



Rolleston on Dove Parish Council

Clerk: Mrs Mary Danby BA (Hons)
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WS7 4SH

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Our Ref: MD

01 March 2021

To: **All Members of the Parish Council**

Dear Councillor

You are hereby summoned to attend a virtual Meeting of the Parish Council on **Monday 08 March 2021** commencing at 7.30pm at which the business set out below will be transacted.

This meeting is permissible under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came into force on 04 April 2020 in response to the COVID-19 outbreak. The 2020 Regulations enable local councils to hold remote meetings (including any by video and telephone conferencing) for a specified period until May 2021.

Yours sincerely

MDanby

Mary Danby
Clerk

PUBLIC FORUM

Members of the public may join the meeting and participate in the Public Forum by using Zoom:

<https://us02web.zoom.us/j/87013028894?pwd=eudkajrimwhnedvnawpjum0zsu1hvdz09>

Meeting ID: 870 1302 8894 Passcode: 860960

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. If you prefer, queries or comments may be emailed to the Parish Clerk (rollestonpc@outlook.com) no later than 3pm on Thursday 04 March 2021 for consideration by the parish council.

1. APOLOGIES FOR ABSENCE

2. DECLARATIONS OF INTEREST

3. DISPENSATION REQUEST

Councillor Gooding has formally requested that the council grant him dispensation to speak and vote on Agenda Item 22. The Code of Conduct sets out that: *"On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council considers that:*

- (a) without the dispensation the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business;
- (b) or it is in the interests of the inhabitants in the Council's area to allow the member to take part,
- (c) or it is otherwise appropriate to grant a dispensation."

4. PLANNING MATTERS

4.1 Planning Applications

Application No.	Location	Proposal
P/2020/01425	Woodpeckers 8 Alders Reach	Replacement windows and doors to the front and rear elevations
P/2021/00180	16 Alderbrook Close	Erection of a part first floor and single storey rear extension
P/2021/00203	4 Beacon Road	Pollarding of 1 Willow tree (T1 of TPO 418)
P/2021/00205	5 Alders Reach	Crown reduction in height by up to 5 metres of 6 Yew trees
P/2021/00230	Arford House Moseley Mews	Felling of Holly tree (T2)

4.2 Planning Decisions

Application No.	Location	Proposal
P/2020/00971	Arford House Moseley Mews	Removal of precast concrete garage, rebuild retaining wall and erection of a detached car port/store
Permitted		
P/2020/01377	The Gables 26 Church Road	Re-pollarding to previous points of one Lime tree (T186 of TPO 1) and reduction of an overhanging branch
Consent granted		
P/2020/01419	The Croft Burnside	Demolition of existing conservatory and erection of a single storey side extension
Permitted		
P/2020/1461	Barn Cottage Chapel Lane	Listed Building Consent for the erection of a single storey extension to the North elevation, erection of a single storey extension to the East elevation
Listed Building Consent granted		
P/2021/00009	The Firs Hall Grounds	Felling of 2 Sycamore trees (TPO 1)
Consent granted		
P/2021/00015	Powerscourt House 8 Station Road	Felling of 1 Silver Birch tree and 1 Pear tree and crown reduction by up to 10% of 3 Fruit trees
The LPA has no objection to the work and does not propose to make a TPO in this instance		

P/2021/00096	The Grey House School Lane	Re-pollarding of 1 Horse Chestnut tree to give a finished height of 7 metres
The LPA has no objection to the work and does not propose to make a TPO in this instance		

5. MINUTES OF THE COUNCIL MEETING HELD ON 08 FEBRUARY 2021 (ENCLOSURE 1)

6. MATTERS ARISING FROM PREVIOUS MINUTES

7. COUNTY COUNCILLOR'S REPORT

8. BOROUGH COUNCILLOR'S REPORT

9. PARISH COUNCILLORS' REPORTS

10. FINANCIAL MATTERS

10.1 Schedule of payments (as at 28 February 2021)

Payee	Description	Payment Method	Gross £	VAT £
Viking	Stationery	BACS	68.39	11.40
Thomas Fattorni Ltd	Chair's badge for Ribbon of Office	BACS	63.21	10.53
O2	Council mobile	DD (paid 23/02/2021)	8.40	1.40
P Gould	Mowing contract	BACS	1,250.14	0.00
Clerk	Clerk's salary and expenses	BACS	923.63	0.00
HMRC	NI/PAYE (4 th quarter 2020/21)	BACS	988.35	0.00
SPCA	Training fee (Contracts, Specifications & Procurement) (1 delegate)	BACS	30.00	0.00
1&1 IONOS	RPC website	DD	20.24	3.37
C Stewart	Reimbursement re Zoom Pro subscription	BACS	14.39	2.40
TOTAL			3,366.75	29.10

10.2 Bank Reconciliation as at 28 February 2021

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2020	Bank Statement	10,607.39	56,555.45	67,162.84
Movement in funds to date	PLUS Income	78,195.88	5,144.88	83,340.76
	LESS Expenditure	70,4011.93	-	70,411.93
28 February 2021	Bank Statement	18,391.34	61,700.33	80,091.67

11. ACTUAL INCOME AND EXPENDITURE AS AT 28 FEBRUARY 2021 (ENCLOSURE 2)

12. POLICIES REVIEW

The council is requested to review the following policies:

- **Financial Regulations** (Enclosure 3A)
Amendments: Page 12 – Footnote values updated; Page 14 – Para. 14.1 Regulation 17 amended to read Regulation 16.

- **Statement of internal Control and Annual Review of Effectiveness of Internal Control** (Enclosure 3B)
No amendments are required.
- **Asset Register** (Enclosure 3C)
Updated.
- **Information and Data Protection Policy** (Enclosure 3D)
No amendments are required.
- **Publication Scheme** (Enclosure 3E)
Amendment: Council mobile number updated.

13. PARISH COUNCIL FACEBOOK PAGE (Minute Nos. 173 and 196 refer)

14. COLLEGE FIELDS S106 – VERBAL UPDATE

15. NEIGHBOURHOOD DEVELOPMENT PLAN

To approve the content of the flyer (previously circulated to all Councillors) to publicise the referendum and to approve the printing cost.

16. CORRESPONDENCE

16.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's weekly newsletters have been circulated to all Councillors.

16.2 Meadow View / Forest School Street hedge

A thank you letter has been received from a resident whose property abuts the Meadow View hedge. The resident was particularly appreciative of the contractor's work (a copy of the letter has been sent to him).

16.3 Public Footpath No. 5 – damaged finger post

Mr Edwards alerted the council to a damaged finger post at the start of the above footpath off Marston Lane. The council's contractor was asked to inspect and make the post safe. The post was removed and a quotation to repair the post, make two new brackets and reinstall in the sum of £75 plus VAT has been accepted.

17. EXCLUSION OF THE PRESS AND PUBLIC

Chair to move:

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

18. CONTRACTS SUB-COMMITTEE RECOMMENDATIONS (Enclosure 4 – Councillors only – To follow)

19. QUOTATIONS (Enclosure 5 – Councillors only)

20. ANDY STARBUCK - COMMEMORATIVE SEAT (Minute Nos. 106.10 and 158 refer) (Enclosure 6 – Councillors only)

21. CRAYTHORNE ROAD PLAYING FIELD: PORTACABIN (Minute No. 49 refers) (Enclosure 7 – Councillors only)

22. SPECIAL MOTION: PROPERTY LEVEL RESILIENCE (Minute No. 139 refers) (Enclosure 8 – Councillors only)

**MINUTES OF THE VIRTUAL MEETING OF ROLLESTON ON DOVE PARISH COUNCIL
HELD ON MONDAY 08 FEBRUARY 2021 COMMENCING AT 7.30 PM**

PRESENT

Councillor Stewart (in the Chair)
Councillors Badcock, Gooding, Houston, E McManus, S McManus, Robson, Sanderson and Wyatt

In attendance

PC Parden
PCSO Leadlay
1 Member of the public
Mary Danby, Clerk

PUBLIC FORUM

Mr Edwards asked if there had been any movement by ESBC on the s106 funds arising from the College Fields development. Councillor Stewart said that she had chased ESBC and their response was still awaited. Councillor Gooding suggested that it might be beneficial to ask for a meeting, Councillor S McManus said that a meeting had taken place in November 2020 when several actions had been taken away by ESBC and those were the queries where their response was awaited.

177. ELECTION OF CHAIR

RESOLVED That Councillor Stewart be elected as Chair for the remainder of the municipal year.

178. ELECTION OF VICE CHAIR

Councillor Sanderson offered to stand as Vice Chair on the proviso that this would be in the capacity of a support mechanism and point of contact during the Chair's absence.

RESOLVED That Councillor Sanderson be elected as Vice Chair for the remainder of the municipal year.

179. APOLOGIES FOR ABSENCE

Councillor Toon.

180. DECLARATIONS OF INTEREST AND DISPENSATIONS

None declared.

181. PLANNING

181 .1 Planning Applications

Application No.	Location	Proposal
P/2020/01462	Fern Bank Tutbury Road Rural	Outline application for erection of a single dwelling with all matters reserved
No objection		
P/2020/01467	22 Station Road	Erection of a front canopy, single storey side and rear extension, raising of ridge height to facilitate additional accommodation and the erection of a detached ancillary building
No objection in principle but would ask that a condition be applied that the development be approved for residential use only		

P/2020/01493	Brookhouse Hotel 39 Station Road	Conversion and alterations of former Hotel outbuilding to form a residential unit including demolition of part of building
No objection		
P/2020/01505	Brookhouse Hotel 39 Station Road	Listed Building Concern for the demolition of part of former Hotel outbuilding to facilitate the conversion and alterations to form a residential unit
No objection		
P/2021/00009	The Firs Hall Grounds	Felling of 2 Sycamore trees (TPO 1)
No objection		
P/2021/00015	Powerscourt House 8 Station Road	Felling of 1 Silver Birch tree and 1 Pear tree and crown reduction by up to 10% of 3 Fruit trees
No objection		
P/2021/00083	41 Burnside	Erection of a part two storey part single storey side and front extension and formation of new vehicular access
No objection		
P/2021/00096	The Grey House School Lane	Re-pollarding of 1 Horse Chestnut tree to give a finished height of 7 metres
No objection		
P/2021/00102	17 Brookside	Felling of Norway Spruce (Picea abies) (T1) and Leylandii (T2), trimming back of branches interfering with telephone lines to 4 x Silver Birch (Betula pendula) (T3-T6), crown lifting to 4m to 3 x Norway Spruce (T7-T9)
No objection		

181.2 Planning Decisions
RESOLVED That the planning decisions be noted.

182. POLICE

PC Parden reported that reports of anti-social behaviour and crime in the area are generally low at the moment. They continue to undertake drug stops and Covid-19 breaches. They had noted that the Craythorne Road playing field car park had been open during the evening recently and advised that it be locked to prevent people gathering there – the council advised that there had been a short period when the gate had not been locked but this was now being done.

PC Parden noted that the old Craythorne golf club was a magnet for people to gather and asked if this came under the council's responsibility. He was advised that this area is owned by The Leavesley Group, Alrewas.

He referred to a request from a resident that Chapel Lane be closed due to the road being flooded. The resident had been directed to Staffordshire Highways as the Police will only get involved in an emergency.

Councillor Houston reported that 14-16 year olds had congregated on the Elizabeth Avenue playing field on the previous Friday and Saturday evenings. PC Parden said that they will monitor the situation there.

183. MINUTES

RESOLVED That the Minutes of the Council meeting held on 11 January 2021 be approved and signed as a true record.

184. MATTERS ARISING

Minute No. 146 Dodslow Avenue

Councillor Sanderson reported that no further issues had been raised.

Minute No. 148.2 Landslip on the Jinny Trail

Councillor Stewart reported that Stretton Parish Council had publicised on Facebook that the overflow was not the only problem causing the flooding, the drainage pipes that flow under the bank and away from the Trail have collapsed in one section and tree roots in other areas are not helping the flow. Stretton Parish Council were currently working with a land and drainage specialist to tender for works to rectify this and improve the drainage all along the Stretton part of the Trail.

Minute No. 167.2 Craythorne Woods – spare logs

A query was put on what was going to happen with the spare logs arising from the Craythorne Woods tree works. After considerable discussion, it was agreed that the spare logs would be made available for residents to collect on 27 February between 10am – 12 noon.

POST MEETING NOTE: The logs were collected by the council's contractor on health and safety grounds for storage at his yard until a later date when the council will make them available to parishioners after they have been cut into manageable sizes.

Minute No. 176(b) Gravestone of a Mosley Horse (Minute Nos. 114 and 125 refer)

Councillor Sanderson had circulated photographs of the gravestone which had cleaned up well. He had spoken with the people who maintain the flower beds on the Spread Eagle Island and they had said that the stone should not be installed there as it would overflow the area. The same comment was made regarding Jamie's Garden. The Almshouses was also discounted as a potential location as very few people would be able to see the stone.

AGREED That the gravestone be installed on The Croft.

185. COUNTY COUNCILLOR'S REPORT

Councillor White had provided the following report as he was unable to attend the meeting:

- Beacon Road, Chapel Lane, School Lane and Station Road drainage scheme works were to be started the last week in Feb – they were completing the final details of it at present.
- Chapel Lane work started early on this repair given the nature of the standing water on-going issues – the gully and Victorian baffle plate in Chapel Lane had been replaced however the drain under Station Road has collapsed so will need to be replaced – the current situation after the first day of work was that whilst water may pool if it rains but it will flow and drain away.

- Build-out at Dovecliffe Road now the legal objections have been dealt with, work is to start in April.
- Dropped kerb raising identified by Councillor Wyatt is to be done as part of final work on the repairs to the railings on Burnside when they need to come back and finish tarmac/concrete after allowing settling time which is why they have been left as is for now.
- Expressed his concern regarding the flooding matters along Brookside and Burnside and obtaining full updates from the Environment Agency (who have met with the MP) and he asked Councillor Stewart to raise the proposal that the council request a formal meeting including SCC, ESBC and Rolleston Parish Council with the Environment Agency.

186. BOROUGH COUNCILLOR'S REPORT

No report was available.

187. PARISH COUNCILLORS' REPORTS

187.1 Councillor Badcock reported:

- The TTTV had recently met with Parish Councillors via Zoom but nothing specific to Rolleston had been raised. The Friends of Brook Hollows Group continues to grow.
- He and Councillor Gooding had met with David Hughes, Environment Agency. Mr Hughes had advised that the flood risk study work had not progressed due to Covid-19 and changes within the Environment Agency.

187.2 Councillor Wyatt reported:

- That the Knowles Hill hedge had been trimmed.
- The bollards opposite the Co-op and The Lawns were dirty and need to be cleaned.
- Craythorne Road: Noted that there was a lot of litter on both sides of the road and he offered to litter pick the area.

187.3 Councillor Gooding reported :

- That the drain closest to the Spread Eagle had not been cleared when the vehicle was in the village recently. Councillor Wyatt said that he had already reported this to Staffordshire Highways.
- It was a year since the majority of Brookside had been flooded on 16 February 2020 and in the last few weeks Brookside was flooded and by the Co-op on burnside. David Hughes, Environment Agency had been told during their meeting that this was unacceptable. Councillor Gooding said he would keep chasing the Environment Agency for the flood risk study.

Councillor Stewart said that the MP had met with the Environment Agency who had been told that it was due to the water not getting down the drains and gullies. County Councillor White had suggested that the parish council join forces with ESBC/SCC and the MP to get the Environment Agency to do something by joint pressure.

Councillor Gooding said that Brookside is the Environment Agency's responsibility; Station Road / Chapel Lane is the County Council's responsibility.

187.4 Councillor E McManus reported:

- That a poster had been uploaded to Facebook for the TTTV project.

- The council's Facebook page had passed 1000 members this month.

187.5 Councillor S McManus reported:

- That a Cricket Club member had asked for a litter picker to clear Craythorne Road.
- Fly tipping on Station Road at the bottom of the Jinny Trail had been reported.
- It was noted on a recent walk through Tutbury that pavements had been swept thoroughly.
AGREED That the Clerk seek confirmation from Tutbury PC on who had done this work – if this was ESBC a request was to be made that they thoroughly sweep pavements in Rolleston; if the work had been done by a contractor, their details be requested to enable a quotation to be sought.

187.6 Councillor Sanderson reported that:

- Station Road had flooded past the bottom of South Hill. He thought that more flood signs were required and said that he was happy to store these. Councillor S McManus said that he had put several in the Jinny Inn car park and asked that someone check to see if these were still there before purchasing more signs.
- The council's contractor had said that he could not locate the sand bin on the Jinny Inn's car park so this one had not been refilled recently.
AGREED That the Clerk contact the Jinny Inn and seek confirmation of the sand bin's location.
- Patio materials and a fence panel had been dumped on the path between Meadow View and the School site original development, near the Station Road post box.
AGREED That the situation be monitored as it was felt it was probably a temporary measure.

187.7 Councillor Stewart reported:

- It had been confirmed that the damaged circular bench on The Croft was teak, not oak. A resident had offered to repair the bench free of charge using teak he already has in his possession.
AGREED That the resident's kind offer be accepted.
- Walford Road – a resident had contacted the council asking for trees located on the Jinny Trail which were overhanging his garden to be cut back.
AGREED That the trees be assessed to ascertain what works are necessary.
- Horses had recently been reported as being on the Craythorne Road playing field. There was only one sign on the car park displaying the Byelaws and it was felt necessary to have signs at other access points.
AGREED That a quotation be sought for additional signs.

188. FINANCIAL MATTERS

188.1 **Schedule of payments**

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement re Invitation to Tender advertisement in the Burton Mail	BACS (paid 18/01/21)	192.96	32.16
O2	Council mobile	DD	8.40	1.40
P Gould	Mowing contract	BACS	1,250.14	0.00
Ricoh UK Ltd	Photocopier: Qtrly rental	BACS	113.41	18.90
1&1 IONOS Ltd	RPC Website	DD	83.96	13.99
Information Commissioner's Office	Data protection renewal fee	DD	35.00	0.00
Freeola	Village website: Qtrly charge	DD	13.86	2.31
Clerk	Clerk's salary and expenses	BACS	895.85	0.00
Burton Tree Care	Tree works: Craythorne Woods	BACS	1,575.00	0.00
C Stewart	Reimbursement re Zoom Pro subscription	BACS	14.39	2.40
J Deacon	Environmental Contract £914.53 Sand bins: supply sand and refill, removal and disposal of used full sandbags £318.00	BACS	1,232.53	205.42
TOTAL			5,415.50	276.58

RESOLVED That the above payments be approved.

188.2 Bank Reconciliation as at 31 January 2021

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2020	Bank Statement	10,607.39	56,555.45	67,162.84
Movement in funds to date	PLUS Income	78,195.88	5,144.39	83,340.27
	LESS Expenditure	65,154.39	-	65,154.39
31 January 2021	Bank Statement	23,648.88	61,699.84	85,348.72

RESOLVED That the above was a true record.

189. ACTUAL INCOME AND EXPENDITURE AS AT 31 JANUARY 2021

RESOLVED That the report be noted.

190. CRAYTHORNE ROAD PLAYING FIELD: PITCH HIRE FEES

RESOLVED That the hire fees remain unchanged for the 2021/22 financial year.

191. ROLLESTON NEIGHBOURHOOD PLANNING REFERENDUM: 06 MAY 2021

ESBC had advised the council that the elections due to take place in May were now formally going ahead. As such, it was the intention to hold the referendum on the Rolleston on Dove Neighbourhood Plan at the same time. The referendum is due to be held on Thursday 06 May 2021 along with the Police, Fire & Crime Commissioner Election, County Council Elections and the Eton Park By Election. The count will be held on Monday 10 May, with the approximate start time of 11am.

RESOLVED That a publicity flyer be produced, professionally printed and distributed by councillors to all households in April; that the Referendum be publicised on the council's website and Facebook page.

192. ROLLESTON CIVIC TRUST: WILDFLOWER GARDEN PROPOSAL (Minute No. 132 refers)
STAFFORDSHIRE COUNTY COUNCIL: CONSENT TO PLACE AN OBJECT ON, IN OR OVER A HIGHWAY

RESOLVED That the Clerk be authorised to sign the Consent on behalf of the council.

193. CONTRACTS SUB-COMMITTEE (Minute No. 167.6 refers)

RESOLVED THAT:

- a) The Contracts Sub-Committee be established and be comprised for five councillors: Councillors Stewart, Gooding, Sanderson, Wyatt and Badcock
- b) The Sub-Committee's remit be:
 - i) Evaluate the tenders for the Mowing and Environmental contracts and make recommendations to the March meeting on the preferred contractor(s).
 - ii) Agree the draft contracts for approval by the council.
 - iii) To undertake quarterly reviews of work done.

194. MODEL CODE OF CONDUCT

Deferred to a future meeting.

195. COMMUNITY FLOOD PLAN (DRAFT)

Deferred to a future meeting.

196. PARISH COUNCIL FACEBOOK PAGE

Deferred to the next meeting of the council.

194. CORRESPONDENCE

194.1 Staffordshire Parish Councils' Association (SPCA)

The SPCA's weekly newsletters had been circulated to all councillors.

194.2 Westbury Estate and College Field

Mr Edwards had provided background information relating to his objection to ESBC's discharging of the planning condition relating to surface water drainage on the College Field development.

Councillor Stewart explained that the MP and ESBC had been requested to give an update on their understanding of the situation. ESBC advised that they had raised the issue of the culvert with Bellway and the County Council (as the Local Flood Authority) and their responses were awaited. The parish council was therefore able to confirm that Mr Edwards was already in contact with the relevant people.

Whilst accepting that information was awaited by ESBC, councillors asked that a meeting be arranged by the MP with all relevant people and that that meeting take place prior to the parish council's next meeting.

194.3 Walford Road: Passage between Nos. 62 and 64 to the field

A resident had contacted the council regarding the above passage asking if the surface could be repaired and noting that dog bags were often discarded and that nettles overgrow the passage in summer. (See also Minute No. 196(c)).

194.4 **Vice Lord Lieutenant's letter to parish councils**

The Vice Lord Lieutenant had written to all parish councils to asking for their help in identifying the County's unsung heroes of the past 12 months. Councils were encouraged to write a citation for anyone felt to be worthy of national recognition. Staffordshire is underrepresented in the twice-yearly National Honours lists, principally because citations are not submitted. The Clerk was asked to download the nomination form and circulate it to all councillors.

194.5 **Chapel Lane flooding**

A resident had contacted the council regarding the worsening problems with flooding due to a drain issue on Chapel Lane. The Clerk had passed the concerns to County Councillor White, who responded detailing the engineering work that would be delivered over the next two months which will see the problem permanently resolved. The resident was grateful for County Councillor White's efforts to get the drains problem sorted.

194.6 **Proposed double yellow lines – Station Road**

A resident had contacted the council expressing concerns that the council had supported the implementation of double yellow lines on Station Road. The Clerk had confirmed to the resident that the council had agreed to support the proposed double yellow lines on Station Road and that this proposal had not been approved. The resident was advised that the pre-consultation feedback had been provided to the County Councillor and that the County Council, as the highway's authority, would conduct a formal consultation with residents before any decisions were made.

194.7 **Dog Fouling**

A resident had contacted the council about the increase in dog fouling around the village and asked if the parish council could do anything to try and minimise the problem. The Clerk had advised the resident that the responsibility rests with ESBC and website links were provided which give advice on how dog fouling can be reported.

195. **EXCLUSION OF THE PRESS AND PUBLIC**

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

196. **QUOTATIONS**

RESOLVED THAT:

a) **Payroll Service**

That Bradleys Accountancy & Taxation Services be engaged to provide the council's payroll service at a cost of £90 plus VAT per annum with effect from 01 April 2021.

b) **ESBC: Bin Emptying Service 2021/22**

RESOLVED That ESBC's quotation of £3,886.48 plus VAT per annum be accepted for the 2021/22 bin emptying service.

c) **Walford Road Jitty**

J Deacon's quotation to fill the large hole and cut back the ivy in the sum of £60.00 plus VAT be accepted.

d) **Memorial bench outside the Jubilee Orchard**

J Deacon's quotation to remove bench from site; dry, rub down and treat with two coats of Sadolin durable wood stain, including underside; labour and materials in the sum of £164.00 plus VAT be accepted.

The Clerk left the meeting at 9.35pm

- 197. Staffing Matter**
RESOLVED That the Parish Clerk be awarded an increment rise to scp 19 with effect from 01 January 2021.

The meeting closed at 9.40 pm

Signed

Date

DRAFT

ROLLESTON ON DOVE PARISH COUNCIL
ACTUAL INCOME AND EXPENDITURE TO 28 FEBRUARY 2021

Nominal Code	Description	Current Budget £	Projected Year End £	Actual to 28/02/2021 £	Budget 2021/22 £
100	Income				
1076	Precept	68,300	68,300	68,300	73,100
1090	Interest Received	27	15	15	6
1100	Grants & Donations Received	-	875	875	-
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125
1220	Allotment rents	15	15	15	15
1230	Beacon Road Substation Lease	30	2,477	2,477	-
1250	Football pitch fees	360	180	180	200
1255	Hire fees (other)	-	210	210	-
1270	SCC: Annual grass cutting	-	3,628	3,628	-
1999	Other income	-	721	721	-
	Income	70,522	78,211	78,211	75,111

Nominal Code	Description	Current Budget £	Projected Year End £	Actual to 28/02/2021 £	Budget 2021/22 £
200	Administration				
4000	Staff salary	13,672	13,037	11,844	13,500
4020	Employer's National Insurance	625	660	488	650
4030	Payroll Services	78	75	75	80
4050	Use of Home as Office	124	178	163	178
4100	Insurance	3,200	3,163	3,163	3,200
4110	Audit Fees	515	435	435	515
4120	Photocopier: Rental/Maint.	753	446	446	378
4121	Photocopier: Copy charge	700	700	478	670
4125	Stationery	200	200	169	200
4127	Village Directory	150	150	51	150
4130	Postage	200	325	290	300
4140	Council mobile	240	156	139	175
4150	Subscriptions	500	678	678	700
4160	Training	140	140	55	140
4170	Election expenses	-	-	-	-
4190	Mileage expenses	250	250	154	250
4195	Parking fees	12	12	6	12
4200	Play areas	5,000	7,500	1,637	7,000
4205	Craythorne gate: Lock/unlock	-	435	435	700
4210	RPC Website	100	125	120	100
4211	Village website	45	46	46	45
4220	IT/Software	250	274	274	300
4230	s.137 Expenditure	100	100	100	100
4240	Mowing	16,000	15,276	14,027	17,000
4250	Bin emptying	3,000	3,844	3,844	4,000
4260	Trees	2,000	2,650	2,390	4,000
4265	Plants for planters	-	-	-	600
4270	Environmental contract	12,000	12,000	9,449	13,000
4320	Capital expenditure	400	-	-	800
4330	Other administration	2,000	690	532	2,000
4999	Contingency	5,000	1,000	248	5,000
	Expenditure	67,254	64,545	51,736	75,743
	TOTAL EXPENDITURE	67,254	64,545	51,736	75,743
	TOTAL INCOME	70,522	78,211	78,211	75,111
	NET INCOME OVER EXPENDITURE	3,268	13,666	26,475	- 632

Coding	Description	Opening Funds £	Projected Funds Year End £	Actual remaining at 28/02/2021 £
Earmarked Reserves				
4400/320	Environmental improvements	8,152	3,101	3,101
4410/321	EA funding	17,258	8,098	8,098
4420/322	Brook Hollows	10,000	10,000	10,000
4440/323	Craythorne fence	1,278	1,278	1,278
4440/325	Replacement play equipment	7,398	7,398	7,398
	TOTAL	44,086	29,875	29,875

ROLLESTON ON DOVE PARISH COUNCIL

FINANCIAL REGULATIONS

**Adopted 11 March 2019
(Reviewed 08 March 2021)**

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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 £200. The Clerk shall report such action to the Chair as soon as possible and to the council as soon as practicable thereafter.

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

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

- c) fund transfers within the 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. **Contracts for works: £4,733,252**
- b. **Contracts for supplies and services: £189,330**

- 11.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- 11.5 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 11.6 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 11.7 Any invitation to tender issued under this regulation shall be subject to Standing Order 18(d),⁴ and shall refer to the terms of the Bribery Act 2010.
- 11.8 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £500 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- 11.9 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 11.10 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**
- 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 ~~17~~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
<u>1.2</u>	<u>08/03/2021</u>	<u>Page 12, Footnote</u> <u>Threshold amounts updated</u>
		<u>Page 14, Insurance</u> <u>14.1 Regulation 17 amended to read Regulation 16</u>

ROLLESTON ON DOVE PARISH COUNCIL

**STATEMENT OF INTERNAL CONTROL AND ANNUAL REVIEW OF EFFECTIVENESS
OF INTERNAL CONTROL
Adopted 11 March 2019**

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**

<p>Cash Book/Bank Reconciliations</p>	<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.
<p>Financial Regulations</p>	<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.
<p>Order/Tender Controls</p>	<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.
<p>Legal Powers</p>	<ul style="list-style-type: none"> ▪ A proper legal power is identified in advance of any expenditure.
<p>Payment Controls</p>	<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 Ladywell Accountancy Services to administer its payroll.▪ Salaries are paid via Faster Payment direct into employees Bank accounts; all payments are approved by two authorised signatories.▪ The RFO will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.
Asset Control	<ul style="list-style-type: none">▪ The RFO maintains a full Asset Register.▪ The existence and condition of assets is checked on an annual basis.▪ The adequacy of insurance of the Council's assets is considered annually in advance of the insurance renewal.

Prepared by:

Mary Danby
Parish Clerk and RFO

25 February 2021

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

ROLLESTON ON DOVE PARISH COUNCIL
FIXED ASSET REGISTER YEAR ENDING 31 MARCH 2021

DESCRIPTION	LOCATION	NOTES	COST OR VALUE	DATE	COMMENT
STREET FURNITURE					
3 x Timber Bus Shelters	Knowles Hill, Cross Lane, Station Road	IV	£ 4,210.71		
2 x Brick Built Bus Shelter	Church Road, Station Road	IV	£ 18,250.00		
Litter Bins	The Croft, Land at Spread Eagle, Meadow View	IV	£ 2,100.00		
12 Planters	Burnside	IV	£ 2,621.35		
2 Raised planters	Spread Eagle Island	IV	£ 896.74		
Village Sign	Brookside	IV	£ 3,306.83		
Village Gateway Signs	Dovecliff Road, Church Road, Rolleston Road	IV	£ 3,546.59		
Craythorne Noticeboard	Craythorne Playing Fields	IV	£ 400.00		
Noticeboards	Meadow View, Burnside	IV	£ 4,000.00		
Noticeboard	John of Rolleston Primary School (Alderbrook site)	IV	£ 1,548.24		
Bus Shelter Noticeboards	Church Road, Station Road	IV	£ 500.00		
Bus Shelter information boards	Church Road, Station Road, Knowles Hill	IV	£ 402.92		
Ken Bradley Memorial Bench	Brookside	IV	£ 675.79		
Memorial bench	Jct Knowles Hill/Beacon Road (adjacent to Jubilee Orchard	IV	£ 500.00		
Benches	Meadow View, Craythorne Woods, Craythorne, The Croft	IV	£ 1,600.00		
Bench	Spread Eagle Island	IV	£ 392.00		
3 x Benches	Elizabeth Avenue	IV	£ 1,120.50		
2 x Picnic Benches	Craythorne Woods	IV	£ 1,125.61		
Cast Aluminium Signs	Jubilee Orchard / Village Green	IV	£ 800.00		
Boundary Posts	The Croft, Burnside	IV	£ 1,500.00		
Boundary posts	Shotwood Close Public Open Space	IV	£ 420.20		
Meadow View Boundary Posts	Meadow View	IV	£ 1,500.00		
Sand Storage Bins	Brookside, Meadow View, Station Road	IV	£ 720.00		
Grit/sand bins	Jinnie Inn, Brook Hollows	IV	£ 305.98		
Road signs	Various	IV	£ 482.36		
6 No. Drain rods	Various		£ 19.20		
Portacabin	Craythorne Woods	IV	£ 500.00		
Shelter	**Currently in Storage **	IV	£ 6,129.00		
Dog Waste Bag Dispensers x 4	Various	IV	£ 440.00		Do these need to remain on the Register?
			£ 60,014.02		
GREEN EQUIPMENT					
Strimmer	Tafflands Bunker	IV	£ 100.00		
			£ 100.00		

DESCRIPTION	LOCATION	NOTES	COST OR VALUE	DATE	COMMENT
OFFICE EQUIPMENT					
Laptop	Clerk	IV	£ 1,060.90		
Projector	Councillor Stewart	IV	£ 300.00		
Laminator	Councillor Stewart	IV	£ 25.00		
Chain of Office	Chairman	IV	£ 530.45		
Fire resistant filing cabinet	Clerk	IV	£ 410.00		
Ricoh IMC3000 photocopier	Clerk	IV	£ 2,845.00		5 year lease rental commenced 02/12/2020
			£ 5,171.35		
PLAYING FIELDS					
Play Equipment	Elizabeth Avenue	IV	£ 23,280.39		
Spinner and safer surfacing	Elizabeth Avenue	IV	£ 2,632.96		Excludes delivery and installation
Play Equipment	Tafflands	IV	£ 35,054.26		
Play Equipment	Meadow View	IV	£ 10,000.00		
Goal Posts	Craythorne	IV	£ 1,000.00		
Basketball Court (Surfacing and Equipment)	Elizabeth Avenue	IV	£ 3,000.00		
Play tractor and tyres	TBC	IV	£ 1,086.00		
			£ 76,053.61		
DESCRIPTION LOCATION NOTES COST OR VALUE DATE COMMENT					
COMMUNITY ASSET - DEFIBRILLATOR					
IPAD fully automatic defibrillator	Rolleston Club	IV	£ 1,100.00		
Defibrillator cabinet	Rolleston Club	IV	£ 494.95		
Honours Board	Old Grammar School Room	IV	£ 522.50		
Litter pickers	Councillor Stewart	IV	£ 226.08		
			£ 2,343.53		
COMMUNITY ASSETS - LAND					
The Croft	Burnside		Nil		
Jinny Nature Trail	Dovecliff Road		Nil		
Elizabeth Avenue	Elizabeth Avenue		Nil		
Meadow View	Meadow View		Nil		
Spread Eagle Island	Church Road		Nil		
Craythorne 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		
		Total	£ 143,682.51		

IV: Insurance Value

Indicates item added to Asset Register during 2020/21 financial year

Indicates items purchased during the 2020/21 financial year

Query for council review

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 where-ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Council's Right to Process Information

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

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

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

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

Children

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

Rights of a Data Subject

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

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

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

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

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

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

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

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

Making Information Available

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

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

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

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

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

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings

normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting. The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

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

Data Transparency

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

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

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

The principles of the Code are:

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

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

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

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

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

Adopted: 11 March 2019
Review Date: March annually

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	
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	

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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.