

RATTLESDEN PARISH COUNCIL

Members of the Council: are hereby summoned to the Annual Meeting of the Parish Council which will be held in the Village Hall on Tuesday 27 June 2023 at 7:30pm for the purpose of transacting the business below.

Members of the Public: are welcome to attend and may address the Council under item 4. on the agenda.

Reporting on Meetings: Except where members of the public are excluded due to the confidential nature of the business being considered, any person may film, photograph, audio record or use social media to report on Council meetings. Any person intending to do so is asked to notify the Clerk or Chairman before the start of the meeting.

AGENDA

- 1. To receive apologies for absence.**
Cllr Dan Jewers.
- 2. To receive, from Members, any declarations of interest in items on the agenda in accordance with the Council's Code of Conduct.**
- 3. To approve the minutes of the Ordinary Meeting of the Parish Council held on 30 May 2023.**
- 4. To invite public questions or comment on any matter on this agenda.**
- 5. To appoint to the vacancy arising from the recent elections:**
 - 5.1 Expressions of interest in the vacancy have been received from two parishioners and their supporting statements are attached. Proposers and seconders are not required, and the appointment will be made by a simple majority vote, the chairman having a casting vote in the event of an equality.
 - 5.2 To receive the declaration of acceptance of office of the successful candidate, if present.
- 6. To receive a report from the County Councillor.**
- 7. To receive a report from the District Councillor.**
- 8. Planning:**
 - 8.1 To consider applications received, including **DC/23/02483** Townfield, Baby Lane - 2-bay garage to 1 bedroom holiday let; **DC/23/02784** 2 Peggs Cottage, Half Moon Street - Fell 1 conifer.
 - 8.2 To note any applications considered by e-mail due to the consultation deadline – none received.
 - 8.3 To note any planning applications granted/refused.
- 9. Finance:**
 - 9.1 To receive the Clerk's financial report – accounts to 31 May 2023.
 - 9.2 To authorise the June payments schedule.

10. Review of Council policies and procedures

- 10.1 01 Standing Orders
- 10.2 02 Financial Regulations
- 10.3 03 Health and Safety Policy
- 10.4 04 Protocol for Reporting at Meetings
- 10.5 06 Data Protection Policy
- 10.6 07 FOI Publication Scheme
- 10.7 10 Data and Records Retention Policy
- 10.8 12 Complaints Procedure
- 10.9 Cemetery Fees and Regulations

11. Review of Risk Register and Risk Assessments

- 11.1 Risk Register
- 11.2 Village Warden Risk Assessment
- 11.3 SID charging Risk Assessment.

12. Matters to be brought to the attention of the Council either for information or for inclusion on the agenda of a future Ordinary Meeting.

- 12.1 Request for memorial bench
- 12.2 Footpath cutting.

13. Next Meeting:

To note that the next Ordinary Meeting of the Parish Council is scheduled for 25 July 2023 at 7:30pm.



Parish Clerk: Andrew Scott, Proper Officer of the Council
Address: Whalebone Cottage, High Street, Rattlesden IP30 0SB
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Published: 21 June 2023

RATTLESDEN PARISH COUNCIL

Minutes of the Annual Meeting of the Council held on Tuesday 30 May 2023 at 6:15pm in Rattlesden Village Hall

Present: Cllr Edwards (Chairman), Cllr Atkinson, Cllr Peter Brooke, Cllr Dave Goodlad, Cllr Dan Jewers, Cllr Russell Morley.

In Attendance: District Cllr Nicky Willshere, Parish Clerk Andrew Scott, and two members of the public.

2023/048 Election of Chairman

It was resolved that Cllr Kerry Burn be elected as chairman for the coming year.

2023/049 Election of Vice Chairman

It was resolved that Cllr Tony Edwards be elected as vice chairman for the coming year.

2023/050

Declarations of acceptance of office were made by the chairman and councillors before the Proper Officer of the Council.

2023/051

Apologies for absence

There were no apologies for absence.

2023/052

Declarations of Interest

There were no declarations of interest.

2023/053

Minutes of the last Parish Council Meeting

It was resolved that the minutes of the Ordinary Meeting of the Parish Council held on 25 April 2023 be approved.

2023/054

Matters arising from the minutes

2023/045 Internal Audit

The Clerk reported that Mr Graham Reid FCA had kindly indicated his willingness to continue to act as internal auditor and it was agreed that he should be asked to make the report for financial year 2022-23.

2023/055

Appointments to external bodies

The following appointments to external bodies were made@

055.1 Rattlesden Village Hall Management Committee: Cllr Tony Edwards

055.2 Airfield Liaison Officer: Cllr Dave Goodlad.

2023/056

Council Officers

The following Council officers were appointed:

056.1 Tree Officer: Carol Williamson

056.2 Footpaths Officer: Gaye Reid

056.3 Finance Councillor: Cllr Russell Morley

056.4 Wildlife Friendly Village Councillor: Cllr Steve Atkinson

2023/057

Working Groups

Councillors were appointed to Working Groups as follows:

057.1 Finance: Russell Morley, Dave Goodlad, Steve Atkinson

057.2 Housing: Kerry Burn, Tony Edwards, Dan Jewers.

RATTLEDEN PARISH COUNCIL

2023/058

Public Comment and questions on agenda items

There were no public comments or questions.

2023/059

Planning

059.1 Applications received: Re-consultation DC/23/01457 - Manor Cottage, Half Moon Street. Councillors continued to find the drawings for this application difficult to understand and interpret, and noted that the indicated location had not been corrected. They welcomed the proposed alternative roof profile for Unit B, although they questioned the appropriateness of a sedum roof in this setting. The Council's previous objection on the grounds of over-development and congestion following the removal of one of the two vehicular accesses had not been addressed, and therefore remained.

059.2 Applications considered by e-mail due to the consultation deadline – there were none.

059.3 Applications granted/refused: DC/23/00989_2 Wheelwright Green – granted; DC/23/01102 Red House Farm, Poy Street Green – granted; DC/23/01444 Hollandia, Top Road – granted; DC/23/01240 Lancaster Cottage, Poy Street Green – granted.

2023/060

Finance

060.1 Financial Report: The Clerk's financial report to 30 April was received. The current account balance stood at £686.23 and the deposit account at £115,143.94, and it was agreed that the reconciliation be approved and duly signed.

060.2 Payments Schedule: The schedule of payments for May 2023 was approved.

060.3 Cemetery maintenance contract: the Clerk reported that the current two year contract had expired, and that the contractor proposed to increase his charge from £275 to £300 per month. It had previously been agreed to run the current contract on, pending retendering to include the Jubilee Field. It was noted that the proposed increase had provision in the budget and agreed that it was acceptable.

060.4 Cllr Goodlad sought approval for the purchase of a second SID battery charger to speed up the recharging process and this was agreed.

2023/061

Matters to be brought to the attention of the Council

A note of thanks had been received from the organisers of the Coronation Tea, which had been very much enjoyed by 45 senior citizens. Cllr Jewers had discussed the condition of the cemetery with the contractor, and it was agreed that a reminder should be put in Rattlesden's Revelations about the problems for maintenance caused by unapproved ornaments. Cllr Edwards reported that he had agreed the arrangements for water supply and fencing with Hartog Hutton, who were still awaiting the availability of plant for forming the new allotments. He also reported on progress with plans to improve the Village Hall and secure its viability for the future. Cllr Morley raised the matter of overgrown verges and the increase in traffic due to the A14 closures. It was noted that footpaths were similarly overgrown. Cllr Atkinson had attended his second meeting of the school governors.

2023/062

Next Meeting

Tuesday 27 June 2023 at 7:30pm.

The meeting closed at 7:30pm.

Personal statement to support application to become a Parish Counsellor

I have lived in Rattlesden for 2 years. I feel that I now have a much better sense of what residents enjoy about living in this lovely village and some understanding of the challenges that the village may face moving forward. I can offer a “fresh pair of eyes”.

I work with young people as a psychotherapist part time and deliver training. I have worked in secondary education, becoming a member of the leadership team with responsibility for safeguarding and have represented education as Chair of a Childrens Safeguarding board. To carry out these roles effectively I have needed to illustrate good interpersonal skills, be an effective team player with the ability to listen to others well, contribute and put my point across clearly and in this role accept the majority decision. A sense of humour also helps.

Thank you for considering this application,

Denise Mills

3 Windyridge Road
Rattlesden
Suffolk
IP30 0SW

28th May 2023

To whom it may concern,

Re: Rattlesden Parish Council Vacancy

Should a vacancy arise for a position on the Rattlesden Parish Council I would very much like to be considered.


My husband and I have lived in Rattlesden for a couple of years. We love the village and the community and have made many friends here. We have always said we would like to get more involved in the community especially when we have purchased a house and set down roots. I am pleased to report that I am in the process of buying a house in Rattlesden.

I have been a solicitor for many years . I understand from my husband's father who is on the parish council in his village that this would allow me to add value to the existing team. Currently, I work in a consultant capacity for a large firm in Cambridge.

This together with my enthusiasm and love for Rattlesden I hope would assist with my application.

I look forward to hearing from you.

Kind regards,



Sarah Osborne

m: 07954 331403

e: sarah@osbornesoftware.com

Parish Report – June 2023

Email;
Penny.otton@suffolk.gov.uk

Councillor Penny Otton
Thedwastre South

Mobile;07545423847

Revision of Suffolk County Council's Energy Infrastructure Policy

The decision to adopt the Energy Infrastructure Policy by the Cabinet in February 2021 required that a review of the Policy was undertaken after two years, and this was discussed at Cabinet on 16 May.

Water Resources East stated, with the launch of their regional plan consultation in November 2022, that, "Unless action is taken, increasing water scarcity will constrain agricultural production and curtail economic and housing development, impacting the region's future prosperity and endangering the east's iconic chalk rivers, peatlands and wetlands".

Procurement of Street Lighting Services

The current Highways Services Contract with Kier Integrated Services Limited, which includes provision for Street Lighting Services, comes to an end on 30 September 2023, having been extended to its full 10-year term.

The Cabinet report for 16 May set out the process and timeline for the new procurement, with reference to the Scrutiny Committee report 'The Procurement of a new Highways Services Contract' from 15 February 2022, which set out lessons learned from the last procurement and how these would be incorporated in the procurement process and new contract to ensure a more rigorous procurement and selection process, and delivery of high quality and sustainable street lighting services for the county.

Final tender submissions are due to be received on 19 May 2023 and will be evaluated and scored during the following two weeks with a view to awarding the new contract in June 2023.

Supporting Suffolk Residents to Access Benefits

Feedback from VCSE organisations shows that many people are not benefiting from the support they are eligible for. Whilst recognising the good work done by council officers and the voluntary sector to support those in need as cost-of-living pressures continue,

My group proposed a motion to put in place an additional programme of communication, to improve the take up of benefits and support available.

Many Suffolk residents may be unaware that they are eligible for a carers allowance, or attendance allowance, and may need signposting or support with the application forms for these benefits.

This motion was passed by the Council at the Annual General Meeting on 25 May.

Information available at [Infolink.suffolk.gov.uk/cost of living](https://infolink.suffolk.gov.uk/cost-of-living)

Suffolk County Council receives £7.8m for Active Travel Schemes

The government's scheme Active Travel England aims to boost local economies and transform the school run for thousands of children, generating up to 16 million extra walking and cycling trips a year across the country. The council received £7.8m from the

government which it will spend on seven projects around the county, encouraging cycling and walking via cycle lanes, shared use paths and improved road crossings.

There will be a period of consultation with Suffolk residents during 2023, with work starting on all schemes in 2024. However, most of the proposals are in the more urban areas.

Investment of £10m announced for potholes on minor roads

The Council confirmed that £10m would be set aside to be spent over the next 20 months on the surfaces of smaller, local roads where people live, in partnership with Milestone, the new highways contractor. Hopefully we will see an improvement.

SUFFOLK COMMUNITY AWARDS; details sent to clerk

A14 WORK; details sent through including trial of closure of Haughley slip road

RISING SUN HILL; I have again asked if we have a date for the repair work.

ST NICHOLAS CLOSE; potholes done there, but this is a prime example for not doing a complete resurface then having to come back again as it is not that long since the last lot were done. I have sent my thoughts to the head of highways.

SCHOOL TRANSPORT PROBLEMS TO THURSTON; despite trying to set up a meeting with Cllr Hood the cabinet member for education who said there's nothing she can do, I have suggested to the parents to put a question to the full council on 13th July

[Suffolk Green, Lib Dem & Independent Group \(@SuffolkGLI\) / Twitter](#)

Instagram - https://www.instagram.com/suffolkgli_group/

Facebook - Search 'Suffolk GLI - Green, Liberal Democrat & Independent Group'

Website - [Suffolk Green, Liberal Democrat and Independent Group – The GLI Group at Suffolk County Council \(suffolkgli.wordpress.com\)](#)

Parish Report – June 2023

Councillor Nicky Willshere
Rattlesden Ward

Email: Nicky.Willshere@Midsuffolk.gov.uk
Mobile: 07793610542

Annual Council Meeting

The Annual Council meeting was held on 22nd May. The Green party has overall control holding 24 of the 34 seats. The newly elected chair is Cllr. Rowland Warboys with Cllr. Dan Pratt as Vice Chair. The Green party has appointed a cabinet including a new post of Thriving Towns and Rural Communities (Cllr Teresa Davis) and Environment, Culture and Wellbeing (Cllr. Tim Weller). The chair and vice chair position of all committees has been agreed, this is to be a mix across parties, there will only be 1 Planning Committee this year instead of 2 committee previously.

Next council meeting 19 July 2023

Work Underway to install 30 new electric vehicle charging points in council car parks:

Work is starting this week, Mid Suffolk car parks due to benefit from the new chargers are:

- **Ipswich Street**
Stowmarket
 - **Bury Street**
Stowmarket
 - **Milton Road**
Stowmarket
 - **Iliffe Way**
Stowmarket
 - **Union Street West**
Stowmarket
-

Community Grants:

I forward details of the Capital and Community Development Grants for Mid Suffolk <https://www.midsuffolk.gov.uk/communities/grants-and-funding/babergh-and-mid-suffolk-district-council-funding/>

All local Councillors hold a locality budget that can be used to support the local community.

<https://www.babergh.gov.uk/communities/grants-and-funding/locality-awards/>

Rattlesden Parish Council

Budget report from 1-Apr-2023 to 31-May-2023 (figures exclude VAT) All reserves

Payments

	Period		
	Budget	Actual	Variance
Payroll			
Salaries	1,553.00	1,504.90	48.10
Total Payroll	<u>1,553.00</u>	<u>1,504.90</u>	<u>48.10</u>
Administration			
Subscriptions	916.53	408.34	508.19
Expenses	150.00	18.87	131.13
Audit	0.00	0.00	0.00
Insurance	0.00	0.00	0.00
Room hire	132.00	0.00	132.00
Training	250.00	0.00	250.00
Total Administration	<u>1,448.53</u>	<u>427.21</u>	<u>1,021.32</u>
Maintenance			
Grounds	1,001.26	596.72	404.54
Waste	891.86	711.65	180.21
Repairs	1,500.00	89.79	1,410.21
Total Maintenance	<u>3,393.12</u>	<u>1,398.16</u>	<u>1,994.96</u>
Fixed assets			
Fixed assets	500.00	540.88	-40.88
Total Fixed assets	<u>500.00</u>	<u>540.88</u>	<u>-40.88</u>
Grants			
Grants	7,186.29	321.69	6,864.60
Total Grants	<u>7,186.29</u>	<u>321.69</u>	<u>6,864.60</u>
Other Payments			
Miscellaneous	0.00	0.00	0.00
Total Other Payments	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
Total Payments	<u>14,080.94</u>	<u>4,192.84</u>	<u>9,888.10</u>

Receipts

	Period		
	Budget	Actual	Variance
Precept			
Precept	11,316.00	11,162.00	154.00
Total Precept	<u>11,316.00</u>	<u>11,162.00</u>	<u>154.00</u>
Other Receipts			
Recycling grant	600.00	301.24	298.76
Cemetery fees	500.00	0.00	500.00
Deposit interest	300.00	73.73	226.27
VAT Repayments	0.00	0.00	0.00
Allotments rent	40.80	0.00	40.80
Cleansing grant	1,037.00	0.00	1,037.00
Locality grant	0.00	0.00	0.00
Total Other Receipts	<u>2,477.80</u>	<u>374.97</u>	<u>2,102.83</u>
CIL			
CIL	0.00	10,245.94	-10,245.94
Total CIL	<u>0.00</u>	<u>10,245.94</u>	<u>-10,245.94</u>
Total Receipts	<u>13,793.80</u>	<u>21,782.91</u>	<u>-7,989.11</u>

Council name Rattlesden Parish Council
Bank account TSB Current

Balance per bank statement at 31/05/2023	465.84
TOTAL NET BANK BALANCES AT 31/05/2023	465.84
Opening_balance	176.71
Total receipts	21,709.18
Total payments	-4,420.05
Total transfers	<u>-17,000.00</u>
Closing balance per cash book (must equal net bank balances above)	<u>465.84</u>

Finance Councillor

Council name Rattlesden Parish Council
Bank account TSB Deposit

Balance per bank statement at 31/05/2023	113,226.07
TOTAL NET BANK BALANCES AT 31/05/2023	113,226.07
Opening_balance	96,070.21
Total receipts	155.86
Total payments	
Total transfers	<u>17,000.00</u>
Closing balance per cash book (must equal net bank balances above)	<u>113,226.07</u>

Finance Councillor

Rattlesden Parish Council 30-May-23

Transactions for approval

Vouch	Date	Ref.	Description	Supplier / customer	Account	Net	VAT	Total
39	03/06/2023	FPO	April cuts less credit	PP Garden Services Ltd	Grounds	4.00	0.80	4.80
40	03/06/2023	FPO	May cuts	PP Garden Services Ltd	Grounds	44.00	8.80	52.80
41	08/06/2023	FPO	May invoice	John Lee (Felsham Gardeners)	Grounds	300.00	0.00	300.00
42	11/06/2023	FPO	Retirement presentations (Chair's Allow)	Cllr Tony Edwards	Miscellaneous	67.84	0.00	67.84
43	30/06/2023	FPO	June salary	Freya McBain	Salaries	272.50	0.00	272.50
44	30/06/2023	FPO	June salary	Andrew Scott	Salaries	389.15	0.00	389.15
45	30/06/2023	FPO	June PAYE	HMRC	Salaries	90.80	0.00	90.80
						1,168.29	9.60	1,177.89

Approved

Approved

RATTLEDEN PARISH COUNCIL: GOVERNANCE

01 STANDING ORDERS

Adopted 2014-04-29; Last Updated 2022-06-28

These standing orders are the written rules of the Council and are based upon the model standing orders produced by the National Association of Local Councils (NALC). They are used to regulate the proceedings of a meeting, and to confirm or refer to the internal organisational and administrative arrangements of the Parish Council. They differ from Council policies but refer to them.

Standing orders do not include financial regulations. The latter regulate and control the financial affairs and accounting procedures of the Council and, as opposed to standing orders, include most of the requirements relevant to the Responsible Financial Officer.

Standing orders in bold type contain legal and statutory requirements.

1. Rules of Debate at Meetings
2. Disorderly Conduct at Meetings
3. Meetings Generally
4. Committees
5. Ordinary Council Meetings
6. Extraordinary Meetings of the Council and Committees
7. Previous Resolutions
8. Voting on Appointments
9. Motions for a Meeting that Require Written Notice to the Proper Officer
10. Motions at a Meeting that do not Require Written Notice
11. Management of Information
12. Draft Minutes
13. Code of Conduct and Dispensations
14. Code of Conduct Complaints
15. Proper Officer
16. Responsible Financial Officer
17. Accounts and Accounting Statements
18. Financial Controls and Procurement
19. Handling Staff Matters
20. Responsibilities to Provide Information
21. Responsibilities under Data Protection Legislation
22. Relations with the Press/Media
23. Execution of Legal Deeds
24. Communicating with District and County Councillors
25. Restrictions on Councillor Activities
26. Standing Orders Generally

RATTLEDEN PARISH COUNCIL: GOVERNANCE

01 STANDING ORDERS

Adopted 2014-04-29; Last Updated 2022-06-28

1 Rules of Debate at Meetings

- 1.1 Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chairman of the meeting.
- 1.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 1.3 A motion on the agenda that is not moved by its proposer may be treated by the Chairman of the meeting as withdrawn.
- 1.4 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- 1.5 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 1.6 If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- 1.7 An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the Chairman of the meeting, is expressed in writing to the Chairman.
- 1.8 A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- 1.9 If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chairman.
- 1.10 Subject to standing order 1.11, only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chairman of the meeting.
- 1.11 One or more amendments may be discussed together if the Chairman of the meeting considers this expedient, but each amendment shall be voted upon separately.
- 1.12 A councillor may not move more than one amendment to an original or substantive motion.
- 1.13 The mover of an amendment has no right of reply at the end of debate on it.
- 1.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- 1.15 Unless permitted by the Chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - a. to speak on an amendment moved by another councillor;
 - b. to move or speak on another amendment if the motion has been amended since he last spoke;
 - c. to make a point of order;

RATTLEDEN PARISH COUNCIL: GOVERNANCE

01 STANDING ORDERS

Adopted 2014-04-29; Last Updated 2022-06-28

- d. to give a personal explanation; or
 - e. in exercise of a right of reply.
- 1.16 During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- 1.17 A point of order shall be decided by the Chairman of the meeting and his decision shall be final.
- 1.18 When a motion is under debate, no other motion shall be moved except:
- a. to amend the motion;
 - b. to proceed to the next business;
 - c. to adjourn the debate;
 - d. to put the motion to a vote;
 - e. to ask a person to be no longer heard or to leave the meeting;
 - f. to refer a motion to a committee or sub-committee for consideration;
 - g. to exclude the public and press;
 - h. to adjourn the meeting; or
 - i. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- 1.19 Before an original or substantive motion is put to the vote, the Chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- 1.20 Excluding motions moved under standing order 1.18, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the Chairman of the meeting.

2 Disorderly Conduct at Meetings

- 2.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 2.2 If person(s) disregard the request of the Chairman of the meeting to moderate or improve their conduct, any councillor or the Chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 2.3 If a resolution made under standing order 2.2 is ignored, the Chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3 Meetings Generally

RATTLEDEN PARISH COUNCIL: GOVERNANCE

01 STANDING ORDERS

Adopted 2014-04-29; Last Updated 2022-06-28

- 3.1 **Meetings of the Council shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- 3.2 **The minimum three clear days for notice of a meeting of the Council does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- 3.3 The minimum three clear days' public notice of a committee meeting does not include the day on which the notice was issued or the day of the meeting.
- 3.4 **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- 3.5 Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- 3.6 The period of time designated for public participation at a meeting in accordance with standing order 3.5 shall not exceed 15 minutes unless directed by the Chairman of the meeting.
- 3.7 Subject to standing order 3.6, a member of the public shall not speak for more than three minutes.
- 3.8 In accordance with standing order 3.5, a question shall not require a response at the meeting nor start a debate on the question. The Chairman of the meeting may direct that a written or oral response be given.
- 3.9 A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chairman of the meeting may, at any time, permit a person to be seated when speaking.
- 3.10 A person who speaks at a meeting shall direct his comments to the Chairman of the meeting.
- 3.11 Only one person is permitted to speak at a time. If more than one person wants to speak, the Chairman of the meeting shall direct the order of speaking.
- 3.12 **Subject to standing order 3.13, a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To 'report' means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- 3.13 **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

RATTLEDEN PARISH COUNCIL: GOVERNANCE

01 STANDING ORDERS

Adopted 2014-04-29; Last Updated 2022-06-28

- 3.14 **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- 3.15 **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- 3.16 **The Chairman, if present, shall preside at a meeting of the Council. If the Chairman is absent from a meeting of the Council, the Vice-Chairman (if there is one), if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting of the Council, a councillor as chosen by the councillors present at the meeting shall preside at the meeting of the Council.**
- 3.17 **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- 3.18 **The Chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
See standing orders 5.8 and 5.9 for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.
- 3.19 **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- 3.20 The minutes of a meeting shall include an accurate record of the following:
- the time and place of the meeting;
 - the names of councillors present and absent;
 - interests that have been declared by councillors;
 - the grant of dispensations (if any) to councillors;
 - whether a councillor left the meeting when matters that he held interests in were being considered;
 - if there was a public participation session; and
 - the resolutions made.
- 3.21 **A councillor who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- 3.22 **No business may be transacted at a meeting of the Council unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**
See standing order 4.4h for the quorum of a committee meeting.
- 3.23 **If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.**

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3.24 A meeting shall not exceed a period of two and a half hours.

4 Committees

4.1 **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**

4.2 **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**

4.3 **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee may be non-councillors.**

4.4 The Council may appoint standing committees or other committees as may be necessary, and:

- a. shall determine their terms of reference;
- b. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of Council;
- c. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
- d. shall, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of members of such a committee;
- e. may, subject to standing orders 4.2 and 4.3, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer three days before the meeting that they are unable to attend;
- f. shall, after it has appointed the members of a standing committee, appoint the Chairman of the standing committee;
- g. shall permit a committee other than a standing committee, to appoint its own Chairman at the first meeting of the committee;
- h. shall determine the place, notice requirements and quorum for a meeting of a committee which shall be no less than three;
- i. shall determine if the public may participate at a meeting of a committee; and
- j. may dissolve a committee.

5 Ordinary Council Meetings

5.1 **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**

5.2 **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council may direct.**

5.3 **If no other time is fixed, the annual meeting of the Council shall take place at 6.00pm.**

5.4 **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council directs.**

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- 5.5 **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- 5.6 **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- 5.7 **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- 5.8 **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but must give a casting vote in the case of an equality of votes.**
- 5.9 **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.**
- 5.10 Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
- a. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - b. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - c. Receipt of the minutes of the last meeting of a committee;
 - d. Consideration of the recommendations made by a committee;
 - e. Review of delegation arrangements to committees, staff and other local authorities;
 - f. Review of the terms of reference for committees;
 - g. Appointment of members to existing committees;
 - h. Appointment of any new committees in accordance with standing order 4;
 - i. Review and adoption of appropriate standing orders and financial regulations;
 - j. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies, and businesses;
 - k. Review of representation on or work with external bodies and arrangements for reporting back;
 - l. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - m. Review of inventory of land and assets including buildings and office equipment;
 - n. Confirmation of arrangements for insurance cover in respect of all insurable risks;
 - o. Review of the Council's and/or staff subscriptions to other bodies;
 - p. Review of the Council's complaints procedure;
 - q. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation;

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- r. Review of the Council's policy for dealing with the press/media; and
- s. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6 Extraordinary Meetings of the Council, Committees and Sub-Committees

6.1 **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**

6.2 **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.**

6.3 The Chairman of a committee may convene an extraordinary meeting of the Committee at any time.

6.4 If the Chairman of a committee does not call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee, any two members of the committee may convene an extraordinary meeting of a committee.

7 Previous Resolutions

7.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee.

7.2 When a motion moved pursuant to standing order 7.1 has been disposed of, no similar motion may be moved within a further six months.

8 Voting on Appointments

Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the Chairman of the meeting.

9 Motions for a Meeting that Require Written Notice to the Proper Officer

9.1 A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

9.2 No motion may be moved at a meeting unless it is on the agenda and the mover has given

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written notice of its wording to the Proper Officer at least seven clear days before the meeting.

- 9.3 The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9.2, correct obvious grammatical or typographical errors in the wording of the motion.
- 9.4 If the Proper Officer considers the wording of a motion received in accordance with standing order 9.2 is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing to the Proper Officer at least seven clear days before the meeting.
- 9.5 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the Chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 9.6 The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

10 Motions at a Meeting that do not Require Written Notice

The following motions may be moved at a meeting without written notice to the Proper Officer:

- a. to correct an inaccuracy in the draft minutes of a meeting;
- b. to move to a vote;
- c. to defer consideration of a motion;
- d. to refer a motion to a particular committee;
- e. to appoint a person to preside at a meeting;
- f. to change the order of business on the agenda;
- g. to proceed to the next business on the agenda;
- h. to require a written report;
- i. to appoint a committee and their members;
- j. to extend the time limits for speaking;
- k. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- l. to not hear further from a councillor or a member of the public;
- m. to exclude a councillor or member of the public for disorderly conduct;
- n. to temporarily suspend the meeting;
- o. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- p. to adjourn the meeting; or
- q. to close a meeting.

11 Management of Information

- 11.1 **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and**

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encryption of personal data.

- 11.2 **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- 11.3 **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- 11.4 **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12 **Draft Minutes**

- 12.1 If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 12.2 There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10a.
- 12.3 The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the Chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 12.4 **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a Website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- 12.5 Subject to the publication of draft minutes in accordance with standing order 12.4 and standing order 20.1 and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13 **Code of Conduct and Dispensations**

See also standing order 3.21.

- 13.1 All councillors shall observe the code of conduct adopted by the Council, i.e. the LGA Model Councillor Code of Conduct 2020 (*adopted by the Council at its ordinary meeting of 24 May 2022; minute 2022/024 refers*).
- 13.2 Unless he has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

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- 13.3 Unless he has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- 13.4 **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- 13.5 A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- 13.6 A dispensation request shall confirm:
- the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - an explanation as to why the dispensation is sought.
- 13.7 Subject to standing orders 13.4 and 13.6, dispensation requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- 13.8 **A dispensation may be granted in accordance with standing order 13.5 if having regard to all relevant circumstances any of the following apply:**
- without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - granting the dispensation is in the interests of persons living in the Council's area; or**
 - it is otherwise appropriate to grant a dispensation.**

14 **Code of Conduct Complaints**

- 14.1 Upon notification by the District Council that it is dealing with a complaint that a councillor has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- 14.2 Where the notification in standing order 14.1 relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another person to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14.4.
- 14.3 The Council may:
- provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is a legal requirement; and/or

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- b. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

14.4 **Upon notification by the District Council that a councillor has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15 **Proper Officer**

15.1 The Proper Officer shall be the Clerk.

15.2 The Proper Officer shall:

- a. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors, by delivery or post at their residences or by e-mail authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by e-mail);**
 - **provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3.2 for the meaning of clear days for a meeting of a Council and standing order 3.3 for a meeting of a committee.
- b. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
- c. **convene a meeting of Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- d. **facilitate inspection of the minute book by local government electors;**
- e. **receive and retain copies of byelaws made by other local authorities;**
- f. hold acceptance of office forms from councillors;
- g. hold a copy of every councillor's register of interests;
- h. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- j. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- k. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- l. arrange for legal deeds to be executed;
See also standing order 23.
- m. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- n. record every planning application notified to the Council and the Council's response to the local planning authority;
- o. manage access to information about the Council via its Publication Scheme.

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16 Responsible Financial Officer

- 16.1 The Responsible Financial Officer shall be the Clerk.
- 16.2 The Council shall appoint an appropriate person to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17 Accounts and Accounting Statements

- 17.1 'Proper practices' in standing orders refer to the most recent version of *Governance and Accountability for Local Councils: a Practitioners' Guide*.
- 17.2 All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- 17.3 The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise the:
- a. Council's receipts and payments for each quarter;
 - b. Council's aggregate receipts and payments for the year to date;
 - c. balances held at the end of the quarter being reported;
- which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- 17.4 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- a. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year-to-date for information; and
 - b. to the Council the accounting statements for the year in the form of Section 2 of the Annual Governance and Accountability Return, as required by proper practices, for consideration and approval.
- 17.5 The year end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft Annual Governance and Accountability Return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The Annual Governance and Accountability Return of the Council, which is subject to external audit, including the Annual Governance Statement, shall be presented to the Council for consideration and formal approval before 30 June.

18 Financial Controls and Procurement

- 18.1 The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- a. the keeping of accounting records and systems of internal controls;
 - b. the assessment and management of financial risks faced by the Council;
 - c. the work of the independent internal auditor in accordance with proper practices and the

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- receipt of regular reports from the internal auditor, which shall be required at least annually;
 - d. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - e. whether contracts with an estimated value below £25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- 18.2 Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- 18.3 **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18.6 is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder Website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- 18.4 Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- a. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - b. an invitation to tender shall be drawn up to confirm (i) the Council's specification, (ii) the time, date and address for the submission of tenders, (iii) the date of the Council's written response to the tender, and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - c. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - d. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - e. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed; and
 - f. tenders are to be reported to and considered by the appropriate meeting of the Council.
- 18.5 The Council is not bound to accept the lowest value tender.
- 18.6 **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder Website and in OJEU.**
- 18.7 At the annual meeting a Finance Councillor shall be appointed to have oversight and scrutiny of the Council budget and, as appropriate, to work and liaise with the Clerk on matters of financial management. The Finance Councillor shall, at the end of each financial year, complete a record of annual governance to help inform the internal auditor when carrying out the required examination of Council business.

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19 Handling Staff Matters

- 19.1 A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- 19.2 Subject to the Council's policy regarding absences from work, the Clerk shall notify the Chairman of the Council or, if he is not available, the Vice-Chairman of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- 19.3 The Chairman of the Council or, in his absence, the Vice-Chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing.
- 19.4 Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chairman of the Council or, in his absence, the Vice-Chairman of the Council in respect of an informal or formal grievance matter, and this matter shall be reported to and progressed by resolution of the Council.
- 19.5 Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the Chairman or Vice-Chairman of the Council, this shall be communicated to another member of the Council, and shall be reported to and progressed by resolution of the Council.
- 19.6 Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- 19.7 In accordance with standing order 11.1 persons with line management responsibilities shall have access to staff records referred to in standing order 19.6.

20 Responsibilities to Provide Information

- 20.1 **In accordance with freedom of information legislation, the Council shall publish information in accordance with its Publication Scheme and respond to requests for information held by the Council.**
- 20.2 **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21 Responsibilities under Data Protection Legislation

- 21.1 **The Council may appoint a Data Protection Officer (who shall be the Clerk).**

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- 21.2 **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- 21.3 **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- 21.4 **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- 21.5 **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- 21.6 **The Council shall maintain a written record of its processing activities.**

22 Relations with the Press/Media

Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23 Execution of Legal Deeds

See also standing order 15.21.

- 23.1 A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- 23.2 **Subject to standing order 23.1, any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

24 Communicating with District and County Councillors

- 24.1 An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- 24.2 Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.

25 Restrictions on Councillor Activities

Unless authorised by a resolution, no councillor shall:

- a. inspect any land and/or premises which the Council has a right or duty to inspect; or
- b. issue orders, instructions or directions.

26 Standing Orders Generally

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- 26.1 All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- 26.2 A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- 26.3 The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- 26.4 The decision of the Chairman of a meeting as to the application of standing orders at the meeting shall be final.

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02 FINANCIAL REGULATIONS

Adopted 2017-02-28; Last Updated 2022-06-28

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 must be observed in conjunction with the Council's standing orders 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:
 - a. for the timely production of accounts;
 - b. that provide for the safe and efficient safeguarding of public money;
 - c. to prevent and detect inaccuracy and fraud; and
 - d. 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 the 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 appointed by the Council. The Clerk has been appointed as RFO for this Council and these regulations will apply accordingly.
- 1.9 The RFO:
 - a. acts under the policy direction of the Council;
 - b. administers the Council's financial affairs in accordance with all acts, regulations and proper practices;
 - c. determines, on behalf of the Council, its accounting records and accounting control systems;
 - d. ensures the accounting control systems are observed;
 - e. maintains the accounting records of the Council up-to-date in accordance with proper practices;
 - f. assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
 - g. 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 any income and expenditure account and statement of balances, or management information prepared for the Council, comply with the Accounts and Audit Regulations.

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Adopted 2017-02-28; Last Updated 2022-06-28

- 1.11 The accounting records determined by the RFO shall, in particular, contain:
- a. 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 account relate;
 - b. a record of the assets and liabilities of the Council; and
 - c. 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:
- a. procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable, and as accurately and reasonably as possible;
 - b. procedures to enable the prevention and detection of inaccuracies and fraud, and the ability to reconstruct any lost records;
 - c. identification of the duties of officers dealing with financial transactions;
 - d. procedures to ensure that uncollectable amounts, including any bad debts, are submitted to the Council for approval to be written off and that any such approval is shown in the accounting records; and
 - e. 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:
- a. setting the final budget and the precept (council tax requirement);
 - b. approving accounting statements;
 - c. approving the Annual Governance Statement;
 - d. borrowing;
 - e. writing off bad debts;
 - f. declaring eligibility for the General Power of Competence; and
 - g. addressing recommendations in any report from the internal or external auditors,
- shall be a matter for the full Council only.
- 1.14 In these financial regulations, references to the Accounts and Audit 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. References to the terms '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).

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 A Finance Councillor, a member other than the Chairman, shall be appointed by the Council. The Finance Councillor will have oversight of all financial matters on behalf of the Council including the verification of bank reconciliations (for all accounts) produced by the RFO. The Finance Councillor shall sign the reconciliations and the original bank statements as evidence of verification. As appropriate, the Finance Councillor will monitor and review the financial governance of the Council and recommend to the Council any actions required to promote compliance with audit, legislation and best practice.

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Adopted 2017-02-28; Last Updated 2022-06-28

- 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 necessary for the purpose of the audit and shall supply (as appropriate) 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 and shall carry out the work in relation to internal control required by the Council in accordance with proper practices.
- 2.6 The internal auditor shall:
- a. be competent and independent of the financial operations of the Council;
 - b. report to Council in writing, or in person, with a minimum of one annual written report during each financial year;
 - c. demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - d. 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:
- a. perform any operational duties for the Council;
 - b. initiate or approve accounting transactions; or
 - c. 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 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) and Forward Planning

- 3.1 The RFO must each year, by no later than January, 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.

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- 3.2 The Council shall consider annual budget proposals in relation to the Council's three-year forecast (if in place) of revenue, and capital receipts and payments, including recommendations for the use of reserves and sources of funding, and update the forecast accordingly.
- 3.3 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. The RFO shall issue the precept to the billing authority and supply each member with a copy of the approved annual budget.
- 3.4 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.
- 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. During the budget year, and with the approval of the Council, 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 Salary budgets are to be reviewed at least annually in March for the following financial year and such review shall be evidenced by an appropriate record in the minutes of the relevant Council meeting.
- 4.5 In cases of extreme risk to the delivery of Council services the RFO may, with the agreement of the Chairman (or Vice-Chairman in the absence of the Chairman), authorise revenue expenditure on behalf of the Council. 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 RFO shall report such action 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, if needed, 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 £100 or 10% 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 made by the RFO and approved by the Council. 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.
- 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 record expenditure against the appropriate budget heading. The RFO shall pay all invoices submitted, and which are in order, at the next available Council meeting.
- 5.5 If any payments are necessary to avoid charges to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payments is before the next scheduled meeting of Council, where the RFO certifies that there is no dispute or other reason to delay payments, then the RFO may take all steps necessary to settle the same provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.6 For each financial year the RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as salaries, PAYE, and regular maintenance contracts) for which the Council may authorise payment for the year provided that the requirements of regulation 4.1 above are adhered to, and provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.7 A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and/or made.
- 5.8 Members are subject to the LGA Model Councillor Code of Conduct 2020 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.
- 5.9 Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by the Finance Councillor.

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 formal authorisation, the Council shall give instruction that a payment shall be made.

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- 6.3 All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, 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 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 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 certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed or otherwise evidenced by two members and any payments are reported to Council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the Council at least every two years.
- 6.9 If thought appropriate by the Council, payment for certain items may be made by Faster Payments, 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 the Council as made. Approval for the use of Faster Payments, Bacs or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.10 If thought appropriate by the Council and duly authorised by the same, payment for certain items may be made by Internet banking transfer. In such circumstances, an appropriate record must be retained.
- 6.11 The RFO shall not disclose any PIN or password relevant to the working of the Council or its bank accounts unless authorised to do so by the Council.
- 6.12 Where Internet banking arrangements apply, the RFO shall be appointed as the service administrator. The bank mandate approved by the Council shall identify those councillors authorised to approve transactions on those accounts.
- 6.13 The Council will not maintain any form of cash float. Any cash received must be banked intact. Any payments made in cash by the RFO (such as for postage, ICT consumables or minor stationery items) shall be refunded quarterly.

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Adopted 2017-02-28; Last Updated 2022-06-28

7 Payment of Salaries

- 7.1 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 PAYE/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 financial 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 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.5 Before employing interim staff the Council must consider a full business case.

8 Loans and Investments

- 8.1 All borrowings shall be negotiated and effected in the name of the Council, after obtaining any necessary borrowing approval. The application for borrowing approval, terms and purpose, and subsequent arrangements for the loan, shall only be approved by the 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 the Council in respect of value for money for the proposed transaction.
- 8.3 All investments of money under the control of the Council shall be in the name of the Council.
- 8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.5 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 regulations 5 and 6 above.

9 Income

- 9.1 The collection of all sums and accounts due to the Council shall be the responsibility 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.
- 9.3 The Council will review all fees and charges at least annually, following a report of the RFO.

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- 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 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 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 following the financial year end.

10 Orders for Work, Goods and Services

- 10.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2 Order records shall be controlled by the RFO.
- 10.3 Value for money shall be obtained at all times. The RFO issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in regulation 11.1 below.
- 10.4 A member may not issue an official order or make any contract on behalf of the Council.
- 10.5 The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and shall ensure a record is maintained of all purchases which will show the appropriate statutory authority/power being used.

11 Contracts

11.1 Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i) for the supply of gas, electricity, water, sewerage and telephone services;
 - ii) for specialist services such as are provided by legal professionals acting in disputes;
 - iii) for work to be executed, or goods or materials to be supplied, which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv) for work to be executed, or goods or materials to be supplied, which constitute an extension of an existing contract by the Council;
 - v) for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum a report to and an approved Council resolution shall be required); and
 - vi) for goods or materials proposed to be purchased which are proprietary articles and/or are only sold at a fixed price.

- b) Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 ('The Regulations') which is valued at £25,000 or more, the Council shall comply with the relevant requirements of The Regulations.
- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceeds thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time).
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council.
- e) Such invitation to tender shall state the general nature of the intended contract and the RFO shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the RFO in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the RFO in the presence of at least one member of Council.
- g) Any invitation to tender issued under this regulation shall be subject to standing order 18 and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in regulation 11.1a above, the RFO shall obtain three written quotations (priced descriptions of the proposed supply); where the value is expected to be below £3,000 and above £1,000 the RFO shall obtain three quotations (priced descriptions of the proposed supply) which need not be in writing always provided that the eventual supply is the subject of written confirmation of costings, terms and conditions; where the value is expected to be below £1,000 and above £250 the RFO shall obtain three estimates which need not be in writing. Otherwise, financial regulation 10.3 above shall apply. In all cases, orders shall only be placed upon the resolution of the Council.
- i) The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j) Should it occur that the Council does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

12 Payments Under Contracts for Building or Other Construction Works

12.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council.

12.3 Any variation to a contract, or addition to or omission from a contract, must be approved by the Council and be given by the RFO to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13 Assets, Properties and Estates

13.1 The RFO shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

13.2 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.00.

13.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.4 No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

13.5 Subject only to the limit set in regulation 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case.

13.6 The RFO shall ensure that an appropriate and accurate Register of Assets and investments is kept up-to-date. The continued existence of tangible assets shown in the Register shall be verified at least annually, in conjunction with a health and safety inspection of assets.

14 Insurance

14.1 Following the annual risk assessment as per regulation 16 below, the RFO shall effect all insurances and negotiate all claims on the Council's insurers.

14.2 The RFO shall give prompt notification to the Council of all new risks, properties or assets which require to be insured and of any alterations affecting existing insurances.

14.3 The RFO shall keep a record of all insurances effected by the Council and the risks, properties and assets covered thereby, and annually review it.

14.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a

claim, and shall report these to Council at the next available meeting.

14.5 All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council.

15 Charities

Where the Council is sole managing trustee of a charitable body the RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with charity law and legislation, or as determined by the Charity Commission. The RFO shall arrange for any audit or independent examination as may be required by charity law or any governing document.

16 Risk Management

16.1 The Council is responsible for putting in place arrangements for the management of risk. The RFO shall prepare for approval by the Council a Risk Register incorporating, for all activities of the Council, appropriate assessments and actions for the mitigation of risks identified. Risk statements and consequential risk management arrangements shall be reviewed by the Council at least annually.

16.2 When considering any new activity, the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council (and addition to the Register).

17 Suspension and Revision of Financial Regulations

17.1 It shall be the duty of the Council to review the financial regulations of the Council from time to time. The RFO shall monitor changes in legislation and/or proper practices, and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

17.2 The Council may, by resolution of the Council duly notified prior to the relevant meeting of the 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 Council members.

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

03 HEALTH AND SAFETY POLICY

Adopted 2014-11-25, last updated 2022-06-28

1 General

- 1.1 Rattlesden Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for its councillors, employees, contractors, voluntary helpers and others who may be affected by the activities of the Council.
- 1.2 The Council will meet its responsibilities under the Health and Safety at Work Act 1974 and all other prevailing legislation, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment.
- 1.3 The Council will seek, as and when appropriate, expert and professional technical advice on health and safety matters to assist the Clerk in fulfilling and discharging its responsibilities for ensuring safe working conditions.
- 1.4 Prior to being engaged, the Council will satisfy itself that any contractors are suitably competent, qualified and experienced for the type of work being carried out. It will, as necessary, require appropriate assurances as evidenced by, for example, formal certification or accreditation of the company and/or its employees.
- 1.5 All employees, whilst at work, have a legal duty of care and will be expected to take reasonable care for their own health and safety, and that of other persons who may be affected by their acts or omissions.
- 1.6 The Council will ensure, so far as is reasonably practicable, that the Clerk's working conditions and practices are safe, any necessary assessments are performed, and all relevant legislation and regulations are complied with.

2. Objectives

To provide as far as is reasonably practicable:

- a. a safe place of work and a safe working environment;
- b. arrangements for considering, reporting and reviewing matters of health and safety at work, including regular risk assessments of working activities.
- c. systems of work that are safe and without risks to health;
- d. the obtaining of specialist technical advice and assistance on matters of health and safety when necessary;
- e. sufficient information, instruction and training for councillors, employees, contractors and voluntary helpers to carry out their work safely; and
- f. care and attention to the health, safety and welfare of councillors, employees, contractors, voluntary helpers and members of the public who may be affected by the Council's activities.

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

03 HEALTH AND SAFETY POLICY

Adopted 2014-11-25, last updated 2022-06-28

3 Responsibilities

- 3.1 As the Council officer responsible for health and safety, the Clerk will:
- a. keep informed of and up-to-date with relevant health and safety legislation;
 - b. advise the Council on the resources and arrangements necessary to fulfil its responsibilities for compliance health and safety requirements;
 - c. make effective arrangements to implement the Council Health and Safety Policy;
 - d. ensure that matters of health and safety are reported, as needed, to meetings of the Council;
 - e. ensure that regular risk assessments are carried out of working practices, facilities and assets, with subsequent consideration and review of any necessary remedial/protective measures;
 - f. maintain a risk register which is reported to and considered by the Council at least annually, and duly monitored throughout the year for any changes which need to be brought to the attention of councillors;
 - g. make effective arrangements to ensure that councillors, employees, contractors, voluntary helpers and any others working for the Council comply with all reasonable health and safety requirements;
 - h. make available the Council's Health and Safety Policy upon request, not least to contractors engaged to work on Council business;
 - i. ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public;
 - j. maintain a record of notified accidents;
 - k. when an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and complete the necessary accident reporting procedure;
 - l. act as the contact and liaison point for the Health and Safety Executive; and
 - m. when working from home, be expected to take reasonable care for the safety of any persons visiting his/her property in connection with Council business.
- 3.2 All councillors, employees, contractors and voluntary helpers will:
- a. comply with the Council Health and Safety Policy, and any instructions properly issued for working in a health and safety manner;
 - b. take reasonable care for their own health and safety, use appropriate personal protective clothing when needed and, where appropriate, ensure that appropriate first aid materials are available;
 - c. take reasonable care for the health and safety of other people who may be affected by their activities;
 - d. not interfere intentionally with or remove safety guards, safety devices or other equipment provided for health and safety purposes;
 - e. not misuse any plant, equipment tools or materials; and
 - f. report any accidents or hazardous incidents to the Clerk.

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

04 PROTOCOL FOR THE REPORTING AT COUNCIL OR COMMITTEE MEETINGS

Last Updated 2022-06-28

1. Except where members of the public have been excluded due to the confidential nature of the business, any person may film, photograph, audio record or use social media to report on meetings of the full Council or a committee, including any public participation session.
2. Reporting is restricted by legislation to the proceedings of the meeting, in other words from calling to order to the official closure of the meeting.
3. In accordance with Government guidelines, Council policy does not permit the filming or photographing of persons under the age of eighteen or vulnerable adults without the permission of a responsible adult. Any persons who object to being filmed or photographed and have moved to an area designated for this purpose should also not be filmed or photographed. However, the Council cannot guarantee that anyone will not be filmed or photographed.
4. Any person intending to report should give notice before the commencement of the meeting to the Clerk or Chairman of the Council. This will enable reasonable facilities to be afforded.
5. A notice indicating that meetings may be reported by use of filming etc. will be displayed at the meeting venue and a statement about reporting will also be included in relevant notices of meetings.
6. At the start of each meeting, the Chairman will announce that proceedings may be filmed, photographed or recorded and invite any members of the public not wishing to be filmed or photographed to move to the designated area.
7. Any filming or recording of meetings should be conducted overtly from a fixed point in an area of the meeting room specified by the Clerk or Chairman.
8. Live oral commentary will not be permitted at any time.
9. The use of flash photography or additional lighting will not be allowed unless agreement has been reached in advance of the meeting.
10. Recordings will not be made for reporting by the Council or any other person during any part of the meeting when the public and press are excluded.
11. Persons reporting on a meeting who act improperly or in a disruptive manner will be excluded from the meeting. 'Disruptive behaviour' would include any action or activity which disrupts the conduct of the meeting or impedes other members of the public from being able to see, hear or film etc., the proceedings. This might include:
 - ◆ moving outside designated public areas;
 - ◆ excessive noise during debate;
 - ◆ intrusive lighting and use of flash photography;
 - ◆ asking people to repeat for the purpose of recording; and/or
 - ◆ failure to observe this Protocol.
12. Those reporting on meetings should not edit the recordings, films or photographs in a way that could lead to misinterpretation of the proceedings. This includes refraining from editing an image or views expressed in a way that may ridicule, or show a lack of respect towards those being photographed, filmed or recorded.

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04 PROTOCOL FOR THE REPORTING AT COUNCIL OR COMMITTEE MEETINGS

Last Updated 2022-06-28

13. Recording and reporting the Council's meetings is subject to the law and it is the responsibility of those recording and reporting to ensure compliance, including data protection and defamation. They will be responsible for any allegations of breaches of the law which may result from their use of recorded material and are admitted to the Council meetings on the basis that they accept this responsibility. The Council reserves the right to initiate legal proceedings in appropriate circumstances.

14. The Council takes no responsibility for any recording made by others. It also takes no responsibility where a recording which it makes is subsequently used by any third party. Any third party making or editing a recording of a meeting shall in doing so be taken to have indemnified the Council against all actions, proceedings, costs, claims, demands, liabilities, losses and expenses whatsoever relating to the making or use of that recording.

15. The Council asserts no copyright or control over recordings of meetings made by itself or others whilst on Council premises, subject to paragraph 12 above.

16. Generally, any archived recordings made by the Council will be available on request.

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

06 DATA PROTECTION POLICY

Adopted 2018-04-24, last updated 2022-06-28

1. Introduction

- 1.1 The purpose of this policy is to set out the Council commitment to and procedures for protecting personal data in relation to and to be compliant with the General Data Protection Regulation (GDPR), Data Protection Act 2018 and any and all other data protection legislation applying in the UK.
- 1.2 The Council regards the lawful and proper treatment of personal information as vital to service delivery, successful working and to maintaining the confidence of those with whom it deals.
- 1.3 The Parish Council holds personal data about a range of people including current and former councillors and employees, volunteers, residents, contractors, suppliers, representatives of organisations and councils, job applicants and other stakeholders and individuals for a variety of purposes related to Council business.
- 1.4 This policy sets out how the Council seeks to manage and protect personal data and to ensure that councillors and staff understand the rules governing their use of the personal data to which they have access in the course of managing, administering and delivering the work of the Council. In so doing it covers the behaviours expected in relation to the collection, use, retention, transfer, disclosure and destruction of any personal data belonging to individuals.
- 1.5 The Council will take all necessary measures to ensure that the personal data it collects and processes is complete and accurate in the first instance and is updated subsequently to reflect the correct and current situation of any individual at any given time.
- 1.6 The Council is committed to ensuring continued and effective implementation of this policy and expects all councillors, staff, volunteers and third parties to share in that commitment.
- 1.7 In particular, this policy requires councillors to ensure that the Clerk, as data protection officer (DPO), be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

2. Scope

This policy applies to all processing of personal data in all forms and all councillors, staff and volunteers who are required to comply with its terms.

3. Definitions

Anonymisation: data amended in such a way that no individuals can be identified from that data (whether directly or indirectly) by any means or by any person.

Consent: any freely given, positive, specific, informed and unambiguous confirmation of the wishes of the data subject by which he/she, by a statement or by a clear affirmative action, signifies agreement to the processing of personal data relating to him/her for a particular purpose. Consent must be easy to withdraw and freely given, and provided on an opt-in basis rather than opt-out.

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Data Controller: a natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data. Rattlesden Parish Council is a data controller and is responsible for ensuring compliance with the requirements specified in this policy.

Data Processor: a natural or legal person, public authority, agency or other body which processes personal data on behalf of a data controller.

Data Protection: the process of safeguarding personal data from unauthorised or unlawful disclosure, access, alteration, processing, transfer or destruction.

Data Protection Authority: an independent public authority responsible for monitoring the application of the relevant data protection regulation set forth in national law. In the UK, the Information Commissioner's Office (ICO).

Data Protection Officer (DPO): an officer required to be appointed by public authorities to inform and advise organisations about their obligations to comply with the GDPR and other data protection laws; to monitor compliance with the legislation and to be the first point of contact for both supervisory authorities and for individuals whose data is processed. For the Council the Clerk is the DPO and, thereby, has overall responsibility for the day-to-day implementation of this policy.

Data Subject: the identified or identifiable natural (living) person to whom the data refers and about whom the data is processed.

Encryption: the process of converting information or data into code to prevent unauthorised access.

General Data Protection Regulation (GDPR): European Union (EU) legal framework for the protection of personal data effective in the UK from 25 May 2018. Local councils must comply with its requirements.

Identifiable Natural Person: anyone who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an on-line identifier, or one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.

Personal Data: any information (including opinions and intentions) which relates to an identified or identifiable natural (living) person, e.g. name, e-mail address, photograph. Identification can be by the personal data alone or in conjunction with any other personal data.

Personal Data Breach: a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data transmitted, stored or otherwise processed.

Privacy Notice: a Notice from a data controller to data subjects describing how personal data will be used and what rights the data subjects have.

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Process (Processed/Processing): anything done with/to personal data, whether or not by automated means. Operations performed may include collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.

Pseudonymisation: Data amended in such a way that no individuals can be identified from that data (whether directly or indirectly) without a 'key' which permits the data to be re-identified.

Sensitive Personal Data: described in the GDPR as 'special categories of personal data', refers to personal data pertaining to or revealing racial or ethnic origin, political opinions, religious beliefs, trade union membership, physical or mental health or condition, sexual life or orientation, genetic and/or biometric data.

Third Party: any external organisation with which the Council conducts business.

4. Personal Data Collected

4.1 Categories of personal collected by the Council include:

- ◆ Names, titles and photographs;
- ◆ Personnel details, e.g. staff start/leaving dates, education and work histories, academic and professional qualifications, pension references;
- ◆ Contact/client/customer/resident details, e.g. telephone numbers, addresses, e-mail addresses and electoral roll numbers;
- ◆ Where relevant to Council legal obligations or services delivered, or where individuals have provided them to the Council, demographic information, e.g. gender, age, marital status, nationality, family composition, and dependants;
- ◆ Financial information and identifiers in the context of contracts, purchasing and service agreements, e.g. bank account numbers, payment/transaction identifiers, policy numbers, VAT numbers, claim numbers, National Insurance numbers, pay and pay records, tax code, tax and benefits contributions, expenses claimed;
- ◆ Other operational personal data created, obtained, or otherwise processed in the course of carrying out Council activities, including but not limited to, Website visit histories, meeting attendees, logs of visitors, and logs of accidents, injuries and insurance claims;
- ◆ Next of kin and emergency contact information;
- ◆ Recruitment information including copies of right to work documentation, references and other information included in a CV or related documents;
- ◆ Other staff data (not covered above) including level, performance management information, information for disciplinary and grievance proceedings and personal biographies; and
- ◆ Councillor information, e.g. eligibility criteria, register of interests.

4.2 The data, as appropriate and where relevant, may include sensitive personal data (special categories of personal data).

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5. Data Protection Officer

- 5.1 To demonstrate its commitment to data protection, and to enhance the effectiveness of its compliance efforts, the Council, as required by the GDPR, will appoint a data protection officer (DPO).
- 5.2 The Clerk is the designated DPO and responsible for assisting the controller to monitor compliance with the legislation, this policy and relevant procedures.
- 5.3 Duties include:
- ◆ Keeping the Council and councillors updated about data protection generally including responsibilities, risks and issues.
 - ◆ Reviewing all data protection procedures and policies on a regular basis.
 - ◆ Keeping up-to-date with the legislation, relevant case law and issues affecting parish councils and informing the Council as needed.
 - ◆ Answering questions and queries on data protection from councillors, residents, other authorities, the media, the ICO and others.
 - ◆ Responding to individuals, particularly councillors, staff and residents, who wish to know what data is being held on them.
 - ◆ Checking and approving with any third parties which handle Council data any contracts or agreement in relation to data processing.
 - ◆ Ensuring all systems, services, software and equipment meet acceptable security standards.
 - ◆ Checking and scanning security hardware and software regularly to ensure it is functioning properly.
 - ◆ Approving data protection statements attached to e-mails, Council pages on the Rattlesden Village Website, correspondence and similar.
 - ◆ Ensuring the implementation of the appropriate documentation to demonstrate GDPR compliance.
 - ◆ Monitoring the implementation of and compliance with policies, procedures and the GDPR in general.
 - ◆ Advising the Council on the data protection implications of any projects or initiatives.
 - ◆ Recommending to the Council any changes to its Risk Register and governance arrangements in the context of data protection.
 - ◆ Providing prompt and appropriate responses to subject access requests.
 - ◆ Carrying-out data protection audits.

6. Data Protection Principles

The Council will abide by the principles in the GDPR to govern its collection, use, retention, transfer, disclosure and destruction of personal data. These principles are as follows:

◆ Lawfulness, Fairness and Transparency

The Council will process personal data fairly and lawfully in accordance with individuals' rights, i.e. personal data will not be processed unless the individual whose details are being processed has consented to this happening. The Council will tell data subjects what processing will occur

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(transparency), the processing will match the description given to the data subject (fairness), and it will be for one of the purposes specified in the GDPR (lawfulness).

◆ **Purpose Limitation**

The Council will specify clearly what the personal data collected will be used for and limit the processing of that personal data to only what is necessary to meet the specified purpose.

◆ **Data Minimisation**

Personal data acquired will be adequate, relevant and limited, i.e. only the minimum amount of data will be collected and kept for the processing purpose specified.

◆ **Accuracy**

The Council will have in place processes for identifying and addressing out-of-date, incorrect and redundant personal data to ensure that personal data is accurate and, when retained, kept up-to-date.

◆ **Integrity and Confidentiality**

The Council will, wherever possible, store personal data in a way that limits or prevents identification of the data subject. Personal data will be processed in a manner that ensures appropriate security of that data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical and/or organisational measures.

◆ **Accountability**

The Council, as the data controller, will be responsible for, and be able to demonstrate compliance with the GDPR.

7. Purpose

The Council will use personal data for some/all of the following purposes. To:

- ◆ carry out its personnel, administrative, financial, regulatory, payroll and business development functions;
- ◆ deliver Council services, i.e. public services, including to understand client needs to provide the services requested;
- ◆ confirm the identity of individuals in order to provide some services;
- ◆ contact individuals by post, e-mail, telephone or in person;
- ◆ enable the Council to build-up a picture of how it is performing;
- ◆ prevent and detect fraud and corruption in the use of public funds and, where necessary, for law enforcement functions;
- ◆ enable the Council to meet all legal, statutory and governance obligations;
- ◆ carry out complaints handling;
- ◆ promote the interests of the Council;
- ◆ maintain Council accounts and records;
- ◆ seek views, opinions or comments;
- ◆ promote and notify individuals about Council facilities, services, activities, events, councillors, staff and role-holders;
- ◆ send individuals communications which have been requested;
- ◆ process relevant financial transactions including grants and payments for goods and services supplied to the Council; and

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- ◆ support projects and help promote the development of initiatives being pursued by local organisations.

8. Privacy Notice

- 8.1 Being transparent and providing accessible information to individuals about how the Council will use their personal data is essential. This will be achieved through a Privacy Notice - a vital means of building trust and confidence with individuals.
- 8.2 Privacy Notices will, as required, be concise, transparent, intelligible and easily accessible. Further, they will be provided free of charge and written in clear and plain language, particularly where aimed at children.
- 8.3 A Privacy Notice will be supplied at the time personal data is obtained if obtained directly from the data subject. Otherwise the Privacy Notice will be provided within a reasonable period of having obtained the data, and certainly within one month.

9. Lawful Basis for Processing

- 9.1 The Council will process personal data in accordance with all applicable laws and applicable contractual obligations. More specifically, the Council will not process personal data unless at least one of the six lawful bases (below) for processing requirements is met and documented.
- 9.2 Unless an exemption applies, at least one of these will apply in all cases. It is possible for more than one to apply at the same time. For the majority of the time, the Council is likely to rely on consent (but not for councillors and staff); compliance with a legal obligation (which includes performance of statutory obligations); and/or contractual necessity (with contractors etc.).
- (a) Consent:** the individual has given clear consent for the Council to process his/her personal data for a specific purpose.
- (b) Contract:** the processing is necessary for a contract the Council has with the individual, or because he/she has asked the Council to take specific steps before entering into a contract.
- (c) Legal obligation:** the processing is necessary for the Council to comply with the law (not including contractual obligations).
- (d) Vital interests:** the processing is necessary to protect someone's life.
- (e) Public task:** the processing is necessary for the Council to perform a task in the public interest, i.e. in the exercise of official authority. This covers public functions and powers that set out in law.
- Note: This basis is most relevant to the Council as public authority.
- (f) Legitimate interests:** the processing is necessary for the legitimate interests of the data controller or the legitimate interests of a third party unless there is a good reason to protect the individual's personal data which overrides those legitimate interests.
- Note: This basis cannot apply to the Council as it is a public authority processing data to perform official tasks.
- 9.3 The processing of all personal data must be necessary to deliver Council services; and not unduly prejudice any individual's privacy.

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10. Further Processing

10.1 If Council purposes change, or a new purpose emerges which was not originally anticipated, then a new lawful basis may not be needed provided that the new purpose is compatible with the original purpose. However, this does not apply to processing based on consent. Accordingly, the Council will either seek fresh consent which specifically covers the new purpose, or find a different basis for the new purpose.

10.2 In order to assess whether the new purpose is compatible with the original purpose, the Council will take into account:

- ◆ any link between the initial and new purpose;
- ◆ the context in which the data was collected - in particular, the relationship with the individual and what he/she would reasonably expect;
- ◆ the nature of the personal data, e.g. whether it is special category data or criminal offence data;
- ◆ the possible consequences for individuals of the new processing; and
- ◆ whether there are appropriate safeguards, e.g. encryption or pseudonymisation.

10.3 The above list is not exhaustive and each situation will be carefully examined but, in general, if the new purpose is very different from the original purpose, would be unexpected to, or would have an unjustified impact on the individual, then it is unlikely to be compatible with the original purpose for collecting the data and the Council will identify and document a new lawful basis to process the data for that new purpose.

10.4 There are some limited circumstances in which personal data may be further processed for purposes that go beyond the original purpose for which the personal data was collected. The GDPR specifically states that further processing for the following purposes should be considered to be compatible lawful processing operations:

- ◆ archiving purposes in the public interest;
- ◆ scientific research purposes; and
- ◆ statistical purposes.

11. Sensitive Personal Data ('Special Categories of Personal Data')

11.1 In most cases where the Council processes sensitive personal data it will require explicit consent from the data subject to do this - unless exceptional circumstances apply or the Council is required to do this by law, e.g. to comply with legal obligations to ensure health and safety at work. Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

11.2 Sensitive personal data is information as to:

- ◆ the racial or ethnic origin of the data subject;
- ◆ his/her political opinions;
- ◆ his/her religious beliefs or other beliefs of a similar nature;

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- ◆ whether he/she is a member of a trade union (within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992);
- ◆ his/her physical or mental health or condition;
- ◆ his/her sexual life;
- ◆ his/her genetic data;
- ◆ his/her biometric data; and/or
- ◆ his her sexual orientation.

11.3 To process sensitive personal data one of the following should apply. It should be noted that more than one of the criteria (below) can apply at the same time.

- i. **Explicit consent** of the data subject has been obtained (which can be withdrawn).
- ii. **Employment law** - if necessary for employment law or social security or social protection.
- iii. **Vital interests** - e.g. in a life or death situation where the data subject is incapable of giving consent.
- iv. **Charities, religious organisations and not-for-profit organisations** - to further the interests of the organisation on behalf of members, former members or persons with whom it has regular contact such as donors.
NB: The Council cannot rely on this lawful basis for processing personal sensitive data.
- v. **Data made public by the data subject** - the data must have been made public 'manifestly'.
- vi. **Legal claims** - where necessary for the establishment, exercise or defence of legal claims or for the courts acting in this judicial capacity.
- vii. **Reasons of substantial public interest** - where proportionate to the aim pursued and the rights of individuals are protected.
- viii. **Medical diagnosis or treatment** - where necessary for medical treatment by health professionals including assessing work capacity or the management of health or social care systems.
- ix. **Public health** - where necessary for reasons of public health, e.g. safety of medical products.
- x. **Historical, statistical or scientific purposes** - where necessary for statistical purposes in the public interest for historical, scientific research or statistical purposes.

11.4 In the Council context the most relevant lawful bases for processing under special category data are likely to be (i), (ii) and (vii), namely:

- ◆ Explicit consent from a person;
- ◆ Employment law (for staff);
- ◆ Reasons of substantial public interest - in performing the public authority role of the Council.

12. Consent

12.1 Consent requires 'clear affirmative action'. Where the Council relies on consent as the lawful basis for processing any personal data, it will only do so where that has been freely given, is specific, informed, unambiguous and able to be withdrawn. As appropriate, it will record how and when the consent was obtained. Signed copies of consent forms will be collected with the issue of general Privacy Notices.

12.2 For councillors and staff, the Council will not rely on consent because consent must be freely given. As it is necessary to process certain personal data for councillors and staff to allow them to

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perform their roles, and the balance of power between them and the Council is unequal, consent cannot be said to be 'freely given'. Thus, councillors and staff will not need to sign consent forms but will need to be issued with Privacy Notices.

13. Children's Data

- 13.1 The Council recognises that the GDPR boosts the protection of children's personal data. The Regulation restricts the age at which data subjects can lawfully give consent, introduces rules for the language used in consent requests targeted at children and regulates the way online ('information society') services obtain children's consent.
- 13.2 In the Regulation the default age at which a person is no longer considered a child is 16 but, the UK (as permitted by the GDPR) will operate with the adjusted limit of 13 (subject to Parliamentary approval). Data controllers cannot seek consent from anyone under that age but only from a person holding parental responsibility and they must make 'reasonable efforts' to verify that the person providing that consent is, indeed, a parental figure.
- 13.3 Where services are offered directly to a child, the Council will ensure, as a data controller, that Privacy Notices are written in a clear, plain way that a child will understand.

14. Data Security and Storage

- 14.1 The Council will adopt physical, technical, and organisational measures to provide for the security of personal data. This includes the prevention of loss or damage, unauthorised alteration, access or processing, and other risks to which it may be exposed by virtue of, in particular, human action or the physical, technical or natural environment. Measures will include the following:
- ◆ when data is stored on printed paper, it will be kept in a secure place where it cannot be accessed by unauthorised personnel;
 - ◆ printed personal data will, as necessary, be shredded when it is no longer needed;
 - ◆ personal data stored on a computer will be protected by strong passwords that are changed regularly;
 - ◆ personal data will not be stored on portable media, e.g. CDs, memory sticks;
 - ◆ personal data will be regularly backed-up on external hard drives, with one held by the DPO and one by the Chairman of the Council; and
 - ◆ personal data will not be saved directly to mobile devices such as laptops, tablets or smartphones.
- 14.2 Where other organisations process personal data in the context of services being delivered to or provided on behalf of the Council the DPO will establish what, if any, additional specific data security arrangements need to be implemented in contracts or agreements with those third party organisations.

15. Data Retention

- 15.1 To ensure fair processing, the Council will not retain personal data for longer than is necessary in relation to the purpose(s) for which it was originally collected, or for which it was further

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processed. What is necessary will depend on the circumstances of each situation, taking into account the reasons that the personal data was obtained, but will be determined in a manner consistent with legal obligations and Council data retention guidelines.

- 15.2 The length of time for which the Council needs to retain personal data is set out in its Data Records and Retention Policy which takes into account the legal and contractual requirements, both minimum and maximum, that influence the retention periods set forth in its schedule. All personal data will be securely and safely deleted or destroyed as soon as possible where it has been confirmed that there is no longer a need to retain it.

16. Subject Access Requests

- 16.1 Data subjects are entitled (subject to certain exceptions) to request and be provided with access to information held about them. They have the right to be given this information in a permanent form (hard copy) at the earliest and certainly within one month from receipt.
- 16.2 Data subjects are entitled to obtain, based upon a request made in writing to the Council and upon successful verification of their identity, the following information about their own personal data:
- ◆ The purposes of the collection, processing, use and storage of their personal data.
 - ◆ The source(s) of the personal data, if it was not obtained from the data subject.
 - ◆ The categories of personal data stored for the data subject.
 - ◆ The recipients or categories of recipients to whom the personal data has been or may be transmitted, along with the location of those recipients.
 - ◆ The envisaged period of storage for the personal data or the rationale for determining the storage period.
 - ◆ The use of any automated decision-making, including profiling.
 - ◆ The existence of the right to request rectification or erasure of personal data or the restriction of processing of personal data concerning the data subject or to object to such processing.
 - ◆ The right to lodge a complaint with the ICO.
- 16.3 Situations may arise where providing information requested by a data subject would disclose personal data about another individual. In such cases, information will be redacted or withheld as necessary or appropriate to protect that person's rights.

17. Data Subject Rights

- 17.1 The Council fully acknowledges the rights of individuals, as specified in the GDPR, and will seek to ensure compliance with those rights at all times. When an individual seeks to exercise any of his/her rights, in order to process the request the Council may need to verify the identity of the individual for his/her security.
- 17.2 Written requests received from data subjects in relation to the rights below will be directed to and dealt with by the DPO who will log each request as it is received and ensure an appropriate and compliant response at the earliest and certainly within one month from receipt.

◆ **The right to be informed**

Individuals have the right to be given 'fair processing information', usually through a Privacy Notice, which will include an explanation of the lawful basis for the processing of their data, details of data retention periods and their right to complain to the ICO if they believe that there is a problem in the way that the Council deals with their personal data.

◆ **The right of access (including subject access requests)**

The Council will respond to subject access requests without undue delay and in any case within one month of receipt of the request. Requests will be refused or a 'reasonable fee' charged' should they be manifestly unfounded, excessive or repetitive.

◆ **The right to rectification (correction)**

The Council will ensure that, when necessary, individuals can readily exercise the right to have their personal data corrected if it is inaccurate or incomplete.

◆ **The right to erasure (also known as the right to be forgotten)**

The Council will enable the right of data subjects to request the removal or erasure of their personal data, e.g. if it is no longer necessary to process their data, the individual objects to such processing and/or the individual withdraws consent. However, if the purposes for which the data was collected still exist, then a person will not be able to request the deletion of that data, unless it was given by consent and he/she is withdrawing his/her consent.

◆ **The right to restrict processing**

Individuals have the right to restrict processing of their personal data in certain circumstances, e.g. if a person believes his/her personal data is inaccurate or he/she objects to the processing. If processing is restricted, the Council can still store the data but cannot otherwise use the data.

◆ **The right to data portability**

Data subjects will have the right to request that their personal data be provided to them (or a third party) in a machine-readable portable format free of charge. The Council will comply with such requests without undue delay and in any event within one month of receipt of the request.

◆ **The right to object**

Individuals have the right to object to processing in certain circumstances, e.g. if the Council has relied on one lawful ground to process data without consent and an individual is not happy with this then he/she has the right to object to the Council processing his/her data.

◆ **The right not to be subject to automated decision-making including profiling**

The GDPR provides protection against the risk that a potentially damaging decision is taken without human intervention. .

- 17.3 Individuals also have the right to lodge a complaint with the ICO (Tel.: 0303 123 1113; e-mail: <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF).

18. **Sharing Information, Transfers and Third Parties**

- 18.1 It is likely that the Council will need to share personal data with some or all of the following (but only where necessary):

- ◆ Council suppliers and contractors, e.g. where a commercial provider is asked to publish or distribute newsletters on behalf of the Council, to maintain database software or host Council information on a Website.
- ◆ Other local authorities or not-for-profit bodies with which the Council is engaged.

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- 18.2 The Council will only transfer personal data to, or allow access by, third parties when it is assured that the information will be processed legitimately and protected appropriately by the recipient.
- 18.3 There are restrictions on international transfers of personal data. Personal data will not be transferred anywhere outside the UK without reference to the DPO and the acquisition of appropriate advice.
- 18.4 Specific consent from the data subject will be obtained prior to transferring his/her data outside the European Economic Area (EEA). Any personal data transferred to countries or territories outside the EEA will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.
- 18.5 Council information on the Rattlesden Village Website is accessible from overseas so on occasion some personal data, e.g. in a newsletter, may be accessed from anywhere in the world.

19. Training and Awareness

- 19.1 Councillors and staff will, as appropriate, receive training on and be made fully aware of this policy. New councillors and staff will be formally briefed as part of the induction process. Further awareness and training will be provided as needed and certainly whenever there is either a substantial change in the law or Council policy and procedure.
- 19.2 Training and procedural guidance will consist, at a minimum, of the following elements:
- ◆ the data protection principles;
 - ◆ each person's duty to use and permit the use of personal data only by authorised persons and for authorised purposes;
 - ◆ the need for, and proper use of, the forms and procedures adopted to implement this policy;
 - ◆ the correct use of passwords and other security mechanisms;
 - ◆ the importance of limiting access to personal data by, e.g. using password-protected e-mail and logging-out when systems/PCs are unattended;
 - ◆ securely storing manual files, print-outs and electronic storage media; and
 - ◆ ensuring the proper disposal of personal data by, e.g. using secure shredding facilities.

20. Privacy by Design and Default

Privacy by design is an approach to projects and initiatives that promotes privacy and data protection compliance from the start. The DPO will be responsible for conducting any privacy impact assessments and ensuring that all appropriate projects commence with and include a privacy plan which is then maintained throughout the project lifecycle.

21. Data Audit, Personal Data Register and Risk Register

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

06 DATA PROTECTION POLICY

Adopted 2018-04-24, last updated 2022-06-28

- 21.1 To confirm that an adequate level of compliance is being achieved by the Council in relation to this policy, the DPO will carry out an annual data protection compliance audit and report on that audit to the full Council.
- 21.2 That audit will be used to identify and manage risks, and will be used to inform both the Council Risk Register and Council Register of Personal Data. The latter contains information on what data is held, where it is stored and for how long, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

22. Reporting Personal Data Breaches

- 22.1 A personal data breach is one that leads to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to personal data. The GDPR makes informing the ICO and the individuals affected compulsory in certain circumstances, e.g. where there is a high risk to the individuals involved, e.g. through identity theft.
- 22.2 Where an individual and/or data subject suspects and reports that a potential personal data breach has occurred the DPO will, as soon as possible, seek a description of the circumstances. This allows the Council, through the DPO, to:
- ◆ investigate the (potential) failure;
 - ◆ if a breach is confirmed, to follow the relevant authorised procedure based on the criticality and quantity of the personal data involved;
 - ◆ effect, at the earliest, any remedial steps necessary;
 - ◆ notify the ICO if sufficiently serious; and
 - ◆ document the failure in a register of compliance failures.
- 22.3 In the event of a severe breach, an extraordinary meeting of the Council will be convened to co-ordinate and manage the response to the breach.
- 22.4 Data breaches will be reported (where applicable) to the ICO within 72 hours (GDPR requirement) of the breach and will include the potential scope and cause of the breach, mitigation actions planned and measures to address the problem.

23. Failure to Comply

- 23.1 The Council is fully committed to compliance with this policy and any failure in that regard will be viewed as extremely serious given that such failure, by a councillor or member of staff, will put both the individual and the Council at risk.
- 23.2 Failure to comply may lead to disciplinary action against staff, a councillor breaching the Suffolk Local Code of Conduct, a formal complaint by a data subject which may lead to action by the ICO and possible fine, and reputational damage to the Council.

24. Revisions

The DPO is responsible, and accountable to the Council, for the maintenance and accuracy of this policy. Notice of revisions, both significant and otherwise, shall be provided to the Council for

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

06 DATA PROTECTION POLICY

Adopted 2018-04-24, last updated 2022-06-28

approval at the earliest opportunity. Below are other Council documents that relate to and/or are referenced by this policy:

- ◆ Data Records and Retention Policy
- ◆ Standing Orders
- ◆ Freedom of Information Publication Scheme

25. Rattlesden Parish Council

Data Protection Officer: Clerk to the Council - Mr Andrew Scott
Whalebone Cottage, High Street, Rattlesden, Bury St Edmunds IP30 0SB

Tel: 01449 736799

E-Mail: rattlesdenpc@live.co.uk

Web: <http://rattlesden.suffolk.cloud/parish-council/>

FREEDOM OF INFORMATION ACT 2000

07 RATTLEDEN PARISH COUNCIL PUBLICATION SCHEME

As well as responding to requests for information, the Parish Council is committed to publishing information proactively. The Freedom of Information Act 2000 requires every public authority to have a publication scheme, approved by the Information Commissioner's Office (ICO), and to publish information covered by the scheme.

The scheme sets out the Council's commitment to make certain classes of information routinely available, such as policies and procedures, minutes of meetings, annual reports and financial information.

Below is the Rattlesden Parish Council scheme which follows the model version provided and approved by the ICO.

Should you require information which does not appear to be covered by the scheme and is not listed below then please do not hesitate to request it from the Parish Clerk whose contact details can also be found below.

Information to be Published	How the Information can be Obtained	Cost
Class 1 - Who We Are and What We Do (Organisational information, structures, locations and contacts) This will be current information only. A lot of Council information is readily available on the Rattlesden Village Website: http://rattlesden.suffolk.cloud/ . Otherwise, please contact the Parish Clerk, Rattlesden Parish Council, Whalebone Cottage, High Street, Rattlesden, Bury St Edmunds IP30 0SB (01449 736799; rattlesdenpc@live.co.uk).		
Who's who on the Council and its Committees.	Website; and hard copy from the Parish Clerk.	Free.
Contact details for Parish Clerk and Council members (named contacts with telephone numbers and e-mail addresses).	Website; Parish Council noticeboard (Lower Road, Rattlesden); and hard copy from the Parish Clerk.	Free.
Location of main Council office and accessibility details.	The Parish Clerk works from home - there is no Council office as such.	

Staffing structure.	The only employee apart from the Parish Clerk is the Litter-Picker. Hard copy details from the Parish Clerk.	Free.
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)		
Current and previous financial year as a minimum.		
Annual return form and report by auditor.	Website for 2014-2015 and after; and hard copy from the Parish Clerk for previous years.	10p per side of A4 paper for hard copy.
Finalised budget.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Precept. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Borrowing Approval letter.	Not Applicable.	
Financial Standing Orders and Regulations.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Grants given and received. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
List of current contracts awarded and value of contract.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Members' allowances and expenses.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Payments and receipts. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.

Class 3 - What Our Priorities Are and How We Are Doing (Strategies and plans, performance indicators, audits, inspections and reviews)		
Current and previous year as a minimum.		
Parish Plan (current and previous year as a minimum).	Not applicable.	
Annual Report to Parish Meeting (current and previous year as a minimum).	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Quality status.	Not applicable.	
Local charters drawn up in accordance with Ministry for Housing, Communities and Local Government (MHCLG) guidelines.	Not applicable.	
Class 4 - How We Make Decisions (Decision making processes and records of decisions)		
Current and previous Council year as a minimum.		
Timetable of meetings (Council and Annual Parish Meetings).	Website; Parish Council noticeboard (Lower Road, Rattlesden); and hard copy from the Parish Clerk.	Free.
Agendas of meetings (as above).	Website; Parish Council noticeboard (Lower Road, Rattlesden); and hard copy from the Parish Clerk.	Free.
Minutes of meetings (as above) – NB: excluding any information which may be properly regarded as private to the meeting.	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Reports presented to Council meetings – NB: excluding any information which may be properly regarded as confidential to the meeting.	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Responses to consultation papers. <i>NB: Also published in Council minutes.</i>	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Responses to planning applications. <i>NB: Also published in Council minutes.</i>	Website (within Council minutes); and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Bye-laws.	Not applicable.	

Class 5 - Our Policies and Procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only.		
Policies and procedures for the conduct of Council business: <ul style="list-style-type: none"> ◆ Procedural standing orders. ◆ Committee and sub-committee terms of reference. ◆ Delegated authority in respect of officers. ◆ Code of Conduct. ◆ Policy statements. ◆ Protocols. 	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> ◆ Internal instructions to staff and policies relating to the delivery of services. ◆ 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). 	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Information security policy.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Records management policies (records retention, destruction and archive).	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Data protection policies.	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Schedule of charges (for the publication of information).	Not applicable.	
Class 6 - Lists and Registers Currently maintained lists and registers only.		

Any publicly available register or list - including burial and grave registers.	Hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Assets register.	Website; and hard copy from the Parish Clerk.	10p per side of A4 paper for hard copy.
Disclosure log (indicating the information that has been provided in response to requests).	Not applicable.	
Register of members' interests.	Held by Mid Suffolk District Council and available on its Website.	Free.
Register of gifts and hospitality.	Hard copy from the Parish Clerk.	Free.
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.		
Allotments.	Not applicable.	
Burial grounds.	Website; and hard copy from the Parish Clerk.	Free.
Community centres and village halls.	Not applicable.	
Parks, playing fields and recreational facilities.	Not applicable.	
Seating, litter bins, clocks, memorials and lighting.	Information available from the Parish Clerk.	Free.
Bus shelters.	Information available from the Parish Clerk.	Free.
Markets.	Not applicable.	
Public conveniences.	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).	Website; and hard copy from the Parish Clerk.	Free.
Additional Information		
Formal requests for information under the Freedom of Information Act 2000.	Information available from the Parish Clerk on application	Free but charges made for any

		disbursements (as specified below).
Formal requests for information under the Environmental Information Regulations 2004.	Information available from the Parish Clerk on application	Free but charges made for any disbursements (as specified below).
Formal requests for personal information under the General Data Protection Regulation (GDPR) and Data Protection Act 2018.	Information available from the Parish Clerk on application	£10.00 per request.

Contact Details:

Andrew Scott, Parish Clerk
Rattlesden Parish Council
Whalebone Cottage, High Street, Rattlesden, Bury St Edmunds IP30 0SB
Tel.: 01449 736799
E-Mail: rattlesdenpc@live.co.uk
Website: <http://rattlesden.suffolk.cloud/>

Parish Council Noticeboard: Lower Road lay-by, adjacent to the bus stop opposite "The Brewers" public house.

SCHEDULE OF CHARGES

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement Cost	Photocopying @ 10p per side of A4 paper for hard copy - black & white.	Actual cost including paper, ink and staff time.
	Photocopying @ 15p per side of A4 paper for hard copy - colour.	Actual cost including paper, ink and staff time.
	Postage - current cost of Royal Mail second-class stamp.	Actual cost of Royal Mail standard second-class postage.
Statutory Fee	Recovery of any costs associated with prevailing legislation.	In accordance with the relevant legislation.
Other	Recovery of any reasonable costs incurred.	Recovery of any reasonable costs incurred.

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

10 DATA AND RECORDS RETENTION POLICY

Last Updated 2018-04-24, last updated 2022-06-28

1. General

- 1.1 Rattlesden Parish Council recognises that the efficient management of its data and records is necessary to comply with its legal and regulatory obligations and to contribute to the effective management and governance of the Council.
- 1.2 This policy, and accompanying schedule, sets the framework through which this effective management can be achieved by detailing the requirements for the retention of data and records (electronic files and hard copy documents). It derives from the need to retain such data for reasons including audit purposes, staff management, tax liabilities and the possibility of legal disputes and proceedings. It also encompasses Council obligations for the holding (and processing) of data under the General Data Protection Regulation, Data Protection Act 2018, Freedom of Information Act 2000 and Environmental Information Regulations 2004.
- 1.3 This policy applies to all data and records created, received and/or maintained by the Council in delivering services and carrying out its functions. Data and records include all documents which facilitate Council business and which are thereafter retained (for a given period) to provide evidence of its transactions or activities.
- 1.4 Some records may be selected for permanent preservation. If so, they will be moved, when appropriate, to the Suffolk Record Office (Bury St Edmunds branch) for retention as part of the county archive for historical research and interest.
- 1.5 Other historical data and records may, with Council approval, be offered to the Rattlesden Local History Group.
- 1.6 Once any data and/or record falls outside the minimum retention period and is not being offered for permanent preservation or to the Local History Group then, as appropriate, it will be deleted, disposed of safely or shredded.

2. Retention Schedule

- 2.1 Data and records will be kept according to the retention schedule below which will be updated as legislation changes. In any event, it will be reviewed regularly (at least annually) by the Council as part of its governance process.
- 2.2 At the end of the minimum retention period the Clerk will review any data/record and dispose of the same if no longer required, referring any matters to the Council as appropriate.

3. Councillors

Councillors must, in their individual roles, ensure that they shred/destroy/delete any electronic and hard copies of Council data and records according to the same retention schedule below.

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

10 DATA AND RECORDS RETENTION POLICY

Last Updated 2018-04-24, last updated 2022-06-28

4. Schedule

Data/Record	Minimum Retention Period	Reason
Council Administration		
Agendas	Indefinite	Archive
Signed Minutes of Council Meetings	Indefinite	Archive
Draft Minutes of Council Meetings	Destroy when approved	Management
Clerk's Notes of Council Meetings	Destroy when draft minutes issued	Management
Agenda Reports and Documents (circulated with agendas and not attached to signed minutes).	Indefinite	Archive
Councillor Records		
Councillors' Declarations of Office	Term of office plus one year	Management
Councillors' Registers of Interest	Current term of office plus one year	
Supplies and Services		
Quotations and Tenders - Successful	12 years	Limitation Act 1980 (as amended)
Quotations and Tenders - Unsuccessful	Two years	Management
Title Deeds, Leases, Agreements and Contracts	Indefinite	Audit, Management
Insurance		
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 1998/2753), Management
Insurance Policies	Two years after lapse	Management
Claims and Correspondence	Two years after lapse	Management
Finance		
Receipts and Payments Accounts	Indefinite	Archive
Audits	Six years	Audit
Asset Register	Destroy when superseded	Management
Scales of Fees and Charges	Six years	Management
Bank Statements	Last completed audit year	Audit
Bank Paying-In Books	Last completed audit year	Audit
Cheque Book Stubs	Last completed audit year	Audit
Paid Invoices	Six years	VAT
VAT Records	Six years	VAT
Miscellaneous		
Reports, Guides, Handbooks etc. received from other bodies	Retain as long as useful	Management
Photographs	Retain as long as useful	
General Correspondence	Retain as long as useful	
Policies and Procedures	Destroy when superseded	
Cemetery Records		
Register of Burials	Indefinite	

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Register/Plan of Graves	Indefinite	Local Authorities' Cemeteries Order 1977 (SI 1977/204), Management, Archive
Register of Memorials	Indefinite	
Interment Applications	Indefinite	
Applications for Right to Erect Memorials	Indefinite	
Disposal Certificates	Indefinite	
Copy Certificates of Grant of Exclusive Right of Burial	Indefinite	
Register of Purchased Graves	Indefinite	
Register of Fees Collected	Indefinite	
Health and Safety		
Inspection Records	25 years	Management
Risk Assessments	Three years from last assessment	
General Health and Safety Data/Records	Three years	
Planning		
Planning Applications (and related papers) Refused	Retain until appeal period has expired	Management
Planning Applications (and related papers) Granted	Retain until development has been completed	Management
Village Design Statement	Indefinite	Management, Archive
Village Plan	Indefinite	Management, Archive
Personnel		
Application Forms	Six months	Management
Disciplinary Records	Period of employment	
Personnel Records	Six years after employment ceased	

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

12 COMPLAINTS PROCEDURE

Adopted 2014-09-30; Last Updated 2022-06-28

1 General

- 1.1 From time-to-time members of the public may have complaints about the administration, procedures, decisions or staff of the Council. A complaint is an expression of dissatisfaction about the standard of service, actions or lack of action by the council or its staff affecting one or more members of the public.
- 1.2 Rattlesden Parish Council will, as far as reasonably possible, try to resolve complaints in an informal manner. However, if this is not acceptable to the complainant then the formal complaints procedure below will be followed.
- 1.3 For other complaints the Parish Council has a standard formal procedure recommended for transparency in local government and as a way of ensuring that complainants can feel satisfied that any complaint has been properly and fully considered and determined.

2. Complaints Concerning Parish Councillors

Any person wishing to make a complaint against a parish councillor, where there is perceived to be a breach of the LGA Model Councillor Code of Conduct 2022, is required to submit that complaint to, and in writing on the official form available from:

The Monitoring Officer, Mid Suffolk District Council, Endeavour House, 8 Russell Road, Ipswich IP1 2BX (Telephone: 0300 1234000;
<https://www.babergh.gov.uk/the-council/making-a-complaint-about-a-councillor/>).

3. Complaints Concerning Council Administration, Procedures and Decisions

- 3.1 All complaints about the administration, procedures and decisions of the Council should be made in writing to the Clerk of the Council.
- 3.2 Should the complainant not wish to write to the Clerk then the complaint should be addressed to the Chairman.
- 3.3 The Clerk or Chairman shall acknowledge receipt of the complaint, and duly record the relevant details which should be presented to the next full meeting of the Council.
- 3.4 The Clerk or Chairman shall advise the complainant when the Council will consider the matter.
- 3.5 The complainant shall be invited to attend the relevant meeting and to bring with him/her any representation as he/she feels would be helpful and supportive.
- 3.6 Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, to which he/she wishes to refer at the meeting. Similarly, the Council shall provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

12 COMPLAINTS PROCEDURE

Adopted 2014-09-30; Last Updated 2022-06-28

- 3.7 At the meeting the Council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and the public. However, any decision on a complaint shall be announced, in public, at a full Council meeting.
- 3.8 The Chairman shall introduce everyone involved and explain the procedure to be followed prior to conducting the process itself.
- 3.9 The complainant shall be asked to outline the grounds for complaint and thereafter questions may be asked by councillors. At any time, the Clerk may ask questions to provide both for clarity and for the accuracy of the formal record.
- 3.10 The Clerk shall, if relevant, explain the position of the Council and questions may be asked by the complainant and councillors.
- 3.11 The Chairman and then the complainant shall be offered the opportunity to summarise the respective positions.
- 3.12 If appropriate, the complainant, may be asked to leave the room while the Council decides whether or not the grounds for complaint have been made.
- 3.13 The complainant may return to hear the decision or to be advised when the decision will be made.
- 3.14 Should the complainant not return then he/she will be notified in writing of the outcome of the Council's findings within seven working days of the decision.

4. Complaints Concerning Council Staff

- 4.1 All complaints about Council staff should be made in writing to the Chairman.
- 4.2 The Chairman shall acknowledge receipt of the complaint, and duly record the relevant details which should be presented to the next full meeting of the Council.
- 4.3 The Chairman should inform the member of staff that a complaint has been received and the nature of the complaint.
- 4.4 The complainant shall be invited to attend the relevant meeting and to bring with him/her any representation as he/she feels would be helpful and supportive.
- 4.5 Seven clear working days prior to the meeting, the complainant shall provide the Council with copies of any documentation or other evidence, to which he/she wishes to refer at the meeting. Similarly, the member of staff shall also provide the Council with copies of any documentation upon which he/she wishes to rely at the meeting.
- 4.6 At the meeting the complaint will necessarily be discussed in the absence of the press and the public. However, any decision on a complaint shall be announced, in public, at a full Council meeting.

RATTLEDEN PARISH COUNCIL: POLICIES AND PROCEDURES

12 COMPLAINTS PROCEDURE

Adopted 2014-09-30; Last Updated 2022-06-28

- 4.7 The Chairman shall introduce everyone involved and explain the procedure to be followed prior to conducting the process itself.
- 4.8 The complainant shall be asked to outline the grounds for complaint and thereafter questions may be asked by councillors.
- 4.9 The member of staff shall then be asked to outline his/her position and thereafter questions may be asked by councillors.
- 4.10 The Chairman shall then summarise the respective positions.
- 4.11 Both the member of staff and complainant will be asked to leave the room while the Council decides whether or not the grounds for complaint have been made. If clarification on a point is necessary, both parties shall be invited back.
- 4.12 The member of staff and complainant shall be invited to return to hear the decision, or be advised when the decision will be made.
- 4.13 In the event that a decision is not made immediately the member of staff will be informed of the outcome by the Chairman within seven working days of the decision; and the complainant notified in writing of the outcome of the Council's findings also within seven working days of the decision.

5. Malicious/Vexatious Complaints

In the event of serial facetious, vexatious or malicious complaints from a member of the public the Council shall consider taking legal advice before communicating with the complainant and, especially, prior to issuing any written response.

Rattlesden Parish Council

Cemetery Fees and Regulations

Graves
If someone purchases an exclusive right to burial in a particular plot, the plot remains the property of the parish council, which will maintain it to the same standard as the rest of the cemetery.
An exclusive right to burial lasts for 100 years.
When an interment takes place, the spoil from digging must be mounded over the grave, to allow for settlement. It will be the responsibility of the funeral director to remove any excess.
So that the parish council can maintain the cemetery, it will not allow anything to be placed on a grave except: <ul style="list-style-type: none">• Memorials (the requirements for which are explained below)• Flowers and Wreaths
Flowers must be placed in a stone flower vase at the head of the grave.
The following items are not allowed, because they make it difficult to cut the grass in the cemetery: <ul style="list-style-type: none">• Footstones• Kerbstones• Railings or chain link fencing• Stones or gravel• Any form of planting• Items of pottery, tin, plastic or glass
The parish council has power to remove items that contravene the cemetery regulations.
The parish council's preferred gravedigger is Mr Gary Smith.

Memorials
<p>Procedure for erecting a memorial</p> <p>Permission for a memorial must be obtained in advance from the parish council.</p> <p>The application must show the name of the deceased, as well as the name and address of the memorials owner. It must be signed by the owner.</p> <p>The application must be accompanied by a sketch showing the size and shape of the memorial, the materials to be used, and the inscription.</p>
<p>Safety requirements</p> <p>To allow time for the earth over a grave to settle, memorials may not be erected until at least six months after the burial.</p> <p>The memorial must be erected by a person approved by the parish council.</p> <p>It must be erected in accordance with the National Association of Memorial Masons Recommended Code of Practice and by a NAMM/BRAMM accredited fixer.</p> <p>Anybody erecting a headstone must have public liability insurance of at least £1 million.</p>

<p>Permitted shapes for a memorial</p> <p>The memorial can take one of the following shapes:</p> <ul style="list-style-type: none"> • Rectangular, with the heading of square, ogee, half ogee or round shape 	<ul style="list-style-type: none"> • Cross • Scroll • Open Book
<p>Cremation plaques</p> <p>Cremation memorials may be placed on an existing grave.</p> <p>If the grave already has a headstone, any separate cremation memorial must be in the form of a flat plaque that does not protrude above ground level. If there is an existing full sized headstone, the cremation memorial may be placed at 45° to the headstone.</p> <p>The requirements as to shape, materials, colours etc are the same as for other memorials.</p>	
<p>Size</p> <p>Full Size memorials</p> <ul style="list-style-type: none"> • must be no more than 3' high by 2'6" wide • must be at least 3" thick • must have a concrete foundation of no more than 3" x 18" x 36" 	<p>Cremation memorials</p> <ul style="list-style-type: none"> • must be no more than 2' high by 1'3" wide • must be at least 2" thick • must have a concrete foundation of no more than 2" x 18" x 18"
<p>Materials</p> <p>The memorial can be made of:</p> <ul style="list-style-type: none"> • Granite • York Stone • Marble 	<ul style="list-style-type: none"> • Slate • Hardwood
<p>Colours</p> <p>It can be one of the following colours:</p> <ul style="list-style-type: none"> • White • Cream • Grey 	<ul style="list-style-type: none"> • Brown • Black
<p>Other requirements for memorials</p> <p>Headstones must be inscribed on the base with the grave number, the name of the memorial mason and, where appropriate, the relevant anchor sign.</p> <p>No photos will be permitted.</p> <p>The parish council reserves the right to reject inscriptions that might be offensive.</p>	
<p>Maintenance of memorials</p> <p>The owner of the memorial is required to keep it in good repair.</p> <p>If the council considers a memorial to be unsafe, it may require the owner to have it repaired or removed by a registered memorial mason.</p> <p>if the owner fails to do so within a reasonable item, the Council may remove the memorial without compensating the owner.</p>	

Charges		
	Fee where the deceased is resident in the village at the time of death*	Fee where the deceased was not resident in the village at the time of death *
Exclusive right of burial for 100 years	£150.00	£375.00
Interment of an adult	£100.00	£250.00
Interment of a stillborn child	No charge	No charge
Interment of child under one year	No charge	No charge
Interment of child between one and twelve years	£50.00	£125.00
Exclusive right to interment of ashes for 100 years	£75.00	£188.00
Interment of cremated remains in respect of which an exclusive right of burial has been granted.	£75.00	£188.00
Erection of a headstone	£75.00	£188.00
Additional inscriptions on a headstone	No charge	No charge
Memorial plaque	£50.00	£100.00
Scattering of cremated remains	No charge	No charge

* The deceased will be treated as resident in the village at the time of death if his or her last private residence was in the village.

RATTLESDEN PARISH COUNCIL RISK REGISTER

Last reviewed and updated 2022-06-28

This register has been produced to enable the Parish Council to assess the risks that it faces; and to satisfy itself that it has taken all available measures to mitigate those risks.

In pursuit of the above:

(1) Key Council activities and assets have been identified.

(2) Risks associated with those activities and assets are identified.

(3) Risks are evaluated.

(4) Management and control measures to mitigate the risks are taken; or the risks acknowledged as acceptable.

(5) Risks and mitigation measures are monitored, reviewed regularly (at least annually) and revised as appropriate.

1. FINANCE AND GOVERNANCE					
Subject	Risk(s) Identified	Impact Significant Moderate Minor	Probability High Medium Low	Management/Control of Risk	Risk Assessment
1. Precept and Budget	a) Precept may be inadequate. b) Budget and reserves inadequate. c) Precept may be excessive.	Significant	Low	The Council determines the precept requirement when setting a budget at its January meeting ahead of the new financial year. There is a low risk that budget information is not correct or not up-to-date. Ultimately, control rests with the Council, which is answerable to the electorate, through effective financial management and forecasting.	Accept the risks. Existing procedures effective and adequate.
2. Reporting and Auditing	a) Information is inaccurate, inadequate, not up-to-date and/or misleading. b) Communication is ineffective and/or confused. c) Poor and inefficient internal auditing. d) Ineffective external auditing.	Moderate	Low	A report on the current financial position is presented to each Council meeting for scrutiny and consideration which includes a review of any variances and the reasons for the same. Monthly and quarterly situations are approved by the Council, further to oversight and examination by the Finance Councillor, prior to an annual review which is then subject to examination by the internal auditor and then external auditor. The resultant position is then, as required by law, made available to the public.	Accept the risks. Existing procedures (including the essential role of the Finance Councillor) effective and adequate.
3. Financial Records	a) Records are inadequate, inaccurate and/or not up-to-date. b) Financial irregularities.	Moderate	Low	Records are reported as above and managed by the Clerk according to detailed Financial Regulations (based on those produced by NALC). The Regulations are reviewed each year and the records considered by the Finance Councillor prior to being the subject of a comprehensive annual scrutiny by the Council's internal auditor before submitted for external audit.	Accept the risks as the situation is monitored regularly. Existing procedures effective and adequate.
4. Banks and Banking	a) Inadequate checks of bank transactions. b) Mistakes. c) Loss. d) Charges incorrect.	Moderate	Low	The Council Financial Regulations set out the requirements for banking, cheques, payments and reconciliation of accounts. The latter is effected at each Council meeting such that any problems, albeit rare, can be identified and resolved at the earliest. Bank statements are checked monthly as a minimum, including by the Finance Councillor. In practice, the Clerk checks more frequently on-line.	Accept the risks. Existing procedures effective and adequate.
5. Goods and Services	a) Goods not supplied but invoiced. b) Invoices incorrect. c) Unpaid invoices.	Minor	Low	Financial Regulations and Standing Orders set out the requirements for the ordering of supplies and services, and procedures for dealing with invoices and payments. Each Council meeting includes a schedule of payments for the potential approval of councillors. Payments must be authorised by the Council, with cheques and invoices requiring a minimum of two signatories.	Accept the risks. Existing procedures effective and adequate.

6. Best Value and Contracts	Work awarded incorrectly, inappropriately or established procedures not followed.	Moderate	Low	Council practice requires the seeking of more than one quotation for any significant work required to be undertaken or goods purchased. For more substantial contracted services, competitive tenders would be sought. All procedures are set out in Standing Orders and Financial Regulations.	Accept the risks. Existing procedures effective and adequate.
7. Salaries and PAYE	a) Salary paid incorrectly. b) Wrong hours paid. c) Wrong rate paid. d) PAYE not paid to HMRC on time.	Minor	Low	The Council is registered as an employer with HMRC whose on-line real-time PAYE facility is operated by the Clerk. There is a risk of payments being late which would trigger fines by HMRC. However, this is not a serious risk. Salaries are subject to annual review by the Council, and payslips are inspected by two councillors prior to payments being made.	Accept the risks. Existing procedures effective and adequate.
8. Employees	a) Fraud by staff. b) Unauthorised or unapproved actions by staff.	Moderate	Low	Essential training is provided to the Clerk who also has access to help and advice both from SALC and councillors, especially the Finance Councillor and Chairman. The Clerk's responsibilities are laid out clearly in the job description and only decisions taken by the Council are enacted by the Clerk. While the Clerk is the Responsible Financial Officer, spending requires Council approval and all cheques must be signed by two councillors. The risks are low.	Accept the risks. Existing procedures effective and adequate.
9. Elections	a) Costs. b) Opportunity costs should no persons come forward to fill vacancies.	Moderate	Medium	There is no guarantee that any councillor vacancy, even in an election year, will require a formal ballot. At any time, an estimate of election costs can be obtained from MSDC. Ahead of an election year, such costs are budgeted. In between election years any vacancy may incur costs for which there is no planned provision.	Accept the risks but ensure that action is taken, especially in election years, to advertise opportunities - not least, to enhance and encourage the local democratic process. Existing procedures effective and adequate.
10. Annual Governance and Accountability Return (AGAR)	a) Not submitted on time. b) Failure to adhere to audit requirements. c) Errors in records/submission. d) Failure to publicise accounts.	Minor	Low	The Council has Financial Regulations which set out the requirements in addition to those defined by the statutory audit process. Guidelines and help available ensure risks associated with the process are minimal. Similarly, there is a low risk of errors given Council financial monitoring and management procedures. The AGAR is scrutinised by both the Council and internal auditor prior to submission to the external auditor. Any errors or omissions would result in minor fines.	Accept the risks. Existing procedures effective and adequate.
11. Statutory Documents (Minutes, Agendas etc.)	Are inaccurate, incomplete, not comprehensive and/or fail to follow statutory requirements and published guidelines.	Minor	Low	Documents are drafted by the Clerk and adhere to legal requirements. Agendas are produced in consultation with the Chairman and published in accordance with statutory timescales. Minutes must be approved by the full Council.	Accept the risks. Existing procedures effective and adequate.
12. Members' Interests	a) Conflicts of interest are not properly declared and/or recorded. b) Registers of interests are not up-to-date, inaccurate or misleading	Minor	Medium	Each Council meeting includes a formal agenda item to enable members' interests to be declared. Within a relatively small village, it can sometimes be difficult to know when to declare a pecuniary/non-pecuniary interest. The Clerk can only advise members as it is the responsibility of individual councillors to make any declarations known and for each councillor to regularly review his/her register of interests to ensure it does not become outdated.	Accept the risks. It is the responsibility of each councillor to conduct himself/herself in a way that precludes the risk becoming manifest.
13. Insurance	a) Adequate. b) Cost prohibitive.	Moderate	Low	Insurance cover is subject to an annual review by the Council to ensure it is adequate, includes all relevant assets and provides for appropriate risks.	Accept the risks as the situation is monitored regularly. Existing procedures effective and adequate.
14. Data Protection	a) Inadequate policy and process for handling any requests received. b) Entry on the national Register of Data Controllers becomes out-of-date.	Moderate	Low	The Council is bound by and adheres to the legal requirements of both the Data Protection Act 2018 and General Data Protection Regulation (GDPR). To date, it has had no request for access to personal data but this situation can change at any given moment. If it did, then the implications in terms of hours required to process and satisfy any request would be unlikely to be significant as little personal data is retained by the Council. The Council is registered with the Information Commissioner's Office (ICO) as a Data Controller.	Accept the risks. Existing procedures effective and adequate.

15. Freedom of Information (including Environmental Information Regulations)	Inadequate policy and process for handling any requests received.	Moderate	Low	The Council has had no request to date for any information under the legislation but this situation can change at any given moment. If it did, then the implications in terms of hours required to process and satisfy any request could be significant and costly (as evidenced by Walberswick Parish Council 2009-2011).	Accept the risks.
16. "Transparency Code for Smaller Authorities"	Failure to comply with the Code whose requirements became effective as of July 2015	Moderate	Medium	The Council is committed to openness and transparency, not least through the village website. Specific information is required to be published and the Council works actively to ensure both that, and more, is made available to residents and the wider public. Failure to publish such information would be likely to have an adverse impact upon the end-of-year audit procedure.	Accept the risks. Existing procedures effective and adequate.

2. PHYSICAL EQUIPMENT

Subject	Risk(s) Identified	Impact	Probability	Management/Control of Risk	Risk Assessment
		Significant Moderate Minor	High Medium Low		
1. Assets	a) Destruction, vandalism, accidental damage or theft. b) Injury. c) Damage to other property.	Moderate	Medium	An annual review and inspection of all Council assets is undertaken both for insurance and maintenance provisions. Action is also taken at the earliest when assets are reported as damaged or in need of repair.	Accept the risks as the situation is monitored regularly. Existing procedures effective and adequate. Risks mitigated by insurance where appropriate and possible.
2. Meetings	a) Adequacy and appropriateness of venues. b) Health and safety of premises.	Minor	Low	Council meetings are normally held in the Village Hall although, exceptionally, they have been located in the Rattlesden Pavilion. Both venues are appropriate for Council meetings. Any health and safety concerns are the responsibility of the management committee of each venue.	Accept the risks. Existing locations adequate.
3. Council Records - Electronic and Hard Copy	Loss through e.g. theft, fire, damage and/or ICT corruption.	Moderate	Low	Current and Council records from more recent years are stored at the home of the Clerk. Older material is deposited with and held by Suffolk Record Office. Increasingly, records are scanned, held and backed-up electronically on external hard drives - one held by the Clerk and a second held by the Chairman.	Accept but monitor the risks. Damage, apart from fire, is low risk and acceptable. Theft is extremely unlikely. Other risks are necessarily acceptable as there is no obvious alternative.
4. Defibrillator	a) Loss, e.g. fire or damage. b) Failure to operate on demand. c) Potential litigation if failure to operate.	Significant	Medium	Necessarily, the device is housed in a readily accessible location but one in which it could be damaged. Volunteers monitor its condition and any potential problems, it is hoped, would be identified and subject to immediate remedial action. Potential litigation in the face of it not working on demand are covered by the Council insurance.	Accept but monitor the risks. Damage is low risk and theft unlikely. Insurance applies to any liabilities from the device not working when needed.

3. CEMETERY

Subject	Risk(s) Identified	Impact	Probability	Management/Control of Risk	Risk Assessment
		Significant Moderate Minor	High Medium Low		
1. Burial Area	Lack of plots and/or space.	Significant	Low	A variable element of Council income is dependent upon the availability of new graves. To maintain both the service and finance extra burial space has been secured and made available for use.	Acceptable.
2. Burial Procedures	Unauthorised burials.	Significant	Low	Funeral directors contact the Clerk to make arrangements and to seek permission for any burial. The likelihood of an unauthorised burial is remote.	Acceptable. Existing procedures effective and adequate.


3. Registers	Loss of grave registers and/or data through fire or damage.	Significant	Low	Registers and associated records, which are unique, are kept at the home of the Clerk. No provision for a fire proof cabinet - which would be very expensive (c£750+) and likely to be of only limited help anyway.	Risk is problematic. Some means of mitigation needs to be sourced, if possible, through copying the records but no immediate solution.
4. Graves	Burial in a used grave.	Significant	Medium	Due to the incompleteness of the burial records it would not be impossible for a burial to take place in an already occupied plot. Every effort is taken and checks are made given the obvious sensitivity of each situation.	Risk has to be accepted given that there are no mitigation measures that can be taken.
5. Registers and Records	Poor record-keeping.	Significant	Low	Only if a grave has a legible headstone plus a corresponding entry in the Register of Burials will the burial/location be confirmed as correct. Given the historical problems, the current position is managed with due care and diligence to ensure that all new records are accurate.	Risk that some existing records are incomplete or inaccurate but there is little that can now be done to remedy the situation. New records are logged comprehensively and efficiently.
6. War Memorial	Damage or destruction.	Significant	Low	An annual review of all Council assets is undertaken, including the War Memorial, both for insurance and maintenance provisions. However, the Council agreed (minute 2015/037.3 refers) that the risk to the War Memorial was so low that insurance provision would not be worthwhile.	Risk accepted given that there are no realistic mitigation measures that can be taken.
4. ALLOTMENTS					
Subject	Risk(s) Identified	Impact	Probability	Management/Control of Risk	Risk Assessment
		Significant Moderate Minor	High Medium Low		
Site	a) Health and safety of users and visitors. b) Any dangers to third parties.	Moderate	Low	The facilities are considered adequate for the tenants from a health and safety perspective. The Hanging Hill Allotment Association manages the facilities and is responsible for ensuring that health and safety matters are managed properly on behalf of its members.	Risks acknowledged and, where appropriate, mitigated by insurance.
5. ENVIRONMENT					
Subject	Risk(s) Identified	Impact	Probability	Management/Control of Risk	Risk Assessment
		Significant Moderate Minor	High Medium Low		
Rivers and Roads	Flooding	Significant	High	Risks to Council assets within the areas prone to flooding are mitigated by insurance. Physical matters relating to the River Rat are handled by volunteers in the form of the River Working Group which in turn and as needed, works with relevant bodies such as the Environment Agency. The Council liaises with, supports and endorses the work of the Group albeit it has no direct control over its activities. Flooding and drainage matters elsewhere in the village are monitored regularly and issues brought to the attention of appropriate authorities, especially the County Council.	Necessarily, the risks are monitored constantly. Escalation procedures are engaged where preventative measures are shown to be ineffective due to unforeseen circumstances or situations which are outside the control of the Council.

Title of Risk Assessment:	Village Warden risk assessment – to be used in conjunction with safe system of work	This Risk Assessment is specific to Rattlesden Village	
Workplace / Location:	Rattlesden Village		
List task/s or activities:	Litter picking, Detritus clearing, Trimming of branches, hedges and vegetation, Cleaning of SID's, Street furniture and signs.	Key for who could be harmed:	AP = Apprentices, AW = Agency Workers, C = Contractors, E = Employees, EM = Elected Members, P = Public, V = Visitors, VO = Volunteers, YP = Young Persons
		Date of risk assessment:	18.04.2022
		Review date:	17.04.2023
		Name and job title/s of risk assessor/s:	Andrew Scott (Parish Clerk)

Hazards	Who could be harmed?	How could they be harmed?	Inherent Risk Score		Control measures in place to avoid / reduce risk	Residual Risk Score		Control measures adequate? Y/N. If No, state action needed, by whom & by when
			L	I		L	I	
Vehicles/visibility (of village warden too road users)	P/E	Collision with vehicle	8		-When carrying out cleansing duties near a road always face oncoming traffic. -do not litter pick on road bends or where there is no pavement or verge -wear hi-vis waistcoat or alternative hi-vis clothing at all times, -only carry out duties in day light hours and with good visibility -Weather conditions must be taken into consideration as this can reduce visibility for the warden and drivers visibility	4		yes
			2	4		1	4	
Syringes (sharps) and/or drug paraphernalia/asbestos	P/E	Wounded by sharp implement or potential contamination	6		-Village warden must not attempt to collect syringes, sharps, or any substance/item you suspect might be hazardous (i.e., asbestos or chemicals) in any circumstances -Village warden is to familiarise themselves with what drug paraphernalia and asbestos looks like by referring to the safe system of work. locations of drug paraphernalia/asbestos are to be passed to the parish clerk who will pass it onto the public realm for removal public.realm@baberghmidsuffolk.gov.uk	3		Yes
			2	3		1	3	

					In the event of an accidental puncture wound from a syringe or suspected syringe <ul style="list-style-type: none"> Do not suck the wound Squeeze it to make it bleed Rinse it and dress it Go to accident and emergency immediately (within 2 hours if possible) Report the incident to the parish clerk as soon as reasonably practical 			
Unidentified chemicals/liquids in containers	P/E	Bottles could leak and break open when picked up causing the liquid within to come into contact with skin	6		-Village warden should pinpoint location and pass it to the parish clerk who will pass it onto the public realm for removal public.realm@babberghmidsuffolk.gov.uk	3		Yes
			2	3		1	3	
Dead animals	P/E	Contamination from rotting corpse	6		-Village warden should pinpoint location and pass it to the parish clerk who will pass it onto the public realm for removal public.realm@babberghmidsuffolk.gov.uk	3		yes
			2	3		1	3	
Soiled clothing and broken glass	P/E	Contamination or cuts	6		-Items should not be handled; litter pick sticks or brush and shovel should be used for every removal -village warden should observe personal hygiene after cleansing duties and before eating, drinking, or smoking by washing hands or using wipes	4		yes
			3	2		2	2	
Exposure to weather extremes	P/E	Sunburn or hypothermia	6		-Do not carry out duties in extreme cold or hot weather. --Wear a hat in cold weather for warmth and in hot weather to prevent heat stroke. -Cover exposed skin to prevent sunburn -wear suitable clothing: waterproof in wet weather and light weight clothing in warm weather -have ready access to drinks	4		Yes
			3	2		2	2	
Uneven ground	P/E	Slips trips and falls	6		-Do not step into long grass/overgrown vegetation where pot-holes rabbit burrow or unseen obstacles may not be visible -wear suitable footwear for cleansing duty activities; well-fitting and flat	4		yes
			3	2		2	2	
Inspect stings/bites	P/E	Stings/bites	6		-Do not disturb insect nests, -If you have an allergy, you are to inform the Parish Clerk so that it can be decided if you can safely carry out the duties required	2		yes
			3	2		2	1	
Lone working	P/E	Problem occurring when working alone	4		-Village warden is to carry a mobile phone for emergency purposes and a suitable lone working plan be agreed with the employer	2		The village warden is to inform the parish clerk when she is starting and finishing her duties on any occasion when there is no-one in their household to check out and in with.
			2	2		1	2	

Manual handling	P/E	Back/lifting issues	6		-The village warden should be restricted to light weight items such as bottles, wrappers etc. -Do not lift any item if it cannot easily be done so using the Litter picker or shovel -do not attempt to lift heavy objects -do not over fill bags	4		yes
			3	2		2	2	
Lack of Awareness of Risks and safety training	P/E	Any number	12		-A copy of the Safe system of work notes and risk assessment to be shared given to the village warden along with any other training required -The village warden must sign to say they have read and understood both this risk assessment and safe system of work.	4		yes
			3	4		1	4	

To be completed by the line manager or another responsible person	I confirm I have provided a copy of this risk assessment to the person named below.	
	Signed:	
	Print Name:	Andrew Scott (Parish Clerk)
	Date:	18.04.2022
To be completed by the person receiving this risk assessment	I confirm I have been provided with a copy of this risk assessment and understand the content.	
	Signed:	
	Print Name:	
	Date:	

Title of Risk Assessment:	Speed Indication Device (SID)	This Risk Assessment is specific to Rattlesden Village	
Workplace / Location:	Rattlesden Village		
List task/s or activities:	SID Battery Replacement	Key for who could be harmed:	AP = Apprentices, AW = Agency Workers, C = Contractors, E = Employees, EM = Elected Members, P = Public, V = Visitors, VO = Volunteers, YP = Young Persons
		Date of risk assessment:	24.10.2022
		Review date:	23.10.2023
		Name and job title/s of risk assessor/s:	Tony Edwards (Parish Councillor)

Hazards	Who could be harmed?	How could they be harmed?	Inherent Risk Score		Control measures in place to avoid / reduce risk	Residual Risk Score		Control measures adequate? Y/N. If No, state action needed, by whom & by when
			L	I		L	I	
Vehicles/visibility to road users	P/EM/VO	Collision with vehicle	8		-Wear hi-vis waistcoat or alternative hi-vis clothing at all times, -only carry out duties in day light hours and with good visibility -Weather conditions must be taken into consideration as this can reduce visibility for drivers. A vehicle is to be placed between the volunteer changing the Battery and approaching vehicles, with hazard lights on. Warning triangle to be placed 25Mtrs from the rear of the vehicle.	4		Yes
Crushing Injury	EM/VO	Battery being dropped	2	4	Ensure hands and batteries are dry Ensure you have a good grip before changing the batteries	1	4	Yes
Chemical burns	EM/VO	Acid getting on skin causing burns	6		-Batteries to be checked for damage or leaks before handling.	3		Yes
Working at height	EM/VO	Falls/Impact Injury	2	3	When steps are used carry out a check of their physical security prior to use. Assistant required when using steps	1	3	yes

NOTE: Battery Replacement Procedure Document Attached


5x5 Risk Matrix Sample

Impact
How severe would the outcomes be if the risk occurred?

Probability
What is the probability the risk will happen?

	Insignificant 1	Minor 2	Significant 3	Major 4	Severe 5
5 Almost Certain	Medium 5	High 10	Very high 15	Extreme 20	Extreme 25
4 Likely	Medium 4	Medium 8	High 12	Very high 16	Extreme 20
3 Moderate	Low 3	Medium 6	Medium 9	High 12	Very high 15
2 Unlikely	Very low 2	Low 4	Medium 6	Medium 8	High 10
1 Rare	Very low 1	Very low 2	Low 3	Medium 4	Medium 5

SafetyCulture

To be completed by the line manager or another responsible person	I confirm I have provided a copy of this risk assessment to the person named below.	
	Signed:	
	Print Name:	Tony Edwards (Parish Councillor)
	Date:	25.10.2022
To be completed by the person receiving this risk assessment	I confirm I have been provided with a copy of this risk assessment and understand the content.	
	Signed:	
	Print Name:	
	Date:	

SPEED INDICATING DEVICE (SID) – Battery Replacement Procedure.

Equipment Required:

- Set of steps – to reach 2.5 – 3M.
- Reflective vest or jacket for each operator.
- Road safety triangle.
- SID access door key

Procedure

Preparation:

1. When using a car, park the car on the side of the road, rear facing the flow of traffic, as near as safely possible to the SID.
2. Switch the car hazard lights ON.
3. Position the Road Safety Warning Triangle 25M to the rear of the car.

If planning to use steps, an assistant is to securely position them as near to, and facing, the SID rear access door and provide support to the assistant using the steps throughout.

4. Using the black plastic key, unlock and open the rear access door, revealing the battery compartment.
5. In the top right of the compartment is a Control Dial, turn this to OFF.

Battery Removal

6. Unplug each battery by squeezing together the lugs on the Safelok connectors and pulling them apart.
7. Each battery is held in place by securing lugs on either side.
8. Push the right securing lug aside and extract the battery by sliding it forward away from the left securing lug.
9. If using steps and an assistant, pass the flat battery to the assistant, or place it securely upright in the boot of the car.

10. Repeat procedure for remaining battery.

Battery Fitting

11. Carry out a visual integrity check of all (4) cables

12. Making sure the access is clear of cables; slide the rear of the new battery behind the left securing lug, then clip the right side of the battery behind the right securing lug.

13. Fit the second battery using the same procedure.

14. With both batteries in place connect their cables by squeezing the side tags on the Safelok connectors and fit together the plug to socket connectors – these are domed-shape to prevent cross-connecting.

System Testing

15. Turn the Control Dial to the required speed setting.

16. Immediately check the display and observe - Start-Up Auto Built in Test (BIT) indications;

a. Speed display - **188** should be displayed in green and is a test of all the LEDs in the display.

b. Speed display – Then, three further numbers will be displayed. These equate to the battery voltage (e.g. '**147**' = 14.7 volts). A normal reading should be between 11.7 and 13.4.

c. Text display – **Init** ... will then be displayed in the lower part of the display.

d. Speed display – **8** in red: signifies Bluetooth ready.

e. End of test, system is now operating

17. Ensure all cables are securely stowed.

18. Close and lock the access door.

Recover all equipment to the car, ensuring batteries are transported upright