A survey of the line needs to be commissioned to establish the requirements to bring it up to current Health & Safety standards. This will cost £15,000.00. Network Rail is fully behind the scheme. The Group would like to obtain land (currently identified for residential development near King Charles Business Park) for a park and ride facility. Many employers in Heathfield fully support the project and the South Devon Railway is interested in running a steam excursion. There is currently no track between Bovey and Heathfield so the main focus is between Newton Abbot and Heathfield at present.

Cllr Allen congratulated the Group and noted that this scheme could help to regenerate Heathfield. He noted that finance is obviously a major factor and he enquired what the Town Council can do to help. Mr Cooke replied stating that pressure needs to be put on Government in the higher tiers and more importantly, the Group needs to ascertain the likely numbers who would use the service.

Mr Cooke and Mr Hobbs then answered questions raised by Councillors. Cllr Gribble thanked Mr Cooke and Mr Hobbs for attending the meeting. They then left the Council Chamber together with two members of the public at 7.20pm.

FR&GP.18/32 Apologies for absence:

Cllr Ms C O Richardson - Unwell

**Public Participation:

Mr P Beecher:

- i) Thanked Cllr Gribble and the Town Clerk for arranging the installation of the speed indication device on Le Molay-Littry Way. He also thanked Mr G Smart for his involvement.
- ii) Referred to the proposed closure of the last remaining bank (Lloyds) in town. He suggested the Town Council could write to lodge its concerns. It was noted that the lease on the building is due to run out.

Mr L Calder suggested that the Town Council may like to seek assurances from the appropriate authorities that the verges along Le Molay-Littry Way will be rectified following the works.

FR&GP.18/33 Minutes:

The minutes of the meeting of 5th March 2018 (**copy previously circulated*) were confirmed as a correct record and were approved.

FR&GP.18/34 Accounts & Financial Statement:

Members received and approved the payment and receipt transactions between 24th February 2018 and 29th March 2018 (**copy previously circulated*) and noted the bank balances as below:

General Account:	£ 10,923.35	(Statement dated 29.3.18)
Business Bank Instant A/C:	£191,049.04	(Statement dated 29.3.18)
Business Bank Instant A/C:	£350,291.31	(Statement dated 29.3.18)

FR&GP.18/35 General Data Protection Regulation (GDPR):

The Town Clerk provided a summary of the regulations and compliance requirements.

i) Members considered recommending to Full Council the adoption of the following draft documents aiding the Council's compliance towards the new regulations:

- Data Audit Schedule (Inventory of Data Captured) (**copy previously circulated*)
- Information Data Protection Policy (**copy previously circulated*)
- Document Retention & Disposal Policy & list of documents for retention or disposal Appendix A (**copy previously circulated*)
- The Management of Transferable Data Policy (**copy previously circulated*)
- Social Media Policy (previously adopted June 2016) (**copy previously circulating*)
- General Privacy Notice (**copy previously circulated*)
- Subject Access Request (SAR) Policy & (SAR) Form (**copy previously circulated*)
- Data Security Breach Reporting Form (**copy previously circulated*)
- Consent Form (**copy previously circulated*)

Cllr Evans raised concerns with the continued use of Councillors' private email addresses. It was agreed to discuss the option of Councillors having a formal Town Council email address at a future meeting.

Cllr Blair raised concern about the time allowed to read the above documents.

ii) Members considered the appointment of a Data Protection Officer. The Town Clerk highlighted the requirement to appoint a Data Protection Officer (DPO) in order to comply with article 39 of the regulations. He advised that the Internal Auditor is prepared to undertake the role of DPO for three years at a cost of £75.00 per year.

iii) Members considered delegating authority to the Town Clerk to have the authority, if necessary, to spend up to a set budget to ensure that the Town Council is compliant. The Town Clerk provided an update in relation to additional costs for creating online consent forms and for additional compliance audit(s).

Resolved:

- i) To refer this item to Full Council for consideration.
- ii) To appoint the Internal Auditor as DPO for three years at an annual charge of £75.00.

iii) To grant authority to the Town Clerk to have an additional budget of £1000.00, if required.

FR&GP.18/36 Honorary Representative of the Lord of the Manor 2018/19:

Consideration was given to a nomination received (**copy previously circulated*) for the role of Honorary Representative of the Lord of the Manor for 2018/19. Cllr Gribble noted that the form was seconded by a non-parishioner and he agreed to second it himself.

Resolved:

To appoint the nominee as Honorary Representative of the Lord of the Manor for 2018/19.

FR&GP.18/37 Rural Aid Fund - 2018:

Consideration was given to an appropriate scheme relevant for an application for Rural Aid. It was noted that applications are to be submitted by 4pm on Monday 30th April 2018. Cllr Allen reported on the cost of purchasing lighting column equipment for the proposed Devon Air Ambulance night time landing site at the Recreation Ground. Cllr Allen proposed making application for £2,735.32 towards the purchase cost. This will be match funded by a grant from the Devon Air Ambulance for labour costs.

Resolved:

To submit an application for £2,735.32, as set out above.

FR&GP.18/38 The Councillor Advocate Scheme (CAS):

Item brought forward for discussion by Cllr Leigh. Cllr Leigh reported on the scheme devised by the Police Crime Commissioner. The scheme aims to improve communication between local Councillors, the Police and Crime Commissioner and would require a nominated Councillor to act as the Town Council's representative. Following discussion it was

Resolved:

To refer the item for consideration at the Full Council meeting.

FR&GP.18/39 Annual Governance and Accountability Return - 2017/18:

Consideration was given to the Annual Governance Statement (**copy previously circulated*) for the year ending 31st March 2018 and to recommending to Full Council responses for each of the nine statements of Corporate Governance. The Town Clerk reported on the actions undertaken to the nine statements of corporate governance for the Annual Governance and Accountability Return for 2017/18.

Resolved:

To answer "yes" to questions 1-8 and N/A to question 9.

FR&GP.18/40 Matters brought forward by Councillors: (*for information only*).

Cllr Robillard reported that a recent Twinning Association meeting went well. The next meeting will take place on 23rd May at 6.30pm at The Dolphin Hotel. Cllr Gribble passed his apologies for the meeting. Cllr Robillard will meet the Mayor of Le Molay-Littry shortly and will report back at the next meeting. He thanked the proprietors of The Edgemoor Hotel for hosting the last meeting.

Cllr Allen enquired on progress regarding the appointment of a Town Centre Manager. The Town Clerk explained that TDC Economic Development Officer will be arranging a meeting for representatives of the five rural towns to discuss a joint funded post.

The meeting closed at 8.03pm.

List of Payments made between 24/02/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2018	C Beresford	329	40.00		Cleaning
01/03/2018	Devon Contract Waste	330	15.60		Service
01/03/2018	Mole Valley Farmers	331	152.92		Goods
01/03/2018	S W Water Ltd	332	14.05		Supply- Heathfield Youth
01/03/2018	EMS Waste Services Ltd	333	600.00		Skips x 2
01/03/2018	Teignbridge District Council	334	4,252.06		Payroll
01/03/2018	BHGS Hayle	335	468.48		Compost etc
01/03/2018	Newton Abbot Security Trust	336	500.00		CCTV monitoring
01/03/2018	Aviva	D/D	608.18		Insurance
01/03/2018	Pulse8Communications	D/D	22.00		Broadband
07/03/2018	UK Fuels Ltd	D/D	117.69		Fuel
13/03/2018	N Brock	337	374.00		Gravedigging R Harrison
13/03/2018	K & H Harvey	338	819.00		Hedgetrimming
13/03/2018	Teignbridge District Council	339	5,300.00		Payroll
13/03/2018	Specialist Hygiene Services Lt	340	283.64		Cleaning Rec. Grd . toilets
13/03/2018	S West Grounds Maintenance	341	1,800.00		Hedgecutting
13/03/2018	Lee Merry	342	94.34		Reimbursement Banner
13/03/2018	Mrs M Edwards	343	29.99		Reimbursement printing
13/03/2018	Civil Solutions Ltd	344	21.60		Goods
13/03/2018	Royal Mail Group Ltd	345	116.40		Response licence service
13/03/2018	Devon Contract Waste	346	17.28		Collection
13/03/2018	Marketing Solutions	347	947.00		QU & questionnaire delivery
13/03/2018	Mole Valley Farmers	13.3.18	42.13		Goods
13/03/2018	PHS Group	349	246.48		Collection
13/03/2018	Smith Consult Ltd	350	1,303.80		Prep & brief
13/03/2018	Glason UK Ltd	351	941.46		Bins
13/03/2018	Randall Simmonds LLP	352	1,200.00		QS consultancy
19/03/2018	British Gas	D/D	24.17		Electricity supply - cemetery
21/03/2018	EE Phone	D/D	33.44		Plan charge
23/03/2018	Mole Valley Farmers	353	110.44		Goods
23/03/2018	Devon Contract Waste Ltd	354	15.60		Service
23/03/2018	Terence Morgan	355	100.00		Deposit stage G M Festival
23/03/2018	Bovey Court Garage	356	198.22		Repairs
23/03/2018	WPS Ltd	557	467.40		Vehicle insurance
23/03/2018	PVM Supplies Ltd	358	133.49		Goods
23/03/2018	BT Youth Action	359	1,250.00		Grant
23/03/2018	Devon Assoc. of Local Councils	360	48.00		Course attendance
27/03/2018	C Beresford	361	40.00		Cleaning
27/03/2018	P J Bevans	362	292.98		Repairs Heathfield Youth Cabin
27/03/2018	Firewatch SW Ltd	363	192.78		Signs - NDP
27/03/2018	Teignbridge District Council	364	1,721.89		Teignbridge District Council
27/03/2018	PHS Group	365	72.00		Service
28/03/2018	Elitegroup	D/D	58.08		Telecom

Date: 13/04/2018

Bovey Tracey Town Council

Time: 10:57

Current Account

List of Payments made between 24/02/2018 and 31/03/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
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Total Payments	25,086.59
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3/04/2018

Bovey Tracey Town Council

0:56

Cashbook 1**Current Account**

Receipts received between 24/02/2018 and 31/03/2018

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
358	Banked: 05/03/2018	247.50						
89	Mr P Kennedy-Bruyneels	50.00			1200	100	50.00	Allot 38 - rent 2018
90	Mrs R E Darnell	70.00			1200	100	70.00	Allot 14A Deposit & rent
91	Angel Home Care	120.00			1900	710	120.00	P A testing
92	Western Power Distribution	7.50			1900	100	7.50	Substation lease
359	Banked: 22/03/2018	384.00						
93	BT Cricket Club	137.50			1900	100	137.50	Contribution skip hire
94	Samuel Croker Almshouses	112.50			1900	100	112.50	Contribution skip hire
95	BT Bowling Club	10.00			1900	100	10.00	Annual rent
0510	Mrs K Lewis	124.00			1400	400	124.00	Additional inscription B
360	Banked: 29/03/2018	588.00						
96	Angel Care Ltd	210.00			1900	100	210.00	Hire Council Chamber
0511	Parkers Funeral Directors	378.00			1400	400	378.00	Headstone - B Wornbwell
Total Receipts:		1,219.50	0.00	0.00			1,219.50	

1. What Personal Data Do We Hold?	2. Lawful basis for holding personal data						3. Consent	4. Sharing Personal Data	5. Our internal processes					6. Action Needed
To whom does it relate?	What Data is it?	Including Sensitive Data?	What is it for?	Why do we have it?	Are we legally obliged to hold this data? NOTE: If we are legally obliged to hold it, no consent is needed.	Have we got a contract or privacy notice relating to the data subject?	If we have a contract with the data subject, does it demonstrate all necessary consents?	With whom do we share this data? LIST THEM ALL	Who is responsible for keeping it?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Staff														
	Employment contracts	Yes	HR	It is a contract	No	Contract	Yes	N/A	Clerk	On appointment	Duration of Employment plus 6 years	Filing cabinet	lock and key	
	Leave/Sickness record	No	HR	Employment Purposes	No	Yes	Yes	HMRC; payroll provider (eg Telbridge DC)	Clerk	Monthly	last financial year	Filing cabinet	lock and key	
	Discipline/Grievance record	Yes	HR	Employment	No	Yes	Yes	N/A	Clerk	As required	duration of employment	Filing cabinet	lock and key	
	Next of kin details	Yes	HR	Employment	No	Yes	Yes	N/A	Clerk	As required	duration of employment	Filing cabinet	lock and key	
	Accident/Injury record	No	HR	#85	Yes	Contract	Yes	N/A	Clerk	As required	doc retention policy	Open shelf	no	
	Pension details	Yes	HR	Legislative requirement	Yes	Contract	Yes	HMRC; payroll provider (eg Telbridge DC)	Clerk	As required	duration of employment	Filing cabinet	lock and key	
	PAYE	No	HR	Legislative requirement	Yes	Not required	?	HMRC; payroll provider (eg Telbridge DC)	Clerk	As required	duration of employment	Filing cabinet	lock and key	
	Contact details	Yes	HR	Employment	No	Privacy Notice	Yes	HMRC; payroll provider (eg Telbridge DC)	Clerk	As required	duration of employment	Filing cabinet and Server	lock and key and password	Privacy Notice to be prepared
	Bank details	No	HR	To pay staff salaries	No	Contract	Yes	Payroll provider (eg Telbridge DC)	Clerk	As required	duration of employment	Filing cabinet and Server	lock and key and password	
	Job applications (unsuccessful applicants)	Yes	HR	Employment	No	Yes	Yes	N/A	Clerk	On application	until appointment made	Filing cabinet	lock and key	
	Job applications/references (successful applicants)	Yes	HR	Employment	No	Yes	Yes	N/A	Clerk	On appointment	duration of employment	Filing cabinet	lock and key	
	Staff Appraisals	Yes	HR	Employment	No	Yes	Yes	N/A	Clerk	As required	duration of employment	Filing cabinet	lock and key	
Councillors														
	Declarations of Interest	Yes	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	Open shelf and website	no	
	Personal contact details	No	Democracy	legislative requirement	Yes	Not required	Yes	This is Public Knowledge	All staff	At election	term of office	Filing cabinet and Server	lock and key and password	
	Email Addresses	No	Democracy	legislative requirement	Yes	Not required	Yes	Internal or external with permissions	All staff	At election	term of office	Server	password	
Contractors/Suppliers														
	Contact details	No	Business	Contract	No	Contract	Yes	External Professional Advisers	Clerk	When appointed	2 years from last contract	Accounts software	password	
	Invoices	No	Business	Payment	No	Contract	Yes	Public inspection on audit	Clerk	On payment	doc retention policy	Accounts software	password	
	Quotations	No	Business	Purchasing	No	Contract	Yes	Public inspection on audit	All staff	On raising	doc retention policy	Files	no	
	Bank Account details	No	Business	Payment	No	Contract	Yes	Our Bank	Clerk	On payment	doc retention policy	Filing cabinet	lock and key	
	Insurance	No	Business	Contract	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Filing cabinet	lock and key	
	References	No	Business	Contract	No	Contract	Yes	External professional advisers	Clerk	On appointment	doc retention policy	Filing cabinet	lock and key	
Residents														
	Complaints/Compliments	Sometimes	Democracy	Democracy	No	Privacy Notice	No contract	External professional advisers	All staff	On receipt	1 year	Filing cabinet	lock and key	Privacy Notice to be prepared
	Freedom of Information requests	No	Democracy	Democracy	Yes	Privacy Notice	No contract	External Professional Advisers	Clerk	On receipt	doc retention policy	Filing cabinet	lock and key	Privacy Notice to be prepared
	Electoral Register	No	Democracy	Democracy	No	Not applicable	No contract	Public Document required by law, which we choose to hold.	All staff	On receipt	1 year	Filing cabinet	lock and key	
Community Organisations														
	Email Addresses	No	Democracy	Contact	No	Privacy Notice	No Contract	Nobody without consent	All staff	Annually	2 years	Server	password	Privacy Notice to be prepared
	Grant Application Forms	Perhaps	Democracy	Service to Community	No	Privacy Notice	No Contract	External Professional Advisers	All staff	Annually	2 years	Server	password	Privacy Notice to be prepared
	Nominations of external committee members	No	Democracy	Contact	No	Privacy Notice	No Contract	NAMES become Public Knowledge, other data is confidential	All Staff	On appointment	See document Retention Policy	Server	password	Privacy Notice to be prepared
Allotments														
	Waiting list	No	Business	Allocation	No	Privacy Notice	No Contract	Nobody without consent	Clerk	Annually	Until plot available	Filing cabinet	lock and key	Privacy Notice to be prepared
	Tenant Contact Details	No	Property records	Contact	No	Tenancy Agreement	Yes	Nobody without consent	Clerk	Annually	Indefinite	Filing cabinet	lock and key	
	Tenancy Agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	Nobody without consent	Clerk	Annually	until plot relinquished	Filing cabinet	lock and key	
Cemetery														
	Record of Burials	No	legal	Legislative requirement	Yes	Not applicable	Not applicable	Public document required by law	Clerk	On purchase	Indefinite	Filing cabinet	lock and key	
	Purchased Graves	Sometimes	legal	Contract	No	Contract	Yes	Any reasonable request	Clerk	On purchase	Indefinite	Filing cabinet	lock and key	
	Contact details of known undertakers	No	Cemetery Functions	Contract	No	We need a privacy notice	Not applicable	Deceased families	Clerk	On purchase	Indefinite	Filing cabinet	lock and key	
Civic Lists														
	Contact details	No	Mayoral functions	Invitations	No	Privacy Notice	No Contract	Nobody without consent	Clerk	Annually	1 year	Filing cabinet	lock and key	Privacy Notice to be prepared
Events														
	Trader Contact Details	No	Business	Contact	No	Privacy Notice	Not applicable	Nobody without consent	Clerk	Each event	1 year	Filing cabinet	lock and key	Privacy Notice to be prepared
Planning														
	Objections	No	Democracy	We are consulted on applications	Yes	Public Document	No contract	Our objection/observations is a public document	Clerk	On receipt	1 year	Filing cabinet	lock and key	
Property														
	Leases/licenses	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	Indefinitely	Safe	lock and key	
	Tenant Contact Details	No	Democracy	Contact	No	Contract	Yes	External Professional Advisers	Clerk	Annually	See document Retention Policy	Filing cabinet	lock and key	
	Covenants	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Filing cabinet	lock and key	
	Public rights of way	No	Property	Council function	No	Public Document	Yes	Public Document registered at Land Registry	Clerk	Annually	See document Retention Policy	Filing cabinet	lock and key	
	Service level agreements	No	Property records	Service to Community	No	Tenancy Agreement	Yes	External Professional Advisers	Clerk	Annually	See document Retention Policy	Filing cabinet	lock and key	
General Contacts														
	Email Addresses	Yes	Democracy	Contact	Yes	Privacy Notice	Not applicable	Any reasonable request	All staff	Annually	1 year	Server	password	Privacy Notice to be prepared
Neighbourhood Development Plan														
	Contact details	No	Democracy	Contact	No	Privacy Notice	Not applicable	Nobody without consent	All staff	On appointment	Duration of plan making	Filing cabinet	lock and key	Privacy Notice to be prepared

Bovey Tracey Town Council

Information & Data Protection Policy



Introduction

In order to conduct its business, services and duties, Bovey Tracey Town 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.

Bovey Tracey Town 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.

This Policy is linked to our Quality Policy and ICT Policy which will ensure information considerations are central to the ethos of the organisation.

The Town 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 Town'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

Bovey Tracey Town 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 Regulation (GDPR) which became law on 25th 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 Town 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 BTC 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. Town 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.

Bovey Tracey Town 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 Town 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 Town 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 Town Clerk.

- Email: Info@boveytracey.gov.uk
- Phone: 01626 834217
- Correspondence: The Town Clerk, Town Hall, Town Hall Place, Bovey Tracey, TQ13 9EG

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at: IAC Audit & Consultancy Ltd (kevin.rose@audit-iac.com)

Diversity Monitoring

Bovey Tracey Town 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 Bovey Tracey Town 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 Town 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 Councils 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 Town Council cares 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 our Town Clerk or Data Protection Officer:

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: Town Clerk.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town 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 Town Clerk or Data Protection Officer.

The Town 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 Town Clerk, Data Protection Officer 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 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. Bovey Tracey Town Council exceeds this turnover but will never the less 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.

DRAFT

Adopted by Bovey Tracey Town Council:
Review Date:

Bovey Tracey Town Council



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, 910^h 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: Inventory of Data captured, stored and processed by Bovey Tracey Town Council. This is updated regularly in accordance with any changes to legal requirements.



Bovey Tracey Town Council

Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Archive cupboard	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management	Open shelf	Bin (confidential waste shredded)
Accident/incident reports	20 years	Potential claims	Filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	Filing cabinet	Bin
Receipt and payment accounts	Indefinite	Archive	Filing cabinet	N/A
Receipt books of all kinds	6 years	VAT	Archive cupboard	Bin
Bank statements including	Last completed audit year	Audit	Filing cabinet	Confidential waste

deposit/savings accounts							
Bank paying-in books	Last completed audit year	Audit	Safe			Confidential waste	
Cheque book stubs	Last completed audit year	Audit	Locked drawer			Confidential waste	
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Filing cabinet			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.	
Paid invoices	6 years	VAT	Archive cupboard			Confidential waste	
Paid cheques	6 years	Limitation Act 1980 (as amended)	Archive cupboard			Confidential waste	
VAT records	6 years generally but 20 years for VAT on rents	VAT	Archive cupboard			Confidential waste	
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Locked drawer			Confidential waste	
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Filing cabinet			Bin	
Wages books/payroll	12 years	Superannuation	Filing cabinet			Confidential waste	
Insurance policies	While valid (but see next two items below)	Management	Filing cabinet			Bin	
Insurance company names and policy numbers	Indefinite	Management	Filing cabinet			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	On display			Bin	
Town Park equipment inspection reports	21 years		Filing cabinet			Confidential waste	
Investments	Indefinite	Audit, Management	N/A			N/A	

	Indefinite	Audit, Management	Safe	N/A
Title deeds, leases, agreements, contracts Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Open shelf	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils 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).	Filing cabinet/Archive Cupboard	N/A

<p>Magazines and journals</p>	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st 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.</p>	<p>Open shelf</p>	<p>Bin if applicable</p>
<p>Record-keeping</p>				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	<p>The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.</p>	<p>Management</p>	<p>Open shelf</p>	<p>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 regulations.</p>

<p>General correspondence</p>	<p>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.</p>	<p>Management</p>	<p>Filing cabinet</p>	<p>Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
<p>Correspondence relating to staff</p>	<p>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</p>	<p>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.</p>	<p>Filing cabinet</p>	<p>Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

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	Filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year	Filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years	Safe	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years	Safe	Confidential waste.
Sums recoverable by statute	6 years	Filing cabinet	Confidential waste.
Personal injury	3 years	Filing cabinet	Confidential waste.
To recover land	12 years	Filing cabinet	Confidential waste.
Rent	6 years	Filing cabinet	Confidential waste.
Breach of trust	None	Filing cabinet	Confidential waste.
Trust deeds	Indefinite	Filing cabinet	Confidential waste.
For Halls, Centres, Recreation Grounds			
• Application to hire	6 years	Filing cabinet	Confidential waste
• Invoices	VAT		A list will be kept of those documents disposed of to
• Record of tickets issued			

					meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT		Archive cupboard	N/A
Terms and Conditions	6 years	Management		Filing cabinet	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management		Filing cabinet	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Allotments					
Register and plans	Indefinite	Audit, Management		Filing cabinet	N/A
Minutes	Indefinite	Audit, Management		Filing cabinet	N/A
Legal papers	Indefinite	Audit, Management		Safe/Filing cabinet	N/A
For Burial Grounds					
<ul style="list-style-type: none"> • Register of fees collected • Register of burials • Register of purchased graves • Register/plan of grave spaces • Register of memorials • Applications for interment • Applications for right to erect memorials • Disposal certificates • Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)		Filing cabinet	N/A

Planning Papers			
Applications	1 year	Management	Filing cabinet
Appeals	1 year unless significant development	Management	Filing cabinet
Trees	1 year	Management	Filing cabinet
Local Development Plans	Retained as long as in force	Reference	Filing cabinet
Local Plans	Retained as long as in force	Reference	Open shelf
Town/Neighbourhood Plans	Indefinite -- final adopted plans	Historical purposes	Filing cabinet
	CCTV		
Observation sheets	3 years	Data protection	Filing cabinet
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Filing cabinet
Code of Practice	Destroy on renewal Review annually	Management	Filing cabinet
Photographs/digital prints	31 days	Data protection	Filing cabinet
			Confidential waste
			Confidential waste
			Confidential waste
			Confidential waste

Bovey Tracey Town Council

The Management of Transferable Data Policy



Contents

1	Purpose	2
2	Principals	2
3	Advice and Assistance	2
4	Responsibilities	3
5	Incident Management	3
6	Data Administration	3
7	Security	4
8	Use of removable media	4
9	Faulty or Unneeded Storage Devices	5
10	Breach procedures	5
11	Review And Revision	5
12	Employees Guide in Brief	5

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 the Council) who have access to and use of computing equipment that is owned or leased by Bovey Tracey Town 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 Councils 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 Councils 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 then 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 Councils 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.



Bovey Tracey Town Council

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Town 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, Twitter account 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 Facebook pages and Twitter account intends to provide information and updates regarding activities and opportunities within our Parish/Town 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 or Twitter site 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 or Twitter 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 emailing.

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.

Town 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.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council reserves the right to remove any or all of a local group's information from the web site if it

feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Parish/Town Council email

The Clerk to the council has their own council email address (info@boveytracey.gov.uk) The email account is monitored mainly 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 is 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, copy 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 becomes 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.

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PRIVACY NOTICE - GENERAL

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Bovey Tracey Town Council which is the data controller for your data.

Other data controllers the council works with:

- Local authorities
- Community groups
- Charities
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition (employees) in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation; in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.

- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter etc);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

- 1) ***The right to access personal data we hold on you***

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) *The right to correct and update the personal data we hold on you*

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) *The right to object to processing of your personal data or to restrict it to certain purposes only*

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) *The right to data portability*

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) *The right to lodge a complaint with the Information Commissioner's Office.*

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page www.boveytracey.gov.uk. This Notice was last updated in April 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints to:

The Data Controller, The Town Clerk, Bovey Tracey Town Council, Town Hall, Town Hall Place, Bovey Tracey, TQ13 9EG. Email: info@boveytracey.gov.uk.



SUBJECT ACCESS REQUESTS POLICY

What is a Subject Access Request (SAR)?

This right, commonly referred to as subject access request, is created by section 7 of the Data Protection Act. It is most often used by individuals who want to see a copy of the information an organisation holds about them. However, the right of access goes further than this, and an individual who makes a written request is entitled to be:

- told whether any personal data is being processed;
- given a description of the personal data, the reasons it is being processed, and whether it will be given to any other organisations or people,
- given a copy of the information comprising the data; and given details of the source of the data (where this is available).

In most cases you must respond to a subject access request promptly and in any event within 40 calendar days of receiving it. However, some types of personal data are exempt from the right of subject access and so cannot be obtained by making a subject access request.

1. Upon receipt of a SAR

- (a) Verify whether you are controller of the data subject's personal data. If you are not a controller, but merely a processor, inform the data subject and refer them to the actual controller.
- (b) Verify the identity of the data subject; if needed, request any further evidence on the identity of the data subject.
- (c) Verify the access request; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not: request additional information.
- (d) Verify whether requests are unfounded or excessive (in particular because of their repetitive character); if so, you may refuse to act on the request or charge a reasonable fee.
- (e) Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
- (f) Verify whether you process the data requested. If you do not process any data, inform the data subject accordingly. At all times make sure the internal SAR policy is followed and progress can be monitored.
- (g) Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.
- (h) Verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.

2. Responding to a SAR

- (a) Respond to a SAR within one month after receipt of the request:
 - (i) If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month;
 - (ii) if the council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- (b) If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well.
- (c) If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:
 - (i) the purposes of the processing;
 - (ii) the categories of personal data concerned;
 - (iii) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules¹ or EU model clauses²;
 - (iv) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - (v) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - (vi) the right to lodge a complaint with the Information Commissioners Office ("ICO");
 - (vii) if the data has not been collected from the data subject: the source of such data;
 - (viii) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- (d) Provide a copy of the personal data undergoing processing.

¹ "Binding Corporate Rules" is a global data protection policy covering the international transfer of personal data out of the European Union. It requires approval of a data protection regulator in the European Union. In most cases this will be the relevant regulator where an organisation's head quarters is located. In the UK, the relevant regulator is the Information Commissioner's Office.

² "EU model clauses" are clauses approved by the European Union which govern the international transfer of personal data. The clauses can be between two data controllers or a data controller and a data processor.

What must I do?

1. **MUST:** On receipt of a subject access request you must **forward** it immediately to the Town Clerk
2. **MUST:** We must correctly **identify** whether a request has been made under the Data Protection legislation
3. **MUST:** A member of staff, and as appropriate, councillor, who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive **search** of the records to which they have access.
4. **MUST:** All the personal data that has been requested must be **provided** unless an exemption can be applied.
5. **MUST:** We must **respond** within one calendar month after accepting the request as valid.
6. **MUST:** Subject Access Requests must be undertaken **free of charge** to the requestor unless the legislation permits reasonable fees to be charged.
7. **MUST:** Councillors and managers must ensure that the staff they manage are **aware** of and follow this guidance.
8. **MUST:** Where a requestor is not satisfied with a response to a SAR, the council must manage this as a **complaint**.

How must I do it?

1. Notify the Town Clerk upon receipt of a request
2. We must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the council relating to the data subject. You should clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity. The council accepts the following forms of identification (* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):
 - Current UK/EEA Passport
 - UK Photocard Driving Licence (Full or Provisional)
 - Firearms Licence / Shotgun Certificate
 - 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+

- Judiciary Document such as a Notice of Hearing, Summons or Court Order
- Utility bill for supply of gas, electric, water or telephone landline+
- Most recent Mortgage Statement
- Most recent council Tax Bill/Demand or Statement
- Tenancy Agreement
- Building Society Passbook which shows a transaction in the last 3 months and your address

3. Depending on the degree to which personal data is organised and structured, you will need to search emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems etc. which your area is responsible for or owns.
4. You must not withhold personal data because you believe it will be misunderstood; instead, you should provide an explanation with the personal data. You must provide the personal data in an "intelligible form", which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. You may be able to agree with the requester that they will view the personal data on screen or inspect files on our premises. You must redact any exempt personal data from the released documents and explain why that personal data is being withheld.
5. Make this clear on forms and on the council website
6. You should do this through the use of induction, my performance and training, as well as through establishing and maintaining appropriate day to day working practices.
7. A database is maintained allowing the council to report on the volume of requests and compliance against the statutory timescale.
8. When responding to a complaint, we must advise the requestor that they may complain to the Information Commissioners Office ("ICO") if they remain unhappy with the outcome.

Bovey Tracey Town 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 below 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					

Bovey Tracey Town Council



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

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	

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

<p>taking those measures is relayed to the individuals involved.</p>	
<p>Staff briefed</p>	
<p>Assessment of ongoing risk</p>	
<p>Containment Actions: technical and organisational security measures have you applied (or were to be applied) to the affected personal data</p>	
<p>Recovery Plan</p>	
<p>Evaluation and response</p>	

Bovey Tracey Town Council

CONSENT FORM



Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent

Name

Address

Email

Signature

Date

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our "Privacy Notice" which is available from our website (www.boveytracey.gov.uk) or from the Town Council Office.

You can withdraw or change your consent at any time by contacting the Town Council Office.

- We may contact you to keep you informed about what is going on in the Council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
- We may contact you about groups and activities you may be interested in participating in.

- We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or Twitter account).
- Other specific additional activities, not included in the above to be listed here.

Keeping in touch:

- Yes please, I would like to receive communications by email
- Yes please, I would like to receive communications by telephone
- Yes please, I would like to receive communications by mobile phone including text message
- Yes please, I would like to receive communications by social media (for example Facebook, Twitter etc)
- Yes please, I would like to receive communications by post

DRAFT

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

[Signature] *[Signature]*

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		'Yes' means that this authority:	
	Yes	No		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Other information required by the Transparency Codes (not part of Annual Governance Statement)
 Authority web address
[Signature]

TOWN MAYOR'S ENGAGEMENTS FOR THE PERIOD 20TH MARCH 2018 – 8TH MAY 2018

DATE & TIME	EVENT	VENUE	ATTENDED BY
Tuesday 27 th March	Planning Workshop	Dartmoor National Park HQ's	Mayor
Wednesday 28 th March	Annual Town Meeting	Phoenix Hall Bovey Tracey	Mayor
Wednesday 4 th April	Presentations	Bovey Tracey Youth Café Fore Street	Mayor
Saturday 7 th April	Ashburton Civic Service	Ashburton	Mayor
Thursday 12 th April	Official Office Opening Simpkins Edwards	Offices Pottery Road	Mayor
Friday 13 th April	Bowling the first wood of the season for Bovey T Bowls Club	Recreation Ground Bovey Tracey	Mayor
Tuesday 17 th April	Public Consultation – Dean Park	Methodist Church Hall Le Molay-Littry Way	Mayor
Saturday 21 st April	Official Opening of Home Naturally	Fore Street Bovey Tracey	Mayor
Sunday 22 nd April	Teignmouth Civic Service	Teignmouth	Mayor
Friday 27 th April	Town Mayors Annual Dinner	Grey Gables Bovey Tracey	Mayor
Saturday 28 th April	Official Opening of the Green Man Festival 2018	Fore Street Bovey Tracey	Mayor
Sunday 29 th April	Lay poppy	Heritage Trust St Johns Lane	Mayor
Tuesday 8 th May	Bovey Tracey Town Council Annual Meeting	Baptist Church Hall Hind Street	Mayor

Annual Internal Audit Report 2017/18

Bovey Tracey Town Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken: 25/4/2017 5/10/2017
 Name of person who carried out the internal audit: Kevin Rose ACMA

Signature of person who carried out the internal audit



Date

17/04/2018

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Bovey Tracey Town Council Internal Audit Report 2017



24 April 2018 at 08:55:

(to be read in conjunction with the attached Internal Audit Recommendations)

	Internal Control Objective	Observation	Internal Audit Response
A	<i>Appropriate accounting records have been kept properly throughout the year.</i>	The Council was previously maintaining its accounts using a manual cashbook. During the year the Council migrated to the Alpha accounting system commonly used by Councils of a similar size. The records reviewed were found to be well maintained.	Yes
B	<i>This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.</i>	The Council is using the NALC Model Financial regulations. A test of bank payments was undertaken. In all cases it was possible to trace the original supporting vouchers which had been appropriately approved. The Council should refer to the attached Internal Audit Observations.	Yes
C	<i>This smaller authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.</i>	The Council maintains a Risk Register which was subject to review in September 2017.	Yes
D	<i>The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.</i>	The Council set its precept at a meeting held on 23rd January 2017. Regular budget reports have been submitted to Council	Yes

Internal
Audit
Response

	Internal Control Objective	Observation	Internal Audit Response
E	<i>Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.</i>	The Council receives a limited amount of income from burials and allotments. The Council is not VAT registered and does not make VATable supplies	Yes
F	<i>Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.</i>	The Council does not maintain a petty cash	N/A
G	<i>Salaries to employees and allowances to members were paid in accordance with this smaller authority's approvals, and PAYE and NI requirements were properly applied.</i>	The Council operates its PAYE through the District Councils payroll service and under the PAYE code of the District Council. It is understood that the Council will move to using its own PAYE code during the 2018- financial year	Yes
H	<i>Asset and investments registers were complete and accurate and properly maintained.</i>	The Council maintains an Asset Register which has been subject to review during the year. The Council should refer to the attached Internal Audit Observations	Yes
I	<i>Periodic and year-end bank account reconciliations were properly carried out.</i>	The Council has carried out reconciliations of its bank account. The year end bank reconciliation was reviewed and agreed. The Council should refer to the attached Internal Audit Observations	Yes
J	<i>Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.</i>	The Council reports on an Income and Expenditure basis, Year end VAT debtor and accruals were reviewed and agreed	Yes

Internal Audit Response	Observation	Internal Control Objective	K
N/A	The Council does not act as Trustee	<i>Trust funds (including charitable) – The council met its responsibilities as a trustee.</i>	



Kevin Rose ACMA
IAC Audit & Consultancy Ltd



Bovey Tracey Town Council
Year End Internal Audit Observations

Audit visit date	Priority	Observation	Recommendation	Status	Comments
17 Apr 2018	H	The Asset Register has been amended to account for individual assets physically held. Previously values stated in the Register had grouped assets together - presumably based on insured values	The Council should review and approve the updated asset register. Prior year asset values in Annual Return to be marked as RESTATED	Pending	
	M	It was noted that there is a difference between the VAT control balance and the claim to be made at year end. This was reconciled to the difference in respect of legal fees (identified during the interim audit) and an additional amount of £11,89 arising in 2017/18. This difference will need to be adjusted (against Box 3 Other Income) in the 2018 Annual Return	Council to note the adjustment required in the 2018 Annual Return	Pending	
	M	The Council reviews payments made under Direct Debit and Standing Order each month as they are made but has not formally approved them as required under 6.7 and 6.8 of its Financial Regulations	Council to review and approve Direct Debits and Standing Orders as set out in 6.7 and 6.8 of Financial Regulations	Pending	
	M	The year end bank reconciliation had been recorded in the cashbook, but has not been formally reviewed and approved by Council	As part of the approval process of the Annual Return the year end bank reconciliation should be reviewed and approved by Council	Pending	

Section 2 – Accounting Statements 2017/18 for

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	395,152	495,391	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	192,650	199,565	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	91,820	71,386	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	78,945	86,421	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	105,286	144,026	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	495,391	535,895	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	497,878	548,287	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	RESTATE 771,384	782,007	The value of all the property the authority owns – It is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

08/05/18

I confirm that these Accounting Statements were approved by this authority on this date:

08/05/18

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Bovey Tracey Town Council

Financial Statement 2017/18

<u>Income</u>	<u>2016/17</u>	<u>2017/18</u>
Precept	192,650.00	199,565.00
Council Tax Support Grant	16,650.00	16,400.00
Interest	231.47	277.38
Allotment rents	2,255.00	2,650.00
Town Hall Lettings	0	0
Burial fees	20,889.00	24,982.50
Other Income	2,621.78	2,913.87
Grants and P3	41,881.83	10,928.42
Christmas Lights donations	1,598.72	1,320.00
Britain in Bloom donations	2,530.00	2,700.00
Flag Project	45.00	0
Skate Park	0	0
S106 & CIL Income	3,117.02	7,998.90
Sale of Town Hall (capital receipt)	0	0
	-----	-----
Total Income	284,469.82	269,736.07
	-----	-----
<u>Expenditure</u>	<u>2016/17</u>	<u>2017/18</u>
Recreation Grounds	14,751.12	27,035.55
Salaries and wages	78,944.51	87,692.91
Establishment expenses	33,407.30	32,324.17
Britain in Bloom	7,855.01	4,087.27
Allotments	1,424.14	1,068.75
Town Hall	0	0
Cemetery	7,550.04	10,906.90
Old Thatched Inn	8,886.00	17,368.25
Christmas Lights	6,550.00	5,940.00
BTYA	6,875.00	8,125.00
Heathfield Youth Provision	286.21	2,432.01
May Fayre	921.00	4,561.31
Grants	4,500.00	11,500.00
Heritage centre & trail	1,754.12	0
Flag Project	1,185.47	450.00
Traffic Management	5,385.49	0
P3 Expenses	0	0
Public toilets	3,826.76	4,491.88
Other expenditure	128.98	0
	-----	-----
Total expenditure	184,231.15	217,984.00
	-----	-----
Surplus (deficit) for the year	100,238.67	51,752.07

Balance sheet

	<u>31.03.17</u>	<u>31.03.18</u>
Debtors	0.00	2,750.88
VAT Recoverable	192.32	0.00
Cash at bank	497,878.08	548,286.52
Creditors	2,679.52	15,143.03
Net current assets	495,390.88	535,894.37
<u>Reserves</u>		
Capital Receipts Reserve	92,328.00	92,328.00
General Reserve	235,390.88	185,603.06
Earmarked Reserves	167,672.00	257,963.31
	-----	-----
	495,390.88	535,894.37
	-----	-----

Bank reconciliation – Year Ending 31st March 2018

Name of smaller authority: Bovey Tracey Town Council
County area (local councils and parish meetings only): Devon

Financial year ending 31 March 2018

Prepared by: Mr Mark Wells – Town Clerk & responsible Financial Officer
Date: 16.04.2018

Balance per bank statements as at 31 March 2018:	£	£
- Treasurers Account	10,923.35	
- Bus Bank Instant (ending 4996)	350,291.31	
- Bus Bank Instant (ending 1234)	191,049.04	
	<hr/>	552,263.70
Petty cash float (if applicable)	0	
Less: any un-presented cheques at 31 March 2018		
- Cheque Number 353	(110.44)	
- Cheque Number 354	(15.60)	
- Cheque Number 355	(100.00)	
- Cheque Number 358	(133.49)	
- Cheque Number 359	(1,250.00)	
- Cheque Number 360	(48.00)	
- Cheque Number 361	(40.00)	
- Cheque Number 362	(292.98)	
- Cheque Number 363	(192.78)	
- Cheque Number 364	(1,721.89)	
- Cheque Number 365	(72.00)	
	<hr/>	(3,977.18)
Add: any un-banked cash at 31 March 2018	0	
	<hr/>	
Net balances as at 31 March 2018 (Box 8)		<u>548,286.52</u>

The net balances reconcile to the Cash Book (receipts and payments account) for the year, as follows:

CASH BOOK:

Opening Balance 1 April 2017 (Prior year Box 8)	497,878.08
Add: Receipts in the year	281,619.30
Less: Payments in the year	231,210.86
	<hr/>
Closing balance per cash book [receipts and payments book] as at 31 March 2018 (must equal net balances above – Box 8)	<u>548,286.52</u>

Standing Orders (Revised FR&GP 28th April 2014)
(Revised FR&GP 7th September 2015)
(Amendment to Clause 3F FC 16th November 2015)
(Revised Full Council 8th May 2018)



MODEL STANDING ORDERS 2018 (ENGLAND)

INTRODUCTION	3
1. RULES OF DEBATE AT MEETINGS	4
2. DISORDERLY CONDUCT AT MEETINGS	6
3. MEETINGS GENERALLY.....	6
4. COMMITTEES AND SUB-COMMITTEES	9
5. ORDINARY COUNCIL MEETINGS	10
6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES.....	12
7. PREVIOUS RESOLUTIONS	13
8. VOTING ON APPOINTMENTS.....	13
9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER.....	13
10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE	14
11. MANAGEMENT OF INFORMATION	15
12. DRAFT MINUTES.....	15
13. CODE OF CONDUCT AND DISPENSATIONS.....	16
14. CODE OF CONDUCT COMPLAINTS.....	17
15. PROPER OFFICER	18
16. RESPONSIBLE FINANCIAL OFFICER.....	19
17. ACCOUNTS AND ACCOUNTING STATEMENTS	20
18. FINANCIAL CONTROLS AND PROCUREMENT.....	21
19. HANDLING STAFF MATTERS.....	22
20. RESPONSIBILITIES TO PROVIDE INFORMATION	23
21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION.....	23
22. RELATIONS WITH THE PRESS/MEDIA	24
23. EXECUTION AND SEALING OF LEGAL DEEDS.....	24
24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS.....	25
25. RESTRICTIONS ON COUNCILLOR ACTIVITIES	25
26. STANDING ORDERS GENERALLY	25

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~~ in exercise of a right of reply.
- p During the debate ~~on~~ of 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 three 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 for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- 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 **At all Council and committee meetings.** 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.
- f Any non-member of the council being a registered local government elector within the Parish of Bovey Tracey and Heathfield as amended from time to

time, or at the discretion of the Chairman, may ask a question at a Town Council meeting about any matter relating to the powers and duties of the Council, providing that he or she has given notice to the Town Clerk by 12 noon on the day of the meeting, Where an elector is physically unable to attend a Town Council meeting, their question may be presented in their absence by the Town Clerk or appointed representative. The questioner must state his or her name and address and state without discussion the question and to whom it is addressed. Where two or more persons wish to make a similar statement, a spokesperson should be elected from the group to speak on behalf of all. Where differing views are represented, a maximum of three minutes will be permitted for each viewpoint to be heard:

- i) no non-member shall be entitled to ask more than three questions at any one meeting of the council;
- ii) all questions shall be put and answered without discussion;
- g **Subject to standing order 3(f), a member of the public shall not speak for more than three 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 shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k 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.
- ~~l Members of the public may not orally report or comment about a meeting as it takes place if they are present at a meeting of the town council or its committees but otherwise may:
 - i) film, photograph or make an audio recording of a meeting;
 - ii) use any other means for enabling persons not present to see or hear proceedings at a meeting as it takes place or later;
 - iii) report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.~~
- m **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.

- n **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- o 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.
- p 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.
- q 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.
- r 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.
- s 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 (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
- t 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.
- u 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.

- v **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.**
- w **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.

- x **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.**
- y A meeting shall not exceed a period of two hours.

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 three 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 ~~may direct~~ decides.
- c ~~The annual meeting of the council shall take place at 7.00pm.~~ **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 ~~directs~~ 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.**
- h **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.**
- i **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.**
- j 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 and adoption of appropriate standing orders and financial regulations;
- x. **Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.**
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. 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;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. **Review of the Council's employment policies and procedures;**
- xx. **Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.**
- xxi. 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 [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee [or the sub-committee], at least 50% of the members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. 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 six 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.

8. 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.

9. 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 ten 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 five 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 ~~Subject to standing order 9C above~~ 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.

10. 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.

11. 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.**

12. 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 (relevant committee) held on [date] in respect of (agenda item number) 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.**

13. 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 or sub-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.**

14. **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.**

15. PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff 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 ten 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. hold a copy of every councillor's register of interests;
- 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;
- 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 Chairman or in his absence the Vice-Chairman (if there is one) of the Planning committee within two 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 Planning committee];
- 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).

16. RESPONSIBLE FINANCIAL OFFICER

- a The Council shall appoint appropriate staff member(s) to undertake the work of

the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. 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 as soon as practicable after 30 June, 30 September and 31 December in each year 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 1 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 14 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.

18. **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 regardless of what other means it uses to advertise the opportunity.**
- 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.**

19. **HANDLING STAFF MATTERS**

- a. A matter personal to a member of staff that is being considered by a meeting of the FR&GP 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 the Personnel committee or, if he is not available, the chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Personnel committee at its next meeting.
- c. The chairman of the Personnel committee or in his absence, the vice-chairman (if there is one) shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Town Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the

FR&GP committee.

- 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 Chairman of the council or in his absence, the vice-chairman of the council in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the FR&GP committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the chairman or vice-chairman of the Council, this shall be communicated to another member of the FR&GP committee, which shall be reported back and progressed by resolution of FR&GP committee.
- 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).

20. **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. **[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**~~

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall 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.**

22. **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.

23. **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), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.~~

~~The above is applicable to a Council with a common seal.~~

OR

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.

24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY 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 District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a Unless duly authorised no councillor shall:
 - i inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii issue orders, instructions or directions.

26. 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 six 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.

Closing Branch Review – Part 1

Bovey Tracey

Background

We continue to respond to our customers' changing needs. We now have over 13 million of our customers accessing services through Internet Banking and over 9 million using our Mobile Banking app. Branches will remain vital in meeting customers' needs but we must continually review our network to make sure we have branches in locations where customers need and use them the most.

Our decision

Following a careful review, Bovey Tracey branch will close on 8 October 2018. We have made the difficult decision to close this branch because customers are using it less often. In addition the majority of customers are also using alternative ways to bank.

How we made our closure decision

When we close a branch we complete a detailed impact analysis which will include:

- How customers currently use the branch.
- Changes to customer use of the branch.
- Current levels of service provided by the branch including branch opening hours, ATMs.
- Assessment and check of alternative ways to bank locally including their proximity and accessibility. This is confirmed by a visit.
- Assessment of public transport, availability and frequency.
- Impact on our customers including those who may need additional support.
- Whether we own or lease the branch building.

What this means for you

You can continue to use any other Lloyds branches and the nearest alternative branch is the Newton Abbot branch. Additionally, one of our new Lloyds mobile branches will visit the Bovey Tracey area which customers can use for many of their everyday banking needs.

This document includes a summary of our review and provides details of alternative ways to access banking.



Branch details

54 Fore Street
Bovey Tracey
Newton Abbot
Devon
TQ13 9AE

Monday	10:00 - 15:00
Tuesday	10:00 - 15:00
Wednesday	10:00 - 15:00
Thursday	10:00 - 15:00
Friday	10:00 - 15:00
Saturday	Closed

Branch facilities:

Cashpoint [®] machine inside branch No	Cashpoint [®] machine outside branch Yes	Talking Cashpoint [®] machine Yes
Level access to branch Yes	Self Service Zone or machines No	Counter service Yes



How customers are using this branch

16%

Counters at Bovey Tracey branch are 16% quieter than a year ago

44

of our customers use the branch on a regular weekly basis

380

of our customers use the branch on a regular monthly basis

Personal Customers

74%

fewer personal customers use Bovey Tracey branch than a typical Lloyds Bank branch

17%

fewer counter transactions

N/A

Self Service Zone or machine transactions

7%

fewer Cashpoint[®] machine transactions

Business Customers

30%

fewer business customers use Bovey Tracey branch than a typical Lloyds Bank branch

14%

fewer counter transactions

N/A

Self Service Zone or machine transactions

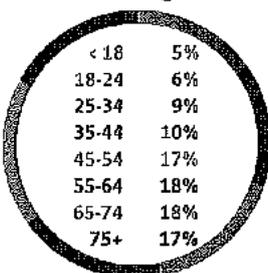
4%

fewer Cashpoint[®] machine transactions

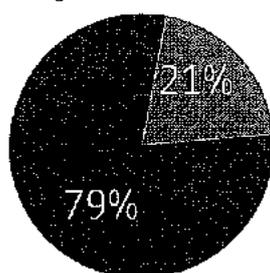


Bovey Tracey branch customers

Age of personal customers using branch



Type of customer using branch



Figures have been rounded up or down to show as whole numbers

■ Personal Customers
■ Business Customers



Bovey Tracey customers are already banking in other ways*

Personal Customers

70% use Bovey Tracey plus other Lloyds Bank branches

69% use branch and Internet Banking or PhoneBank[®]

36% also use the Post Office[®]

*please refer to the Glossary of terms on page 3

Other ways for customers to do their everyday banking

Other branches nearby

You can use any other Lloyds branch. To find your most convenient branch and their **opening hours** please search on the Branch Locator: www.lloydsbank.com/branch-locator/search.asp.

Nearest and most used alternative branch

Newton Abbot
41 Courtenay Street
TQ12 2QW
5.6 miles away

 Cashpoint machine inside branch	 Cashpoint machine outside branch	 Talking Cashpoint machine	 Level access to branch	 Self Service Zone or machines	 Counter service
Yes	Yes	Yes	Yes	Yes	Yes

Other nearby branches

Teignmouth
19-20 Wellington Street
TQ14 8HW
9.12 miles away

St Thomas Exeter
13 St Thomas Centre
EX4 1DF
11.68 miles away

Transport

For nearest and most used alternative branch:

The number 39 bus runs from Bovey Tracey to Newton Abbot, every 30 minutes with a journey time of around 25 minutes. Driving takes around 15 minutes.

Mobile Branch

Our Lloyds Bank mobile branch will be visiting the Bovey Tracey area. The full timetable will be available at www.lloydsbank.com/mobilebranch shortly before the new service starts to operate.

Other local banking services

Cash machines:

We will not be maintaining our Cashpoint® machine at the Bovey Tracey branch. Nearby free to use cash machines are listed below:

The Co-operative Food Bovey Tracey – Fore Street, TQ13 9AE
0 miles away

Tesco – 47 Fore Street, TQ13 9AB 0.02 miles away

The Co-operative Food Petrol Bovey Tracey – Newton Road, TQ13 9DX 0.94 miles away

To find your most convenient alternative free cash machine you can use ATM Link Locator: www.link.co.uk/atm-locator

PayPoint:

A nearby PayPoint can be found at:

Gillets Spar – 42 Fore Street, TQ13 9AD

To find your most convenient alternative PayPoint you can use PayPoint Locator: www.paypoint.le/locator

Post Office®

Personal and Business Banking customers can withdraw money or check their balance, as well as pay in cheques and money to their account at any Post Office® branch.

Nearest Post Office®:

Bovey Tracey, 42 Fore Street, Newton Abbot, TQ13 9AD

To find your most convenient Post Office® and its opening times please search on the Post Office® Locator: www.royalmail.com/cy/branch-finder

Our Internet Banking, Mobile Banking and PhoneBank® services give customers 24 hour access to their accounts, 7 days a week. In your local area broadband services will be available from multiple suppliers.

Personal Customers

 lloydsbank.com

 0345 300 0000

 Mobile Banking app

 Branch colleagues

Business Customers

 Cash & cheque collection services

 lloydsbank.com/business

 Telephone banking services

 Mobile Banking app

 Bespoke on-line services

Commercial Customers

 Cash & cheque collection services

 lloydsbank.com/commercial

 Telephone banking services

 Mobile Banking app

 Bespoke on-line services

Further help and support:

Please come in and see us in any of our branches, contact your relationship manager or call us on 0345 300 0000.

Terms used in this document

To help you understand what the terms mean please use the table below.

Terms	Definition
Counters quieter or busier than a year ago	Rolling year on year % change in counter transactions
Customers using the branch on a regular weekly basis	The number of customers who transacted at the counter or Immediate Deposit Machine (IDM) in 48 out of 52 weeks in a 12 month period
Customers using the branch on a regular monthly basis	The number of customers who transacted at the counter or IDM in 11 out of 12 months in a 12 month period
Personal % comparison to a typical branch	The percentage of Personal customers using the named branch compared to the average number of Personal customers using a typical Lloyds Bank branch
Business % comparison to a typical branch	The percentage of Business customers using the named branch compared to the average number of Business customers using a typical Lloyds Bank branch
Personal only use this branch and others	The proportion of branch using Personal customers who have also used a different branch in the last 12 months
Personal use branch and Internet or PhoneBank®	The proportion of branch using Personal customers who have also used Internet or PhoneBank® in the last 6 months
Personal also use Post Office®	The proportion of branch using Personal customers who have transacted in the Post Office® in the last 12 months
Closest branch distance	Based on the road distance between the closing and next closest branch. Source: Mapinfo – this software package measures distance between postcodes
ATM distance	Measured on a straight line 'as the crow flies' basis between postcode of the closing branch and postcode of cash machine.

All data collated and validated as at 1 December 2017.

Lloyds Banking Group is a signatory to the Access to Banking Standard and the result of our local community engagement will be published in Part 2 of this document before the branch closes.

If you'd like this in another format such as large print, Braille or audio CD please speak to a colleague in branch, your Relationship Manager or contact us on 0345 300 0000.

Cashpoint® is a registered trademark of Lloyds Bank plc. Post Office® is a registered trademark of Royal Mail.

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