

# Rolleston on Dove Parish Council

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Our Ref: MD

07 March 2022

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

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 14 March 2022** commencing at 7.30pm at which the business set out below will be transacted.

Yours sincerely

*MDanby*

Mary Danby  
Clerk

## **PUBLIC FORUM**

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

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

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2022/00156	8 Dovecliff Road	Erection of a single storey side and rear extension
P/2022/00186	117 The Lawns	Erection of a single storey rear extension
P/2022/00224	Brereton Hall Grounds	Pruning of Holly tree
P/2022/00225	Woodborough Hall Grounds	Felling of 1 Lawson Cypress tree

P/2022/00244	17 Brookside	Crown reduction in height by up to 30% to 10m in height of 4 Norwegian Spruce Picea Abies trees
P/2022/00250	3 Alders Reach	Installation of replacement doors and windows to the front and rear elevations (revised scheme)

**5. Minutes of the meeting held on 14 February 2022 (Enclosure 1)**

**6. Matters arising from the previous meeting**

**Minute No. 166.2 P/2020/00325 Land adjacent to 97 Station Road**

A resident has provided the following update to the council:

*RJK they have an option on the land, but don't own it. The news seems very hard to believe.*

*RJK have decided that they have done as much flood protection as they will i.e. a bund around where they intend to build. They have no intention of forming the swale, because they don't want to pay the landowner anything. They are meeting with ESBC planners to put forward building houses at the level the land is. They do not intend to form the plateau and build at that height. Unless I'm missing something this just seems like crass stupidity. What they have formed does not conform to the documents and plans conditioned in the planning approval.*

*I believe we have a right to complain about the ruining of the view and the lack of a swale to protect from surface water flooding. It is also now not safe to put horses on, which means that they have destroyed a land use without any benefit. We should also complain to the EA that the works they permitted have been changed to form a bunded area that will just fill with surface and groundwater during a flood.*

**Minute No. 171.4 re the former Craythorne Golf Club**

The MP liaised with ESBC on the council's behalf, ESBC's Chief Executive responded to her as follows:

*Further to your email received on the 22<sup>nd</sup> February sent on behalf of Rolleston on Dove Parish Council, I can confirm that the Council has received a complaint regarding an accumulation of refuse on land at the former Craythorne Golf Club site.*

*I can also confirm that the land owners have been written to advising of the complaint and the intent of our Enforcement team to inspect the site. We are now at the stage of serving a Community Protection Warning under the Anti-Social Behaviour (Crime and Policing) Act 2014 which, if not complied with, will be escalated to a Notice. Should that not be complied with, we will consider the most appropriate course of action which can include works in default (employing a contractor to remove/dispose of the waste which will be charged back to the landowner, a Fixed Penalty or prosecution action).*

*In light of the point regarding fires on the site, we will also ensure the Police and SFARs are aware to include on their patrols where possible.*

**7. County Councillor's report**

**8. Borough Councillor's report**

**9. Parish Councillors' reports**

**10. Financial matters**

**10.1 Schedule of payments (as at 07 March 2022)**

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement: Leaflet holders	BACS (pd 18/02/2022)	27.60	4.60
Clerk	Reimbursement: Stationery	BACS (pd 22/02/2022)	14.94	2.49
IONOS Cloud Ltd	RPC Website	DD	20.24	3.37
Staffordshire Parish Councils' Assn	Training fees (Clerk)	BACS	60.00	0.00
P Gould	Mowing contract	BACS	1,127.33	0.00
HMRC	PAYE/NI (4 <sup>th</sup> quarter, 2021/22)	BACS	1,119.57	0.00
Clerk	Salary and expenses	BACS	1,145.35	0.63
Burton Tree Care	Jinny Trail: Emergency tree works £680 Jinny Trail: 3 days tree works £990	BACS (pd 01/03/2022)	1,670.00	0.00
Bradleys Tax & Accountancy Services	Payroll service 2021/22	BACS	108.00	18.00
Manor Park Nurseries	Primulas for Burnside planters	BACS	41.04	6.84
J Deacon	Craythorne: Locking/unlocking barrier 01-28 February £168.00 Environmental Contract £1,019.10 Jinny Trail: Emergency tree work £608.40 Meadow View: Plant fruit trees £72.00	BACS	1,867.50	311.25
<b>TOTAL</b>			<b>7,201.57</b>	<b>347.18</b>

#### 10.2 Bank reconciliation as at 28 February 2022

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
Opening funds: 01 April 2021		12,875.04	61,700.80	74,575.84
Movement in funds to date	<b>PLUS</b> Income	89,535.97	32,555.52	122,091.49
	<b>LESS</b> Expenditure	86,831.15	8,558.75	95,389.90
Funds: 28 February 2022		15,579.86	85,697.57	101,277.43

#### 11. Actual income/expenditure to 28 February 2022 (Enclosure 2)

#### 12. Staffordshire County Council:

**CDT6627-2062 - Wilson Way, Station Road and Knowles Hill - Informal Consultation (Enclosure 3)**

#### 13. Platinum Orchard: Update (deferred from the previous meeting, Minute No. 177 refers)

The 6 No. fruit trees were planted on 03 February. The council is asked to:

- a) Consider the text to be put onto the plaque, and
- b) Whether a formal opening event should be held for the orchard, and if so what form the event should take.

#### 14. Climate Emergency Declaration (Enclosure 4)

#### 15. Proposed Queen's Platinum Jubilee bench (information has previously been circulated to all Councillors)

#### 16. Review of Policies

- 16.1 The council is requested to review the following policies (recommended changes are shown in red within documents where these are necessary):

Financial Regulations (**Enclosure 5A**)  
Statement of Internal Control and Annual Review of Effectiveness of Internal Control (**Enclosure 5B**)  
Data Security Breach Reporting Form (**Enclosure 5C**)  
Information and Data Protection Policy (**Enclosure 5D**)  
Publication Scheme (**Enclosure 5E**)  
Asset Register (**Enclosure 5F**)

16.2 The council is requested to consider adopting the following:

Memorial Benches and Plaques Policy (Draft) (**Enclosure 5G**)

**17. Correspondence**

**17.1 Staffordshire Parish Councils Association**

The weekly Bulletins have been circulated to all councillors.

**17.2 Communications Log**

The Communications Logs have been regularly circulated to all councillors.

**18. Exclusion of the Press and public**

**Chair to move:**

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

**19. Application for Co-option onto the Parish Council (Enclosure 6)**

**20. Quotations (Enclosure 7)**

**21. Meadow View Play Area (Enclosures 8A and 8B)**

**Minutes of a meeting of Rolleston on Dove Parish Council  
held at the Old Grammar School Room, Church Road  
on Monday 14 February 2022 commencing at 7.30pm**

**Present**

Councillor Stewart (in the Chair)

Councillors Appleby, Badcock, Houston, E McManus, S McManus, Robson, Sanderson, Scott and Toon

**In attendance**

Four members of the public

Mary Danby, Clerk

**Public Forum**

Chris and Adelaide Clark introduced themselves as the new landlords of The Jinnie Inn. They outlined their plans which in the short term included the launch of "The Jinnie Café", erection of a stretch tent in the garden (planning permission will be applied for), new menu, rebrand with a new logo, launch weekday menu specials. In the longer term they were looking to make homemade breads from the wood fired oven, explore holding a Farmers market in the car park, develop an events programme, live music, maintain the Quiz night and develop community focus, i.e. charity events, support a local sports team, link with walks in Rolleston on Dove.

A resident addressed the council to express his concerns regarding Planning Application No. P/2022/00030, he confirmed that he had already sent his objection to ESBC. Councillors advised him that planning applications can only be determined against the Planning Regulations, and that he could consider adding to his comments to ESBC regarding loss of light and the potential invasion of privacy due to the development overlooking neighbouring properties.

**163. Apologies for absence**

None, all Councillors were present.

**164. Declarations of Interest and Dispensations**

None declared.

**165. Police**

The latest Police report had been circulated to all Councillors prior to the meeting.

**166. Planning matters**

**166.1 Planning applications**

<b>Application No.</b>	<b>Location</b>	<b>Proposal</b>
P/2021/01654	69 Meadow View	Render to existing dwelling and garage and retention of a single storey rear and side extension and roof light on front elevation
No objection		
P/2022/00001	Highbank 11 Church Road	Crown reduction by 50% to one Laurel and reduction of branches touching the front wall (T1), crown reduction by half to reduce weight of Laurel tree (T2) (W19 of TPO 1)
No objection		
P/2022/00014	Brookhouse Hotel 39 Station Road	Listed Building Consent for the removal of existing ceilings, new rafter level insulation and replacement roof covering
No objection		

P/2022/00030	57 Church Road	Erection of a detached double garage and relocation of existing detached orangery
No comment		
P/2022/00047	Alderbrook Lodge Burnside	Reduce lateral branches overhanging garden by 2.5m on both sides to one Oak tree (T262 of TPO No 1)
No objection		
P/2022/00071	67 Hall Road	Erection of a replacement detached garage, front porch, single storey rear extension and raised platform and hard surfacing to front
No objection		
P/2022/00091	Brook Hollows The Lawns	Felling of 1 Willow tree, 1 Sycamore tree, 7 Ash trees and removal of self-sets (TPO 1)
No objection, Councillors noted that self-sets were also to be removed as part of the proposed tree works		
P/2022/00149	Woodborough Hall Grounds	Reduce Laurel group in height by 3m and Cypress group in height by 3m
No objection		

166.2 **P/2020/00325 Land adjacent to 97 Station Road**

Councillor Sanderson presented the following statement provided to him by a resident regarding the above site:

*"You will see that the amount of wagons is gradually increasing. My new estimate of the tonnage to form the plateau is 3000t, so about 200 wagons.*

*And that when the Planning Officer was duped into reporting "The raised plateau would be formed using the excavated material from the compensation storage areas and any surplus materials from the excavations would be taken off site to the nearest registered land fill" because she believed the applicant's statement document P/2020/03325 5209 Floodplain Management System which states:*

*"Logistics*

- *Access and Egress will be achieved via the existing public highway, in this instance off Station Road.*
- *Due to the nature of the works, **there will be limited or no deliveries.** In circumstances where a delivery may be required, these will take place via Station Road."*

*I see no evidence that the ESBC are taking any action over this misleading statement.*

*I must admit I missed the difference in the compensation and plateau volumes when objecting!*

*As sorting out the off-site access for the swale was only an informative ESBC won't enforce it.*

*So we will end up with a plateau of soil covering where a lot of the surface water used to go off Station Road and no viable swale for surface flood water protection.*

*It makes little difference now, but the way they are forming the plateau is not to an engineering standard suitable for future development. They have not stripped the topsoil before filling so that*

*organic material will degrade producing soil gas. The buried topsoil and very variable nature of the soils being tipped will also lead to differential settlement."*

Councillors also noted that Station Road was not being cleared of mud and said that this should be done every day. They also reported that the construction vehicles have to reverse onto the site and that this operation was not being managed by a Banksman to ensure that it is done safely, i.e. ensuring that other road users and pedestrians are kept at a safe distance whilst the vehicle is reversing.

**Agreed** That the above statement and Councillors comments be provided to ESBC's Planning Enforcement Officer.

**166.3 P/2021/00901 Rolleston Service Station**

Councillors had been made aware by residents that a tree had been felled on the above site and it was believed that the tree was shown as being retained within Plot 1 on the plans.

**Agreed** The Planning Officer be contacted saying that whilst accepting that tree works were part of the planning application, it was noted that the tree in question appeared to be shown as being retained within Plot 1 on the site. The Parish Council asks that the applicant be requested to ensure that a suitable replacement tree is planted on the site.

**166.4 Development at 5 Church Road**

Councillors noted that mud on the road arising from the development was not being cleared and that there appeared to be an excessive number of vehicles at the property for the size of works being undertaken.

**Agreed** That ESBC's Planning Officer be advised of the above and asked that these issues be investigated.

**167. Minutes**

**Resolved** That the Minutes of the meeting held on 10 January 2022 be approved and signed as a true record subject to "food" within Minute No. 160 Flood Plan (Draft) being amended to read "flood".

**168. Matters arising**

**155.3 Brook Hollows**

It was reported that a vehicle had been seen between 10-11am daily and it was believed this was connected to drug abuse on the site, a fire had also been lit that day. The Friends of Brook Hollows have photographic evidence.

**Agreed** That the Friends of Brook Hollows be advised to provide the photographic evidence to the Police.

**155.8 Jinny Trail tree works**

Councillor Stewart said she would chase the tree surgeons as they had not yet given their start date.

**169. County Councillor's report**

No report was available.

**170. Borough Councillor's report**

Councillor Toon reported that a planning briefing had recently been given to councillors which would see developments having to be more environmentally friendly, including more tree lined streets, EV charging points for new homes, etc.

## 171. Parish Councillors' reports

- 171.1 Councillor Badcock gave a brief explanation of the Brook Hollows works which would be funded by the Donor and those works which would be undertaken by the TTTV.

The TTTV would look at the woodland in the summer to agree the works to be undertaken in the autumn. He said that the lake would take up much of the TTTV funds but they were still waiting for the EA's report which should now be issued in April.

- 171.2 Councillor E McManus reported that a posting on Spotted Rolleston said that hundreds of dog biscuits had been put along the path in Tafflands.

- 171.3 Councillor S McManus said that a recent SPCA Bulletin had referred to scam emails being targeted at Parish Councillors and he reminded everyone not to respond to any suspicious emails.

- 171.4 Councillor Appleby reported:

- Dog fouling was an ongoing issue in the village, predominantly in Marston Lane, Church Road and around the school. He had identified areas where ESBC needed to replace worn out posters and also where additional ones could be displayed. He agreed to send details of the locations to the Clerk so that these could be provided to ESBC.
- Verges on Beacon Road and Elizabeth Avenue had been damaged due to vehicles being parked on them. He was advised to report these to Staffordshire Highways.
- He had been approached by an Anslow Lane resident regarding speeding vehicles. He had contacted PCSO and she had said that she would try to get a mobile CCTV vehicle to visit the Lane.
- The ongoing issues regarding drug abuse, litter, arson, etc at the former Craythorne Golf Club. The council noted that ESBC had been contacted on several occasions asking them to take action through the landowner to deal with this issues. **Agreed** that, as no action had been taken to date, the MP be asked to take up this issue on the Parish Council's behalf.

- 171.5 Councillor Sanderson reported:

- He had contacted the County Councillor seeking confirmation on the weight limit for vehicles travelling over the Spread Eagle bridge. The query had arisen as HGVs from Ashbourne had been seen entering the village over the bridge and delivering to the plateau development adjacent to 97 Station Road.
- There had been issues week commencing 07 February with an excessive number of lorries delivering to the Bellway site, waiting on village roads to enter the site and entering the village before 9.30am, all of which were contrary to the agreement Bellway had made with the Parish Council.
- The Chair reported that she had requested the Clerk to contact Bellway's Site Manager and Directors and ESBC's Planning Enforcement Officer to complain about the above. It was agreed that a further complaint be sent if the issues arose again in the future.
- The planters on Burnside had had an infestation of greenfly which had killed a lot of the plants. It was estimated at 60 plants would be required at a cost of 58p each plus VAT to replace those that had been lost. **Agreed** that the plants be replaced at a total cost of £34.80 plus VAT.



- The village interpretation board on the Spread Eagle Island was too high and it could not be viewed by everyone, it should be moved to be accessible to all. **Agreed** that the council's contractor be asked to quote to move the board to Jamie's Garden.

171.6 Councillor Robson reported that he had provided photographs of the newly planted Platinum Orchard and the ongoing problems with litter, etc at the former Craythorne Golf Club to the Clerk for the council's records.

171.7 Councillor Houston reported that the grass on the jitty from Meadow View to Station Road was rutted following works at a Meadow View property. He was advised that the grass was ESBC's responsibility and he agreed to provide photographs to the Clerk so that ESBC could be advised of the issue.

171.8 Councillor Stewart reported that:

- Footpath maps need to be circulated.
- She had attended a recent ESBC Parish Council Forum where the parishes had been informed that ESBC had renamed the Climate Emergency project to the Biodiversity and Climate Emergency. It had been noted that there were several website links which could be uploaded by the parishes to their websites signposting people to things that they could do in their own homes. **Agreed** that the website links be provided to Cllr S McManus and he will upload these to RPC's website.

## 172. Financial Matters

### 172.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Clerk	Reimbursement: Fruit trees, stakes and ties	BACS	244.52	4.62
Ricoh UK Ltd	Photocopier rental (£113.41) and copy charges (£116.86) (Oct-Dec 2021 inclusive)	BACS	230.27	38.38
Sign Craft	Village interpretation panel	BACS	132.00	22.00
IONOS Cloud Ltd	RPC Website	DD	83.96	13.99
SLCC	Training fee (Clerk)	BACS	54.00	9.00
Freeola	Village website	DD	13.86	2.31
Staffordshire Parish Councils' Assn	Training fee (Clerk)	BACS	30.00	0.00
Clerk	Salary and expenses	BACS	1,179.20	0.17
Information Commissioner's Office	Data protection renewal fee	DD	35.00	0.00
P Gould	Mowing contract	BACS	1,127.33	0.00
J Deacon	Unlock/lock Craythorne barrier 01-31 January £186.00 Environmental contract £1,019.10 Tafflands: Remove 2 dead trees £144.00 Tafflands: Replacement benches £129.60 Remove sand bin from Rolleston Service Station £72.00	BACS	1,550.70	258.45
David Ogilvie Engineering Ltd	Andy Starbuck seat	BACS	1,108.80	184.80
O2	Council mobile	DD	17.03	2.84
<b>TOTAL</b>			<b>5,806.67</b>	<b>536.56</b>

**Resolved** That the above payments be approved.

172.2 **Bank reconciliation as at 31 January 2022**

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
Opening funds: 01 April 2021		12,875.04	61,700.80	74,575.84
Movement in funds to date	<b>PLUS</b> Income	88,111.97	22,554.89	110,666.86
	<b>LESS</b> Expenditure	81,226.46	7,634.75	88,861.21
Funds: 31 January 2022		19,760.55	76,620.94	96,381.49

**Resolved** That the above was a true record.

172.3 **ESBC: Bin emptying 2022/23**

ESBC had advised that the bin emptying charge for 2022/23 will be £1,019.23 plus VAT per quarter, i.e. £4,076.92 plus VAT pa. The Clerk advised that the council had budgeted £4,000 for this cost centre. (The 2021/22 cost for the service was £3,886 plus VAT.)

**Resolved** That the Clerk be authorised to accept the above quotation.

173. **Actual income/expenditure to 31 January 2022**

**Resolved** That the report be noted.

174. **Consultations**

174.1 **Staffordshire County Council: Proposed relocation options for the existing eastern build-out on Dovecliff Road, Rolleston and improvements to the existing road markings**

The County Council has been working towards a suitable solution to calm traffic and allow parking on Dovecliff Road for many years. In May 2021, they relocated the original eastern build-out to improve the situation. Now that the build-out has been in operation for some time and following feedback from road users and further assessment, they now consider it is necessary to move the build-out nearer to the village, to strike the right balance between road safety and the need of residents to park on the highway.

There are two feasible options that the Council is considering in adjusting the current eastern build-out location:

**Option 1** – considers a design that is fully compliant with design standards which requires the eastern build out to be moved a further 15m west of its current location. This would reduce on street parking by 2 no. spaces. These would be immediately west of the proposed eastern build out and immediately west of the access to property no. 42 on Dovecliff Road. This design also includes additional Access Protection Markings (APMs)<sup>a</sup> in front of properties that benefit from off-street parking. These markings are intended to provide gaps in the line of parked vehicles, sufficient for any vehicle to pull into should its path be blocked by opposing traffic.

**Option 2** – considers a design that is not fully compliant with design standards but reduces the impact on residents off-street parking. This would require the eastern build out to be relocated 2.5m west of its current location, which would reduce on street parking by 1 no. space, in this case immediately west of the eastern build out in its current position. However, it is important to understand that intervisibility between build out locations for small vehicles is not achieved with this arrangement. As with Option 1, Option 2 also includes a series of APMs in front of properties that benefit from off-street parking.

Both **Option 1 and Option 2** will require the TRO process that took place between 2019-21 to be repeated, as both have an impact on the current extents of the double yellow lines. Both designs

will be subject to the views of residents and Road Safety Audits, and these will be taken into account before the formal consultation stage is commenced for the amended TRO. Residents will have an opportunity to formally object to the proposals at that stage.

The County Council apologised for the additional inconvenience that this will cause. Their hope had been that the relocation of the eastern build-out to its current position would be sufficient to address the visibility issues, but this clearly is not the case and the do nothing option is unfortunately not possible.

**Resolved** That the council supports Option 1.

**174.2 ESBC: Public Space Protection Order 2022 Review**

ESBC advised that under the Anti-Social Behaviour (Crime and Policing) Act 2014, East Staffordshire Borough Council is required to review the Public Space Protection Orders (PSPO) every three years and will be conducting a review in 2022. In the first instance they were asking for expressions of interest regarding the existing Orders, whether you wish for the existing ones to continue, any variations or for any new Orders to be considered. They would then arrange a formal consultation for applications to be submitted.

**Resolved** That the council wished to retain the Dogs on Leads Order on Tafflands and that they wished to see an Alcohol Order on Tafflands and the Craythorne Road playing fields.

**174.3 Staffordshire County Council: Highways Act 1980**

**Proposed construction of speed ramp on Forest School Street/Sherholt Road**

Staffordshire County Council gave notice on 09 February 2022 that, in accordance with the Highways Act 1980, it proposes to construct a speed ramp on Forest School Street/Sherholt Road for the purpose of calming traffic speeds located approximately 50m south of the junction with Ealand Street.

**Resolved** That the council has no objection to the proposed speed ramp.

**175. Burton Market Hall**

Councillors were advised that the Burton Market Action Group (B-MAG) had been set up to try and keep Burton Market Hall as a Market Hall. They would be grateful to know if the Parish Council supports their wish to save Burton Market Hall. B-MAG say that the Town Deal Board wish to reduce the size of the Library by half and site it into the Market Hall, thus leaving Burton without a Market Hall. The cost of this would be around £7m. B-MAG have drawn up an alternative business plan (previously circulated to all Councillors) to hopefully make the Market Hall financially viable and to allow it to stay open as an asset to the town. The public consultation showed 77% of participants wished to keep the Market Hall for the purpose that it was built.

**Resolved** That the council do not wish to comment on the above matter.

**176. Barton under Needwood Parish Council: Conservation Areas**

Barton under Needwood Parish Council wrote to the council in November 2020 asking about any concerns Councillors had about ESBC planning decisions they thought had had an adverse impact on our conservation areas and suggesting a joint representation be made to ESBC.

They had now drafted a proposed letter to ESBC outlining their concerns. They asked if RPC wished to join with them on this approach and whether we were able to provide any specific examples to add to those from Barton included in the letter.

**Resolved** That the council supports the letter being sent to ESBC but it does not want to add any specific examples to the letter.

**177. Platinum Orchard: Update**

Councillors were advised that 6 No. fruit trees had been planted on 03 February and the council was asked to:

- a) Consider the text to be put onto the plaque, and
- b) Whether a formal opening event should be held for the orchard, and if so what form the event should take.

**Resolved** That this matter be deferred to the next meeting.

**178. S106: update**

**179.1 Craythorne Road playing field fencing**

Councillors were advised that the application to draw down funds was submitted to ESBC on 10 January. ESBC had previously advised that the application process can take up to 12 weeks.

**179.2 Meadow View play area**

Councillors were reminded that due to the value of the contract, the tender to install additional play equipment on the Meadow View play area must be advertised on the Government's Contract Finder website. The council will need to upload the contract specification, together with any other relevant information with the advertisement. The council has previously expressed an interest in one supplier's concept for the above area and this will be used to form the basis of the contract specification. The Clerk will provide the draft specification, etc for approval by the council at the March meeting.

**179. Compost bins**

Councillors had previously been informed that the application to the County Council's Climate Change Fund was successful and £500 had been awarded which will enable 32 No. compost bins to be purchased for distribution to residents. The council was requested to consider how the opportunity to apply for a bin on a first come, first served basis will be publicised.

**Resolved** That an application form be included in the next issue of the Rollestonian and that a draw be conducted if the scheme was oversubscribed.

**180. Proposed new bus shelter – Shotwood Close bus stop**

Councillors were advised that a resident, who wishes to remain anonymous, has offered to pay for a new bus shelter to be erected on the grass verge at the Shotwood Close bus stop, on Church Road opposite the junction with Hall Road. Permission would be required from the County Council to install the bus shelter at the above location.

The council was asked to:

- a) Confirm that it is willing to accept the above offer.
- b) Authorise the Clerk to apply to the County Council for the relevant permissions to install a new bus shelter at the above location.

**Resolved** That the council accepts the above offer and that the Clerk is authorised to apply to the County Council for the relevant permissions.

**182. Correspondence**

**182.1 Staffordshire Parish Councils' Association (SPCA)**

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

**182.2 Communications Log**

The Comms Logs had been circulated to all councillors.

**183. 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.

**184. Brook Hollows: Donation Agreement between Rolleston on Dove Parish Council and East Staffordshire Borough Council (Draft)**

**Resolved** That the council agrees to enter into the above Agreement.

**185. Quotations**

**185.1 Platinum Orchard, Meadow View**

**Resolved** That the following quotation from J Deacon be accepted:

To dig out all Cherry tree self-sets and suckers  
Two established trees to be pruned into shape  
Remove all Brambles and roots  
Clear all waste from site  
Level ground, reseed with amenity grass and roll  
**£450.00 plus VAT**

**185.2 The Croft: Benches**

**Resolved** That the following quotation from J Deacon be accepted:

To remove block paving from side of 4 No. benches  
Lay membrane  
Stone both sides and under benches back to existing path  
Edge sides with treated wood

Materials	£130.00
Labour	£174.00
<b>Total</b>	<b>£304.00 plus VAT</b>

Councillors noted that there was an opportunity to install an additional bench on The Croft to commemorate the Queen's Platinum Jubilee. The Clerk was requested to supply website links to all Councillors of suppliers of suitable options.

The meeting closed at 9.40pm

Signed .....

Date .....

ROLLESTON ON DOVE PARISH COUNCIL  
ACTUAL INCOME AND EXPENDITURE TO 28 FEBRUARY 2022

Nominal Code	Description	Original Budget £	Projected Year End £	Actual to 28/02/2022 £	Approved Budget 2022/23 £
<b>100</b>	<b>Income</b>				
1076	Precept	73,100	73,100	73,100	87,700
1090	Interest Received	6	6	6	6
1100	Grants & Donations Received	-	26,060	26,060	-
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125
1220	Allotment rents	15	10	10	15
1250	Football pitch fees	200	290	290	200
1270	SCC: Annual grass cutting	-	4,837	4,837	3,628
1999	Other income	-	40	40	-
	<b>Income</b>	<b>75,111</b>	<b>106,133</b>	<b>106,133</b>	<b>93,339</b>

Nominal Code	Description	Original Budget £	Projected Year End £	Actual to 28/02/2022 £	Remaining funds* £	Approved Budget 2022/23 £
<b>200</b>	<b>Administration</b>					
4000	Staff salary	13,500	17,203	15,236	1,967	17,150
4020	Employer's National Insurance	650	1,154	877	277	1,090
4030	Payroll Services	80	90	-	90	90
4050	Use of Home as Office	178	178	163	15	178
4100	Insurance	3,200	1,106	1,106	2,094	1,106
4110	Audit Fees	515	472	472	43	500
4120	Photocopier: Rental/Maint.	378	378	378	94	378
4121	Photocopier: Copy charge	670	436	436	234	600
4125	Stationery	200	200	158	42	200
4127	Village Directory	150	58	58	92	150
4130	Postage	300	400	336	64	400
4140	Council mobile	175	175	144	31	175
4150	Subscriptions	700	537	537	163	600
4160	Training	140	510	450	60	500
4180	Room hire	-	225	185	40	340
4190	Mileage expenses	250	250	240	10	250
4195	Parking fees	12	9	5	4	9
4200	Play areas	7,000	7,000	7,000	-	10,000
4205	Craythorne barrier: Lock/unlock <sup>#</sup>	700	1,142	390	752	1,825
4210	RPC Website	100	137	120	20	100
4211	Village website	45	46	46	1	45
4220	IT/Software	300	300	258	42	300
4230	s.137 Expenditure	100	100	67	33	100
4240	Mowing contract	17,000	14,000	12,771	4,229	17,000
4250	Bin emptying	4,000	3,886	3,886	114	4,000
4260	Trees	4,000	4,000	1,885	2,115	4,000
4265	Plants for planters	600	626	591	9	750
4270	Environmental contract	13,000	13,000	11,978	1,022	15,000
4300	Projects	-	-	-	-	10,000
4320	Capital expenditure	800	800	591	209	800
4330	Other administration	2,000	2,000	1,488	512	2,000
4999	Contingency	5,000	5,000	4,227	773	5,000
	<b>Expenditure</b>	<b>75,743</b>	<b>75,418</b>	<b>66,079</b>	<b>15,109</b>	<b>94,636</b>
	<b>TOTAL EXPENDITURE</b>	<b>75,743</b>	<b>75,418</b>	<b>66,079</b>		<b>94,636</b>
	<b>TOTAL INCOME</b>	<b>75,111</b>	<b>106,133</b>	<b>106,133</b>		<b>93,339</b>
	<b>NET INCOME OVER EXPENDITURE</b>	<b>- 632</b>	<b>30,715</b>	<b>40,054</b>		<b>- 1,297</b>

Earmarked Reserves (EMRs)

Coding	Description	Opening funds 01/04/2021 £	Actual funds at 28/02/2022 £	Opening Funds 01/04/2022 £
4400/320	Environmental improvements	3,902	3,111	?
4410/321	EA funding	7,635	-	-
4420/322	Brook Hollows	10,000	35,000	10,000
4440/325	Play Areas	7,398	3,642	?
4440/326	Andy Starbuck seat (donations)	1,275	351	-
	<b>TOTAL</b>	<b>30,210</b>	<b>42,104</b>	<b>10,000</b>

\*Remaining funds are based on original budget except for the following Nominal Codes which are based on the revised Projected YE figures:

4000 Staff salary	4160 Training
4020 Employer's NI	4180 Room hire
4030 Payroll service	4205 Craythorne gate: Lock/unlock <sup>#</sup>
4130 Postage	

<sup>#</sup>4205 Craythorne gate: The final cost for the iD Verde contract will be c£457 for the period 1st April - 14th November 2021. The remainder of the expenditure is the new contract which commenced on 15th November 2021 and which will be invoiced monthly.

The Owner/Occupier(s)  
Street Name  
Town  
Staffordshire  
POSTCODE

**Staffordshire County Council**  
1 Staffordshire Place  
Tipping Street  
Stafford  
ST16 2DH

Enquiries: [www.staffordshire.gov.uk/reportit](http://www.staffordshire.gov.uk/reportit)  
Website: [www.staffordshire.gov.uk/Highways/roadworks](http://www.staffordshire.gov.uk/Highways/roadworks)

FAO: Mike Smith

4 March 2022

Our Ref: CDT6627-2062/2

**Proposed safety improvements for Wilson Way, Station Road and Knowles Hill**

Dear Sir or Madam,

Further to the letter dated 2 June 2021 and the feedback received, I am writing to you to inform you that Staffordshire County Council have considered and are proposing a number of changes to the previously suggested road marking improvements shown on the Station Road Consultation drawing. The proposals on Wilson Way and Knowles Hill remain as previously advertised.

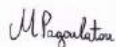
The additional road markings considered are double yellow lines on either side of Chapel Lane near the Rose Cottage, which are proposed to prevent parking on the highway causing access problems for private accesses. It is also proposed to extend the double yellow lines on Station Road between the western and eastern junction of Chapel Lane to form a continuous restriction, which will prevent unsafe parking and improve forward visibility around the bend.

The proposals listed above can be seen in the attached drawing CDT6627-2062-R01-02-P1 – Consultation – Station Road.

Due to the above changes to the proposals, a second public consultation is required to take place. Therefore if you have any comments you would like to make regarding the proposals for Station Road, then please fill out the survey by scanning the QR code below, visit the URL below or by post to the above address by Friday, 18 March 2022, marked 'For the attention of Mike Smith'.

[www.staffordshire.gov.uk/WilsonWay-StationRoad-KnowlesHill2](http://www.staffordshire.gov.uk/WilsonWay-StationRoad-KnowlesHill2)

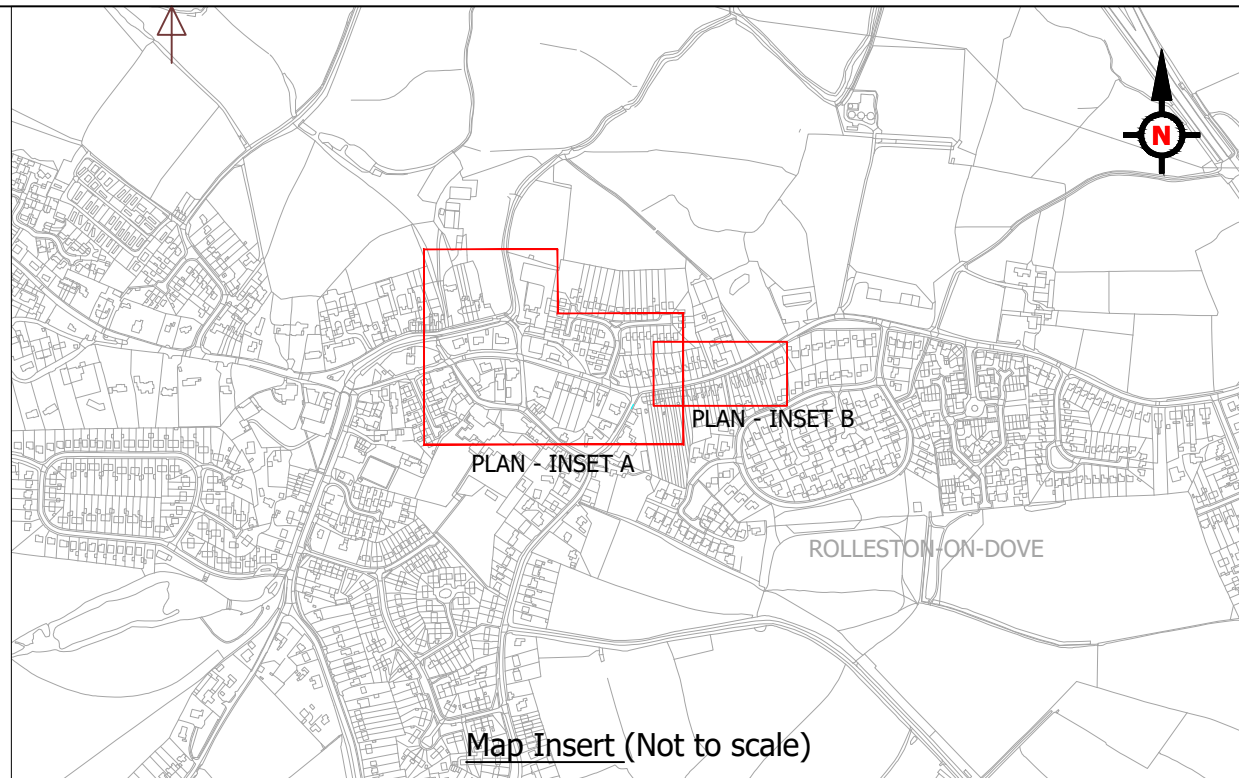
Yours faithfully,



Marianna Pagoulatou  
Civil Engineer  
Staffordshire County Council

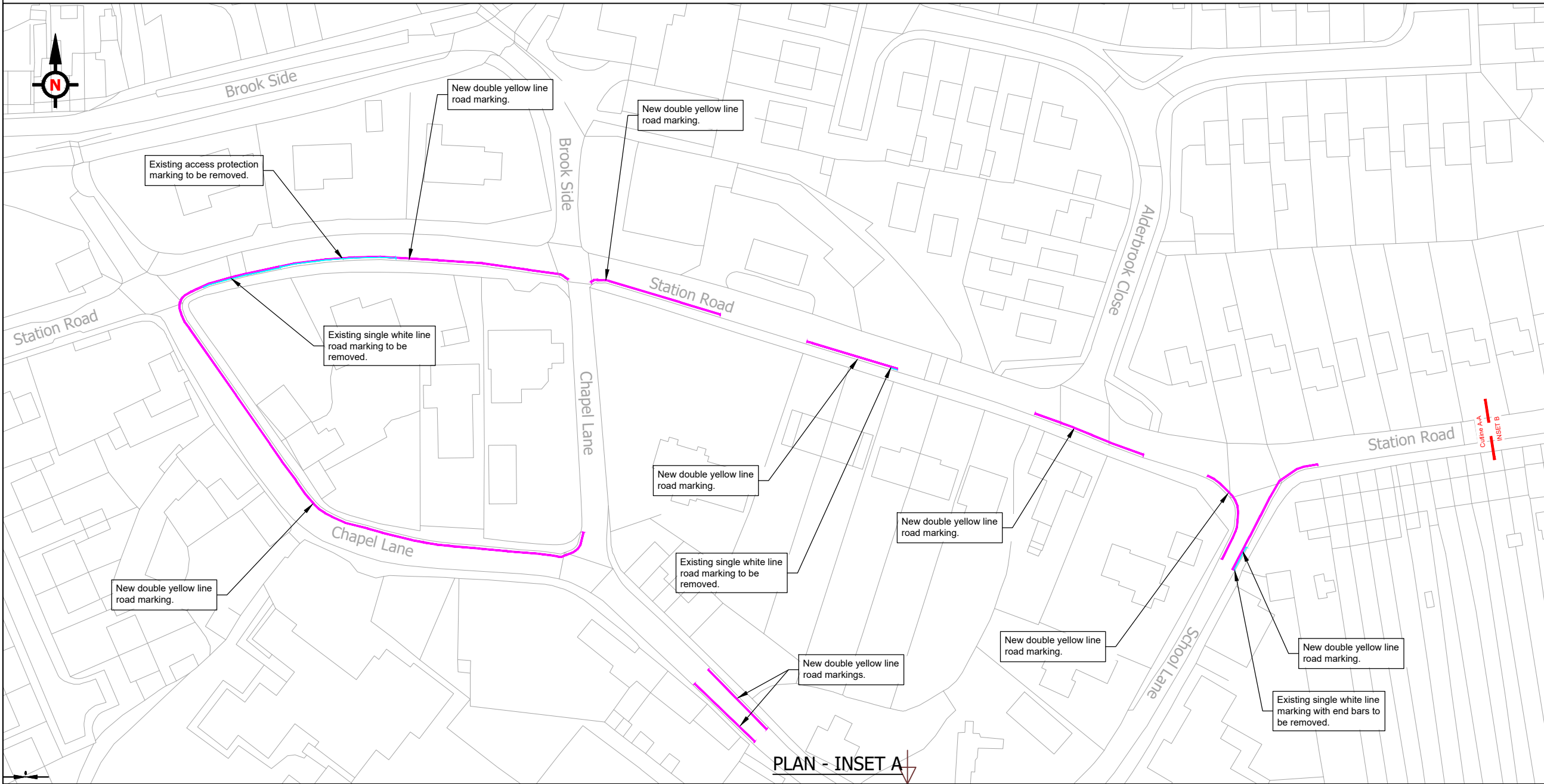
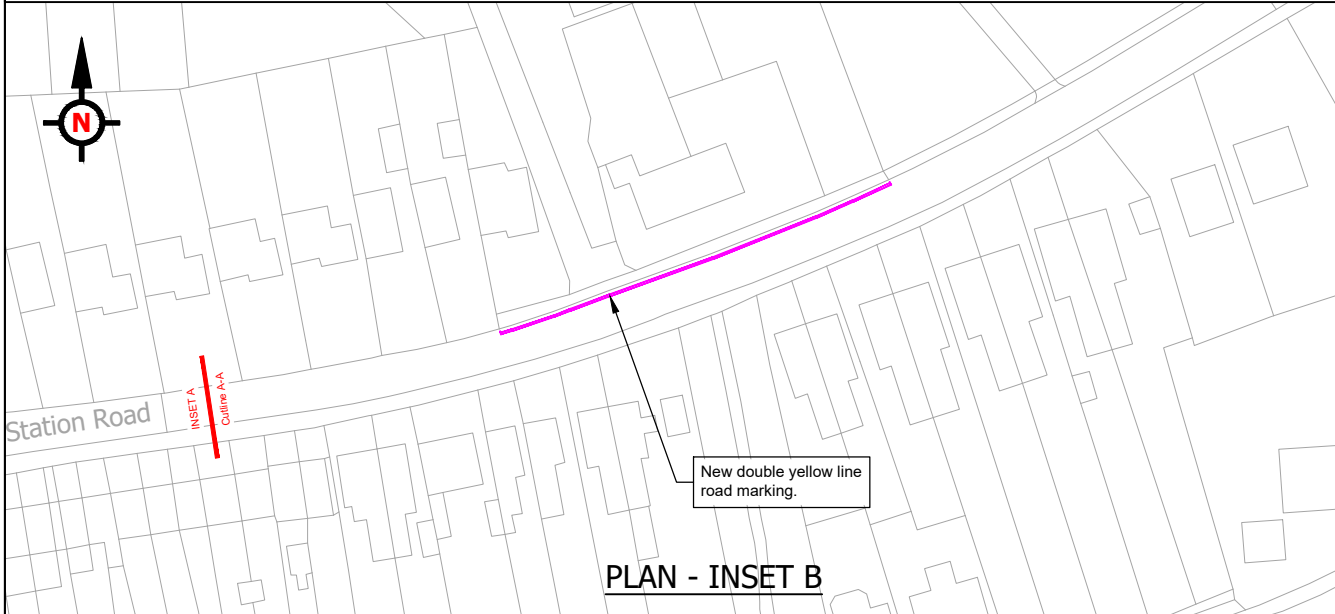


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 Produced by Staffordshire County Council, 2021.



- KEY**
- Proposed double yellow road marking
  - Existing white road marking to be removed

File Name: J:\Highways\Integrated Transport\0002 DHP\DHP 20 21\Stone (RR)\CDT6627 - 2062 - Wilson Way, Burton on Trent - TRO\3 CAD\2 WTP\1 Live Drgs\CDT6627-2062-R01-02.dwg  
 Layout Name: R01-02



P1	Amended road markings	MP	11.11.21
P0	Original Drawing	MP	25.01.21
Rev	Detail	By	Date
Revisions			
Original Version	Preliminary		✓
Drawn: MP	For comment		
Design: MP	For tender		
	For construction		
	As constructed		
Date: 25.01.21	Other		

Checked by: \_\_\_\_\_

Approved by: (Drawing NOT approved if this box is empty)



Project Name  
**WILSON WAY TRO**

Drawing Title  
**CONSULTATION  
 - STATION ROAD**

Grid reference : 23928 27751  
 Original Drawing Size : A3 Dimensions : m  
 Scale : 1:100 Copyright © Amey

Drawing No CDT6627-2062-R01-02	Rev P1
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## **ROLLESTON-ON-DOVE PARISH COUNCIL**

### **Proposal: That the Parish Council should declare a Climate Emergency, and initiate a process of Public Consultation to draw up a Climate Emergency Plan.**

This is not a controversial proposal. Most of the major UK councils, and many smaller ones, have already taken this common-sense step to acknowledge the challenges ahead, and draw up contingency plans to deal with them.

Nor is this just about reducing our carbon footprint and developing more ecological ways of conserving energy. The eventual consequences of this Climate Emergency are much more far-reaching than that. It is these serious consequences that we must start to plan for; the results of Climate Change will probably include:

Food shortages, disruption to energy supplies, hyper-inflation, transport difficulties, flooding, extreme weather events and natural disasters, increased immigration, more frequent wars, health issues, food riots and looting, racial conflict, security concerns and increased crime, armed gangs and – possibly – eventual social collapse. While these might seem like extreme outcomes, we can no longer complacently assume that our normal comfortable life will continue into the future, sorry to say.

I believe that it is our responsibility as Councillors to endeavour to future-proof our community against these potential threats, so that we are prepared – rather like the old Civil Defence. We cannot rely on central government to protect us; instead, we need to take our future safety into our own hands. Our comparative wealth will not protect us; rather, it will make us a target in hard times. Our only effective protection is a supportive community.

Most importantly, we need to take this conversation to our constituents and involve the whole community in this discussion going forward. A series of public meetings will hopefully bring us more together as a community as we face these major challenges collectively.

Rolleston-on-Dove is an upmarket, affluent, privileged community, which contains many successful, enterprising and competent residents. If we can bring all of our local inhabitants together as a team, to decide on what sort of community we want to build for the future, then we will have the opportunity to create a vibrant, active, co-operative village, where we can face the future with resilience and self-reliance.

If we fail to plan, then we plan to fail. Over the last few years, life has become more difficult and demanding. The only viable solution to these challenges is a community that can feed itself, fuel itself and defend itself – that can stand on its own in a self-sufficient manner. This is a wonderful opportunity for us to come together as a fully functioning community and decide what sort of village life we want to create over the next five, ten, twenty years.

I recommend that we take advantage of the window of opportunity which we now have, by declaring a Climate Emergency (nothing more than a sensible statement of the obvious) and consulting with our residents to create the ideal community that we would all like to see for our beautiful village.

Even if, as we must all hope, the consequences of this emergency prove not to be as dire as we might fear, we will still have the pleasure of living in a fully functioning community that supports all of us in a healthy and prosperous lifestyle.

Respectfully submitted, Robin Scott

3/3/22

Enclosure 4

# ROLLESTON ON DOVE PARISH COUNCIL

## FINANCIAL REGULATIONS

Adopted 11 March 2019

(Reviewed ~~08 March 2021~~ 14 March 2022)

Enclosure 5A

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**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

**INDEX**

1	GENERAL	3
2	ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)	5
3	ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING	6
4	BUDGETARY CONTROL AND AUTHORITY TO SPEND	6
5	BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS	7
6	INSTRUCTIONS FOR PAYMENTS	8
7	PAYMENT OF SALARIES	10
8	LOANS AND INVESTMENTS	11
9	INCOME	11
10	ORDERS FOR WORK, GOODS AND SERVICES	12
11	CONTRACTS	12
12	PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS	13
13	ASSETS, PROPERTIES AND ESTATES	14
14	INSURANCE	14
15	RISK MANAGEMENT	15
16	SUSPENSION AND REVISION OF FINANCIAL REGULATIONS	15

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**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

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 orders<sup>1</sup> 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.

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

**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

- 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.

**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

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.

**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

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

**3 ANNUAL ESTIMATES (BUDGET)**

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

**4 BUDGETARY CONTROL AND AUTHORITY TO SPEND**

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

Such authority is to be evidenced by a minute.

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

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

**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

- 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



**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

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

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**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

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.

**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

- 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.

**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

- 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.

**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

- 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 Regulations<sup>2</sup>.
- 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)<sup>3</sup>.

<sup>2</sup> 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.

<sup>3</sup> Thresholds currently applicable are:

- a. Contracts for works: £4,733,2525,336,937
- b. Contracts for supplies and services: £189,330213,477

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**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

- 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),<sup>4</sup> and shall refer to the terms of the Bribery Act 2010.
- 11.8 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk will seek to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below ~~£500~~£1,000 and above ~~£100~~£500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- 11.9 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 11.10 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**
- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

**13. ASSETS, PROPERTIES AND ESTATES**

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<sup>4</sup> Based on NALC's model standing order 18d ©NALC 2018

**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

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

**14. INSURANCE**

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

**15. RISK MANAGEMENT**

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

**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

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.

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**ROLLESTON ON DOVE PARISH COUNCIL  
FINANCIAL REGULATIONS**

**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, <u>Page 13, Footnote</u> <u>Threshold amounts updated</u>
		<u>Page 13, Footnote</u> <u>Threshold amounts updated</u>
<u>1.2</u>	<u>08/03/2021</u>	<u>Page 6, para. 4.5</u> <u>Limit raised to £500 from £200</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>
<u>11.8</u>	<u>14/03/2022</u>	<u>Textual change and values where estimates will be sought amended as recommended by the Internal Auditor</u> <u>Page 12, Footnote</u> <u>Threshold amounts updated</u>

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**ROLLESTON ON DOVE PARISH COUNCIL**

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

**1. OVERVIEW**

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

**2. RECOMMENDATION**

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

ROLLESTON ON DOVE PARISH COUNCIL  
STATEMENT OF INTERNAL CONTROL

<b>Cash Book/Bank Reconciliations</b>	<ul style="list-style-type: none"><li>▪ The Cash Books are kept up-to-date from original documents (paying-in books, invoices, cheque stubs).</li><li>▪ The Cash Books are reconciled to the bank statements on a monthly basis.</li></ul>
<b>Financial Regulations</b>	<ul style="list-style-type: none"><li>▪ 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.</li></ul>
<b>Order/Tender Controls</b>	<ul style="list-style-type: none"><li>▪ 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.</li><li>▪ Official letters/emails/Purchase Orders are sent to suppliers for services which are not regular in nature.</li></ul>
<b>Legal Powers</b>	<ul style="list-style-type: none"><li>▪ A proper legal power is identified in advance of any expenditure.</li></ul>
<b>Payment Controls</b>	<ul style="list-style-type: none"><li>▪ Purchase Orders/letters/emails ordering the work are matched to purchase invoices where applicable.</li><li>▪ A Schedule of Payments is presented to every ordinary meeting of the Council for approval (such approval is recorded in the Minutes).</li><li>▪ All cheques and financial documents are signed by two authorised signatories.</li><li>▪ All Faster Payments/BACS transactions are authorised by two authorised signatories.</li><li>▪ Original invoices are provided to the councillors signing the cheques/authorising BACS payments.</li><li>▪ The cheque number used to settle an invoice is noted on the invoice for cross reference purposes.</li></ul>

**ROLLESTON ON DOVE PARISH COUNCIL**  
**ADOPTED 11 MARCH 2019**

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

**ROLLESTON ON DOVE PARISH COUNCIL**  
**ADOPTED 11 MARCH 2019**

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

**Prepared by:**

Mary Danby  
Parish Clerk and RFO

~~25 February 2021~~ 21 February 2022

**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
	<u>14/03/2022</u>	<u>Document reviewed with no changes</u>

### **Data Security Breach Reporting Form**

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

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

[https://ico.org.uk/media/for-organisations/documents/1562/guidance\\_on\\_data\\_security\\_breach\\_management.pdf](https://ico.org.uk/media/for-organisations/documents/1562/guidance_on_data_security_breach_management.pdf)

#### **Breach Containment and Recovery**

##### **Article 2(2) of the Notification Regulation states:**

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

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

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



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

## **INFORMATION & DATA PROTECTION POLICY**

### **Introduction**

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

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

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

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

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

### **Protecting Confidential or Sensitive Information**

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

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

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

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

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

### **Data Protection Terminology**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Diversity Monitoring**

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

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

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

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

### **Information provided to us**

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

### **The Council's Right to Process Information**

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

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

### **Information Security**

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

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

### **Children**

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

### **Rights of a Data Subject**

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

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

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

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

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

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Clerk or the Information Commissioners Office [casework@ico.org.uk](mailto: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**

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<p><b>Class 1 - Who we are and what we do</b> (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><b>Class 2 – What we spend and how we spend it</b> (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><b>Class 3 – What our priorities are and how we are doing</b> (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

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
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	
<b>Class 4 – How we make decisions</b> (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
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Hard copy, email or website	See cost schedule below

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
<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

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

**Contact details:**

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

Mobile: 07908 545412  
Email: [rollestonpc@outlook.com](mailto:rollestonpc@outlook.com)

**SCHEDULE OF CHARGES**

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

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

\* the actual cost incurred by the public authority

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

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

**ROLLESTON ON DOVE PARISH COUNCIL  
FIXED ASSET REGISTER YEAR ENDING 31 MARCH 2022**

DESCRIPTION	LOCATION	NOTES	COST OR VALUE	DATE	COMMENT
<b>STREET FURNITURE</b>					
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 x Raised planters	Spread Eagle Island	IV	£ 896.74		
Village Sign	Jamie's Garden	IV	£ 3,306.83		
Village Gateway Signs	Dovecliff Road, Church Road, Rolleston Road	IV	£ 3,546.59		
Village Interpretation Panel	Spread Eagle Island	IV	£ 200.00		
Craythorne Noticeboard	Craythorne Road 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		
Andy Starbuck Memorial seat	The Croft	IV	£ 819.00		
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 (including circular bench), Jinny Trail	IV	£ 3,400.00		
Benches	Tafflands	IV	£ 929.00		
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	£ 2,780.00		Bollards extended to an area not previously covered
Water butt	Spread Eagle Island	IV	£ 93.00		Additional water butt, two now on site
Sand bins	Brookside, Meadow View, Station Road	IV	£ 873.00		
Sand bins	Brook Hollows	IV	£ 153.00		
Road signs	Various	IV	£ 482.36		
6 x Drain rods	Various		£ 19.20		
Metal container	Craythorne Road playing field car park	IV	£ 500.00		
Shelter	**Currently in Storage **	IV	£ 6,129.00		
4 x Dog waste bag dispensers	John Deacon	IV	£ 440.00		
Litter pickers	Cllr Stewart	IV	£ 25.00		
			£ 65,160.04		
<b>GREEN EQUIPMENT</b>					
Strimmer	John Deacon	IV	£ 100.00		
Generator	John Deacon	IV	£ 300.00		
			£ 400.00		

DESCRIPTION	LOCATION	NOTES	COST OR VALUE	DATE	COMMENT
<b>OFFICE EQUIPMENT</b>					
Laptop	Clerk	IV	£ 1,060.90		
Projector	Councillor Stewart	IV	£ 300.00		
Laminator	Councillor Robson	IV	£ 25.00		
Chain of Office	Chairman	IV	£ 530.45		
Fire resistant filing cabinet	Clerk	IV	£ 410.00		
			<b>£ 2,326.35</b>		
<b>PLAYING FIELDS</b>					
Play Equipment	Elizabeth Avenue	IV	£ 25,913.35		
Play Equipment	Tafflands	IV	£ 35,054.26		
Play Equipment	Meadow View	IV	£ 10,000.00		
Goal Posts	Craythorne	IV	£ 1,000.00		
Goal Posts	Elizabeth Avenue	IV	£ 1,000.00		
Basketball area (surfacing and equipment)	Elizabeth Avenue	IV	£ 3,000.00		
Play tractor and tyres	Tafflands	IV	£ 1,136.00		
			<b>£ 77,103.61</b>		
<b>DESCRIPTION LOCATION NOTES COST OR VALUE DATE COMMENT</b>					
<b>COMMUNITY ASSETS</b>					
IPAD fully automatic defibrillator and cabinet	Rolleston Club	IV	£ 1,594.95		
Honours Board	Old Grammar School Room	IV	£ 522.50		
Litter pickers	Councillor Stewart	IV	£ 226.08		
			<b>£ 2,343.53</b>		
<b>COMMUNITY ASSETS - LAND AND ARTEFACTS</b>					
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 Road Playing Fields	Craythorne Road		Nil		
Craythorne Woods	Craythorne Road		Nil		
Jubilee Orchard	Beacon Road		Nil		
Shotwood Close Public Open Space	Shotwood Close		Nil		
Jamie's Garden	Adjacent to Spread Eagle Island, Brookside		Nil		
Blacksmith's gate	Spread Eagle Island		Nil		
Memorial to a Mosley horse	Jamie's Garden		Nil		
Blacksmith's anvil	Jamie's Garden		Nil		
		<b>Total</b>	<b>£ 147,333.53</b>		

IV: Insurance Value

**Items held but but to be included on the Asset Register**

Ricoh IMC3000 photocopier	Clerk	IV	£ 2,845.00		5 year lease rental commenced 02/12/2020
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## ROLLESTON ON DOVE PARISH COUNCIL MEMORIAL BENCHES AND PLAQUES POLICY

### Background

From time to time Rolleston residents have approached the Parish Council requesting to add a memorial plaque to a bench or to adopt a bench for that purpose or to install a new memorial bench.

### Objectives of the policy

This policy has been produced with the following guiding principles:

- To be respectful, sympathetic and easily understood by residents.
- To balance the sometimes contrasting needs of a variety of facility users.
- To maintain and enhance the high quality appearance of sites and not detract from their prime recreational purpose.
- To clearly establish the responsibility for maintenance, repair and replacement.
- To achieve full cost recovery by Rolleston on Dove Parish Council for any memorial benches and/or plaques provided.

### Locations

Parish Council land only.

### The policy

1. The Council is not minded to add any more benches to the present number.

OR

All applications for memorial benches or plaques should be completed on the official request form and be signed by the applicant. Installation is not permitted without prior Council authorisation.

OR

All applications for memorial plaques should be completed on the official request form and be signed by the applicant. Installation is not permitted without prior Council authorisation.

### Memorial plaques

2. Commemorative plaques can be added to existing benches with the following guidance:

- The bench concerned will be nominated by the applicant as a relative or friends of the deceased person.
- The Parish Council will allow up to ?? plaques per bench from the start date of this policy.
- Stainless steel plaques should be a maximum of 175mm wide x 75mm high or shall fit in the centre of the upper most lath of the back of the bench, or whichever is the greater. The plaque shall be secured with non-return security screws.
- The plaque will be ordered by the Council (the Council will recharge the applicant).
- The plaque will be fitted by the Council's contractor.
- The Council will undertake to keep the plaque in place for ?? years. At the end of that period the original applicant or another family member can approach the Council to assess the onward arrangements.

### Memorial benches

3. It will be the responsibility of the applicant and his/her successors to meet the cost of purchase and installation of the bench. The bench will be installed by the Council's contractor.



4. Benches will be purchased by the Council (recharged to the applicant) from its approved supplier in consultation with the applicant. All benches should be paid for by the applicant before the completion of the installation.
5. All maintenance will be undertaken by the Council's contractor. A maintenance service charge of £250 will be required to be paid by the applicant before installation to ensure the upkeep of the bench that will include periodic removal of algae and the application of wood preservative by the Council for 15 years.
6. No additional mementoes, e.g. vases, statues,, flowers, wreaths, balloons or other ornamentation, etc shall be permitted on or around the bench.
7. The Council's insurance policy will only meet the cost of Public Liability. For this risk to be covered, the bench must be **donated to the Council** and be listed on it Asset Register. Loss or damage caused by events such as fire, theft, vandalism, accidental damage or wear and tear are not insured, and the Council will accept no liability for the cost of repair or replacement.
8. The Council will not accept liability for damage caused by ground works in the vicinity of the bench.
9. The Council will notify the applicant in the event that the memorial bench is damaged. The applicant should ensure that the Council is in possession of current contact details.
10. The Council reserves the right to remove any memorial benches that have been damaged beyond economical repair or have not been repaired within four weeks of notification.
11. Minor damage will be repaired by the Council at its expense if the owner of the bench is not willing to do so.
12. At the end of 15 years the bench can be renewed or the plaque will be removed and returned to the applicant. The original applicant and/or their successors will need to contact the Council if they wish to purchase a replacement bench. If no contact is received, the Council reserves the right to dispose of the bench.

Adopted by the Council: (Date)

Review date: 2027 or earlier if required by changes to legislation

**ROLLESTON ON DOVE PARISH COUNCIL**

**MEMORIAL BENCH AND/OR PLAQUE ENQUIRY FORM**

Please complete and return to:

The Clerk, Rolleston on Dove Parish Council, 32 Hillcrest Rise, Burntwood WS7 4SH  
(Email: rollestonpc@outlook.com)

**Your contact details**

Name .....

Address .....

Telephone/Mobile .....

Email .....

**Proposed location of bench** .....

**Name on Memorial plaque** .....

**What is your memorial message that will be on the plaque (to be approved by the Council)?**

.....  
.....  
.....

**Agreement for a memorial bench or plaque**

In making this application, I agree to the terms and conditions of the 'Rolleston on Dove Parish Council Memorial benches and plaques policy', as published on Rolleston on Dove Parish Council's website: [www.rollestonondovepc.co.uk](http://www.rollestonondovepc.co.uk)

Once the Council has approved the application the Parish Clerk will return the signed form together with the terms of the agreement to the donor.

**Donor's signature**

.....

Print name .....

Date .....

**Rolleston on Dove Parish Council signature**

.....

Print name .....

Date .....