



Rolleston on Dove Parish Council

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

06 March 2023

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council which will be held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 13 March 2023** 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. **Planning matters**
 - 3.1 **Planning applications**

Application No.	Location	Proposal
P/2022/01398	2 Brookside Court Brookside	Erection of a single storey rear extension
P/2023/00072	Adj to the Brook Burnside	Reduction back to original pollard points of approx 30% to 2 Weeping Willow trees (T1 and T3) and reduction of approximately 1 metre 20% (T2) and 30% (T4) to 2 Weeping Willow trees
P/2023/00106	Adj to the Brook Burnside	Crown raise up to 4 metres to 6 Lime trees (T5-T10)

P/2023/00136	Rolleston Cricket Club Dovecliff Road	Erection of replacement practice nets
P/2023/00151	2 Brookside Court Brookside	Listed Building consent for the erection of a single storey rear extension
P/2023/00155	21 Twentylands	Raising of ridge height to facilitate the erection of a two storey front infill extension, two first floor front extensions and a two storey rear extension, installation of a rear dormer extension, erection of front porch, installation of first and second floor side windows, installation of solar panels to the rear and cladding to all elevations.
P/2023/00208	Westfield House Burnside	Crown reduce by 3-4 metres all around one Yew tree
P/2023/00232	23 Beacon Road	Felling of Tulip tree
P/2023/00233	St Mary's Church Church Road	Felling of one Birch tree (T1) growing out of a grave causing structural damage to the grave
P/2023/00235	Kimberley Church Road	Felling of one Lawson Cyprus tree

4. To consider the Minutes of the meeting held on 13 February 2023 (Enclosure 1)

5. Matters arising from the previous meeting

6. Councillors' reports

7. Youth Representatives' reports

8. Financial matters

8.1 Schedule of payments as at 06 March 2023

Payee	Description	Payment Method	Gross £	VAT £
AOS Online	Stationery	Debit Card (pd 14/02/23)	24.11	4.02
Cartridge People Ltd	Stationery	Debit Card (pd 14/02/23)	49.75	8.29
Burton Tree Care	Jinny Trail tree works	BACS (pd 17/02/23)	990.00	0.00
P Gould	Mowing Contract £1,171.07 Additional pre-season cut (requested by Staffordshire Highways) £275.00	BACS	1,446.07	0.00
Clerk	Salary and expenses	BACS	1,263.66	0.00
Glasdon UK Ltd	Supply 1 No. Invicta metal bin (Tafflands replacement)	BACS	765.17	127.53
IONOS Cloud Ltd	RPC website	DD	5.99	1.00
HMRC	NI/PAYE 4 th quarter 2023/23	BACS	1,241.67	0.00
Bradleys Tax & Accountancy Services	Payroll service 2022/23	BACS	114.00	19.00

Urban Vision Enterprise CIC	Support re Meadow View play area planning application	BACS	2,970.00	495.00
Boston Seeds Ltd	Lawn Seed (Brook Hollows – Donor funds)	BACS	185.99	1.00
J Deacon	Environmental contract: £1,058.64 Craythorne car park lock/unlock: £168.00 Jinny Trail steps repair and repair stile at Cornmill Lane end of footpath: £110.40 Footpath 14 (Tafflands end: gate, etc) £780.00 Tafflands, repair fire damaged low hut: £878.40	BACS	2,995.44	499.24
		TOTAL	12,051.85	1,155.08

8.2 Bank reconciliation as at 28 February 2023

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
01 April 2022	Bank Statement	8,574.16	100,698.22	109,272.38
Movement in funds to date	PLUS Income	137,719.49	14,925.33	152,644.82
	LESS Expenditure	99,235.38	28,623.92	127,859.30
28 February 2023	Bank Statement	47,058.27	86,999.63	134,057.90

Recommendation That the unspent funds from Play Areas (Nominal Code 4200) and Projects (Nominal Code 4300) at Year End be moved to the Play Areas Earmarked Reserve to retain funds to meet future needs. The General Reserves at Year End would be c£45,000.

8.3 Earmarked Reserves as at 28 February 2023

	Opening funds 01/04/2022 £	Available funds as at 28/02/2023 £
Environmental improvements	3,111.39	2,452.39
Brook Hollows	50,000.00	45,457.30
Play areas	3,642.00	3,642.00
Andy Starbuck seat	351.00	0.00
s106 College Fields	0.00	1,079.57
Total	57,104.39	52,631.26

9. Receipts/payments to 28 February 2023 (Enclosure 2)

10. Extension to the Meadow View play area (Enclosure 3)

11. Rollestonian of the Year 2022 (Minute No. 157 refers) (Enclosure 4)

Deferred from the previous meeting.

12. **The Local Government Boundary Commission for England: Consultation on division boundaries for Staffordshire County Council (Minute No. 159 refers)**
Deferred from the previous meeting.

13. **Sport England funds (Minute No. 160 refers) (Enclosure 5)**

14. **Rolleston FC – FA PIP Report maintenance plan (Minute no. 161 refers)**
Deferred from the previous meeting.

15. **Craythorne Road playing field car park:**

Update on the car park and portacabin removal; Amey community work and dates for completion

The Amey Site Manager has confirmed that the following works will be completed as compensation for use of the Craythorne Road playing field car park during the Station Road works:

- Work started on removing the old Portacabin during week commencing 20 February.
- Week commencing 27 February (weather permitting) the car parking area will be re-stoned; stone will also be used to fill in the large dips on the first part of the stoned path that leads from the car park as you come through the gate (on the left hand side through another gate) through Tafflands woods. They have said that they should be cleared from the car parking area by 03 March.
- Week commencing 06 March the railings on Burnside will be washed down and rust removed by hand by the site team.

16. **Peveril Homes Ltd: Street Naming request**

Peveril Homes have contacted the council asking if they can name a street on their new development on Craythorne Road in honour of Terry Wragg, their dear colleague and friend who tragically died last year. They say that Terry worked for Peveril Homes for over 20 years, and that he was a most wonderful man. They propose that the street name would be either:

- 1) Terry Wragg Close / Wragg Close
- 2) Terry Wragg Road / Wragg Road
- 3) Terry Wragg Way / Wragg Way

Mr Wragg's family were approached by Peveril Homes and the family have confirmed that they would be most honoured if it could be possible to have a road named in Terry's memory.

Peveril Homes confirm that ESBC have now completed their initial checks, ESBC asked that the Parish Council be contacted for its consent.

17. **Annual review of policies**

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

- Asset Register (**Enclosure 6A**)
- Document Retention and Disposal Policy (**Enclosure 6B**)
- Financial Regulations (**Enclosure 6C**)
- Information and Data Protection Policy (**Enclosure 6D**)
- Publication Scheme (**Enclosure 6E**)
- Statement of Internal Control and Annual Review of Effectiveness of Internal Control (**Enclosure 6F**)

18. **Community Library project (Enclosure 7)**

19. Annual Parish Meeting

To consider the arrangements to be made for the Annual Parish Meeting which will take place on 24 April 2023.

20. Correspondence

20.1 Staffordshire Parish Councils' Association

The weekly Bulletins have been circulated to all councillors.

20.2 Communications Log

The Communications Log has been regularly circulated to all councillors.

20.3 Coronation of His Majesty the King – 06 May 2023

RoDSEC's Chairman has asked if the Parish Council are planning to organise anything for the King's Coronation.

20.4 Knowles Hill Traffic Management Scheme

A Knowles Hill resident has emailed the council (copied to Councillor White) as follows:

It is with interest and concern reading the Parish Council's last minutes regarding the serious incident at the top of Knowles Hill/Beacon Road traffic junction.

As a resident on Knowles Hill for the last 48 years and aware of serious incidents over this period following writing to Staffordshire County Highways nothing to-date has been implemented regarding a Traffic Management Scheme.

As a main arterial road system into the Village it raises the question that why a similar system to Church Road and Station Road has not been incorporated onto Knowles Hill.

Safety is paramount when events like the recent incident occur particularly where school children are concerned. It also puts at risk the local community and residents going about their everyday activities.

An Inquest in a Court of Law would ask has all 'reasonableness' been addressed in the matter by the parties concerned knowing the risks involved and if so at what level were these implemented to avoid further serious incidents reoccurring.

Far better to be 'pro-active' than 'reactive' where there is a known hazard with the risk of a fatality.

It is assumed a 'modelling' of the traffic flow and excessive vehicular speeds has been undertaken on Knowles Hill so that a Traffic Management Scheme can be implemented as a priority in maintaining the safety of the whole community in the Village.

Many thanks in anticipation of your serious consideration in this matter.

20.5 Funds given by Bellway to ESBC for building of the new estate (Enclosure 8)

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road
on Monday 13 February 2023 commencing at 7.30pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Houston, Robson, Sanderson, Scott, Sharples and Toon

In attendance

2 Youth Representatives

4 members of the public

Mary Danby, Clerk

Public Forum

Mr Boast and Mr Martin described a recent incident when a car left the bend at the top of Knowles Hill / Rolleston Road at speed and careered through a conifer hedge causing significant damage to a Knowles Hill property. They referred to other incidents which have happened at this location and voiced fears that people, including school pupils, could be seriously injured if a vehicle were to leave the road and mount the pavement during the daytime. Reference was made to the proposed large housing development at Tutbury Road / Harehedge Lane / Rolleston Road (Planning Application No. P/2021/00868) which would adversely impact on the existing road safety issues. Reference was made to traffic calming measures which have been installed at the other entrances into the village but there are none at Knowles Hill / Rolleston Road. It was suggested that sleeping policemen are required on Knowles Hill and Rolleston Road and that a cycle lane, such as has been installed at Barton, would be beneficial.

Agreed That the council echoed the residents' concerns and that these be raised with ESBC, Staffordshire Highways, County Councillor White and the local Police with a view to seeking traffic calming at the junction of Rolleston Road / Knowles Hill.

148. Apologies

Councillor Badcock, E McManus and S McManus.

149. Declarations of Interest and Dispensations

Councillor Houston declared a non-pecuniary interest in Planning Application No. P/2022/00466 as he knows the applicant.

150. Planning matters

150.1 Planning applications

Resolved That the following observations be submitted to ESBC:

Application No.	Location	Proposal
P/2022/00466	Oak Farm, Dovecliff Road	Erection of a dwelling
<p>Objection on the following grounds:</p> <ul style="list-style-type: none"> ▪ The site is within a rural area and outside of any Village Development Boundary, where the Local Planning Authority controls the location of housing. The site is not allocated for housing and does not meet the criteria necessary for planning permission to be granted. Furthermore, the development is not essential for the operation of rural activities and would lead to the redevelopment of land in the open countryside and the further suburbanisation of this rural area. ▪ The proposed development will detract from the character and appearance of this rural location resulting in an incongruous and intrusive development. ▪ The proposed development is contrary to the Rolleston on Dove Neighbourhood Development Plan, paras. 1.8.1 and 1.8.3, Policy H1 (Housing Development), Policy OS2 (Protection of Local Green Spaces – LGS 10 – Cricket Club and pitches) 		

P/2022/01415	35A Burnside	Application for a Certificate of Lawfulness for a detached dwelling and associated access relating to a lawful commencement of the approved dwelling
<p>The Parish Council reiterates its original objection to the proposed development (P/2018/01392 refers):</p> <ul style="list-style-type: none"> ▪ The proposal is an overdevelopment of the site which would adversely impact on neighbouring properties ▪ Concern regarding access/egress due to the narrow road, and ▪ The proposed development is back land development, i.e. garden infill 		
P/2023/00037	3 Oak Trees Close	Felling of Oak (T1) and Hawthorn (T2) and remove low branch growing towards neighbouring field and over newly planted hedge from 1 Ash tree (T3)
<p>Objection to the felling of the Oak (T1) and Hawthorn (T2) which were on the plot before the property was built. It was noted that there is no mention in the application of suitable replacement trees being planted.</p> <p>No objection to the removal of the low branch from 1 Ash tree (T3)</p>		
P/2023/00100	Byfield House 1 Bishops Court Lodge Hill	Trim four Sycamore trees back to the edge of the drive (approximately 0.5 metres horizontally) with trimming not extending above a height of 3 metres. The canopy above 3 metres will remain untouched. (T1-T4 of TPO 106)
No objection		
P/2023/00111	Byfield House 1 Bishops Court Lodge Hill	Erection of a two storey side and single storey rear extensions
No objection		
P/2023/00122	The Old Hall Hall Grounds	Crown raise over the garage to give 2 metres clearance on the roof to one Yew tree (T1) and felling of Silver Birch tree (T2)
<p>Comment:</p> <ul style="list-style-type: none"> ▪ The photograph does not appear to show that the Silver Birch tree (T2) is dying and a query was put as to whether the tree needs to be felled ▪ It was noted that there is no mention in the application of suitable replacement trees being planted 		

151. Minutes

Resolved That the Minutes of the meeting held on 09 January 2023 be approved and signed as a true record.

152. Matters arising

Public Forum re Dodslow Avenue – Beacon Road jitty barriers

SCC had confirmed that they are not responsible for the footway where the barriers are in situ, they suggested that this area falls under ESBC's responsibility. The query as to whether the barriers can be relocated or removed will now be put to ESBC for consideration.

Public Forum re Starbucks/Post Office

Councillor Sharples had spoken with the Civic Trust who had put information regarding local businesses on their website; they were also building a business directory to be put onto their website. Mr Gopalasingham will be in touch with the Civic Trust once the shop has moved over to becoming a Premier franchise.

Minute No. 139 re 125.9

Councillor Stewart reported that the Craythorne Road playing field railings were being done by Amey and the Portacabin will be removed by them on 20 February.

Minute No. 140.3.5 (first bullet point)

Councillor Appleby reported that the hedges had now been cut.

Minute No. 140.3.6 (third bullet point)

Councillor Stewart reported that the insurers had settled the claim to repair the timber play house on Tafflands; she also reminded the council that it had deferred making a decision on whether the second litter bin should be replaced. **Agreed** that the second litter bin be replaced with an Invicta bin (of metal construction), supplied by Glasdon at a cost of £637.64 plus VAT and that the contractor be asked to install the bin at a cost of c£20 plus VAT.

153. Councillors' reports

153.1 County Councillor White reported:

- The roadworks on Station Road are drawing to a close this week. The roadworks are complete other than some final line-painting and other small jobs and most of the remaining work will be preparing the areas of footway for resurfacing.
- I am aware of the accident that happened near the junction of Rolleston Road and Beacon Road. I commissioned a study last year to consider road safety improvements along Rolleston Road and Knowles Hill and details of the accident will be one of the considerations for that piece of work. I will share this with the Parish Council when it is ready.
- You will also have noticed that a number of other road markings in the village have been refreshed. This is very welcome and I am assured the yellow will become a little less "dayglow" within a very short period of time.

153.2 Borough Councillor Toon gave an update on the recent Planning Committee meeting which had seen the proposed development on land bound by Tutbury Road, Rolleston Road and Harehedge Lane (P/2021/00868) deferred so that the applicant could provide clarification on the traffic modelling scheme and could review their approach to the master plan including the location of the local centre/community car parking area.

153.3 Parish Councillors' reports

153.3.1 Councillor Toon reported that Tom Martin's funeral would be taking place on 17 February. Councillors were saddened to note Mr Martin's passing, saying that he had been a loyal supporter of the Parish Council, he had a lot of experience and knowledge and had been a good friend of the Parish Council and the village.

153.3.2 Councillor Appleby reported:

- The jitty from the Bellway estate to Craythorne was very muddy and difficult to walk. Councillors Stewart and Houston said that the contractor had recently cleared the drain and the area had now dried.
- The electric vehicle was being parked again on the Meadow View jitty to that it could be recharged. Councillor Stewart said that this had already been reported to herself and the

Clerk and ESBC (who are responsible for the jitty) and the Police had been requested to take the appropriate action.

- ESBC and the Craythorne Golf landowner are proactively working together to resolve the issues on the site.
- The Planning Officer had requested a Certificate B for the Craythorne Therapy and Small Animals Farm planning application as the incorrect Certificate had originally been supplied. **Agreed** that the Planning Officer be asked to provide an update to the Parish Council on the application with regard to ESBC's review of the Travellers Policy.

153.3.3 Councillor Sharples reported that her son had recently visited Brook Hollows and noted the transformation that was taking place there. **Agreed** that this comment be passed to the Friends of Brook Hollows.

153.3.4 Councillor Sanderson reported that:

- Amey had not replaced top soil on a section of Station Road – this had been reported to them and had now been resolved.
- The Cordyline planted in the Station Road bus shelter planter had been damaged and needed to be replaced. **Agreed** that SCC/Amey be requested to replace the Cordyline.
- The volunteers who looked after the Spread Eagle Island reported that the Cyclamen was looking very good and that they had noticed bare patches of grass. **Agreed** that the contractor be requested to scarify and reseed the affected areas of grass.

153.3.5 Councillor Robson reported that RoDSEC tickets were available via himself for the One Woman Show at Rolleston Club on 26 March.

153.3.6 Councillor Houston reported that:

- ESBC had now removed the dog bag dispenser unit from Tafflands.
- Several people had mentioned to him how well-mannered the Amey workmen had been whilst undertaking the Station Road works. **Agreed** that the comment be passed to SCC.

153.3.7 Councillor Stewart reported that:

- Tree surgeons were working on the Jinny Trail from three days from 13 February. She thanked Councillors for making sure that walkers passed the tree works safely. She said that letters had been delivered to those Walford Road properties which backed onto the Jinny Trail to advise them of the tree works.
- The Village Map had been replaced at the Spread Eagle Inn.
- The TTTV grant for the Footpath 14 works had come with a condition that the work must be completed by 24 March 2023 – the contractor had confirmed that the work would be done prior to that date.
- The warning signs for the Jinny Trail had been corrected and will be installed in the near future.

154. Youth Representatives' report

The Youth Representatives reported that work was progressing with the Community Library and a report would be submitted for the next meeting of the council.

155. Financial Matters

155.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
Ricoh UK Ltd	Photocopier quarterly charges: Copies £84.83; Rental: £113.41	BACS	198.24	33.04
IONOS Cloud Ltd	RPC website £83.96 (includes annual domain and SSL business charges)	DD	83.96	13.99
P Gould	Mowing contract	BACS	1,171.07	0.00
Freeola	Village website	DD	13.86	2.31
Clerk	Salary and expenses	BACS	1,243.86	0.00
Information Commissioner's Office (ICO)	Data protection renewal	DD	35.00	0.00
JMP 2000 Ltd	Village Directory (printed for insertion in the Rollestonian)	BACS	183.32	0.00
J Deacon	Craythorne car park lock/unlock January 2023: £186.00 Environmental contract: £1,058.64	BACS	1,244.64	207.44
St Mary's PCC	OGSR Room hire July – December 2022	BACS	100.00	0.00
O2	Council mobile	DD	18.35	3.06
Office Depot Int'l (UK) Ltd	Postage stamps	BACS	54.73	0.58
		TOTAL	4,347.03	260.42

Resolved That the above payments be approved.

155.2 Bank reconciliation at 31 January 2023

		Bank Accounts		Total £
		Treasurer £	Instant Access £	
#01 April 2022	Bank Statement	8,574.16	100,698.22	109,272.38
Movement in funds to date	PLUS Income	137,719.49	14,881.51	152,601.00
	LESS Expenditure	93,824.49	28,623.92	122,448.41
31 January 2023	Bank Statement	52,469.16	86,955.81	139,424.97

Resolved That the above was a true record.

155.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 31 January 2023 were:

	Opening funds 01/04/2022	Available funds as at 31/01/2023
	£	£
Environmental improvements	3,111.39	2,452.39
Brook Hollows	50,000.00	45,457.30
Play areas	3,642.00	3,642.00
Andy Starbuck seat	351.00	0.00
s106 College Fields	0.00	1,079.57
Total	57,104.39	52,631.26

156. Receipts/payments to 31 January 2023

Resolved The report be noted.

157. Rollestonian of the Year

Agreed That a Working Group be established comprised of Councillors Stewart, Sanderson, Sharples and Scott to review the Award criteria and make recommendations to the next meeting of the council.

158. Proposed extension to the Meadow View play area

The council was advised that Urban Vision CIC (planning consultant acting for the council) had been provided with the summarised objections to the planning application (P/2022/01373) by ESBC. The Planning Officer had confirmed that the council could discuss these in public and they had been included in the published agenda. The consultant asked that the council respond to the objections which she would then submit to ESBC.

The council discussed the objections at length and **agreed the following responses:**

- The proposed play area extension was included on agendas which were published on the council's website and on noticeboards and time was available at every council meeting (Public Forum) when anyone could have addressed the council to put forward their comments – no-one had attended a meeting to make any representations.
- The arson attacks referred to were on another site (Tafflands) which is completely separate from the Meadow View play area. There have been no arson attacks on the Meadow View site.
- There have been no reports of anti-social behaviour at the Meadow View site.
- The reference to 1500 views on Facebook is incorrect. The council was informed on 11 July 2022 (Minute No. 51) *"that the consultation information on the council's website and Facebook page had been viewed by well over 1500 people. The information had also been shared and it had been publicised through numerous village organisations and displayed on the village noticeboards. The full text of a total of 20 responses and one query had been received and were considered by Councillors (six emails, 14 comments on Facebook and one telephone query)....."*.
- The council considered all comments on the proposal in closed session to avoid individual identities being published (LGA 1972, Schedule 12A, Part 1, para. 2 – Exempt information).
- The play area referred to as being adjacent to the new housing is not in the Parish Council's ownership, ESBC are responsible for this play area.

**159. The Local Government Boundary Commission for England:
Consultation on division boundaries for Staffordshire County Council**

Deferred to the next meeting of the council.

160. Sport England funds

The council received the notes of a meeting held between representative from ESBC, Staffordshire FA and the council which had taken place on 02 February. Following the meeting ESBC had confirmed that s106 money cannot be used for planning application fees; that planning permission is required for shipping containers to be located at the Craythorne Road playing field.

The Staffordshire FA had now arranged for a pitch inspection to be undertaken on 02 March and council representatives were invited to attend the site meeting. **Agreed** that the council would be represented at the meeting and that an invitation be extended to Rolleston FC for them to nominate a representative to attend the meeting.

161. Rolleston FC – FA PIP Report maintenance plan

Deferred to the next meeting so that information gained from the site meeting on 02 March (see Minute No. 160 above) can be considered.

162. Correspondence

162.1 Staffordshire Parish Councils' Association

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

162.2 Communications Log

The Comms Logs had been circulated to all councillors.

162.3 Access to Tafflands from the Rolleston Manor estate

The council had been contacted by a family who have recently moved onto the new Rolleston Manor estate. They have a son who has muscular dystrophy and is in a wheelchair full-time. They said that currently there does not appear to be a suitable wheelchair access onto Tafflands from the estate. They said that Bellway have built a new tarmac path around the attenuation pond, which leads to the wooden bridge crossing the ditch. They are a little concerned that the bridge will not take the weight of their son's powered wheelchair without causing damage. In addition, they said that once over the bridge, there is a significant drop down onto the field and unfortunately the wheelchair will not be able to negotiate this as it stands – they asked that the issue of the drop down from the concrete apron onto the field be addressed.

The Clerk advised that the details of the wheelchair were provided by the family and these have been passed to ESBC with a request that they confirm if the bridge will safely accommodate it.

Agreed That the Chair will speak to the contractor to look at the top part of the Craythorne playing field with a view to stoning it from there to Tafflands.

162.4 Rolleston Transport Festival

The Rolleston Transport Festival Committee had asked for permission to use The Croft for showing of vehicles and erection of gazebos on Monday 29 May 2023 for the 13th Transport Festival, and also the use of the Elizabeth Avenue playing field for visitor parking.

If permission was granted the area will be covered by their event insurance and will also be included in their safety assessment for the event.

Resolved That permission be granted for the use of The Croft and the Elizabeth Avenue playing field, as set out above.

163. 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.

164. Quotations

Resolved That:

164.1 Jinny Trail: Steps

John Deacon's quotation to repair two steps on Rolleston side of the Jinny Trail in the sum of £56.00 plus VAT be accepted.

164.2 Stile Cornmill Lane end of Public Footpath

John Deacon's quotation to repair the above stile in the sum of £36.00 plus VAT be accepted.

The meeting closed at 9.15pm

Signed

Date

DRAFT

**ROLLESTON ON DOVE PARISH COUNCIL
RECEIPTS AND PAYMENTS TO 28 FEBRUARY 2023**

Nominal Code	Description	Actual 2021/22 £	2022/23 Budget £	2022/23 Projected YE £	Actual to 28/02/23 £	Budget 2023/24 £
100	Income					
1076	Precept	73,100	87,700	87,700	87,700	90,331
1090	Interest Received	6	6	175	132	180
1100	Grants & Donations Received	41,060	-	10,296	10,296	-
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125	125
1220	Allotment rents	10	15	20	20	20
1250	Football pitch fees	290	200	50	50	50
1270	SCC: Annual grass cutting	4,837	3,628	3,700	3,700	3,848
1280	Insurance claim settlement	-	-	607	607	-
1999	Other income	634	-	317	317	-
	Income	121,727	93,339	104,655	104,613	96,219

Nominal Code	Description	Actual 2021/22 £	2022/23 Budget £	2022/23 Projected YE £	Actual to 28/02/23 £	2022/23 Remaining budget £	Budget 2022/23 £
200	Administration						
4000	Staff salary	17,503	17,150	18,408	16,260	2,148	18,776
4020	Employer's National Insurance	1,195	1,090	1,345	1,023	322	1,450
4030	Payroll Services	90	90	95	-	95	110
4050	Use of Home as Office	178	178	178	163	15	178
4100	Insurance	1,106	1,106	1,141	1,141	-	1,141
4110	Audit Fees	472	500	543	543	-	574
4120	Photocopier: Rental/Maint.	378	378	378	378	-	378
4121	Photocopier: Copy charges	485	600	400	313	87	400
4125	Stationery	158	200	200	191	9	225
4127	Village Directory	58	150	183	183	-	200
4130	Postage	360	400	400	371	29	450
4140	Council mobile	158	175	184	168	16	211
4150	Subscriptions	537	600	567	567	30	650
4160	Training	510	500	30	30	470	500
4180	Room hire	185	340	280	240	100	300
4190	Mileage expenses	243	250	100	91	159	100
4195	Parking fees	5	9	5	2	7	10
4200	Play areas	7,000	10,000	10,000	1,404	8,596	6,000
4205	Craythorne barrier: Lock/unlock	530	1,825	1,825	1,685	140	1,825
4210	RPC website	137	100	140	120	20	175
4211	Village website	46	45	50	46	4	60
4220	IT / Software	258	300	300	271	29	390
4230	S137 Expenditure	67	100	100	-	100	100
4240	Mowing contract	13,898	17,000	16,000	13,642	2,358	17,000
4250	Bin emptying	3,886	4,000	4,077	4,077	-	4,590
4260	Trees	3,722	4,000	4,000	2,706	1,294	4,000
4265	Plants for planters	625	750	750	750	-	825
4270	Environmental contract	12,827	15,000	15,000	10,804	4,196	16,650
4275	R&M and Out of Scope works on RPC land	-	-	-	-	-	5,000
4300	Projects	-	10,000	10,000	-	10,000	4,500
4310	Professional fees	-	5,000	4,150	1,675	3,325	4,000
4320	Capital expenditure	591	800	800	-	800	800
4330	Other administration	1,491	2,000	2,500	1,903	597	1,500
4999	Contingency	4,227	5,000	5,000	2,579	2,421	3,000
	Expenditure	72,926	99,636	99,129	63,326	37,367	96,068
	TOTAL EXPENDITURE	72,926	99,636	99,129	63,326	37,367	96,068
	TOTAL INCOME	121,727	93,339	104,655	104,613	104,613	96,219
	NET INCOME OVER EXPENDITURE	48,801	6,297	5,526	41,287	67,246	151

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/2022 £	Funds as at 28/02/23 £
320	Environmental improvements	3,111.39	2,452.39
322	Brook Hollows	50,000.00	45,457.30
325	Play Areas	3,642.00	3,642.00
326	Andy Starbuck seat	351.00	-
327	s106 College Fields	-	1,079.57
	TOTAL	57,104.39	52,631.26

(£10,000 RPC EMR, £35,457.30 Donor funds)

Funds statement as at 28 February 2023

Total funds held in bank accounts	£ 134,057.90
LESS anticipated expenditure to 31 March 2023	-£ 36,310.00
LESS Earmarked Reserves	-£ 52,631.26
Projected General Reserves at Year End	£ 45,116.64

**Rolleston on Dove Parish Council
13 March 2023**

**Agenda item no. 10
Extension to the Meadow View play area**

Councillors have previously been made aware ESBC has approved the council's planning application to extend the Meadow View play area.

Playdale had previously advised the council that they were unable to hold the original quotation (£44,465.42 plus VAT) beyond 30 November 2022 due to the rising cost of materials. Due to the timeframe for the planning process through to ESBC granting approval, including council agreement for the appointment of the planning consultant, the council was unable to place the order by this date.

Playdale were asked to re-quote for exactly the same specification as previously accepted by the council at the July 2022 meeting and a quotation in the sum of £49,096.26 plus VAT has been received. Playdale's standard payment terms are 50% deposit paid within 7 days of placing an order.

ESBC has confirmed that the value of the s106 funds available for the council to draw down for the above project is £43,428.00. Based on this figure, there is a shortfall of £5,668.26 on Playdale's net quotation cost. The council currently holds the following funds which could be used to meet the shortfall:

£1,079.57 (s106 funds - underspend from the Craythorne Road playing field fencing project)
£4,588.69 (from the Play Areas budget line (Nominal Code 4200))

Rolleston on Dove Parish Council
13 March 2023

Agenda item no. 11
Rollestonian of the Year 2022 (Minute No. 157 refers)

The council recognises that the Rollestonian of the Year award has been in place for many years. Further to various questions received from residents and councillors and the length of time since it was reviewed it was agreed that it would be both helpful and timely to review the award criteria, terms and conditions, the process for promotion and raising awareness and the methods to submit nominations to ensure all is fit for purpose.

A Working Party consisting of four Councillors (Sanderson, Scott, Sharples and Stewart) met to review the current award (which included discussion of other similar awards from elsewhere) and present the following proposals to the PC for consideration.

Proposal – That the fundamentals of the award should remain as is, with these updates:

- For the purpose of this award any individual person(s) or group of any age who **live, work or volunteer** in the parish is eligible
- The award may be presented to an individual, individuals or group meeting the above criteria and who have served the community above and beyond that which could be considered normal or who have achieved exceptional heights in their field (sport, arts, etc.)
- All nominations must be supported by reasons demonstrating how they have benefited the village/residents
- All nominations must have a nominator contact (e.g. email address which will only be used for the purpose of this award nomination if required)
- The nomination form should offer guidance e.g. examples of reasons against the criteria that might be used to support the nomination
- Incomplete nominations (with no reasons or nominator details) or nominations completed in bulk will not be accepted
- That the award should not be given to any individual(s) or group more than once – *Note Views of councillors to be sought*
- That the award may be given posthumously – *Note Views of councillors to be sought*
- Serving Parish Councillors are not eligible for the award nor may they make any nominations
- That the award continues to be presented at the Annual Council meeting held in May
- Methods of promotion to include PC Website, Facebook, posters, Rollestonian insert and other village organisations to be asked to promote the award
- Methods to submit nominations to include email, letter or text to the PC phone number/PC email, an online form available via the website and use should be made of a QR code to take you to the form, and boxes in various village locations
- The existing PC voting process to remain as is - *NB Views of councillors to be sought to consider the impact/implications*
- In addition to the announcement, details of unsuccessful nominations i.e. the unsung heroes to be announced - *NB Views of councillors to be sought to consider the impact/implications*
- The nomination form and information about the award to be revised to include all agreed amends after PC consideration at the March 2023 meeting
- Timescales to be agreed for this year as the process has been delayed by the review
- Clear communication to village residents about this review, the subsequent delay to the process for 2022 nominations and future timescales

For reference purposes - Current Rollestonian of the Year Information

Rolleston of the Year – Nominations please

The Parish Council makes a “Rollestonian of the year” award each year to a villager who in their opinion has served the community above and beyond that which could be considered normal or to a villager who has achieved exceptional heights in their field (sport, arts, etc).

The award will be presented at the May Annual Council Meeting by the Chairman of the Parish Council, or in their absence the Vice-Chairman of the Parish Council.

Written nominations should be sent or emailed to the Parish Council Clerk by 31st March and must include a brief note supporting the nomination.

Nomination boxes will also be sited in Starbucks News and at Rolleston Club until 31st March.

All Councillors will be given a voting paper listing all nominations at the Parish Council meeting on 11th April.

Brief details of all nominations will be considered during Part 2 of the meeting after which Councillors will vote for their top three nominations, giving 3 points for their first choice, 2 points for their second choice and 1 point for their third choice. The nomination with the highest number of points will be given the award. In the event of a tie, new voting papers will be issued, and Councillors will vote again between the tied nominees giving 1 point to their first choice nominee. The nominee with the highest number of points will be given the award. In the event of another tie the Chairman of the meeting will have a casting vote.

For the purpose of this award, any person living in Rolleston on Dove is considered to be a “Rollestonian”.

Serving Parish Councillors are not eligible for this award.

Revised text (agreed at RPC meeting on 08 June 2020)

Rolleston on Dove Parish Council
13 March 2023

Agenda item no. 13
Sport England funds (Minute No. 160 refers)

Progression of actions from initial meeting as reported back to the February council meeting

Councillors Sanderson, Scott and Stewart met on site Thursday 02 March at the Craythorne Road playing fields with Kevin Staples (Staffordshire FA), James Abbott (ESBC), representatives from the grounds maintenance team at Stoke City Football Club and LCS Container Services.

Rolleston Football Club (RFC) was unable to attend the site meeting, however have been fully updated on the on-going discussion and actions.

After walking the site and discussing the various current drainage issues that leave the field unplayable for six months of the year, as well as the requirement for temporary storage facilities for RFC, soil samples were taken and the following actions were agreed:

1. Application for Football Foundation: Pitch Improvement Programme (PIP)

Kevin Staples to progress compilation of the PIP report for RPC to use to apply for PIP funding (subject to council approval), which launches in late March for April applications.

If approved and successful this would set in place a 10 year PIP for the four marked pitches plus a soccer training area (as requested by RFC).

The PIP would then be reviewed after two years to confirm if it is viable to progress permanent changing facilities (as per the S106 condition).

If there is insufficient improvement shown in the pitches at that time, RPC would be supported to consider a request to vary the S106 condition.

2. Temporary Changing and Storage facilities - Football Foundation: Small grant fund

After discussion regarding the possibility of temporary storage and changing facility options that could be installed whilst a PIP was implemented and monitored, LCS will provide costs for new / used shipping containers for basic changing facilities and storage suitable for junior teams.

RPC could apply for a small grant fund of up to £25,000 of the cost for providing temporary storage / basic changing facilities. RPC would need to fund 25% of the overall cost and it is understood planning permission will be required for these.

RPC is aware that there are other possible funding avenues that could be investigated in the new financial year to support the cost of these and RFC have indicated they may have a small amount of money available.

**ROLLESTON ON DOVE PARISH COUNCIL
FIXED ASSET REGISTER YEAR ENDING 31 MARCH 2023**

DESCRIPTION	LOCATION	COST OR VALUE	COMMENT
STREET FURNITURE			
3 x Timber Bus Shelters	Knowles Hill, Cross Lane, Station Road	£ 4,210.71	
2 x Brick Built Bus Shelter	Church Road, Station Road	£ 18,250.00	
Litter Bins	The Croft, Land at Spread Eagle, Meadow View	£ 2,100.00	
2 x Metal Invicta Litter Bins	Tafflands	£ 1,275.28	1 installed November 2022, 1 installed March 2023
12 Planters	Burnside	£ 2,621.35	
2 x Raised planters	Spread Eagle Island	£ 896.74	
Village Sign	Jamie's Garden	£ 3,306.83	
Village Gateway Signs	Dovecliff Road, Church Road, Rolleston Road	£ 3,546.59	
Village Interpretation Panel	Spread Eagle Island	£ 200.00	
Craythorne Noticeboard	Craythorne Road Playing Fields	£ 400.00	
Noticeboards	Meadow View, Burnside	£ 4,000.00	
Noticeboard	John of Rolleston Primary School (Alderbrook site)	£ 1,548.24	
Bus Shelter Noticeboards	Church Road, Station Road	£ 500.00	
Bus Shelter information boards	Church Road, Station Road, Knowles Hill	£ 402.92	
Andy Starbuck Memorial seat	The Croft	£ 819.00	
Ken Bradley Memorial Bench	Brookside	£ 675.79	
Memorial bench	Jct Knowles Hill/Beacon Road (adjacent to Jubilee Orchard)	£ 500.00	
Benches	Meadow View, Craythorne Woods, Craythorne, The Croft (including circular bench), Jinny Trail	£ 3,400.00	
Benches	Tafflands	£ 929.00	
Bench	Spread Eagle Island	£ 392.00	
3 x Benches	Elizabeth Avenue	£ 1,120.50	
Platinum Jubilee bench	The Croft	£ 1,177.00	Installed June 2022
2 x Picnic Benches	Craythorne Woods	£ 1,125.61	
Cast Aluminium Signs	Jubilee Orchard / Village Green	£ 800.00	
Boundary Posts	The Croft, Burnside	£ 1,500.00	
Boundary posts	Shotwood Close Public Open Space	£ 420.20	
Meadow View Boundary Posts	Meadow View	£ 2,780.00	Bollards extended to an area not previously covered
Water butt	Spread Eagle Island	£ 93.00	Additional water butt, two now on site
Sand bins	Brookside, Meadow View, Station Road	£ 873.00	
Sand bins	Brook Hollows	£ 153.00	
Road signs	Various	£ 482.36	
Sand bags	John Deacon	£ 450.00	1000 sandbags on a pallet
6 x Drain rods	Various	£ 19.20	
Metal container	Craythorne Road playing field car park	-£ 500.00	Deleted from the Register- Rolleston FC's property, not RPC's
Shelter	Currently in Storage	£ 6,129.00	
4 x Dog waste bag dispensers	John Deacon	-£ 440.00	Disposed, rusty and unuseable
		£ 66,157.32	

DESCRIPTION	LOCATION	COST OR VALUE	COMMENT
OFFICE EQUIPMENT			
Laptop	Clerk	£ 1,060.90	
Projector	Councillor Stewart	£ 300.00	
Laminator	Councillor Robson	£ 25.00	
Chain of Office	Chairman	£ 530.45	
4 drawer filing cabinet	Clerk	£ 84.00	
Fire resistant filing cabinet	Clerk	£ 410.00	
		£ 2,410.35	
PLAYING FIELDS			
Play Equipment	Elizabeth Avenue	£ 25,913.35	
Play Equipment	Tafflands	£ 35,054.26	
Play Equipment	Meadow View	£ 10,000.00	
Goal Posts	Craythorne	£ 1,000.00	
Goal Posts	Elizabeth Avenue	£ 1,000.00	
Basketball area (surfacing and equipment)	Elizabeth Avenue	£ 3,000.00	
Play tractor and tyres	Tafflands	£ 1,136.00	
		£ 77,103.61	
DESCRIPTION LOCATION COST OR VALUE COMMENT			
COMMUNITY ASSETS			
IPAD fully automatic defibrillator and cabinet	Rolleston Club	£ 1,594.95	
Honours Board	Old Grammar School Room	£ 522.50	
Litter pickers	Rolleston Civic Trust	£ 251.08	
		£ 2,368.53	
COMMUNITY ASSETS - LAND AND ARTEFACTS			
The Croft	Burnside	Nil	
Jinny Nature Trail	Dovecliff Road	Nil	
Elizabeth Avenue	Elizabeth Avenue	Nil	
Meadow View	Meadow View	Nil	
Spread Eagle Island	Church Road	Nil	
Craythorne Road Playing Fields	Craythorne Road	Nil	
Craythorne Woods	Craythorne Road	Nil	
Jubilee Orchard	Beacon Road	Nil	
Shotwood Close Public Open Space	Shotwood Close	Nil	
Jamie's Garden	Adjacent to Spread Eagle Island, Brookside	Nil	
Platinum Orchard	Meadow View	Nil	
Blacksmith's gate	Spread Eagle Island	Nil	
Memorial to a Mosley horse	Jamie's Garden	Nil	
Blacksmith's anvil	Spread Eagle Island	Nil	
Village map	Spread Eagle Inn	Nil	
Byelaws signs	Various	Nil	
		£ 148,039.81	

Items held but not to be included on the Asset Register

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

1. Introduction

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

2. Scope and Objectives of the Policy

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

3. Roles and Responsibilities for Document Retention and Disposal

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

4. Document Retention Protocol

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

5. Document Disposal Protocol

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

7. Scanning of Documents

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

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

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

8. Review of Document Retention

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

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

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

9. List of Documents

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

Adopted: 11 March 2019

Review date: March 2023

Appendix A: List of Documents for Retention or Disposal

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

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

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

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

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

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

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

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

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

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

ROLLESTON ON DOVE PARISH COUNCIL

FINANCIAL REGULATIONS

Adopted 11 March 2019

(Reviewed ~~13 March 2022~~ 13 March 2023)

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

1. GENERAL

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

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

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

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

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

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

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

3 ANNUAL ESTIMATES (BUDGET)

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

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

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

Such authority is to be evidenced by a minute.

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

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

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

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

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

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

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

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

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

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

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

7. PAYMENT OF SALARIES

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

8. LOANS AND INVESTMENTS

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

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

9. INCOME

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

10. ORDERS FOR WORK, GOODS AND SERVICES

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

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

11. CONTRACTS

Procedures as to contracts are laid down as follows:

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

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

³ Thresholds currently applicable are:

- a. Public works (construction) contract: £5,336,937 including VAT
- b. ~~Public supply or public service contract~~ Public contracts for goods or services: £213,477 including VAT

- 11.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- 11.5 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 11.6 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- 11.7 Any invitation to tender issued under this regulation shall be subject to Standing Order 18(d),⁴ and shall refer to the terms of the Bribery Act 2010.
- 11.8 When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk will seek to obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £1,000 and above £500 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- 11.9 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 11.10 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.
- 12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)**
- 12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3 Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.
- 13. ASSETS, PROPERTIES AND ESTATES**

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

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

14. INSURANCE

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

15. RISK MANAGEMENT

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

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

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

16. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

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

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

DOCUMENT HISTORY

Detailed History of Changes

Rev. No.	Date	Description of Changes
1.0	11/03/2019	Original document adopted by the council
1.1	09/03/2020	Page 3, para. 1.8 Amended stating that the RFO holds a statutory office to be appointed by the council,
		Page 13, Footnote Threshold amounts updated
1.2	08/03/2021	Page 6, para. 4.5 Limit raised to £500 from £200
		Page 12, Footnote Threshold amounts updated
		Page 14, Insurance 14.1 Regulation 17 amended to read Regulation 16
11.81.3	14/03/2022	Textual change and values where estimates will be sought amended, as recommended by the Internal Auditor
<u>1.4</u>	<u>13/03/2023</u>	<u>Page 12, Footnote</u> <u>Threshold information updated</u>

INFORMATION & DATA PROTECTION POLICY

Introduction

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

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

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

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

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

Protecting Confidential or Sensitive Information

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

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

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

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

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

Data Protection Terminology

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Diversity Monitoring

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

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

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

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

Information provided to us

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

The Council's Right to Process Information

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

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

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

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

Children

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

Rights of a Data Subject

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

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

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

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

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

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

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

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

Making Information Available

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

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

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

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

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

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

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

Disclosure Information

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

Data Transparency

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

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

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

The principles of the Code are:

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

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

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

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

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

Adopted: 11 March 2019

Review Date: March annually

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

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

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

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

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

Contact details:

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

Mobile: 07908 545412
Email: rollestonpc@outlook.com

SCHEDULE OF CHARGES

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

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

* the actual cost incurred by the public authority

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

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

ROLLESTON ON DOVE PARISH COUNCIL

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

1. OVERVIEW

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

2. RECOMMENDATION

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

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

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

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

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

Prepared by:

Mary Danby
Parish Clerk and RFO

23 February 2023

Agenda item no. 18
Community library project

Proposal

- Collaborate with the local kindergarten to plan, set up, service, monitor and maintain a free community library in an up-cycled rabbit hutch, for all ages (sections for adults and children) outside the building.

Description of project

- Convert a rabbit hutch to a library (clean, paint and refurbish) and situate under the canopy outside the kindergarten (see photograph below).



Responsibilities

- Youth Representatives Evie and Emily prepare the book box, source and supply books (along with kindergarten manager) and do a monthly check and audit.

Communication

- Rebecca Underwood, kindergarten manager, added to WhatsApp group chat with Evie, Emily and Vivien. Prior meetings to take place to plan and organise how to acquire resources, etc.
- Kindergarten landline: 01283 813299
- Email: info@rollestonkindergarten.co.uk

Risks and potential solutions

- Vandalism / damage. Rebecca is to alert us to any problems and she has offered to carry the box in each evening if there are persistent problems. Possible attachment of the rabbit hutch to the wall to prevent weather damage, as well as improving stability and safety. Plastic coating covering the windows of the rabbit hutch to prevent books getting damaged due to poor weather conditions / rainfall.

Sourcing of books

- Rebecca and Evie have some books as a starting point and an appeal can be sent out by the kindergarten and Parish Council via the Rollestonian or Facebook. Rebecca has agreed to put out a notice in the kindergarten's newsletter to parents to advertise and get donations for books.

Marketing

- By kindergarten communication with parents / carers, via the Rollestonian and weekly newsletter to parents. Evie and Emily have been invited to do a session with the children to explain the library to them and help them to choose books / get involved.
- Social media advertisement – Facebook, e.g. Spotted Rolleston on Dove.
- Posters on noticeboards around the village (possible involvement of children for designing posters / competition).

Budget

- Paint and brushes were donated from Rebecca Underwood.
- Small budget for Perspex and signs to be requested from the Parish Council.

Next steps

- Rabbit hutch to be painted with waterproof bathroom paint.
- Prepare wording for advertising the facility.
- Decide how to set up and consider maintenance.
- Carry out a risk assessment.
- Share / consult with the Parish Council about the proposal and amend as necessary as well as seeking Parish Council approval.
- Design and get cost for a sign.
- Set up inventory of books and update monthly.

Report prepared by Emily Fenn and Evie Hetherington, Youth Representatives

3rd March, 2023

Dear Parish Councillors

Funds given by Bellway to ESBC for building of the new estate

An individual within the village has recently made a Freedom of Information regarding the money paid by Bellway to East Staffordshire Borough Council in compensation for the building of houses on the old school playing fields site.

This is the response they received.

“Your FOI request relates to the sum of money being provided to East Staffordshire Borough Council under the S106 agreement as part of the Bellway development at the College Fields, Rolleston. Your FOI request is for the details on the value of the money and what it has been spent on. The breakdown is set out below.

Affordable Housing

7 affordable housing units on site and an off site contribution of £535,226. The monies have not yet been spent.

Sports

£171,841. The monies have not yet been spent

Waste

£7,446 for the provision of bins to serve each property. Spent in line with property completion.

Community Facilities

£57,280 for community facilities. This is to be spent on the Meadow View Play Area, Craythorne Road Playing fields and Tafflands/Craythorne Woods. To date £11,753.25 has been spent on replacement posts and railing separating the Craythorne Road playing field car park from the playing field.

Education

£535,062 for school provision. This contribution is managed by Staffordshire County Council.

Highways

£6,200 for Travel Plan monitoring. This contribution is managed by Staffordshire County Council.”

This information raises a number of important questions that we are hoping the Parish Council could help us answer.

- What plans do ESBC have for the allocation of money designated for ‘Sports’?
- Where are these new ‘affordable houses’ to be built? In the village?
- Is the money allocated for school provision going towards providing something long term for our two schools or is it just going into the general school budgets?
- What use is ‘Travel Plan monitoring’ to the residents of the village?
- Is there a time limit on these funds being accessed? The last thing anyone wants is this funding ‘disappearing’ without being put to good use.
- Have ESBC discussed their plans regarding any of these budgets with the Parish Council?

As voluntary/charitable village organisations we are simply concerned that these monies are spent for the benefit of everyone in the village. It is the residents who have lost their green space. On paper, it seems that very little of the £1.3 million given back by Bellway under the S106 agreement is actually benefitting the village and its residents. Some of this money is even being allocated to provide waste bins for new residents on the estate! Surely, ESBC should be paying for that out of their own budget.

We would like to pursue this matter with the relevant departments at ESBC. If you can help us direct our enquiries to the appropriate individuals/departments and support us in this matter we would be grateful.

We look forward to your reply.

Phil & Sue Irwin, RoDSEC

Tim Salmon, on behalf of Rolleston Civic Trust

Enclosure 8