

Rolleston on Dove Parish Council

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

02 March 2026

To: All Members of the Parish Council

Dear Councillor

You are hereby summoned to attend the Meeting of the Parish Council held in the Old Grammar School Room, adjacent to St Mary's Church, Church Road, Rolleston on Dove DE13 9BE on **Monday 09 March 2026** commencing at 7pm at which the business set out below will be transacted.

Yours sincerely

MDanby

Mary Danby
Clerk

PUBLIC FORUM

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

Emma Sharp, Community Flood Officer – Staffordshire, Severn Trent Water (Minute No. 142.1 refers)

Ms Sharp has accepted an invitation to introduce herself to the council.

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

Application No.	Location	Proposal
P/2026/00152	The Goldstone 93A Station Road	Installation of window to ground floor elevation
P/2026/00162	The Lodge 4 Lodge Hill	Change of use to residential curtilage and retention of hardstanding

P/2026/00165	1 Walford Road	Erection of a single storey rear extension, alterations to existing garage including the erection of a pitched roof and a new external wall, erection of a new pitched roof canopy along the front elevation to facilitate loft conversion, alterations to the fenestration, installation of roof lights and alterations to existing roof
P/2026/00167	Craythorne Manor Craythorne Road	Change of use of land to use as residential caravan site for 6 gypsy families, each with two caravans including no more than one static caravan/mobile home, laying of hardstanding and erection of 6 no. ancillary amenity buildings, septic tanks, associated boundary treatment and retention of water treatment system and brick housing
P/2026/00184	Spread Eagle Hotel Church Road	Erection of new pergola arch with associated painting and lighting, erection of 3m high Oak posts and associated lighting to rear garden and internal courtyard, installation of new handrails to external ramps, re-build sections of damaged external boundary wall, installation of 4 replacement shutters, replacement of 5 first floor windows and cills, repairs to all external decoration including all window frames, cills, doors, architraves, guttering, downpipes and fascias, installation of 2 new external fire doors, removal of 9 existing planter brackets and replacement with 5 new planters to existing brackets, and alterations to car park to provide one additional accessible car parking space
P/2026/00185	Spread Eagle Hotel Church Road	Listed Building Application: External and internal alterations to include replacement flooring, alterations to existing bar, installation of new joinery screens, fixed seating and handrails to ramps and stairs, installation of new partition walls and relocation of internal door, installation of replacement doors, rebuilding sections of boundary wall, replacement of existing shutters, installation of new door threshold, canopy repairs, installation of new external fire doors, installation of frosted films to all windows on church elevation, replacement of five first floor windows and cills, repairs to first floor sash window, installation of replacement planter brackets, removal of snow guards from wall, repair of tiles to bay window roof, installation of new handrails to existing external ramps and lighting to arch opening to external courtyard and timber repair to apex timber tail and moulding to existing canopy
P/2026/00189	Tutbury Road	Erection of signage on the approach to Tutbury Road
P/2026/00190	Old Hall Cottage Mosely Mews	Crown reduction in height up to 2 metres of one Pine tree (T1), felling of one Holly tree (T2) and overall crown reduction up to 20% to provide clearance from telephone wires of one Prunus tree (T3)

P/2026/00192	Highbank 11 Church Road	Felling of one Sycamore tree and crown reduction up to 30% of one Yew tree (W19 of TPO 1)
P/2026/00194	Highbank 11 Church Road	Felling of one Prunus tree (T4) and cut back branches overhanging roadside and reduction in height to achieve a manageable Laurel shrub (T3)

4. To consider the Minutes of the meeting held on 09 February 2026 (Enclosure 1)

5. Matters arising from the previous meeting

6. Councillors' reports

7. Financial matters

7.1 Schedule of payments due

Payee	Description	Payment Method	Gross £	VAT £
Forvis Mazars LLP	2024/25 External audit fee	BACS (Pd 10/02/26)	504.00	84.00
Amazon	Printer drum	Debit card (Pd 11/02/26)	74.29	12.38
B Gallone	Reimbursement: Refreshments	BACS (Pd 13/02/26)	16.86	0.25
Doveside and Rolleston WIs	S.137 Grant Aid (Minute No. 140 refers)	BACS (Pd 13/02/26)	120.00	0.00
Hornbeck Ltd T/A Farm Signs	Brook Hollows: Signs for alongside footpath (Donor funds)	Debit Card (Pd 13/02/26)	43.80	7.30
Hardy Signs Ltd	Craythorne car park signs	BACS	120.00	20.00
Staffordshire Playing Fields Assn.	Annual subscription	BACS	20.00	0.00
Rolleston Civic Trust	PC inserts into the Rollestonian 2025/26	BACS	340.00	0.00
P Gould	Mowing contract	BACS	1,354.58	0.00
HMRC	NI/PAYE: 4 th qtr 2025/26	BACS	1,734.61	0.00
Clerk	Salary and expenses	BACS	1,509.39	0.00
J Deacon	Environmental contract: £1,376.10 Craythorne car park lock/unlock: £201.60 Craythorne car park, install new signs: £120.00 Tafflands: Tree works £576.00 Station Road remove post, fill holes and re-seed: £90.00	BACS	2,363.70	393.95
Total			8,201.23	517.88

7.2 Bank reconciliation at 28 February

		Community Account	Instant Access Account	Total
01 April 2025	Opening balances	£ 15,667.27	£77,360.20	£ 93,027.47
Movement in funds to date	PLUS Income	£112,226.18	£10,052.42	£122,278.60
	LESS Expenditure	£ 90,916.83	£ 0.00	£ 90,916.83
28 February 2026	Bank Statement	£ 36,976.62	£87,412.62	£124,389.24

7.3 Earmarked Reserves at 28 February

	Opening funds 01/04/2025	Movement in funds to date	Available funds 28/02/2026
Environmental improvements	£ 7,100.00	(£ 640.00)	£ 6,460.00
Brook Hollows	£ 9,326.50	(£1,836.50)	£ 7,490.00
Play areas	£20,250.00		£20,250.00
Speed Indicator Device	£11,000.00	(£5,377.00)	£ 5,623.00
Total	£47,676.50	(£7,853.50)	£39,823.00

8. Receipts and payments to 28 February 2026 (Enclosure 2)

9. S106 funds

10. Flooding

10.1 Environment Agency – February progress summary

Our early-stage business case (Strategic Outline Case) is nearing completion. The findings from our early-stage business case (Strategic Outline Case) suggest that Property Flood Resilience (PFR) is currently the preferred option to take forward for further development.

To re-cap; as part of this assessment, we considered a range of other potential measures — including traditional flood defences, upstream storage, de-silting and weir removal, and Natural Flood Management. Each were evaluated against technical feasibility, environmental considerations and value for public money. PFR includes measures designed to help reduce the impact of flooding on individual properties, such as flood doors, barriers and other resistance or resilience features. However, due to government funding rules, we are only able to offer PFR to those properties identified as being at the highest level of flood risk. Residents within this higher risk area have been contacted separately to invite them to register their interest in a potential scheme.

At this stage, we are simply gathering information to understand how many eligible households may wish to take part. This will inform the next phase of work.

Although early assessment indicates that a PFR scheme could be cost-beneficial, funding is not yet available. We will need to develop a full business case and seek government funding in line with national rules. Subject to approval and funding availability, we intend to progress this next stage during the next financial year.

It is important to note that PFR is not guaranteed. Any future scheme would be dependent on:

- Securing government funding
- Meeting national funding criteria
- Detailed property-level surveys to confirm suitability

Alongside this work, we will continue to explore opportunities to progress Natural Flood Management (NFM) measures within the catchment where feasible. The Environment Agency will also continue its routine and ad-hoc maintenance of the watercourse, prioritising works that reduce flood risk and address blockages where necessary.

We appreciate the community's continued engagement and encourage residents to keep reporting any concerns or issues they observe. We will review and address matters where appropriate and within our remit.

11. **Martyn's Law**
12. **Memorial benches and plaques policy (Enclosure 3 – to follow) (Minute No. 148 refers)**
13. **Policy reviews**
 Asset Register (**Enclosure 4A**)
 Document Retention and Disposal Policy (**Enclosure 4B**)
 Financial Regulations (**Enclosure 4C**)
 Information and Data Protection Policy (**Enclosure 4D**)
 Publication Scheme (**Enclosure 4E**)
 Statement of Internal Control and Annual Review of Effectiveness of Internal Control (**Enclosure 4F**)

14. **Local Government Reorganisation in Staffordshire: Consultation**

The SPCA has contacted all parish and town councils in the County:

The government has launched its formal consultation on Local Government Reorganisation (LGR) in Staffordshire, it was originally indicated this was to happen in May 2026.

This statutory consultation seeks views on the proposals that the Ministry of Housing Communities and Local Government (MHCLG) has received from Staffordshire and Stoke-on-Trent's principal councils.

The proposals are:

Cannock Chase District Council, East Staffordshire Borough Council, Stafford Borough Council, Stoke-on-Trent City Council proposed 2 unitary councils. These would comprise the current areas of:

- **North Staffordshire:** Newcastle-under-Lyme, Staffordshire Moorlands and Stoke-on-Trent
- **South Staffordshire:** Cannock Chase, East Staffordshire, Lichfield, South Staffordshire, Stafford and Tamworth

Staffordshire County Council proposed 2 unitary councils. These would comprise the current areas of:

- **East Staffordshire:** East Staffordshire, Lichfield, Staffordshire Moorlands, Stoke-on-Trent and Tamworth
- **West Staffordshire:** Cannock Chase, Newcastle-under-Lyme, South Staffordshire and Stafford

Staffordshire Moorlands District Council proposed 2 unitary councils: This includes a request to split existing district council areas between the proposed new councils. These would comprise the district areas of:

- **North Staffordshire:** Newcastle-under-Lyme, Stoke-on-Trent, Staffordshire Moorlands plus 16 parishes from East Staffordshire and 6 from Stafford
- **Southern and Mid-Staffordshire:** Cannock Chase, Lichfield, South Staffordshire, Tamworth and the remaining 22 parishes of East Staffordshire and 34 of Stafford

Lichfield District Council, South Staffordshire Borough Council, Tamworth Borough Council proposed 3 unitary councils. These would comprise the current areas of:

- **North Staffordshire:** Newcastle-under-Lyme, Staffordshire Moorlands and Stoke-on-Trent
- **South-West Staffordshire:** Cannock Chase, South Staffordshire and Stafford
- **South-East Staffordshire:** Lichfield, East Staffordshire and Tamworth

Newcastle-under-Lyme Borough Council proposed 4 unitary councils. These would comprise the current areas of:

- **Unitary Authority 1:** Newcastle-under-Lyme
- **Unitary Authority 2:** Cannock Chase, South Staffordshire and Stafford
- **Unitary Authority 3:** Staffordshire Moorlands and Stoke-on-Trent
- **Unitary Authority 4:** East Staffordshire, Lichfield and Tamworth

This consultation asks you questions about each proposal. This consultation will last for 7 weeks and closes at 23:59 on 26th March 2026.

We are encouraging every local council to submit a formal response to the consultation, as well as share the consultation with your residents and encourage them to take part. Councillors/clerks can also respond individually.

The link to the online survey is here - <https://consult.communities.gov.uk/local-government-reorganisation/staffordshire-and-stoke-on-trent/>

Full details of the consultation and how to respond in writing can be found here - <https://www.gov.uk/government/consultations/local-government-reorganisation-in-staffordshire-and-stoke-on-trent/proposals-for-local-government-reorganisation-in-staffordshire-and-stoke-on-trent>

15. Correspondence

15.1 SPCA Bulletin

The SPCA bulletin and other information have been regularly provided to Councillors.

15.2 Comms log

The Comms Log has been regularly provided to Councillors.

15.3 Staffordshire Search & Rescue Team – Donation Request

I am writing on behalf of Staffordshire Search and Rescue Team, a volunteer-led charity working alongside the emergency services to locate missing and vulnerable people across our county.

Every day, our dedicated volunteers give their time and expertise to bring loved ones home safely and provide reassurance to families in times of distress.

As you can imagine, the speed and efficiency of our searches can make all the difference. We are currently raising funds for a specialist drone that will allow us to cover larger areas across the county more quickly, reach difficult terrain and spot people who might otherwise go unseen. This equipment could quite literally mean the difference between life and death for someone in need.

Our fundraising target is £13,000 and as our operations are entirely funded through donations from the public and local businesses, we are now reaching out to all the Parish Councils in Staffordshire to ask for your support. A contribution, however small, towards this vital piece of equipment would directly help us continue saving lives in Staffordshire as well as assisting with searches for neighbouring Search and Rescue Teams.

In recognition of your support, we would be delighted to acknowledge your Parish Council publicly through our social media, website and community events.

We have currently raised over £7,500 towards the target but now need further support to achieve our target at the earliest opportunity.

Your donation, no matter the size, will make a real difference. Together, we can ensure that vulnerable members of our county and local parish communities are never left without hope.

If the Parish Council are able to donate, then please use the link below to our JustGiving page for the Drone Team. Alternatively, if you wish to donate using another method, please contact me at the details below.

<https://www.justgiving.com/campaign/ssartdrone>

We appreciate you considering our request for a donation and if you would like to know more on what we do, please do not hesitate to contact me. Thank you for your time in reading this letter.

Mike Wilcock, Drone Section Lead, Staffordshire Search & Rescue Team

16. Exclusion of Press and Public

Chair to move:

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

17. Quotations (Enclosure 5)

18. Rollestonian of the Year 2025 (Enclosure 6)

19. Dealing with external correspondence

**Minutes of a meeting of Rolleston on Dove Parish Council
held at the Old Grammar School Room, Church Road on
Monday 09 February 2026 commencing at 7pm**

Present

Councillor Stewart (in the Chair)

Councillors Appleby, Gallone, Houston, E McManus, S McManus, Peirce, Robson, Sanderson and Storer

In attendance

ESBC Councillors Lock and Smedley

CLLr E Pritchard, Chair Stretton Parish Council

One member of the public

Alice Peck and Lydia Press, Youth Representatives

Mary Danby, Clerk

Public Forum

No comments/queries were put to the council.

149. Apologies for absence

Councillor Badcock.

150. Declarations of Interest and Dispensations

None declared.

151. Planning matters

151.1 Planning applications

Resolved That Standing Orders be suspended to permit CLLr Pritchard to speak regarding P/2026/00093 and outline the concerns of Stretton Parish Council and its parishioners and the issues to be raised objecting to the application.

Resolved That Standing Orders be reinstated.

Resolved That the following comments be submitted to ESBC:

Application No.	Location	Proposal	Comment
P/2025/01330	Roscavan South Hill	Overall crown reduction up to 3 metres of one Oak tree (T3 of TPO 442) (Revised application)	No objection
P/2026/00034	18 Burnside	Removal of the existing bay window and reinstatement of the garage use	No objection
P/2026/00046	1A The Lawns	Demolition of existing dwelling to facilitate the erection of a self-build dwelling	Objection on the following grounds: <ul style="list-style-type: none"> ▪ The proposed development is overbearing and out of keeping with the street scene. ▪ Potential privacy issues for the neighbouring property arising from the

			<p>proposed two storey development.</p> <ul style="list-style-type: none"> ▪ The plans incorrectly show a car port which has a door - this should be corrected to show that it is a garage. ▪ Potential noise issues for the neighbouring property arising from the proposed air conditioning unit.
P/2026/00061	9 Hawksley Drive	Erection of single storey rear extension	No objection
P/2026/00073	23 Shotwood Close	Demolition of existing conservatory to facilitate the erection of a two storey side and single storey rear extensions	No objection
P/2026/00084	Brookhouse Barn Brookside	Retention of a free-standing timber bike store and 0.5 metres timber top panel to brick wall on the East elevation	No objection
P/2026/00093	Land south of Craythorne Road Stretton	Outline planning application for the erection of up to 385 dwellings, including details of means of access on Craythorne Road (vehicle, pedestrian and cycle) and Bitham Lane (pedestrian and cycle only, and pedestrian, cycle and emergency vehicle only); affordable housing, landscape, blue and green infrastructure including sustainable drainage; children's play area; ancillary structures; ground works; associated infrastructure and works.	Objection – see Annex 1
P/2026/00107	Spread Eagle Hotel Church Road	Pollard back to the previous pollard points one Willow tree	No objection
P/2026/00126	5 Hall Road	Erection of a single storey side extension, alterations to existing fenestration, erection of a canopy over front entrance and widening of the existing dropped kerb	No objection

152. Minutes

Resolved That the Minutes of the meeting held on 12 January 2026 be approved and signed as a true record subject to 136.1 (1st paragraph) being amended to read:

Councillor Badcock reported that discussions had taken place with ESBC Open Spaces, the adjacent landowner, Friends of Brook Hollows and the EA regarding the clearing of the historical backchannel in Brook Hollows.

The EA recommended that nothing be done until they and their partners could design and create the channel as part of a wider natural flood management project. This would require funding which would need to be accessed. This was accepted by all parties.

153. Matters arising

Minute 135 re Sport England funds

Councillor Stewart reported that, despite being chased, the Planning Manager had yet to respond to confirm when the documentation to vary the S106 condition would be signed by all parties. She said that this would now be escalated with ESBC.

Minute No. 135 re PSPO signage on Tafflands

Councillor Stewart reported that ESBC had now installed the PSPO signage.

Minute No. 135 re tree on the Jinny Trail

Councillor Stewart reported that the tree surgeons quotation had been accepted to fell the diseased Ash and reduce the size of a Willow.

Minute No. 135 Martyn's Law

Councillor Stewart reported that she had attended the recent Rolleston Transport Festival Committee meeting. Protect UK information had been given to the Committee which said that the organising group is wholly responsible for the event and that the council would not be held to be 50% responsible if any incident were to occur on its land. The Committee accepted that there are 800 or more people at any one time during the Festival and appropriate action will be taken to abide by the legislation when this comes into effect in April 2027.

Minute No. 144.3 PC Tree Survey and Register

It was noted that the council had commissioned a tree survey and that an inventory (register) had not been recorded. The arboricultural consultant who undertook the survey said that ivy will not kill the trees and it is not a problem unless it gets into the canopy and no recommendations had been made regarding ivy in any of the trees in the council's areas; he suggested that another tree survey should be undertaken in 18 months when the trees are in leaf.

Minute No. 147 Environmental and Mowing contracts

Councillor Stewart reported that both contractors would be happy to extend their contract by one year.

Minute No. 148 Appeal regarding decision on Memorial Bench application

It was noted that the family had decided not to proceed with installing the memorial bench.

154. Councillors reports

154.1 Councillor Gallone reported:

- The Playgroup had installed the shed which had been purchased through ESBC CCF funds and a grant from the council.
- Referred to the SID data that he had recently circulated. He noted that during discussion on the Bloor planning application Councillors had suggested that the SID could be moved to Craythorne Road to gather data on current traffic usage of the road and he asked if it was too early to move the SID to another location.

Significant discussion took place on whether it would be beneficial to have SID posts at other locations around the village, it was noted that a Licence to install the post and a Permit to Dig would be required for each location and applications would have to be made to SCC for these.

Councillors also referred to gathering traffic information for Craythorne Road by another method, e.g. rubber strips placed across the road to gather the data.

Agreed That:

- Councillors identify potential SID locations around the village for consideration at the next council meeting.
- A quotation be sourced for a traffic survey (using strips across Craythorne Road) for consideration at the next council meeting.

- 154.2 Councillor Storer noted that the council's contractor, John Deacon had worked hard and done a great job in clearing the Sycamore saplings on Meadow View. Councillors asked that this comment be passed to Mr Deacon.
- 154.3 Councillor Sanderson reported that he had been asked if the council would be replacing the felled Willow on Burnside. **Agreed** that the tree would not be replaced and noting that new trees had been planted on the two council-owned orchards in recent months.
- 154.4 Councillor Robson reported:
- There was a pot hole in Fiddlers Lane. **Agreed** that this would be reported to SCC – Councillor Robson was requested to provide a photograph to the Clerk to be sent with the report.
 - ESBC continued to dump soil from grave digging in the woods – Councillor Lock was asked to speak to ESBC Officers to request that this practice is stopped and the soil dealt with appropriately.
 - He had attended the inaugural de Ferrers Community Forum where various issues had been discussed. He said he had spoken on how wonderful the Youth Representatives were and Councillors from another Parish Council said they would look at introducing Youth Reps to their own council. De Ferrers said that they would like to be involved when the application for the Knowles Hill/Beacon Road junction improvements are published for consultation.
- 154.5 Councillor Houston reported on the poor state of the Station Road/Meadow View jitty (by the post box). He was asked to provide photographs to the Clerk so that the issue could be reported to ESBC's Open Spaces Team.
- 154.6 Councillor Peirce reported:
- That small black grit left after the road resurfacing works were an issue on the road and pavements. He was advised to report this issue to County Councillor White.
 - The road appeared to be subsiding on Church Road close to where there is an issue with a drain. He was advised to report this issue to County Councillor White.
- 154.7 Councillor S McManus:
- Reported that three Rollestonian of the Year nominations had been received through the website form.
 - Queried when the Memorial Benches policy would be reviewed by the council (Minute No. 148 refers). Councillor Stewart confirmed that this had been deferred due to a lengthy discussion on the Bloor planning application being anticipated and that the policy would be an agenda item for the next council meeting.
- 154.8 Councillor Appleby reported:
- That parking on a verge on Beacon Road had caused significant damage. He was advised to report this to SCC via the online reporting portal.
 - He had contacted ESBC regarding the Traveller's site and had been advised that issues associated with the planning application had yet to be resolved as ESBC are awaiting an Ecology Report.
- 154.9 Councillor Stewart reported:

- The recent tree survey had revealed that two of the Lime trees on The Croft were diseased and need to be felled. A resistograph survey will be undertaken in the next few weeks as the report on the health of the trees will be required for the planning application to fell them. Quotations will be sourced to fell the two trees.
- The two Willows on Burnside will be pollarded when the water depth in the Brook enables this work to be undertaken.
- An additional four car park signs had been ordered for installation at the Craythorne car park.
- The review of signage on PC-owned land will be brought to the next meeting of the council.
- She asked if anyone was interested in a Business Planning Course for Councillors and Clerks offered by the SPCA. The offer would not be taken up and Councillors already have sufficient policies and priorities planning in place.

155. Financial matters

155.1 Schedule of payments

Payee	Description	Payment Method	Gross £	VAT £
M&M Tree & Garden Services	Tree works: Fell Cypress trees (Elizabeth Avenue playing field) £180 Fell diseased Willow (Burnside) £90	BACS (Pd 13/01/26)	270.00	0.00
Lloyds Bank	Bank charges	DD (Pd 19/01/26)	4.25	0.00
John Booth Arboricultural Consultants Ltd	Survey of trees on PC-owned land	BACS (Pd 19/01/26)	1,650.00	0.00
P Gould	Mowing contract	BACS	1,354.58	0.00
Freeola	Hosting village website	DD (Pd 06/02/26)	14.76	2.46
Information Commissioner's Office	Data protection renewal fee	DD	47.00	0.00
Clerk	Salary and expenses	BACS	1,484.89	0.00
JMP 2000 Ltd	Printing: Village Directory 2026	BACS	195.22	0.00
J Deacon	Environmental contract £1,376.10 Craythorne: Lock/unlock barrier £223.20 Burnside: Remove tree trunk from Brook £42.00 Meadow View Open Space: Dig out and remove Sycamore saplings £336.00	BACS	1,977.30	329.55
SPCA	Training fees: Clerk (Procurement & Data Protection courses) £168 Councillor: Data Protection Essentials Course £42	BACS	210.00	35.00
Lloyds Bank	Bank charges	DD	4.25	0.00
O2	Council mobile	DD	15.60	2.60
Total			7,227.85	369.61

Resolved That the above payments be approved.

155.2 Bank reconciliation at 31 January 2026

		Community Account	Instant Access Account	Total
01 April 2025	Opening balances	£ 15,667.27	£77,360.20	£ 93,027.47
Movement in funds to date	PLUS Income	£112,226.18	£10,012.92	£122,239.10
	LESS Expenditure	£ 84,854.28	£ 0.00	£ 84,854.28
31 January 2026	Bank Statement	£ 43,039.17	£87,373.12	£130,412.29

Resolved That the above was a true record.

155.3 Earmarked Reserves

Resolved That the council's Earmarked Reserves (EMRs) at 31 January 2026 were:

	Opening funds 01/04/2025	Movement in funds to date	Available funds 31/01/2026
Environmental improvements	£ 7,100.00	(£ 640.00)	£ 6,460.00
Brook Hollows	£ 9,326.50	(£1,800.00)	£ 7,526.50
Play areas	£20,250.00		£20,250.00
Speed Indicator Device	£11,000.00	(£5,377.00)	£ 5,623.00
Total	£47,676.50	(£7,817.00)	£39,859.50

156. Receipts and payments to 31 January 2026

Resolved That the receipts and payments to 31 January be noted.

157. Internal Auditor: Confirmation of independence

The Internal Auditor had written thanking the council for appointing them as its Internal Auditor for the current financial year. They confirmed that they are an independent company with no links, familial or otherwise, to the council. They recommended that the council minutes receipt of the letter and its contents.

Resolved That the Internal Auditor's letter and its contents be noted.

158. S106 Sport England funds

Councillor Stewart reported that the S106 Working Group had held its first meeting.

Councillor Appleby and Houston reported that they had visited facilities installed and operated by parish councils in South Derbyshire and information on suppliers, costs, etc for zip wires, outdoor gyms and pump tracks was being gathered for discussion at the next meeting of the Working Group. Councillors Appleby and Houston asked if the S106 condition variation would enable consideration to be given to providing a pump track – Councillor Stewart undertook to raise this possibility with ESBC Officers. Councillor Stewart said that the Working Group would arrange to meet on site with the council's contractor to discuss the groundworks that will be required for the replacement zip wire.

159. Flooding

Councillor Stewart reported on a meeting that had been arranged by the EA in association with SCC, Severn Trent, the MP and the parish council. The meeting will take place on 12 February at the Scout HQ; there would be an invite only session for PFR eligible properties from 6-7pm

followed by a separate meeting for those with properties who are at risk in the 1:100 year flood extent from 7-8pm. Councillors were requested to assist with setting-up the room from 5pm.

160. Martyn's Law

See Minute No. 153.

161. ESBC: Consultation on a new selective licensing designation

Resolved That the consultation be received without comment.

162. Tree survey report

See Minute Nos. 153 and 154.9 (1st bullet point163).

163. 2026/27 Meeting schedule

2026	2027
13 April	11 January
27 April (Annual Parish meeting)	08 February
11 May (Annual Parish Council meeting)	08 March
08 June	12 April
13 July	26 April (Annual Parish meeting)
14 September	10 May (Annual Parish Council meeting)
12 October	
09 November	
14 December	

164. Correspondence

164.1 SPCA Bulletin

The SPCA Bulletin and other information had been regularly provided to Councillors.

164.2 Comms Log

The Comms Log had been regularly provided to Councillors

164.3 The Croft: Replacement tree offer

The Plum tree on The Croft had recently been felled, as instructed by the council, and the tree surgeon had offered to supply a replacement tree at his own cost.

Agreed That it was not biologically appropriate to plant a tree on The Croft and that the tree surgeon be requested to liaise with Councillor Robson to discuss a preferred site and agree the species of tree which could be planted on PC-owned land.

164.4 Parish Council sponsorship of St Mary's Church clock

It was noted that Rolleston Almshouses are responsible for paying for maintenance of the church clock, as set out in their Constitution and Councillors asked that the PCC contact the Almshouses Management Committee to ask if they will sponsor St Mary's Church Clock. The PCC were also to be advised to contact the PC again if the Almshouses were unable to help and the council would then formally consider the request.

164.5 Picnic on The Croft for Doveside WI

Resolved That permission be given for the Doveside WI to hold their annual picnic on The Croft on 13 August from 1.30-4pm.

165. Exclusion of Press and Public

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

166. Quotations

166.1 Shotwood Close Public Open Space

Resolved That John Deacon’s quotation in the sum of £160 plus VAT be accepted to dig out Ivy under Pyracantha and re-seed.

166.2 Craythorne car park

Resolved That John Deacon’s quotation in the sum of £100 plus VAT be accepted to install 4 no. new signs.

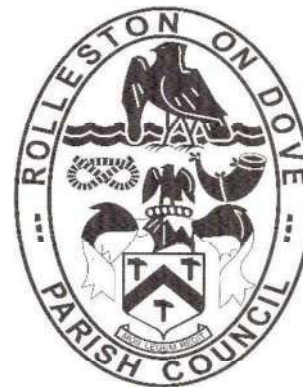
The meeting closed at 8.26pm

Signed

Date



Annex 1



22nd February 2026

For the attention of Naomi Perry
East Staffordshire Borough Council
Development Control

Re: Planning Application P/2026/00093 LAND SOUTH OF CRAYTHORNE ROAD STRETTON.

Outline planning application for the erection of up to 385 dwellings, including details of means of access on Craythorne Road (vehicle, pedestrian and cycle) and Bitham Lane (pedestrian and cycle only, and pedestrian, cycle and emergency vehicle only); affordable housing, landscape, blue and green infrastructure including sustainable drainage; children's play area; ancillary structures; ground works; associated infrastructure and works.

Rolleston on Dove Parish Council (PC) considered the above application at its meeting on 9th February 2026 and agreed:

Objection on the following grounds:

1. East Staffordshire Borough Council (ESBC) published a new housing land supply position in May 2025, which indicates a 5.13 years supply of deliverable housing sites. In December 2024, a previous position showed a supply of 7.37 years between 2024 and 2029. The developer's application refers to their own calculations to support this proposal and use the presumption that as ESBC cannot demonstrate a five-year housing land supply so "tilted balance" will apply. ESBC dispute this assertion and they re-confirmed this during the pre-application discussions, (see applicant's Planning Statement Page 6. - 3.1.2). However, the developer's calculations have not been tested through independent examination, nor adopted by ESBC.
2. ESBC confirmed in their discussions that they have a five-year housing land supply of 5.13 years which means their housing policies are up to date and therefore the presumption in favour of sustainable development under paragraph 11(d) of the NPPF does not apply.
3. The site lies outside the defined settlement boundary of Burton upon Trent and Stretton and this rural land is not allocated or planned for development in the East Staffordshire Local Plan (2015). In addition, it is not identified as a site approved for development in the Stretton Neighbourhood Development Plan (Stretton NDP) 2014 – 2031 (made 1st Feb 2016). New housing development should be directed to land within settlement boundaries or to allocated sites, in accordance with Strategic Policies 2, 4 and 8. As the site falls in neither of these categories, the proposal is therefore against both the Local Plan and the Stretton NDP.
4. The Travel Plan does not adequately address a number of issues relating to the site and the impact of the development on the traffic flows to and through Rolleston on Dove:
 - No consideration has been given to the significant impact of the extra traffic volume that will turn **left** out of the development heading along Craythorne Road towards Rolleston on Dove.

The additional traffic will head along this narrow, unsafe country lane, out of the 30-mile zone straight into the National Speed limit (60 miles), until it returns to a 30-mile zone commencing just as Craythorne Road meets Beacon Road at a T junction. This narrow lane has no lighting, no footpaths or proper kerbing, and in places, two cars struggle to pass without one stopping. Pedestrians, dog walkers and runners have to step up onto a high grass verge to avoid traffic.

- The 30-mile an hour limit currently does not extend past Craythorne Farm Courtyard complex and houses located there. At a minimum the 30 mile an hour limit should be extended to cover the remaining houses, together with Craythorne Farm Courtyard, sited on Craythorne Road and the National Speed Limit section of Craythorne Road should be reduced to 40-mile per hour.
- The Rolleston on Dove Neighbourhood Development Plan (Rolleston NDP) 2015 – 2033 (Adopted May 2021) has identified Critical Traffic Points (5.10 page 16) within the village, which this development completely disregards, and the increased traffic coming from this development driving along Craythorne Road is going to exacerbate. The Rolleston NDP states “Combined with John of Rolleston school traffic, there are various road junctions in the village that can be classed as critical traffic junctions, or points, that is, there are many vehicles attempting to drive along, turn into, turn out of at all times of the day, with particular emphasis on school and work timings. 5.10 These critical points are:
 - Station Road/School Lane. Visibility both left and right turning out of School Lane is restricted in school times due to parked cars, plus the sheer number of vehicles travelling both ways along Station Road.
 - Station Road/Chapel Lane. Turning out of Chapel Lane, visibility both left and right is hampered, particularly as there is a road chicane to the left.
 - Craythorne Road (Lane)/Beacon Drive. Craythorne Road is a narrow country road joining Rolleston on Dove to Stretton. It is a very busy road. Visibility both left and right is restricted due to the nature of the junction. It is particularly busy during school times as John of Rolleston School is at the end of Beacon Road.”
- The Travel Plan contains no provision for pedestrians i.e. no pavement along Craythorne Road, once the driver has turned left out of the development, using the turning onto Craythorne Road nearest to Craythorne Farm Courtyard shops and leading towards Footpath 15. Reference is made to a possible pavement inside the site boundary for pedestrian users of Craythorne Road along the site boundary edge only, thereby putting pedestrians at risk when they exit the site at that location.
- The Travel Plan proposes some future footway provision purely along the site boundary. However, this is a currently unagreed provision, subject to further discussion and dependency on Highway Authority agreement. This means that a large housing development is potentially built and occupied before the walking infrastructure is approved and put in place so exposing them to increased danger from the inevitable additional volume of traffic.
- Further along Craythorne Road heading towards Rolleston on Dove there is a turning on the right into Craythorne Playing Fields carpark (which is a well-used public open space area). requiring anyone behind the turning car to stop as it is close to a blind bend. The National Speed limit continues past the travellers’ pitches site and a new development of 22 bungalows and does not revert back to 30 miles per hour until the driver is virtually at the T junction with Beacon Road. The 30-mile limit should at the very least be extended to come past the bungalow’s development given the entrance / exit into that has poor visibility itself.
- The T junction is an almost blind junction with very poor visibility (left hand view up the road) for drivers to exit out onto Beacon Road, as the large tree on the left-hand side of the junction

hinders the drivers view looking left. There are often many parked cars in close proximity to this junction all along Beacon Road and along part of the bottom of Craythorne Lane especially at school time.

5. Lack of information in the application, particularly regarding Primary School provision, means it is unclear where the children will attend school. One of the nearest primary schools is John of Rolleston Primary School which is located in the centre of the village, adjacent to and accessed via, the Rolleston NDP Critical Traffic Points. It is highly unlikely that the children will arrive on foot there, given the condition and safety issues of walking along Craythorne Road with no pavement and speeding cars. Therefore, the additional traffic at peak school times will arrive at this T junction and the drivers will be looking for somewhere to park in an area of the village already under severe pressure from traffic volume and suffering with serious parking issues on narrow roads at school times.
6. Beacon Road and School Lane in Rolleston on Dove suffer with regular flooding during wet periods of weather, which has at times flooded into houses along there and the Infants school site located on School Lane. The roads are dangerous and at times impassable. The Rolleston on Dove NDP (Page 24 7.5) states "Within the Parish, flooding is an issue that the Neighbourhood Development Plan is keen to address through policy. Any development should not increase flood risk. It notes specifically in section "7.8.2 Flooding from Beacon Hill and from surface water generally. As well as the fluvial flood risk mentioned above. There are significant problems dealing with surface water and land drainage. This is mainly caused by persistent and heavy rainfall on Beacon Hill. There are then only a small number of routes for water to flow off the hill, through the village and join either the Rolleston Brook or the River Dove. The network of pipes and drains is archaic and suffers in places from root infiltration, siltation and debris causing blockages".
7. There are numerous sets of video and photographic evidence showing this with the latest flooding occurring recently in February 2026, after water poured down from Beacon Road off Craythorne Lane and fields. Further significant development of this size along Craythorne Road which is relying on third-party land via swales (currently not secured) for flood alleviation will only exacerbate the serious existing flooding issues.
8. Other developments along Craythorne Road are currently either approved, or awaiting planning consideration. These consist of a 40-bedroom hotel at the old Craythorne Golf Range, an extension to the existing travellers' site and a replacement driving range where the previous one was located. All of these (if approved) will bring their share of additional traffic onto the lane, which this development will then significantly compound. This is onto what is already an unsafe, narrow rural country lane with no lighting, no footpaths or proper kerbing.
9. The Environmental Impact of the Development does not properly address the impact of Habitat Loss, Arboreal Specimens, and Loss of High Quality Agricultural Land.
 - The proposal plans to remove several trees and sections of hedgerow to improve access to the site for the construction stage (which will not be replaced when the site has been built), and to allow for internal traffic movements. Together these existing trees and hedgerows provide important screening, local landscape character, boundary vegetation and connectivity for the biodiverse wildlife found there. This includes foxes, badgers, bats, various species of birds including birds of prey and skylarks, amphibians, including great crested newts and insects.
 - Skylarks which nest on this site yearly are a red listed species that nest solely on open, arable land. The sound of the skylarks each Spring through to Autumn has been noted by many residents and those who have walked Craythorne Road for years. A skylark mitigation

programme has not been suggested which is not acceptable. The small plot to be given to ecology on site is of an insufficient size and of unsuitable character (not arable) for skylarks as it is less than 10ha. This does not meet the developer's duty to protect wildlife species (Section 40 - Natural Environment and Rural Communities Act 2006).

- The local landscape character will be lost by the removal of trees and established hedgerows and there is potential for long-term harm to the retained trees, including those under Tree Preservation Order **TPO-206W1 18** for Tree groups **G6 and G7**. The application does not clearly demonstrate how works adjacent to these protected trees will comply with, and manage relevant statutory protections, including the requirements of ESBC Local Plan Policy DP8 Tree Protection, to prevent short and long-term avoiding direct or indirect harm. The retention of the Category A mature English oak trees (High Value Trees), as shown on the site layout, will present significant constraints on the site during and post construction, given their location within the development. The development seems to be failing to meet National Planning Policy for trees in relation to development including:
 - Removal of individual trees **T14 and T31** (classified as unsuitable)
 - Removal of **Category C trees (T24 and T25)**
 - Partial removal of tree groups **G17, G18 and G19**.
 - Protection of Tree groups **G6 and G7 under TPO-206W1 18**
 - Partial removal of hedgerows **H1, H2 and H3**
- The development would mean the irreversible loss of circa 23 hectares of Best and Most Versatile (BMV) agricultural land. Within this BMV are significant areas of Grade 2 and Grade 3a land, the loss of which was one of the main reasons for refusal and appeal dismissal in 2016. National Policy (Paragraph 170) states that BMV land is classed as a "finite and valuable resource" and as such development should be directed to lower quality land. Loss of BMV is to be avoided unless the application can prove this is outweighed by overriding need which is not proven in this case (see objections 1,2 and 3).

Previous applications for this site have been rejected and the main concerns raised at time of rejection / appeal have not been addressed in this planning application, namely the impact of traffic volumes, the serious safety issues of sending additional traffic along a narrow, unlit country lane, pressure on local services, the loss of BMV farming land, flooding, and the impact on nature.

In view of these strong reasons for rejection, significant local objections raised to us by residents and the lack of demonstration of any benefits of the development outweighing the negative impacts, Rolleston on Dove Parish Council ask that this application be refused.

Yours sincerely

Clare Stewart

Chairman

On Behalf of Rolleston on Dove Parish Council

Rolleston on Dove Parish Council
Receipts and payments to 28 February 2026 and 2026/27 budget

Nominal Code	Description	Actual to 31/03/2025 £	2025/26 Budget £	2025/26 Projected YE £	Actual to 28/02/2026 £	Approved budget 2026/27 £
100	Income					
1076	Precept	93,041	99,212	99,212	99,212	104,173
1090	Interest Received	938	600	565	527	540
1100	Grants & Donations Received	3,346	1,000	4,700	4,700	-
1110	Council Tax Support Grant	1,665	1,665	1,665	1,665	1,665
1200	Garden rents	125	125	125	125	125
1220	Allotment rents	20	20	20	20	20
1250	Football pitch fees	220	50	260	260	50
1270	SCC: Annual grass cutting	5,875	5,234	5,339	5,339	5,339
1280	Insurance claim settlement	940	-	-	-	-
1999	Other income	3,776	-	875	875	600
	Income	109,945	107,906	112,761	112,723	112,512

TBC

Nominal Code	Description	Actual to 31/03/2025 £	2025/26 Budget £	2025/26 Projected YE £	Actual to 28/02/2026 £	Approved budget 2026/27 £
200	Administration					
4000	Staff salary	20,714	21,300	21,970	19,407	22,629
4020	Employer's National Insurance	1,603	2,445	2,544	1,909	2,644
4030	Payroll Services	100	100	100	-	100
4050	Use of Home as Office	178	178	178	163	195
4100	Insurance	1,632	1,632	1,892	1,892	1,892
4110	Audit Fees	810	810	810	605	810
4115	Bank charges	6	55	55	49	51
4120	Photocopier: Rental/Maint.	378	378	425	425	318
4121	Photocopier: Copy charges	480	500	500	430	500
4125	Stationery	276	270	270	117	270
4127	Village Directory	191	200	195	195	200
4130	Postage	789	600	724	724	750
4140	Council mobile	218	260	200	179	200
4150	Subscriptions	884	900	900	713	1,200
4160	Training	220	500	650	415	500
4180	Room hire	240	240	275	-	275
4190	Mileage expenses	245	220	220	182	220
4195	Parking fees	9	12	12	3	10
4200	Play areas R&M	2,781	5,225	5,225	1,938	5,500
4205	Craythorne barrier: Lock/unlock	2,135	2,190	2,190	2,038	2,555
4210	RPC website	499	635	635	592	625
4211	Village website	49	60	79	71	79
4220	IT / Software	382	400	575	575	580
4230	S137 Expenditure	222	100	400	520	100
4240	Mowing contract	16,555	16,255	16,255	15,245	17,000
4250	Bin emptying	4,999	5,250	5,134	5,134	5,476
4260	Trees	5,193	4,000	5,500	1,622	5,000
4265	Plants (troughs, planters)	1,029	1,120	1,396	1,396	2,000
4270	Environmental contract	13,615	13,761	13,761	12,614	13,761
4275	General R&M and Out of Scope works	3,991	5,500	5,500	1,981	5,500
4280	Bus shelter	-	2,000	2,000	2,000	3,422
4285	Flooding	760	2,000	-	-	2,000
4300	Projects	7,323	5,000	-	-	5,000
4310	Professional fees	1,556	5,000	4,000	1,950	5,000
4320	Capital expenditure	257	800	-	-	800
4330	Other administration	1,767	2,000	1,500	542	2,000
4999	Contingency	4,279	5,000	5,000	150	5,000
	Total Expenditure	94,740	106,896	101,070	75,776	114,162
	Total Income	109,945	107,906	112,761	112,723	112,512
	Net Income/Expenditure	15,205	1,010	11,691	36,947	- 1,650

Earmarked Reserves (EMRs)

Nom. Code	Description	Opening funds 01/04/2025 £	Movement in funds to date £	Available funds 28/02/2026 £
320	Environmental improvements	7,100.00	- 640	6,460.00
322	Brook Hollows (Donor funds)	9,326.50	- 1,837	7,490.00
325	Play Areas	20,250.00		20,250.00
329	Speed Indicator Device (SID)	11,000.00	- 5,377	5,623.00
	TOTAL	47,676.50	- 7,854	39,823.00

Funds statement at 28 February 2026

Total funds held in bank accounts	£ 124,389.24
LESS Earmarked Reserves	-£ 39,823.00
LESS Remaining budgeted expenditure	-£ 31,120.00
General Reserves	£ 53,446.24

ROLLESTON ON DOVE PARISH COUNCIL
Fixed Asset Register
Year ending 31 March 2026

Description	Location	Purchase cost	Comment
Street Furniture			
2 No. Timber bus shelters	Knowles Hill, Cross Lane , Station Road	£ 2,807.14	Cross Lane bus shelter removed October 2025 (value decreased by £1403.57)
2 No. Brick built bus shelter	Church Road, Station Road	£ 18,250.00	
King's Coronation brick built bus shelter	Church Road	£ 12,280.70	Installed April 2023, stated value includes Coronation plaque £199
Litter bins	The Croft, Land at Spread Eagle	£ 1,400.00	
1 No. Bench	Meadow View play area	£ 605.00	
1 No. Metal Invicta litter bin	Meadow View play area	£ 637.64	Replacement for original litter bin
2 No. Metal Invicta litter bins	Tafflands	£ 1,275.28	1 installed November 2022, 1 installed March 2023
19 No. Planters	Burnside	£ 3,920.55	Total includes: 4 No. additional planters purchased September 2023; 3 No. additional planters purchased September 2024
2 No. Raised planters	Spread Eagle Island	£ 896.74	
Village sign	Jamie's Garden	£ 3,306.83	
Village gateway signs	Dovecliff Road, Church Road, Rolleston Road	£ 3,546.59	
Village gateway sign	Craythorne Road	£ 106.25	Purchased/installed January 2025
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	Removed from the Asset Register 10th February 2026 - FOJORPS taken on responsibility for the noticeboard
Bus shelter noticeboards	Church Road, Station Road	£ 500.00	
Bus shelter information boards	Church Road, Station Road, Knowles Hill	£ 402.92	
Andy Starbuck memorial seat	The Croft	£ 819.00	
Ken Bradley memorial bench	Brookside	£ 675.79	
Memorial bench	Jct Knowles Hill/Beacon Road (adjacent to Jubilee Orchard)	£ 500.00	
Benches	Meadow View, Craythorne Woods, Craythorne, The Croft (including circular bench), Jinny Trail	£ 3,400.00	
Benches	Tafflands	£ 929.00	
Bench	Spread Eagle Island	£ 392.00	
3 No. Benches	Elizabeth Avenue	£ 1,120.50	
Platinum Jubilee bench	The Croft	£ 1,177.00	Installed June 2022
2 x Picnic benches	Craythorne Woods	£ 1,125.61	
Cast aluminium signs	Jubilee Orchard / Village Green	£ 800.00	
Boundary posts	The Croft, Burnside	£ 1,500.00	
Boundary posts	Shotwood Close Public Open Space	£ 420.20	
Meadow View boundary posts	Meadow View	£ 2,780.00	Bollards extended to an area not previously covered
Boundary posts	Jamie's Island	£ 600.00	Replacement posts installed February 2024
2 No. Mobility kissing gates	Craythorne playing fields	£ 625.30	
Railings	Craythorne car park	£ 11,737.35	
Water butt	Spread Eagle Island	£ 93.00	Additional water butt, two now on site
Sand bins	Brookside, Meadow View, Station Road	£ 873.00	
Sand bins	Brook Hollows	£ 153.00	
Road signs	Various	£ 482.36	
Sand bags	John Deacon	£ 450.00	1000 sandbags on a pallet
6 No. Drain rods	Various	£ 19.20	
Bunting	Councillor Appleby	£ 65.82	
1 No. Community Library sign	Rolleston Kindergarten	£ 80.00	Installed April 2023
36 No. Traffic cones	Various	£ 267.48	
15 No. "Caution Flood Ahead" signs	Various	£ 1,193.85	
2 No. Concrete bollards	Craythorne car park	£ 1,265.00	Installed January 2025
SiD Gen8-Smart BLE (SP) and pole	Grass verge, Knowles Hill	£ 4,337.00	Installed 05 August 2025
		£ 90,868.86	
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	
Laptop riser	Clerk	£ 13.33	Purchased January 2025
Fellows 92Cs Cross Cut shredder	Clerk	£ 190.16	Purchased January 2025
TCL 505 128GB SIM-free mobile	Clerk	£ 66.66	Purchased January 2025
		£ 2,680.50	

Description	Location	Purchase cost	Comment
Playing Fields			
Play Equipment	Elizabeth Avenue	£ 25,913.35	
Play Equipment	Tafflands	£ 35,054.26	
Play Equipment	Meadow View	£ 46,148.61	
Goal Posts	Craythorne	£ 1,000.00	
Goal Posts	Elizabeth Avenue	£ 1,000.00	
Basketball area (surfacing and equipment)	Elizabeth Avenue	£ 3,000.00	
Play tractor and tyres	Tafflands	£ 1,136.00	
		£ 113,252.22	
Description	Location	Purchase cost	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	Title Registration No. SF551004, Village Green VG19
Jinny Nature Trail	Dovecliff Road	Nil	Title Registration No. SF531296
Elizabeth Avenue	Elizabeth Avenue	Nil	Title Registration No. SF665537
Meadow View including Platinum Jubilee Orchard	Meadow View	Nil	Title Registration No. SF658888
Spread Eagle Island	Church Road	Nil	Village Green VG26
Craythorne Road Playing Fields	Craythorne Road	Nil	
Craythorne Woods	Craythorne Road	Nil	Title Registration No. SF654391
Jubilee Orchard	Beacon Road	Nil	Title Registration No. SF654390
Shotwood Close Public Open Space	Shotwood Close	Nil	Title Registration No. SF598236
Jamie's Garden	Adjacent to Spread Eagle Island, Brookside	Nil	The PC had assumed responsibility for the maintenance of this area c2010/11
Platinum Orchard	Meadow View	Nil	This area falls within Title Registration No. SF658888
Blacksmith's gate	Spread Eagle Island	Nil	
Memorial to a Mosley horse	Jamie's Garden	Nil	
Blacksmith's anvil	Spread Eagle Island	Nil	
Village map	Spread Eagle Inn	Nil	
Byelaws signs	Various	Nil	
		£ 209,170.11	

Items held but not to be included on the Asset Register

Ricoh IMC3010 photocopier	Clerk	£ 2,845.00	5 year lease rental commenced 17/10/2025
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**ROLLESTON ON DOVE PARISH COUNCIL
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 and where stored; 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 Staffordshire County Record Office.

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

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

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

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

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

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

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

- a) from the data, or

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

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

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

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

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

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

7. Scanning of Documents

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

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

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

8. Review of Document Retention

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

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

- *Local Council Administration*, Charles Arnold-Baker, 13th edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234

- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

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

Adopted: 11 March 2019

Reviewed: 09 March 2026

Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location	Disposal
Minutes	Indefinite	Archive	Up to five years signed Minutes held by the Clerk, then passed to Staffordshire County Record Office	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 Record Office.
Agendas	5 years	Management	Laptop and website	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Laptop and filing cabinet	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	Laptop and filing cabinet	N/A
Receipt books of all kinds	6 years	VAT	N/A	Bin
Bank statements including deposit/ savings accounts	Last completed audit year	Audit	Held by the Clerk	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	Held by the Clerk	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	N/A	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	Location	Disposal
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Laptop and filing cabinet	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Paid invoices	6 years	VAT	Filing cabinet	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	Filing cabinet	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	Filing cabinet	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	Held by the Clerk	Bin
Insurance company names and policy numbers	Indefinite	Management	Email, laptop and filing cabinet	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Email, laptop and filing cabinet	Bin
Playground equipment inspection reports	21 years		Filing cabinet	
Investments	Indefinite	Audit, Management	N/A	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Fireproof filing cabinet	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		Email and laptop	Bin

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

Document	Minimum Retention Period	Reason	Location	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).	Fireproof filing cabinet or passed to Staffordshire County Record Office	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.	Held by the Clerk and on laptop	Bin if applicable

Document	Minimum Retention Period	Reason	Location	Disposal
Record keeping				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> ▪ A list of files stored in cabinets will be kept. ▪ Electronic files will be saved ▪ using relevant file names. 	<p>The electronic files will be backed up monthly on a portable hard drive.</p>	<p>Management</p>	<p>Held by the Clerk</p>	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.</p>
<p>General correspondence</p>	<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>	<p>Management</p>	<p>Held by the Clerk and on laptop</p>	<p>Bin (shred confidential waste). A list will be kept of those documents disposed of to meet the requirements of the GDPR.</p>

Document	Minimum Retention Period	Reason	Location	Disposal
Emails	Unless related to specific projects, Parish Council land, S106, contentious planning matters, Public Footpaths, etc or as set out elsewhere in this document, emails will be deleted two years after being received or sent.	Management	Laptop	Delete from email system.
Correspondence relating to staff	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.	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.	Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
<p>Documents from legal matters, negligence and other torts</p> <p>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.</p>				
Negligence	6 years		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Defamation	1 year		Held by the Clerk and on laptop	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	Location	Disposal
Contract	6 years		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Leases	12 years		Held by the Clerk and on laptop	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		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Personal injury	3 years		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
To recover land	12 years		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Rent	6 years		N/A	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Breach of trust	None		Held by the Clerk and on laptop	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Trust deeds	Indefinite		N/A	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 which are retained indefinitely.

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

Document	Minimum Retention Period	Reason	Location	Disposal
Other Documentation				
Declarations of acceptance of office	Term of Office plus 1 year	Management	Held by the Clerk, then passed to Staffordshire County Record Office	
Members' Register of Interests forms	Term of Office	Management	Originals held by the Clerk, scanned and stored on laptop and uploaded to the website; scanned and provided to East Staffordshire Borough Council (ESBC retain definitely)	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR.
Complaints	1 year	Management	Laptop and filing cabinet	Bin

ROLLESTON ON DOVE PARISH COUNCIL

FINANCIAL REGULATIONS

**Adopted 11 March 2019
(Reviewed 09 March 2026)**

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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;

¹ Model standing orders for councils are available in Local Councils Explained © 2025 National Association of Local Councils

- 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.
- 1.10 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. PROCUREMENT

Members and officers are responsible for obtaining value for money at all times. Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.

The Clerk should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.

Every contract shall comply with these the council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.

For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.

Where the estimated value is below the Government threshold, the council shall with the exception of items listed in paragraph 5.12 obtain prices as follows:

For contracts estimated to exceed £75,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the council.

For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices (see Appendix 1).

- For contracts greater than **£3,000 excluding VAT** the Clerk shall seek at least three fixed-price quotes;
- where the value is between **£1,000 and £3,000** excluding VAT, the Clerk shall try to obtain three estimates which might include evidence of online prices, or recent prices from regular suppliers.

For smaller purchases, the Clerk shall seek to achieve value for money.

The Procurement Act 2023 (Commencement No. 4) Regulations 2025 require councils to use the www.gov.uk/find-tender website if they advertise contract opportunities and also to publicise the award of contracts over £30,000 including VAT, regardless of whether they were advertised.

Contracts must not be split into smaller lots to avoid compliance with these rules.

The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (v) below:

- i) specialist services, such as legal professionals acting in disputes;
- ii) repairs to, or parts for, existing machinery or equipment;
- iii) works, goods or services that constitute an extension of an existing contract;
- iv) goods or services that are only available from one supplier or are sold at a fixed price.

When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the council. Avoidance of competition is not a valid reason.

The council shall not be obliged to accept the lowest or any tender, quote or estimate.

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

11.1 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).

11.2 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.

11.3 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.

12. ASSETS, PROPERTIES AND ESTATES

12.1 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.

12.2 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.

12.3 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).

- 12.4 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).
- 12.5 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.
- 12.6 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.

13. INSURANCE

- 13.1 Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 13.2 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 13.3 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.
- 13.4 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.

14. RISK MANAGEMENT

- 14.1 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.
- 14.2 When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

15. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 15.1 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.
- 15.2 The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

DOCUMENT HISTORY

Detailed History of Changes

Rev. No.	Date	Description of Changes
1.0	11/03/2019	Original document adopted by the council
1.1	09/03/2020	Page 3, para. 1.8 Amended stating that the RFO holds a statutory office to be appointed by the council,
		Page 13, Footnote Threshold amounts updated
1.2	08/03/2021	Page 6, para. 4.5 Limit raised to £500 from £200
		Page 12, Footnote Threshold amounts updated
		Page 14, Insurance 14.1 Regulation 17 amended to read Regulation 16
1.3	14/03/2022	Textual change and values where estimates will be sought amended, as recommended by the Internal Auditor
1.4	13/03/2023	Page 12, Footnote Threshold information updated
1.5	11/03/2024	Page 13, Footnote Threshold information updated
1.6	11/03/2025	Page 13, Footnote Threshold information updated
1.7	12/05/2025	Section 10 (Procurement) and Section 11 (Contracts) combined into new Section 10 (Procurement) amended as advised by NALC due to the introduction of The Procurement Act 2023 and The Procurement Regulation 2024. New Appendix 1 added – Tender process.
1.8	12/01/2026	Section 10 Procurement Contract values amended

Appendix 1 - Tender process

- 1) Any 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.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post unless an electronic tendering process has been agreed by the council.
- 3) Where a postal process is used, 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. 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.
- 4) Where an electronic tendering process is used, the council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order [insert reference of the council's relevant standing order] and shall refer to the terms of the Bribery Act 2010.
- 6) Where 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, 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.

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: clerk@rollestonondove-pc.gov.uk
- Phone: 07908 545412
- Correspondence: Clerk, c/o 32 Hillcrest Rise, Burntwood WS7 4SH

Diversity Monitoring

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

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

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

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

Information provided to us

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

The Council's Right to Process Information

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

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

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

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

Children

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

Rights of a Data Subject

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

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

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

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

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

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

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

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

Making Information Available

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

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

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

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

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

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

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

Disclosure Information

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

Data Transparency

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

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

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

The principles of the Code are:

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

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

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

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

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

Adopted: 11 March 2019

Reviewed: 09 March 2026

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	Website	
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:

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SCHEDULE OF CHARGES

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

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

* the actual cost incurred by the public authority

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

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

**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 and invoices). ▪ 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 financial documents are signed by two authorised signatories. ▪ All Faster Payments/BACS transactions are authorised the Council. ▪ Original invoices are provided to the councillors signing the Schedule of Payments.

<p>The Free Resource, i.e. LGA 1972, s.137</p>	<ul style="list-style-type: none"> ▪ A separate S137 account is maintained where necessary. ▪ The RFO calculates the maximum amount of S137 expenditure able to be made each year and ensures that it is not exceeded. ▪ The proper minute authorising expenditure from S137 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.

Budgetary Controls	<ul style="list-style-type: none">▪ The budget is prepared in consultation with the Council.▪ The Precept is set on the basis of the budget by the deadline set by the Borough Council.
Payroll Controls	<ul style="list-style-type: none">▪ All staff are paid under PAYE.▪ All staff salaries are set by the Council and a minute is prepared to show the agreed salaries.▪ The Council has engaged Bradley Accountancy Practice Ltd to administer its payroll.▪ Salaries are paid via Faster Payment direct into employees Bank accounts.▪ 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

02 March 2026