

Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)
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Our Ref: MD

04 March 2024

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 11 March 2024 commencing at 7pm** at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

PUBLIC FORUM

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

1. **Apologies for absence**
2. **Declarations of Interests and Dispensations**
3. **Planning matters**
 - 3.1 **Planning applications**

Application No.	Location	Proposal
P/2023/01367	7 Church Road	Demolition of existing dwelling and erection of a replacement dwelling including works to trees protected by TPO No 1A and the Rolleston Conservation Area
P/2024/00022	27 Alderbrook Close	Erection of a part two storey, part single storey, part first floor rear/side extension with Juliet balcony, front canopy extension and alterations to the windows and door on the front elevation and also on the rear elevation of the garage

P/2024/00053	Rolleston Kindergarten 4 The Lawns	Application under Section 73 to vary Condition 4 of planning permission P/2021/00598 for the conversion of first floor flat to form 2 further playrooms and an office in association with the existing nursery school and provision of before/after school clubs between the hours of 0800-0900 hours and 1600-1730 hours for up to 15 children to allow a change of operating hours to 0800-1730 hours and increase the number of children to 25
P/2024/00103	30 Shotwood Close	Erection of new entrance porch (Amended Scheme)
P/2024/00109	The East Lodge Hall Grounds	Application under Section 73 to var Condition 2 attached to planning application P/2022/01158 (extensions and alterations to existing dwelling) to amend the previous approval by proposing an additional roof light, increased floor area and internal spiral staircase and relocation of external steps
P/2024/00133	The East Lodge Hall Grounds	Application under Section 19 of the Planning (Listed Building/Conservation Areas) Act 1990 to vary Condition 2 of P/2022/01163 (extensions and alterations to existing dwelling) to amend the previous approval by proposing an additional roof light, increased floor area and internal spiral staircase and relocation of external steps
P/2024/00162	4 Beacon Road	Fell to ground level two Cedar trees, two Conifer trees, one Golden Conifer tree
P/2024/00196	The Spinney Church Road	Felling of 2 Conifers

4. **To approve the Minutes of the meeting held on 12 February 2024 (Enclosure 1)**
5. **Matters arising from the previous meeting**
6. **Councillors' reports**
7. **Financial matters**
 - 7.1 **Schedule of payments as at 04 March 2024**

Payee	Description	Payment Method	Gross £	VAT £
P Gould	Mowing contract	BACS	1,327.99	0.00
Hardy Signs Ltd	Stile numbering plaques: £277.20 Asset labels: £198.00	BACS	475.20	79.20
HMRC	NI/PAYE 4 th qtr 2023/24	BACS	1,347.12	0.00
IONOS Cloud Ltd	RPC website	DD	8.40	1.40
Clerk	Salary and expenses	BACS	1,329.76	0.00
Bradleys Tax & Accountancy Services	Payroll service 2023/24	BACS	114.00	19.00
J Deacon	Craythorne car park lock/unlock February: £174.00 Environmental Contract: £1,200.49 Jamie's Garden – Posts: £1,543.20 Meadow View – Self-set Sycamores: £744.00 Jubilee Orchard: £1,008.00	BACS	4,669.69	778.28
TOTAL			9,272.16	877.88

7.2 Bank reconciliation as at 29 February 2024

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2023	Bank Statement	79,325.65	87,040.63	166,366.28
Movement in funds to date	PLUS Income	146,796.66	25,856.64	172,653.30
	LESS Expenditure	(197,207.44)	(29,254.33)	(226,461.77)
29 February 2024	Bank Statement	28,914.87	83,642.94	112,557.81

7.3 Earmarked Reserves as at 29 February 2024

	Opening funds 01/04/2023 £	Available funds 29/02/2024 £
Environmental improvements	2,360.39	584.39
Brook Hollows	45,272.31	13,151.72
Play areas	17,132.11	11,463.86
S106 College Fields	44,507.57	745.11
Total	109,272.38	25,945.08

8. Receipts and Payments to 29 February 2024 (Enclosure 2)

9. Sport England funds: Update

The following quotation has been received from a company recommended by ESBC for planning consultancy services to advise on planning strategy to secure planning permission for the construction of a MUGA on the Craythorne Playing Fields. The fee proposal does not allow for attendance at the planning committee meeting. Should this be required, they would be happy to provide a separate fee proposal.

The fee proposal is set out as a two stage process:

Stage 1 – Application Preparation and Submission

- Instruction of architect to prepare site layout drawings;
- Review the pitch layout options and finalise plans in conjunction with Rolleston on Dove Parish Council and ESBC;
- Liaison with client team throughout preparation of the application;
- Collating letters of support for the MUGA from sporting organisations and the Council;
- Preparation of supporting planning cover letter which sets out the case for the proposed development and assessment against planning policy;
- Completion of application forms, certificates, notices and covering letter, and submission of application through the Planning Portal.

Planning Stage 1 Fees - £3,000 (excluding VAT and expenses/disbursements)

Architect Fees – £400 plus VAT to prepare the required existing and proposed site layout plan showing the proposed sporting provision and a further £200 to purchase an O/S base plan

Stage 2 - Post Submission Monitoring and Negotiations

- Monitoring and responding to consultee and neighbour responses;
- Liaison and negotiation with officers and client team where necessary;
- Review of officer's draft report and planning conditions; and
- Advise on the variation of the S106.

Planning Stage 2 Fees - £1,750 (exc. VAT and expenses/disbursements)

Total Planning Consultancy Fees £4,750 (excluding VAT and expenses/disbursements)

PLUS Architect fees shown in Stage 1 above £600 excluding VAT)

= £5,350 (excluding VAT and expenses/disbursements)

10. Flooding

See response to the Parish Council's request for clarification on the information provided to the previous council meeting (**Enclosure 3**).

11. Policy reviews

The Financial Regulations document requires a minor amendment (Footnote (Page 12) and the Document History (Page 16)), no amendments are necessary for the other documents:

- Asset Register (**Enclosure 4A**)
- Document Retention and Disposal Policy (**Enclosure 4B**)
- Financial Regulations (**Enclosure 4C**)
- Information and Data Protection Policy (**Enclosure 4D**)
- Publication Scheme (**Enclosure 4E**)
- Statement of Internal Control and Annual Review of Effectiveness of Internal Control (**Enclosure 4F**)

12. ESBC: Promotion of the Call for Sites March 2024

The following communication has been received from ESBC:

The Council is currently advising all those on our planning policy consultation database of the ability to submit sites to the Council for consideration for the following land uses. On the Council's website is a 'Call for Sites' interactive form (see the link below) which can be used by landowners and developers to send details of land which they wish to see used/reused for the purposes listed below. We are especially interested in identifying sites which may be derelict and would now be considered brownfield land.

The form offers the opportunity to submit sites that would be available for any of the following uses or mix of uses during the next 20 years. Sites which could be used for:

- Tree planting/ Biodiversity (minimum area of 0.5 hectare)
- Renewable Energy Generation (minimum area of 1 hectare)
- New jobs - offices, industrial, distribution or other commercial uses of a minimum 500sqm or 0.25 hectare or larger
- New homes, especially those for specialised housing developments including affordable housing, specialist housing for older people (minimum of 5 units, no maximum)
- Plots to enable people to build their own home
- Pitches for gypsies or travellers
- Retail, leisure or community uses
- Open Space (minimum area of 0.4Ha)

Submissions should make clear that the land is owned by or under the control of the person making the submission, or they genuinely have the means to acquire the land. Submissions can be made via our website using the link: <https://www.eaststaffsbc.gov.uk/planning/planning-policy/planning-policy-consultations>.

Please note this process is separate to seeking planning permission.

The ability to submit sites is available at all times through our 'Call for Sites' option on our website, note that we use the data collected for monitoring purposes and the end of our monitoring period is 31st March. If we receive details after 31st March 2024 your site may not be included in the 2023/4 iterations of any evidence we publish.

In submitting a site you consent for your name, name of the organisation and who you are representing (where applicable) to be made publicly available, more details on how we will use the data you submit are available on the form on the website and on the Council's privacy statement.

You can amend or delete your details from the planning policy consultation database at any time by contacting planningpolicy@eaststaffsbc.gov.uk.

13. Ward Enhancement Programme (WEP): Cattle Dock application

To consider any actions that the Parish Council may be required to cover following confirmation that the WEP application had been approved.

14. Correspondence

14.1 Staffordshire Parish Councils Association

The weekly Bulletins have been circulated to all councillors.

14.2 Communications Log

The Communications Log has been regularly circulated to all councillors.

14.3 John of Rolleston Primary School: Community Day 08 June 2024

The Parish Council's permission is sought for access to use Elizabeth Ave park for parking for our event at Alderbrook site on Saturday 08 June. They add that it is a great benefit to the event to be able to offer free parking and also helps them be good neighbours by not causing parking issues on the local streets near to the school. Community day is their biggest event of the year and raises funds for the whole school.

14.4 Rolleston United Foundation

As you may be aware it is time to roll out the annual request for students from Y13 to apply to the Rolleston United Foundation. Grants are offered to students who intend to follow courses in Higher Education, Further Education or Vocational training and Apprenticeships. The grants are modest in value, amounting to, more or less £100.

I am contacting you with an update of contact details and a change of Officers for the Trust. The admin contact is now:

Vanessa Winstone, Email: rollestonuf@gmail.com
228 Station Road, Rolleston on Dove, Burton on Trent DE13 9AD

The Chair is now John Phillips, the Treasurer is Clare Stewart.

Thank you for uploading the updated application form to the Rolleston website. I will send the advert that is currently in the Rollestonian magazine for Rolleston PC Facebook if that is still acceptable.

Any applications (paper copy or application form via e-mail) for 2024 need to be received by August 27th.

Many thanks to Rolleston Parish Council for their continued support.

14.5 **Craythorne Road**

A Craythorne Road resident has requested that the following question be put to Rolleston and Stretton Parish Councils:

I am a resident of Craythorne Road and would like to request that my question be put to the Councillors at the next meetings.

I am asking that any issues which may impact on Craythorne Road residents be shared between Stretton and Rolleston Parish Councils. This could include planning applications (and their conditions), anti-social behaviour, road maintenance, etc and even the Jinny Trail.

Could a Parish Partnership be feasible? I realise that this may create more work initially but, if it is only required for the Craythorne Road area I am sure that it could be a positive way forward for the two villages.

Due to the nature of this rural lane any decisions made by both Parish Councils affect the residents. I ask this because on occasion we are told that some of the decisions which have affected us are not within the remit of our Parish Council.

I trust that some sort of partnership could be achieved which may benefit our two lovely villages. If it is not feasible would you please advise the reasons given?

14.6 **Friends of Brook Hollows**

The Friends ask if the following could be uploaded to the Parish Council's website:

As you will know our funding from the TTTV project has now ended. This means that if we want to do another project in Brook Hollows we will need additional funding. One way of keeping us supplied with a small monthly income is by buying a ticket in the East Staffordshire Community Lottery. Tickets cost just £1 each and 50p of each ticket bought comes back to us meaning currently we are getting about £30 every month for ongoing expenses.

If you are able, please buy a ticket or two or share this information with friends and family and ask them to support us. Tickets can be bought at this page:

<https://www.eaststaffordshirecommunitylottery.co.uk/support/friends-of-brook-hollows>

15. Exclusion of press and Public

Chair to move:

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

16. Quotations (Enclosure 5)

17. Rollestonian of the Year 2023 (Enclosure 6)

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 12 February 2024 commencing at 7pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Houston, Peirce, Robson, Sanderson, Sharples and Storer

In attendance

ESBC Councillor Lock

Two members of the public

E Fenn and M Marsden, Youth Representatives

Mary Danby, Clerk

Public Forum

Mr Foschtinski, Netherfield Grange explained the long-standing problem he experiences with water flooding down Needwood Road onto his drive, adding that Severn Trent were aware of the problem and that ESBC had drawn a line under the issue. He asked if the Parish Council could advise on who he could contact to see the issue resolved. ESBC Councillor Lock asked that Mr Foschtinski provide the documentation trail to him so that he could take this up with ESBC.

Ms Ashby apologised to the Parish Council for not having responded to it regarding the planned works at her property, including the West gates, and said that she would do so as soon as possible (Minute No. 119 refers).

145. Apologies for absence

Councillors Badcock, E McManus and S McManus.

146. Declarations of Interest and Dispensations

None declared.

147. Planning matters

147.1 Planning applications

Application No.	Location	Proposal
P/2024/00024	The Croft House 11 Station Road	Reduction in height of up to 1 metre or the nearest suitable growth point. Crown raise by up to 0.5 metre to aid with grass cutting one Magnolia tree (T1)
No objection		
P/2024/00068	The Old Orchard Church Road	Fell two Conifer trees (T1 and T2), reduce height by up to 3 metres one Conifer tree (T3), crown raise by up to 1 metre and remove low hanging branches back to boundary wall one Yew tree (T4), reduce height and sides by up to 1 metre one Conifer tree (T5)
No objection, though it was noted that photographs would have been useful.		

P/2024/00075	The Croft Burnside	Remove 3 lowest branches to Pine (T1), reduce Maple (T3), Birch (T4) back to original points of cutting, pruning, remove crossing branches, shorten elongates limbs and crown raise Maple (T5), cherry (T6) and Rowan (T7), reduce height of Cypress tree (T8) to 3-4m
No objection		
TPO 459	Land adjacent The Croft Burnside	The TPO was made following the Local Planning Authority objecting to a Section 211 Notice (Tree Notice) application for works to the Beech tree (P/2023/01377)
No objection		
P/2024/00085	39 Church Road	Partial demolition of existing attached garage to facilitate the erection of a part two storey part single storey side extension with associated render, roof lights and extension of existing front porch roof
Comment: The Planning Officer may wish to consider whether the proposed render is appropriate for the area.		

148. Minutes

Resolved That the Minutes of the meeting held on 08 January 2024 be approved and signed as a true record.

149. Matters arising

Minute No. 136 (Minute Nos. 107 and 123)

As there had been no response from County Council Flood Team asking if funding was available to the Parish Council to purchase flood warning signs, etc the Clerk was asked to chase them for a response.

Minute No. 137.8, second bullet point

Request agreed for authority to instruct a tree surgeon to chip the timber from the felled trees.

Minute No. 142

Councillors noted that the drains on Anslow Lane, Church Road and Station Road had yet to be cleared. **Agreed** that the County Councillor be contacted and asked that priority be given to the drains being cleared ASAP as there had almost been another flood over the previous weekend (the EA's article in the Rollestonian be attached for his information).

150. Councillors' reports

150.1 ESBC Councillor Lock reported that:

- The funding streams will continue for the 2024/25 financial year.
- ESBC had received £1m grant to deliver a food waste scheme, he would provide details when these are available.

150.2 Several Councillors reported that they had been approached by residents concerned at alleged breaches of planning conditions regarding P/2021/00373. **Agreed** that the concerns be reported to ESBC's Planning Enforcement Officer.

- 150.3 Councillor Appleby reported:
- A tree at 4 Beacon Road was overhanging the pavement. **Agreed** that the resident be asked to arrange for the appropriate tree works to be undertaken.
 - Jinny Trail: the area around the gate at the boundary between Rolleston and Stretton was very muddy. Councillor Stewart agreed to ask the Parish Council's contractor to put down wood chippings at this location.
- 150.4 Councillor Sharples reported:
- She had liaised with the Chair regarding the flooded path across the Elizabeth Avenue playing field which had been reported to her by a resident.
 - She would be undertaking the quarterly contracts inspections in her allocated areas with the Youth Representatives.
 - Asked if, when the time is right, it would be useful for a Google form to be used to consult with students on the use of the S106 funds.
- 150.5 Councillor Sanderson reported:
- He had received a complaint that the footpath opposite the former Brookhouse Hotel was getting unwalkable due to mud from the recent flooding and he asked if this could be cleared by the Parish Council's contractor. Councillor Stewart undertook to speak with the contractor and ask if he would inspect the area to see what could be done.
- 150.6 Councillor Robson reported:
- The Jubilee Orchard Working Party will go ahead on 24 February.
 - The flower beds and the Laurels were being taken up outside the Almshouses. He said that the removal of the Laurels will leave a 1ft gap which may pose a hazard and he asked if a post could be installed to close the gap. Advised to speak with the Parish Council's contractor for advice on how this potential hazard could be resolved.
- 150.7 Councillor Houston:
- Reported that Bellway need to repair the damage to pavements and kerbs before they leave the site. **Agreed** that Bellway be contacted (copied to ESBC Planning Dept) and reminded that this work needs to be done ASAP.
 - Asked if bird / bat boxes could be installed on Tafflands. Councillor Robson agreed to liaise with the Scouts to ask if they would like to undertake this as a project.
- 150.8 Millie Marsden, Youth Representative:
- Asked if it would be possible to consider organising a Park Run type of event on Parish Council land. Advised to liaise with Rolleston Civic Trust as it was understood that they were considering organising a similar event.
 - Advised that the Community Library needed some TLC which would be looked at.
- 150.9 Councillor Stewart reported:
- Rolleston FC's planning application to site two shipping containers to be used solely for storage purposes on the Craythorne Road playing Fields car park had been approved. **Agreed** that the Clerk be authorised to instruct a Solicitor to draft a lease between the Parish Council and Rolleston FC giving permission to site the shipping containers on the site at a peppercorn rent (£1 pa) subject to the Parish Council being able to relocate the containers if necessary to accommodate the proposed MUGA should Sport England agree to the S106 condition being varied.
 - The Parish Council's contractor had installed the stile in the railings between the car park and the playing field at Craythorne Road.
 - The Village Directory had had to be amended after publication – the amended version had been uploaded to the Parish Council's website and provided to the Civic Trust.

- Reminded Councillors and Youth Representatives about the opportunity for students to apply for a small grant from the Rolleston United Foundation.

151. Financial matters

151.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
O2	Council mobile (January invoice)	DD (pd 24/01/24)	20.80	3.47
Amazon	Copy paper	Debit Card (pd 18/01/24)	22.89	4.17
Ricoh UK Ltd	Photocopier qtlly charges: Copies £94.28 Rental: £113.41	BACS	207.69	34.61
P Gould	Mowing contract	BACS	1,327.99	0.00
ESBC	Contribution to Craythorne footbridge	BACS	762.00	127.00
St Mary's PCC	Room hire (OGSR) July-Dec 2023	BACS	100.00	0.00
Information Commissioner's Office	Data protection renewal fee	DD	35.00	0.00
Clerk	Salary and expenses	BACS	1,374.76	0.00
J Deacon	Environmental contract: £186.00 Craythorne gate lock/unlock: £1200.49 Craythorne car park – stile: £244.80 Emergency tree works: £304.80 Tafflands - remove tree branches: £84.00 Supply sand for sand bins on Station Road and clear flood debris from Brookside: £238.80	BACS	2,258.89	376.48
Freeola	Village website 1 st qtr 2024/25	DD	13.86	2.31
JMP 2000 Ltd	Print Village Directory 2024	BACS	187.34	0.00
Traffic Safety Products Ltd	3 pks of 10 Red traffic cones 750mm	Debit Card (pd 02/02/24)	320.97	53.49
Erasmus Darwin Museum	Jubilee Orchard: Labels	BACS	4.30	0.00
O2	Council mobile (February invoice)	DD	20.80	3.47
UK Safety Store	15 No. "Caution flood ahead" metal signs complete with stanchion and fixings	BACS	1,432.62	238.77
IONOS Cloud Ltd	RPC website	DD	92.39	15.40
TOTAL			8,182.30	859.17

Resolved That the above payments be approved.

151.2 Inter-account transfer

The Parish Council was requested to note that the sum of £18,245.23 had been transferred from the Business Instant Bank Account to the Treasurer's Account (Earmarked Reserves expenditure paid originally from the Treasurer's Account).

Resolved That the information be noted.

151.3 Bank reconciliation at 31 January 2024

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2023	Bank Statement	79,325.65	87,040.63	166,366.28
Movement in funds to date	PLUS Income	146,726.66	25,752.06	172,478.72
	LESS Expenditure	(189,068.83)	(29,254.33)	(218,323.16)
31 January 2024	Bank Statement	36,983.48	83,538.36	120,521.84

151.4 Earmarked Reserves as at 31 January 2024

	Opening funds 01/04/2023 £	Available funds 31/01/2024 £
Environmental improvements	2,360.39	584.39
Brook Hollows	45,272.31	13,151.72
Play areas	17,132.11	11,463.86
S106 College Fields	44,507.57	745.11
Total	109,272.38	25,945.08

152. Receipts and payments to 31 January 2024

Resolved That the report be noted.

153. Re-appointment of Internal Auditor

Resolved That Kim Squires Internal Audit Services be re-appointed to undertake the 2024/25 Internal Audit at a fee of £170.

154. Sport England funds

Councillor Stewart reported that ESBC had given the contact details of the consultancy that had worked on the Fountain School's MUGA application and they were currently working on one for the Branston Locks development. She had spoken with the consultancy and they will be submitting a quotation for consideration at the next Parish Council meeting.

Councillor Stewart also reported that Rolleston FC were happy with the proposal to provide a MUGA and they will be willing to provide a statement of support if required for the application.

155. Flooding

A Councillor had requested that a separate section be provided on the Parish Council's website giving contact information for the relevant authorities and information provided by the EA.

Traffic cones and "Caution flood ahead" road signs had been ordered and these will be stored with the Parish Council's contractor for use in times of flood. It was noted that a Chapel Lane resident had offered to store cones and signs which could be accessed by residents when necessary.

Councillors received an update on the work related to flooding undertaken by the Environment Agency in Rolleston and a draft output from the model which showed an

extreme event (1% chance of occurring in any year) which is greater than anything the EA has recorded in the village previously. **Agreed** that the EA be requested to provide clarification on the information contained in the update and to confirm what information it would be appropriate to uploaded to the Parish Council’s website.

Councillor Peirce reported that the left-hand side of the bank on Brookside towards the former Brookhouse Hotel was badly eroded. **Agreed** that this be reported to the EA.

156. Correspondence

156.1 Staffordshire Parish Councils’ Association (SPCA)

The SPCA’s newsletters had been circulated to all councillors.

156.2 Communications Log

The Communications Log had been circulated regularly to all councillors.

156.3 Rolleston Scout Group: Advice on placement of Geocache boxes

The Scouts had approached the Parish Council asking for advice and permission to locate 12 Geocache boxes on Parish Council land. **Agreed** that permission be given and that Councillor Robson would liaise with the Scouts in this matter.

156.4 Dog waste bin request

A resident had requested a dog litter bin be installed at the stile which comes from the field from Rolleston onto Cornmill Lane. **Agreed** that ESBC be asked to install a dog litter bin at the requested location.

156.5 Rolleston Transport Festival Committee

The Committee had asked for the Parish Council’s permission to use The Croft for showing of vehicles and erection of gazebos on Monday 27 May 2024 for the 14th Transport Festival, and also the use of Elizabeth Avenue playing field for visitor parking. If permission was granted the area will be covered by the Committee’s event insurance and will also be included in their safety assessment for the event. **Agreed** that permission be given for Parish Council land to be used as set out above.

156.6 Royal Garden Parties 2024

Resolved That the information be noted.

157. 2024/25 Meeting Schedule

Resolved That the following meeting schedule be approved:

Day	Date	Time	Description	Venue
2024				
Monday	13 May	7pm	Annual Parish Council	OGSR
Monday	10 June	7pm	Parish Council	OGSR
Monday	08 July	7pm	Parish Council	OGSR
Monday	09 September	7pm	Parish Council	OGSR
Monday	14 October	7pm	Parish Council	OGSR
Monday	11 November	7pm	Parish Council	OGSR
Monday	09 December	7pm	Parish Council	OGSR
2025				
Monday	13 January	7pm	Parish Council	OGSR
Monday	10 February	7pm	Parish Council	OGSR
Monday	10 March	7pm	Parish Council	OGSR

Monday	14 April	7pm	Parish Council	OGSR
Monday	28 April	7pm	Annual Parish Meeting	OGSR
Monday	12 May	7pm	Annual Parish Council	OGSR

158. Exclusion of press and Public

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

159. Quotations

159.1 Station Road: Sand bins (Minute No. 142 refers)

Resolved That John Deacon's quotations be accepted to:

- a) Create base for the sand bins in the sum of £69 plus VAT
- b) Relocate sand bin from Brook Hollows to Station Road in the sum of £70 plus VAT

160. Contracts Working Group: Recommendations re Environmental and Mowing contracts 2024-27

Resolved The Parish Council award the Environmental and Mowing Contracts on a fixed-price three year contract to the following contractors:

JT & RA Deacon, Environmental Contract £13,761 per annum

Phil Gould Garden Design and Maintenance, Mowing Contract £16,255 per annum

It was further resolved that the 2024/25 budget allocation to the following Nominal Codes be adjusted as follows:

Nom. Code	Description	2024/25 Budget	Revised Budget
4240	Mowing Contract	£17,530	£16,255
4270	Environmental Contract	£13,200	£13,761
4275	General R&M and Out of Scope Works on RPC land	£ 5,000	£ 5,741

The meeting closed at 8.50 pm

Signed

Date

ROLLESTON ON DOVE PARISH COUNCIL
Receipts and payments to 29 February 2024

Nominal Code	Description	Actual 2022/23 £	2023/24 Budget £	2023/24 Projected YE £	Actual to 29/02/24 £	2024/25 Budget £
100	Income					
1076	Precept	87,700	90,331	90,331	90,331	93,041
1090	Interest Received	173	180	983	883	750
1100	Grants & Donations Received	10,946	-	17,160	17,160	-
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125	125
1220	Allotment rents	20	20	20	20	20
1250	Football pitch fees	50	50	420	420	50
1270	SCC: Annual grass cutting	3,700	3,848	4,465	4,465	3,848
1280	Insurance claim settlement	607	-	835	835	-
1999	Other income	55,498	-	2,522	2,522	-
	Income	160,485	96,219	118,526	118,425	99,499

Nominal Code	Description	Actual 2022/23 £	2023/24 Budget £	2023/24 Projected YE £	Actual to 29/02/24 £	2024/25 Budget £
200	Administration					
4000	Staff salary	18,408	18,776	19,656	17,363	20,000
4020	Employer's National Insurance	1,344	1,450	1,457	1,093	1,500
4030	Payroll Services	95	110	110	-	125
4050	Use of Home as Office	178	178	178	163	178
4100	Insurance	1,141	1,141	1,206	1,206	1,300
4110	Audit Fees	543	574	584	584	600
4120	Photocopier: Rental/Maint.	378	378	378	378	378
4121	Photocopier: Copy charges	313	400	400	320	400
4125	Stationery	240	225	270	270	275
4127	Village Directory	183	200	187	187	200
4130	Postage	371	450	416	416	500
4140	Council mobile	183	211	211	191	237
4150	Subscriptions	567	650	637	637	650
4160	Training	30	500	93	93	500
4180	Room hire	300	300	220	160	240
4190	Mileage expenses	113	100	218	209	200
4195	Parking fees	2	10	3	3	10
4200	Play areas	2,774	6,000	6,000	1,640	6,000
4205	Craythorne barrier: Lock/unlock	1,825	1,825	1,830	1,685	2,196
4210	RPC website	125	175	134	127	181
4211	Village website	46	60	60	57	60
4220	IT / Software	271	390	352	352	400
4230	S137 Expenditure	-	100	200	200	100
4240	Mowing contract	15,088	17,000	15,936	14,608	16,255
4250	Bin emptying	4,077	4,590	4,591	4,591	4,999
4260	Trees	2,706	4,000	4,000	1,796	4,000
4265	Plants for planters	750	825	844	844	900
4270	Environmental contract	12,351	16,650	12,090	11,089	13,761
4275	General R&M and Out of Scope works on RPC land	-	5,000	5,000	2,927	5,562
4280	Bus shelter	-	-	15,982	15,982	-
4285	Flooding	-	-	-	-	2,000
4300	Projects	-	6,838	6,838	4,738	5,000
4310	Professional fees	4,150	1,662	-	-	5,000
4320	Capital expenditure	-	800	-	-	800
4330	Other administration	2,562	1,500	1,000	775	2,000
4999	Contingency	2,579	3,000	2,756	2,756	5,000
	Expenditure	73,693	96,068	103,837	87,436	101,507
	TOTAL EXPENDITURE	73,693	96,068	103,837	87,436	101,507
	TOTAL INCOME	160,485	96,219	118,526	118,425	99,499
	NET INCOME OVER EXPENDITURE	86,792	151	14,689	30,989	- 2,008

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/2023 £	Funds as at 29/02/24 £	
320	Environmental improvements	2,360.39	584.39	
322	Brook Hollows	45,272.31	13,151.72	Donor funds
325	Play Areas	17,132.11	11,463.86	
327	S106 College Fields	44,507.57	745.11	
328	MUGA (professional fees)	-	8,000	Recommended (Agenda Item No. 9 refers)
	TOTAL	109,272.38	33,945.08	

Funds statement as at 29 February 2024

Total funds held in bank accounts	£ 120,521.84
LESS Earmarked Reserves	-£ 33,945.08
LESS Budgeted expenditure for remainder of 2023/24	-£ 16,401.00
General Reserves	£ 70,175.76

Rolleston on Dove Parish Council
11 March 2024

Agenda item no. 10
Flooding
(Minute No. 155 refers)

The following responses were received from the Environment Agency representatives following the Parish Council's request for clarification on the information provided to the February meeting:

Mark Swain, PSO Team Leader, Flood Risk Management, West Midlands

1. We could provide a form of words to accompany the map if you wished to upload to the parish council website.
2. Insurers use a variety of sources of information to make decisions on premiums. When this map is uploaded to our Environment Agency website, some may choose to use this to change their premiums. Our website won't be updated for a while (it happens on a national scale). We'll find out a likely date when this may happen and let you know.
3. a) There are different flood maps available – the one sent was looking at the risk from Rolleston Brook only. There are flood maps which deal with surface water flood risk too. Perhaps they need to be referenced? I've pasted an example below (see page 3).

b) It looks like the map is showing water flowing from the brook up part of Chapel Lane. There will also be surface water flowing down from Beacon Hill area as you describe.

Dave Hughes, Advisor, Partnership and Strategic Overview Team, West Midlands Area

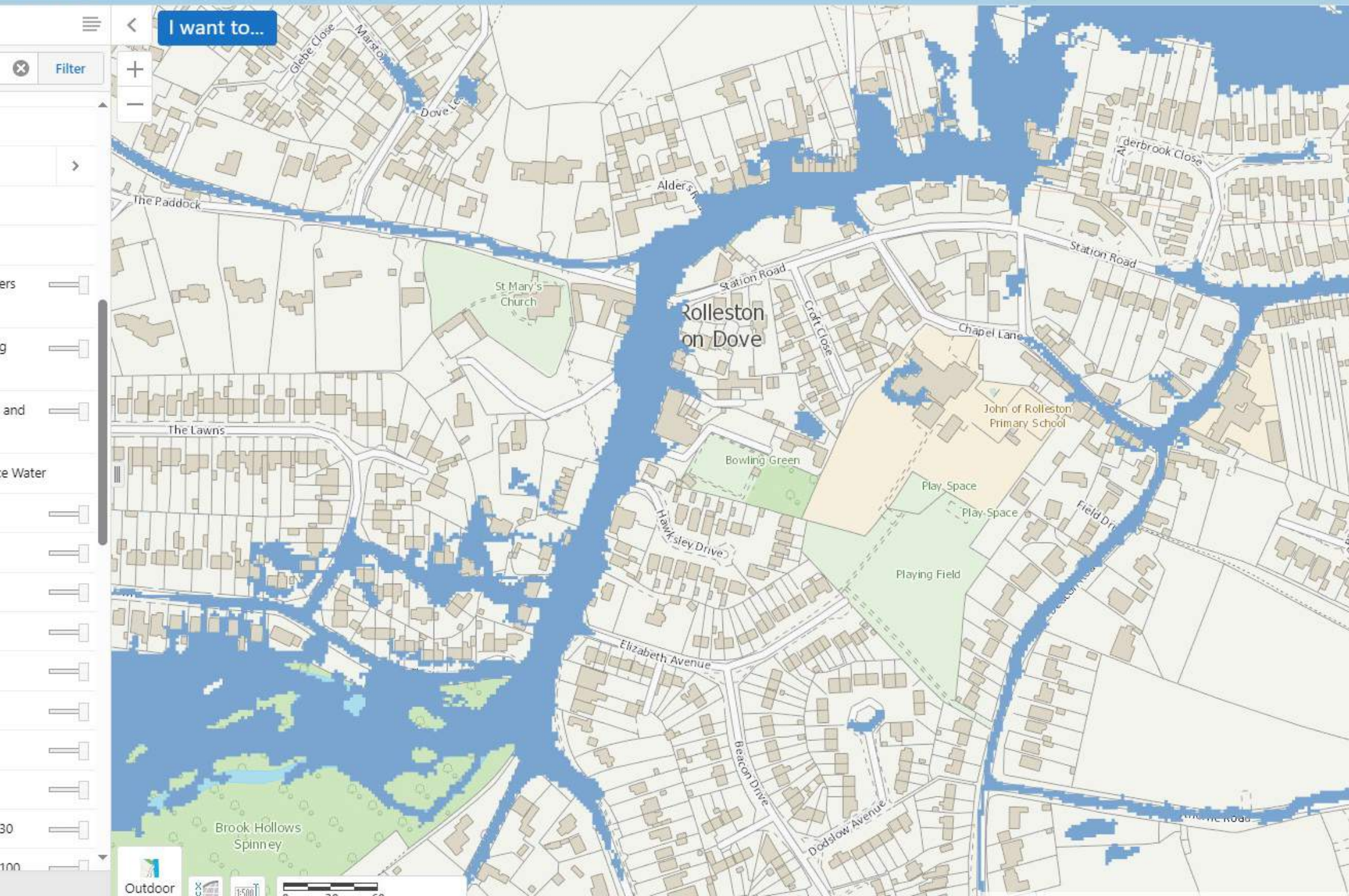
I hope I can add a bit more detail to what Mark has already said. If you have any specific additional questions, please get back to me.

1. We gave you the 100yr + Climate Change extent which is the event that the EA has to design to when we are looking at potential Flood Alleviation Schemes. We may never have seen a 100yr event actually occur in the village before. Yes, the results could be alarming, but this is our starting off point assuming no improvements are made and also taking the future effects of climate change into account. The extent of floodplain also includes a large area of very shallow flooding (dark blue) which may look alarming, but would be unlikely to get into properties because it is less than 150mm deep. Most properties have their floor level set 150mm above local ground level as a general building condition. And of course, if some defensive options are adopted as part of the Flood Alleviation Scheme for the village, then the effect of these options could be to remove large numbers of properties from the floodplain. At this point, we have not decided what options will be best for the village and which are likely to be implemented. So the floodplain may well be largely amended to reflect the effects of various defensive options. So this is not a final modelled output for the village. This is our starting point before we introduce any flood alleviation measures.
2. For the reasons mentioned above, the final modelled floodplain outputs may look very different from this initial worst-case scenario. So I wouldn't worry too much about insurance premiums at this early stage.
3. a) The flooding that occurs on Craythorne Road, Beacon Road, Station Road, Chapel Lane (and at the end of Knowles Hill and Anslow Lane) generally originates from heavy rainfall on Beacon Hill and local roads this travels down roadside ditches and then runs down Beacon Road in underground pipes. It eventually looks to discharge to the Rolleston Brook within the

grounds of the Brookside Hotel. It may struggle to do so if there are high flood levels in the Rolleston Brook. These systems then back up and flood the roads you are describing. But they are not being directly flooded from the Rolleston Brook (except to the extent suggested in the mapping we sent you). Supervision of flooding from land drainage/highway drainage is primarily carried out by Staffordshire County Council in the first instance and concerns about flooding in these areas needs to be referred to them. In fact, SCC have already carried out various works on these systems over the last 5-10 years and have reduced the flood risk from these sources. This is why I have tried to explain previously that you need to refer the right flooding events to the right Flood Risk Authorities for action to move forward. I'm always happy to advise on what the correct authority is in each case, and there is also a need for all of us as Flood Risk Authorities to work together to fully address all flooding issues.

- b) I believe that the flooding on Chapel Lane as shown on the plan we sent does originate from the Rolleston Brook. However, it is largely very shallow flooding on the road itself. Again, this is the worst case 100yr event with the future effects of climate change added in.

In many ways, it is actually better if more property is being shown to flood by this initial worst case modelling. The EA has to justify the money spent on flood defences by demonstrating how many properties are at risk and will be protected by the scheme. The more properties shown to flood in this initial modelling, the better our chance of making a successful cost benefit analysis and obtaining funding for a scheme.



I want to...

Filter

Rolleston on Dove

John of Rolleston Primary School

St Mary's Church

The Lawns

Bowling Green

Playing Field

Brook Hollows Spinney



1:5000



ROLLESTON ON DOVE PARISH COUNCIL
Fixed Asset Register (Draft)
Year ending 31 March 2024

DESCRIPTION	LOCATION	COST OR VALUE	COMMENT
STREET FURNITURE			
3 No. Timber bus shelters	Knowles Hill, Cross Lane, Station Road	£ 4,210.71	
2 No. Brick-built bus shelter	Church Road, Station Road	£ 18,250.00	
King's Coronation brick built bus shelter	Church Road	£12,280.70	Installed April 2023, includes Coronation plaque £199
Litter bins	The Croft, Land at Spread Eagle	£ 1,400.00	
1 No. Bench	Meadow View play area	£ 605.00	
1 No. Metal Invicta litter bin	Meadow View play area	£ 637.64	Replacement
2 No. Metal Invicta litter bins	Tafflands	£ 1,275.28	1 installed November 2022, 1 installed March 2023
16 Planters	Burnside	£ 3,610.55	4 No. additional planters purchased September 2023
2 No. Raised planters	Spread Eagle Island	£ 896.74	
Village sign	Jamie's Garden	£ 3,306.83	
Village gateway signs	Dovecliff Road, Church Road, Rolleston Road	£ 3,546.59	
Village interpretation panel	Spread Eagle Island	£ 200.00	
Craythorne noticeboard	Craythorne Road Playing Fields	£ 400.00	
Noticeboards	Meadow View, Burnside	£ 4,000.00	
Noticeboard	John of Rolleston Primary School (Alderbrook site)	£ 1,548.24	
Bus shelter noticeboards	Church Road, Station Road	£ 500.00	
Bus shelter information boards	Church Road, Station Road, Knowles Hill	£ 402.92	
Andy Starbuck memorial seat	The Croft	£ 819.00	
Ken Bradley memorial bench	Brookside	£ 675.79	
Memorial bench	Jct Knowles Hill/Beacon Road (adjacent to Jubilee Orchard)	£ 500.00	
Benches	Meadow View, Craythorne Woods, Craythorne, The Croft (including circular bench), Jinny Trail	£ 3,400.00	
Benches	Tafflands	£ 929.00	
Bench	Spread Eagle Island	£ 392.00	
3 No. Benches	Elizabeth Avenue	£ 1,120.50	
Platinum Jubilee bench	The Croft	£ 1,177.00	Installed June 2022
2 x Picnic benches	Craythorne Woods	£ 1,125.61	
Cast aluminium signs	Jubilee Orchard / Village Green	£ 800.00	
Boundary posts	The Croft, Burnside	£ 1,500.00	
Boundary posts	Shotwood Close Public Open Space	£ 420.20	
Meadow View boundary posts	Meadow View	£ 4,962.95	Replacement bollards installed £2,182.95
Boundary posts	Jamie's Island	£ 636.00	Replacement posts installed February 2024
2 No. Mobility kissing gates	Craythorne playing fields	£ 625.30	
Railings	Craythorne car park	£ 11,737.35	
Water butt	Spread Eagle Island	£ 93.00	Additional water butt, two now on site
Sand bins	Brookside, Meadow View, Station Road	£ 873.00	
Sand bins	Brook Hollows	£ 153.00	
Road signs	Various	£ 482.36	
Sand bags	John Deacon	£ 450.00	1,000 sandbags on a pallet
6 No. Drain rods	Various	£ 19.20	
Bunting	Councillor Appleby?	£ 65.82	
1 No. Community Library sign	Rolleston Kindergarten	£ 80.00	Installed April 2023
36 No. Traffic cones	Various	£ 267.48	
15 No. "Caution Flood Ahead" signs	Various	£ 1,193.85	
		£ 91,569.61	

DESCRIPTION	LOCATION	COST OR VALUE	COMMENT
OFFICE EQUIPMENT			
Laptop	Clerk	£ 1,060.90	
Projector	Councillor Stewart	£ 300.00	
Laminator	Councillor Robson	£ 25.00	
Chain of Office	Chairman	£ 530.45	
4 drawer filing cabinet	Clerk	£ 84.00	
Fire resistant filing cabinet	Clerk	£ 410.00	
		£ 2,410.35	
PLAYING FIELDS			
Play Equipment	Elizabeth Avenue	£ 25,913.35	
Play Equipment	Tafflands	£ 35,054.26	
Play Equipment	Meadow View	£ 46,148.61	Increased from £10k: City Cradle Swing £2,599, Oslo £6,775, Fencing/gates £5,891.61, Safer surfacing £20,883
Goal Posts	Craythorne	£ 1,000.00	
Goal Posts	Elizabeth Avenue	£ 1,000.00	
Basketball area (surfacing and equipment)	Elizabeth Avenue	£ 3,000.00	
Play tractor and tyres	Tafflands	£ 1,136.00	
		£ 113,252.22	
DESCRIPTION LOCATION COST OR VALUE COMMENT			
COMMUNITY ASSETS			
iPAD fully automatic defibrillator and cabinet	Rolleston Club	£ 1,594.95	
Honours Board	Old Grammar School Room	£ 522.50	
Litter pickers	Rolleston Civic Trust	£ 251.08	
		£ 2,368.53	
COMMUNITY ASSETS - LAND AND ARTEFACTS			
The Croft	Burnside	Nil	
Jinny Nature Trail	Dovecliff Road	Nil	
Elizabeth Avenue	Elizabeth Avenue	Nil	
Meadow View including Platinum Jubilee Orchard	Meadow View	Nil	
Spread Eagle Island	Church Road	Nil	
Craythorne Road Playing Fields	Craythorne Road	Nil	
Craythorne Woods	Craythorne Road	Nil	
Jubilee Orchard	Beacon Road	Nil	
Shotwood Close Public Open Space	Shotwood Close	Nil	
Jamie's Garden	Adjacent to Spread Eagle Island, Brookside	Nil	
Platinum Orchard	Meadow View	Nil	
Blacksmith's gate	Spread Eagle Island	Nil	
Memorial to a Mosley horse	Jamie's Garden	Nil	
Blacksmith's anvil	Spread Eagle Island	Nil	
Village map	Spread Eagle Inn	Nil	
Byelaws signs	Various	Nil	
		£ 209,600.71	

Items held but not to be included on the Asset Register

Ricoh IMC3000 photocopier	Clerk	£ 2,845.00	5 year lease rental commenced 02/12/2020
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DOCUMENT RETENTION AND DISPOSAL POLICY

1. Introduction

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

2. Scope and Objectives of the Policy

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

3. Roles and Responsibilities for Document Retention and Disposal

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

4. Document Retention Protocol

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

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
- Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal
- Confidential records or records giving personal information: shred documents
- Deletion of computer records
- Transmission of records to an external body such as the County Records Office

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed
- The date the document was destroyed
- The method of disposal

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

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

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

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

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

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.

- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 13th edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

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

Adopted: 11 March 2019

Reviewed: 11 March 2024

Appendix A: List of Documents for Retention or Disposal

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

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

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

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

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

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

Document	Minimum Retention Period	Reason	Disposal
General correspondence and emails	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.</p> <p>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>	Management	Bin (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Correspondence relating to staff	<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.</p> <p>Recommend this period be for 3 years.</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.	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.

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

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

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

ROLLESTON ON DOVE PARISH COUNCIL

FINANCIAL REGULATIONS

**Adopted 11 March 2019
(Reviewed 11 March 2024)**

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These Financial Regulations were adopted by the Council at its Meeting held on 11 March 2019.

1. GENERAL

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

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

- 1.10 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that a record of receipts and payments and additional information is prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11 The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12 The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and
 - addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full council only.
- 1.14 In addition, the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment in excess of £1,000; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

- 2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3 ANNUAL ESTIMATES (BUDGET)

- 3.1 The RFO must each year, but no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.2 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year in line with East Staffordshire Borough Council's submission date. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.3 The approved annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute.

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

- 4.2 No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3 Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4 The salary budgets are to be reviewed at least annually in December for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5 In cases of extreme risk to the delivery of council services, the Clerk may authorise revenue expenditure on behalf of the council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

- 4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8 The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose, "material" shall be in excess of 15% of the budget.
- 4.9 Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1 The council's banking arrangements, including the bank mandate, shall be recommended by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. A detailed list of all payments shall be disclosed within the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4 The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5 The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or

- c) fund transfers within the council's banking arrangements up to the sum of £10,000, subject to the Chair and Vice-Chair being notified of the amount and reason before transfer and a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6 In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £1,000 shall before payment, be subject to ratification by resolution of the council.
- 5.7 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.8 The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.9 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1 The council will make safe and efficient arrangements for the making of its payments.
- 6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3 All payments shall be made by Cheque or Direct Debit or BACS transfer where possible, in accordance with a resolution of council.
- 6.4 Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5 To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6 Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The

approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

- 6.8 If thought appropriate by the council, payment for salaries and invoices may be made by Faster Payment provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of Faster Payment shall be renewed by resolution of the council at least every two years.
- 6.9 If thought appropriate by the council, payments may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10 If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11 Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and/or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13 Regular back-up copies of the records on any computer shall be made onto a portable hard disk and shall be stored securely away from the computer in question, and preferably off-site.
- 6.14 The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15 Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a minimum of four councillors who will be authorised to approve transactions on those accounts.
- 6.16 Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or email link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.17 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.

- 6.18 Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1000 unless authorised by council in writing before any order is placed.
- 6.19 A pre-paid debit card may be issued to the Clerk. The limit will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.20 Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end.
- 6.21 The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis.

7. PAYMENT OF SALARIES

- 7.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by the council.
- 7.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3 No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.5 An effective system of personal performance management should be maintained for the senior officers.
- 7.6 Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

8. LOANS AND INVESTMENTS

- 8.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5 All investments of money under the control of the council shall be in the name of the council.
- 8.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7 Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3 The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6 The origin of each receipt shall be entered on the paying-in slip.
- 9.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

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

11. CONTRACTS

Procedures as to contracts are laid down as follows:

- 11.1 Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (a) to (f) below:
- a) for the supply of gas, electricity, water, sewerage and telephone services;
 - b) for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - c) for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - d) for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - e) for additional audit work of the external auditor up to an estimated value of £250 (in excess of this sum the Clerk shall act after consultation with the Chairman and Vice Chairman of council); and
 - f) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.
- 11.2 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- 11.3 The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

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

³ Thresholds currently applicable are:

- a. Public works (construction) contract: £5,372,609 including VAT
- b. Public contracts for goods or services: £214,904 including VAT

- 11.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- 11.5 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 11.6 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 11.7 Any invitation to tender issued under this regulation shall be subject to Standing Order 18(d),⁴ and shall refer to the terms of the Bribery Act 2010.
- 11.8 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk will seek to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- 11.9 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 11.10 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

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

13. ASSETS, PROPERTIES AND ESTATES

⁴ Based on NALC's model standing order 18d ©NALC 2018

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

14. INSURANCE

- 14.1 Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 14.2 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3 The RFO shall be notified of any loss, liability or damage or of any event likely to lead to a claim and shall report these to council at the next available meeting.
- 14.4 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council.

15. RISK MANAGEMENT

- 15.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all

activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 15.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

16. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 16.1 It shall be the duty of the Remuneration and Finance Committee to review the Financial Regulations of the council annually. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

- 16.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

DOCUMENT HISTORY

Detailed History of Changes

Rev. No.	Date	Description of Changes
1.0	11/03/2019	Original document adopted by the council
1.1	09/03/2020	Page 3, para. 1.8 Amended stating that the RFO holds a statutory office to be appointed by the council,
		Page 13, Footnote Threshold amounts updated
1.2	08/03/2021	Page 6, para. 4.5 Limit raised to £500 from £200
		Page 12, Footnote Threshold amounts updated
		Page 14, Insurance 14.1 Regulation 17 amended to read Regulation 16
1.3	14/03/2022	Textual change and values where estimates will be sought amended, as recommended by the Internal Auditor
1.4	13/03/2023	Page 12, Footnote Threshold information updated
1.5	11/03/2024	Page 12, Footnote Threshold information updated

INFORMATION & DATA PROTECTION POLICY

Introduction

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

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

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

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

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

Protecting Confidential or Sensitive Information

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

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

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

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

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

Data Protection Terminology

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

- Email: rollestonpc@outlook.com
- Phone: 07908 545412
- Correspondence: Clerk, c/o 32 Hillcrest Rise, Burntwood WS7 4SH

Diversity Monitoring

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

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

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

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

Information provided to us

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

The Council's Right to Process Information

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

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

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

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

Children

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

Rights of a Data Subject

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

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

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

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

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

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

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

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

Making Information Available

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

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

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

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

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

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

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

Disclosure Information

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

Data Transparency

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

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

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

The principles of the Code are:

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

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

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

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

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

Adopted: 11 March 2019

Reviewed: 11 March 2024

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

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

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

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

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

Contact details:

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

Mobile: 07908 545412
Email: rollestonpc@outlook.com

SCHEDULE OF CHARGES

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

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

* the actual cost incurred by the public authority

The Publication Scheme was approved at a meeting of Rolleston on Dove Parish Council on 11 March 2019

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

**Rolleston on Dove Parish Council
Statement of Internal Control and Annual Review of Effectiveness of Internal Control**

1. Overview

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

2. Recommendation

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

**Rolleston on Dove Parish Council
Statement of Internal Control**

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

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

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

Prepared by:

Mary Danby
Parish Clerk and RFO

27 February 2024

DOCUMENT HISTORY

Detailed History of Changes

Rev. No.	Date	Description of Changes
1.0	11/03/2019	Original document adopted by the council
	09/03/2020	Document reviewed with no changes
	14/03/2022	Document reviewed with no changes