# OCKBROOK & BORROWASH PARISH COUNCIL

# The Parish Hall, Church Street, Ockbrook, Derby DE72 3SL

Tel: 01332 664100/ 07860 702904 Email: Clerk@ockbrookandborrowashparishcouncil.gov.uk

11th July 2023

To the Chair and Councillors of the Finance, HR, Contractors and General Purposes Committee for Ockbrook and Borrowash Parish Council,

You are summoned to attend the Finance, HR, Contractors and General Purposes Committee Meeting of the Ockbrook and Borrowash Parish Council to be held in the Parish Hall, at 19:00 on Wednesday 19th July 2023.

Yours sincerely,



Sarah Kitchener

Clerk and RFO

Ockbrook and Borrowash Parish Council

## Agenda.

1. To receive apologies for absence.
2. To confirm the minutes of the previous meeting held on the 24th May 2023.
3. Variation of the order of business.
4. Declaration of members interests.
5. Committee Items for Discussion/Action/Update.

Policy review:

* Document retention and disposal policy – see appendix 1.
* Child and vulnerable adult protection policy - see appendix 2.
* GDPR Privacy policy – see appendix 3.
* Risk assessment – see appendix 4.
* Fire safety risk assessment – see appendix 5.
* Public participation at parish council meetings policy – see appendix 6.
* Equal opportunities policy – see appendix 7.
* Memorial seat policy for the cemeteries – see appendix 8.
* Memorial seat policy for the parish – see appendix 9.
* Co-option procedure policy – see appendix 10.
* Expenses policy – see appendix 11.
* Grants and donations policy – see appendix 12.
* Terms of reference for the finance, HR, contractors and general purposes committee – see appendix 13.
* Terms of reference for the halls committee – see appendix 14.
* Terms of reference for the recreation committee – see appendix 15.
* Terms of reference for the cemeteries committee – see appendix 16.
* Terms of reference for the allotment committee – see appendix 17.
* Terms of reference for the planning and environment committee – see appendix 18.
* Terms of reference for the parish council surgery – see appendix 19.
* Terms of reference for the youth committee – see appendix 20.
1. Date of the next meeting.

### **Appendix 1 -**  Document Retention and Disposal Policy.

1. Introduction.

1.1 The Parish Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.

1.2 Records created and maintained by the Parish Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Parish Council’s transactions and are necessary to ensure it can demonstrate accountability.

1.3 Documents may be retained in either ‘hard’ paper form or in electronic forms. For the purpose of this policy, ‘document’ and ‘record’ refers to both hard copy and electronic records.

1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely, the Parish Council could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Parish Council.

1.5 In contrast to the above, the Parish Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with current legislation so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy.

2.1 The aim of this document is to provide a working framework to determine which documents are:

* Retained – and for how long; or
* Disposed of – and if so by what method.
* Security of documents – methods for both the Parish Council and Councillors

2.2 There are some records which do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:

* ‘with compliments’ slips.
* Catalogue and trade journals.
* Non-acceptance of invitations.
* Trivial electronic mail messages that are not related to Council business.
* Requests for information such as maps, plans or advertising material.
* Out of date distribution lists.

2.3 Duplicated and superseded material such as stationary, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

3.Roles and Responsibilities for Document Retention and Disposal.

3.1 Councils are responsible for determining whether to retain or disposeof documents and should undertake a review of documentation on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol.

4.1. Councils are required to maintain their records in accordance with legislation and the Clerk to the Parish Council is required to manage the Council’s records in such a way as to promote compliance with this policy so that information will be retrieved easily, appropriately and in a timely manner.

4.2 Councils are required to maintain a retention schedule. The retention schedule below provides guidance on the recommended retention periods for specific classes of documents and records.

4.3 Whenever there is a possibility of litigation, the records and information which are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol.

5.1 Documents should only be disposed of if reviewed in accordance with the following:

* Is retention required to fulfil statutory or other regulatory requirements?
* Is retention required to meet the operational needs of the service?
* Is retention required to evidence events in the case of dispute?
* Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

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

* Non-confidential records: place in wastepaper bin for disposal.
* Confidential records or records giving personal information: shred documents.
* Deletion of computer records.
* Transmission of records to an external body such as the County Records Office.
	1. The following principles should be followed when disposing of records:
* All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations, The Freedom of Information Act or cause reputational damage.
* Where computer records are deleted, steps should be taken to ensure that data is ‘virtually impossible to retrieve’ as advised by the Information Commissioner.
* Where documents are of historical interest it may be appropriate that they are transmitted to the County Records Office.
* Back-up copies of documents should be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
	1. Records should be maintained of appropriate disposal. These records should contain the following information:
* The name of the documents destroyed.
* The date the documents was destroyed.
* The method of disposal.

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

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

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

1. From the data, or
2. From those data and information which is in the possession of or is likely to come into the possession of the data controller.

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

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

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

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

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

7. Scanning of Documents.

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

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

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

8. Review of Document Retention.

8.1 It is planned to review, update and where appropriate amend this document every two years.

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

* Local Council Administration, Charles Arnold-Barker, 9th edition, chapter 11
* NALC LTN 40 – Local Councils’ Documents and Records, January 2013.
* NALC LTN 37 – Freedom of Information, July 2009.
* Lord Chancellors’ Code of Practice on the Management of Records issued under Section 46 of the Freedom of Information Act 2000.

9. List of Documents

9.1 The full list of the Council’s documents and the procedures for retention or disposal can be found below. This is updated regularly in accordance with any changes to legal requirements.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** | **Location Retained** | **Disposal Methods** |
| Accident/incident report | 20 years | Potential Claims | Office/Kitchen | Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulations (GDPR) |
| Agendas | 5 years | Management | Office/computer/ website | Bin (shred confidential waste) |
| Bank paying in books/receipts | 6 years | Audit | Office | Confidential waste |
| Bank statements including deposit/ savings accounts | 6 years | Audit | Office | Confidential waste |
| Certificates for insurance against liability for employees | Indefinite | The Employer’s Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management | Office/Computer/ archive | Bin |
| Cheque book stubs | 6 years | Audit | Office | Confidential waste |
| Contracts of Employments | Duration of employment plus 6 years | Legislation | Office | Confidential waste |
| Correspondence – General | Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests. | Management | Office/computer | Confidential waste/ binA list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Correspondence – staff | Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely times limits for tribunal claims between 3-6 months.6 years | After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council. | Office/ computer | Confidential wasteA list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| DALC/SLCC/NALC circulars | 1 year or as long as useful | Management | Office/computer/ archive | Bin |
| Deeds, leases, contracts and agreements | Indefinite | Legislation, audit, management | Office/computer/ archive | n/a |
| Grant applications | 6 years | Limitation Act 1980 ( as amended) | Office/computer | Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulations (GDPR) |
| Insurance company names and policy numbers | Indefinite | Management | Office/computer | n/a |
| Insurance Policies | As long as it is possible for a claim to be made under it.  | Management | Office/computer | Bin |
| Investments | Indefinite | Audit, management | Office/ computer/ archive | n/a |
| Local development plans | If in force | Reference | Office/computer | Bin |
| Local historical information | Indefinite – to be securely kept for benefit of the Parish | Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information) | Office/computer | n/a |
| Magazines and journals | Council may wish to keep its own publications.For others for as long as they are useful or relevant | The Legal Deposit Libraries Act 2003 ( the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library) Printed works as defined by the 2003 Act published by a local council therefore constitutes materials which the British library holds. | Parish Rooms/ British Library Board | Bin |
| Members allowance register | 6 years | Tax, Limitation Act 1980 ( as amended) |  | Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulations (GDPR) |
| Minutes | Indefinite | Legislation | Office/computer/ website/ archive  | Original signed copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals, they can be archived and deposited with the higher authority. |
| Neighbourhood Plans | Indefinite | Reference | Office/computer | n/a |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) | Office | Confidential waste  |
| Paid invoices | 6 years | VAT | Office | Confidential waste  |
| Payroll | 12 years | Superannuation | Office/computer | Confidential waste  |
| Petty cash, postage and telephone books | 6 years | Tax, VAT, Limitation Act 1980 (as amended) | Office | Confidential waste |
| Playground equipment inspection reports | Indefinite | Legal | Office/computer | n/a |
| Quotations and tenders | 6 years | Limitation Act 1980 ( as amended) | Office | Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulations (GDPR) |
| Receipts and payment accounts | Indefinite | Archive | Office/ computer / archive | n/a |
| Receipt books of all kinds | Indefinite | VAT | Office/computer/ archive | Bin |
| Record Keeping –To ensure records are easily accessible it is necessary to comply with the following:* A list of files stored in cabinets will be kept.
* Electronic files will be saved using relevant file names
 | The electronic files will be backed daily off site by Computer Lifeline | Management | Office/computer | Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of these documents disposed of to meet the requirements if the GDPR regulations |
| Scale of fees and charges | 6 years | Management | Office/computer/ website | Bin |
| Staff appraisals | Duration of employment | Management | Office/computer | Confidential waste  |
| Timesheets | Last completed audit year, 3 years | Audit (requirement) Personal injury (best practice) | Office | Bin |
| VAT records | 6 years generally but 20 years for VAT on rents | VAT | Office/computer | Confidential waste |

**Documents from legal matters, negligence and other torts**

Most legal proceedings are governed by the Limitation Act 1980 ( as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.

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| --- | --- | --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** | **Location Retained** | **Disposal Methods** |
| Negligence | 6 years |  | Office/computer | Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulations (GDPR) |
| Defamation | 1 year |  | Office/computer | Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulations (GDPR) |
| Contract | 6 years |  | Office/computer | Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulations (GDPR) |
| Leases | 12 years |  | Office/computer | Confidential Waste |
| Sums recoverable by statute | 6 years |  | Office/computer | Confidential waste |
| Personal injury | 3 years |  | Office/computer | Confidential waste |
| To recover land | 12 years |  | Office/computer | Confidential waste |
| Rent | 6 years |  | Office/computer | Confidential waste |
| Breach of trust | None |  | Office/computer | Confidential waste |
| Trust deeds | Indefinite |  | Office/computer/ archive | n/a |

**For Halls, Centre, Recreation Grounds**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** | **Location Retained** | **Disposal Methods** |
| * Application to hire.
* Invoices
* Records of tickets issued
 | 6 years | VAT | Office/computer | Confidential waste – a list will be kept of those documents disposed of to meet the requirements of the General Data Protection Regulations (GDP) |
| Letting diaries | 6 years | VAT | Office/computer | n/a |
| Terms and conditions | 6 years | Management | Office/computer | Bin |
| Event monitoring forms | 6 years unless require for claims, insurance or legal purposes | Management | Office/computer | Bin. A list will be kept of these documents disposed of to meet the requirements of the GDPR regulations. |

**For Allotments**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** | **Location Retained** | **Disposal Methods** |
| Register and Plans | Indefinite | Audit, management | Office/computer | n/a |
| Minutes | Indefinite | Audit, management | Office/computer | n/a |
| Legal papers | Indefinite | Audit, management | Office/computer | n/a |

**For Burial Grounds**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** | **Location Retained** | **Disposal Methods** |
| * Register of fees collected.
* Register of burials.
* Register of purchased graves.
* Register/plan of grave spaces
* Register of memorials.
* Application for interment
* Application for right to erect memorials.
* Disposal certificates
* Copy certificates of grant of exclusive right of burial
 | Indefinite | Archives, Local Authorities Cemeteries Order 1977 (SI 204) | Office/computer/ archive | n/a |

**Planning Papers**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** | **Location Retained** | **Disposal Methods** |
| Applications | 1 years | Management | Office/computer | Bin |
| Appeals | I year unless significant development | Management | Office/computer | Bin |
| Trees | 1 years | Management | Office/computer | Bin |
| Local development plans | Retained as long as in force | Reference | Office/computer | Bin |
| Local plans | Retained as long as in force | Reference | Office/computer | Bin |
| Town/neighbourhood plans | Indefinite – final adoption plan | Historical purposes | Office/computer | n/a |

**CCTV**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Document** | **Minimum Retention Period** | **Reason** | **Location Retained** | **Disposal Methods** |
| Daily notes | Daily | Data protection | Office/computer | Confidential waste |
| Radio rotas | 1 week | Management | Office/computer | Confidential waste |
| Work rotas | 1 month | Management | Office/computer | Confidential waste |
| Observation sheets | 3 years | Data protection | Office/computer | Confidential waste |
| Stats | 3 years | Data protection | Office/computer | Confidential waste |
| Signing in sheets | 3 years | Management | Office/computer | Confidential waste |
| Review request | 3 years | Data protection | Office/computer | Confidential waste |
| Discs – master and working | For as long as required | Data protection | Office | Confidential waste |
| Internal operations procedure manual | Destroy on renewal.Review annually | Management | Office/computer | Confidential waste |
| Code of practice | Destroy on renewal.Review annually | Management | Office/computer | Confidential waste |
| Photographs/digital prints | 31 days | Data protection | Office/computer | Confidential waste |

### **Appendix 2 -** Child and Vulnerable adult’s protection policy

Ockbrook and Borrowash Parish Council has a legal obligation to ensure an appropriate standard of care for those people who use our services. The purpose of the policy is to safeguard children, young people or vulnerable adults using our services and to facilitate the best possible professional practice from the Council, its staff, and all service deliverers.

This policy applies to anyone working for or on behalf of the Parish Council whether in a paid, voluntary or commissioned capacity, for example contracted to do a piece of work. In practice, this policy will primarily relate to the Parish Council Play Schemes which are delivered by a contractor, It also applies to any individual hiring, leasing or using the Parish Council facilities for the purpose of delivering any service to children, young people or vulnerable adults. Therefore, it will be adopted by the Council as a while and will provide the framework for ensuring that children, young people and vulnerable adults are kept safe from harm in all situations that arise.

### DEFINITIONs

**Children and young people:**

Anyone under the age of 18 years

**Vulnerable Adult:**

Anyone over 18 who is:

* Unable to care for themselves,
* Unable to protect themselves from significant harm or exploitation,
* Or may be in need of community care services.

The Council is committed to ensuring that children and vulnerable adults are protected and kept safe from harm whilst they are engaged in any activity associated with the Council.

We will endeavour to achieve this by:

* Ensuring that our staff are carefully selected, trained and supervised.
* Ensuring that any contractors used to deliver services on behalf of the Parish Council have current enhanced DBS Checks, a Child Protection and Vulnerable Adults policy and Risk Management assessment in place.
* Being available to parents, carers and children and vulnerable adults to voice their concerns or lodge complaints if they feel unsure or unhappy about any issue.

### APPENDIX - CONTRACTORS DECLARATION FORM

# Ockbrook and Borrowash Parish Council is fully committed to safeguarding the well-being of children and vulnerable adults by protecting them om physical, sexual and emotional harm.

# As a contractor of Ockbrook and Borrowash Parish Council, it is essential that you have taken the time to thoroughly read this Child and Vulnerable Adult Protection Policy. By being made aware of the policy, it is our intention to ensure that all contractors are pro-active in providing a safe environment for the young and vulnerable people in their care.

### Contractors Declaration

# I have read and fully understood the Child and Vulnerable Adult Protection Policy, and hereby declare that I will carry out my role in line the policy statement contained therein.

# Signed…………………………………………Name……………………………….

# Date……………………………….

# Company……………………………………………………………………………..

### **Appendix 3 -** GDPR Privacy Policy

### Your personal data – what is it?

“Personal data” is any information about a living individual, which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by directly using the personal data itself or by combining it with other information which helps to identify a living individual. The processing of personal data is governed by legislation relating to personal data, which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR) and other local legislation relating to personal data and rights such as the Human Rights Act.

### Council information.

This Privacy Policy is provided to you by Ockbrook and Borrowash Parish Council, which is the data controller for your data.

The Council’s address is:

The Village Hall

Church Street

Ockbrook

Derby

DE72 3SL

Ockbrook and Borrowash Parish Council will always respect the privacy of individuals who browse our website and leave contact details with us. We do not retain browser information, IP Addresses or personal identification of users of the website. We do not track your activity as an individual.

 The Council will process some or all of the following personal data where necessary to perform its tasks:

• Names, titles, aliases, photographs.

•Contact details such as telephone numbers, addresses, and email addresses.

 The council will comply with data protection law. This says that the personal data we hold about you must be:

 • Used lawfully, fairly and in a transparent way.

• Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

• Relevant to the purposes we have told you about and limited only to those purposes.

• Accurate and kept up to date.

• Kept only as long as necessary for the purposes we have told you about.

• Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

• To deliver public services including understanding your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.

• To confirm your identity to provide some services.

• To contact you by post, email, telephone.

• To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.

• To enable us to meet all legal and statutory obligations and powers including any delegated functions.

• To promote the interests of the council.

• To maintain our own accounts and records.

• To seek your views, opinions or comments.

• To notify you of changes to our facilities, services, events and staff, councillors and role holders.

• To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives.

• To process relevant financial transactions including grants and payments for goods and services supplied to the council.

### What is the legal basis for processing your personal data?

The Council has always required a legal basis for processing personal data. The General Data Protection Regulations include five lawful bases for local councils. It is possible for more than one to apply at the same time. The five bases are:

• Compliance with legal obligation: The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council’s statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council’s services. We will always consider your interests and rights. This Privacy Policy sets out your rights and the council’s obligations to you in detail.

• Contractual necessity: We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

• Consent: Sometimes the use of your personal data requires your consent. On these occasions we will first obtain your consent to that use.

The other two legal bases that apply to the Parish Council are:

• Vital interests: It is possible to process personal information to protect an individual without their consent e.g. in a life-or-death situation where emergency contact information is needed

• Public Interest: When the Parish Council is acting in the public interest, personal data may be processed if it is necessary to undertake the tasks.

### Sharing your personal data.

The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

 Other potential data controllers –

● Erewash Borough Council

● Derbyshire County Council

● Other Service Providers (where the information is necessary for the delivery of the service).

 We may need to share your personal data we hold with them so that they can carry out their responsibilities to Ockbrook and Borrowash Parish Council. If we work together for a joint purpose that involves your personal data we are joint data controllers. This means those involved are all responsible to you for how we process your data. If there is no joint purpose then each data controller is independent and is individually responsible to you.

### How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### Your rights and your personal data.

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

The right to be informed e.g. through this policy.

The right to access personal data we hold on you. At any time you can request the data we hold on you as well as why we have it, who has access to it and where it was obtained from. We will respond to requests within one month of receiving them. There is no charge for the first request.

The right to correct and update the personal data we hold on you. If the data we hold on you is out of date, incomplete or incorrect you can inform us and we will update it.

The right to have your personal data erased if you feel we should no longer be using it or are using it unlawfully. When we receive your request we will then either confirm that it has been deleted or explain why it cannot be deleted. e.g. because we need it to comply with a legal obligation.

The right to object to processing your personal data or to restrict it to certain purposes only.

 You can request us to stop processing your data or ask us to restrict what we do with it. When we receive your request we will let you know if we are able to comply or if we have a legal obligation to continue.

The right to data portability – You can request that we transfer data to another controller. Where this is feasible we will do this within one month of receiving your request.

The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained. Please use the contact details below to do this.

The right to lodge a complaint with the Information Commissioner’s Office. You can contact the Information Commissioners Office on 0303 123 1113 or via email or at the Information Commissioner’s Office.

### Further processing.

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

We keep this Privacy Policy under regular review, and we will place any updates on <https://www.ockbrookandborrowashparishcouncil.gov.uk/>.

### Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Sarah Kitchener

The Parish Clerk

The Parish Hall

Church Street

Ockbrook

Derby

DE72 3SL

### **Appendix -** Risk Assessment

|  |  |  |
| --- | --- | --- |
| Assessor Name: S Kitchener Clerk and RFO | Location: Ockbrook and Borrowash, Derbyshire  | Date: 06/2023 |
| Activities being assessed: All activities in relation to the Parish Council | Review date: 06/2024 |  |

|  |  |  |
| --- | --- | --- |
| Risk Matrix | Control Measures(Risk assessment, method statement, permit to work, sequencing) | Instructions for completion |
|  **Severity**5. Fatality 25 20 15 10 54. Major injury/ 20 16 12 8 4 3. Injury Damage 15 12 9 6 32. Minor injury 10 8 6 4 21. Negligible effect 5 4 3 2 1  **Likelihood** **5 4 3 2 1**Likelihood5. Likely4. Probable3. Occasional2. Remote1. Improbable | 15 – 25: Very high risks with potential of serious consequences. Eliminate risk by review of options and change as a priority.8 – 12: Reduce risks identified to a low as reasonably practicable by specific controls, planning and supervision. Provision of special method statements and instruction of all parties involved. 3 – 6: Acceptable providing risks are managed and activities are carried out by competent personnel in accordance with safe working practices and statutory obligations1 -2: No further consideration required | * A risk is the likelihood of a substance, activity or process to cause harm. Risk is also linked to the severity of its consequences and can be reduced.
* L = Likelihood (consider at this stage the frequency of the task which could have a bearing on the ‘likelihood’. For example, a task that is carried out 10 times per day as opposed to once a week. Both could have implications such as complacency v lack of practice.
* S = Severity RR = Risk Rating (i.e. LxS)
* Risk improvement requirements should be listed in the Control Measures section Italic print.
 |

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Ref No | Description of hazardous activity, interface or works process | Persons Affected | Associated Risks | RiskEvaluation |  |  | Control measures and*Risk improvement requirements* | ResidualRisk |  |  | Responsibility for Implementation |
|  |  |  |  | **L** | **S** | **RR** |  | **L** | **S** | **RR** |  |
| 1a | Display screen equipment | Parish Clerk | Seating Associated risks – work related upper limb disorder (WRULD’s) | 3 | 3 | 9 | Seating should preferably be such that a good position can be achieved which will prevent aches and pains in the small of the back or legs.Wherever possible, an adjustable chair should be used such that it allows the user to sit far enough back so that the lower part of the body is supported by the backrest.Chair height is important and when seated the user’s forearms should be roughly horizontal when the hands are on the keyboard.The chair provided does not give adequate lumber support or cushioned support behind the legs | 1 | 3 | 3 | The Clerk and RFO |
| 1b | Display screen equipment (cont) | Parish Clerk | KeyboardAssociated risks - Conditions such as ‘Carpel Tunnel Syndrome’ and WRULD’s  | 3 | 3 | 9 | When using a keyboard the user should avoid any awkward bending of the wrist.Sitting too high or low will lead the wrists being in a bent position.The chair should be positioned so that a neutral keying position is achieved, i.e., that the forearms, wrists and hands are in a straight line.The user must sit upright as this will reduce stress to the head and the neck.It is preferable to use a laptop on a desk or table so that with the arms resting on the work surface it should be possible to keep the wrists in a relaxed, neutral position. | 1 | 3 | 3 | The Clerk and RFO |
| 1c | Display screen equipment (cont) | Parish Clerk | A mouseAssociated risks - Conditions such as ‘Carpel Tunnel Syndrome’ and WRULD’s  | 3 | 3 | 9 | Hands should be kept flat and the fingers relaxed when using a mouse. | 1 | 3 | 3 | The Clerk and RFO |
| Id | Display screen equipment (cont) | Parish ClerkMembers of the publicPost office staff | The screenGlare, reflections causing eye sight problems  | 3 | 2 | 6 | Glare and reflection on the screen should be avoided by positioning the laptop to avoid such conditions.The use of a blind above the work station was advised. | 1 | 2 | 2 | The Clerk and RFO |
| 2a | Portable electrical appliances | Parish Clerk | Electrocution | 3 | 5 | 16 | All portable appliances are subject to annual formal inspection and test. Informal visual inspection should be carried out periodically. If a defect is found do not use the appliance, unplug and place the item in a safe location awaiting repair or scrapping.Never tamper with electrical appliances. | 1 | 5 | 5 | The Clerk and RFO |
| 3a | Lone working | Parish Clerk | Slips, trips and fallsFire | 33 | 45 | 1215 | The office floor must be kept free of materials or spillage which may cause a person to slip, trip or fall.Trailing leads must be positioned so as not to create a potential trip hazard.Torn carpets must receive prompt remedial attention.A specific fire risk assessment to comply with The Regulatory Reform (Fire Safety Order) 2005 has been carried out.Fire extinguishers provided at designated fire points. | 11 | 45 | 45 | The Clerk and RFO |
| 3b | Lone working (cont) | Parish Clerk | Manual handling – bodily injury | 3 | 4 | 12 | In the normal course of their duties The Parish Clerk would not be expected to handle objects or materials which may cause injury if not handled properly. | 1 | 4 | 4 | The Clerk and RFO |
| 3c | Lone working (cont) | Parish Clerk | Violence | 3 | 4 | 12 | The office is open to the public 9am – 12 noon Monday, Tuesday and Thursday.In addition to this there is someone present behind the post office counter.Therefore, this will mean that for the most part there are at least two people in the office area during the opening times above which would reduce the risk of violence occurring.However, it is recognised that there will be occasions where this is not possible.In such circumstances it is accepted that all doors can be locked and the Parish Clerk should have access to a telephone to contact the emergency services or others as the case may be should the need arise. | 1 | 4 | 4 | The Clerk and RFO |
| 3d | Lone working (cont) | Parish Clerk | Personal medical conditions | 3 | 4 | 12 | Ensure that any medical condition which might be relevant to lone working are discussed in confidence with The Chairman of the Parish Council in line with any guidance from a GP.The Parish Clerk must not work alone if any such condition is assessed as putting them at risk | 1 | 4 | 4 | The Clerk and RFO |
| 4 | The car park | Members of public | Slips, trips and falls | 3 | 3 | 9 | The car park is well lit and all walk areas are maintained free from potential trip / fall hazards.In icy weather the car park and all walk areas are salted to reduce the risk of a person slipping on the ice.Steps and the ramp to and from the hall properly are maintained to minimise slip and trip risks. | 1 | 3 | 3 | The Clerk and RFO |
| 5  | The hall | Members of publicHall usersParish ClerkParish Councillors | Slips, trips and falls | 3 | 3 | 9 | The floor is maintained in a clean and tidy condition.Any spillage is cleared up immediately.All rooms are adequately lit.All corridors and walk areas are kept free of potential trip / fall hazardsAll permanent fixtures are kept in good condition, i.e. seats, shelving, cupboards, notice boards, signage etc | 1 | 3 | 3 | The Clerk and RFO |
| 6 | Electrical equipmewnt and service | Members of publicHall usersParish ClerkParish Councillors | ElectrocutionFire/explosion | 3 | 5 | 15 | The electrical system has been correctly installed and is inspected and tested at suitable (occasional) intervals by an electrician or other suitably qualified person.All portable electrical equipment is visually checked and, where necessary, tested at suitable (occasional) intervals to ensure that it is safe to use.Any damaged electrical equipment is immediately taken out of service or replaced. | 1 | 5 | 5 | The Clerk and RFO |
| 7 | Hazardous substances | The cleaner | Skin problems, dermatitis and eye damage, from direct contact with cleaning chemicals. Vapour may cause breathing problems | 3 | 4 | 12 | Mops, brushes and strong rubber gloves provided.The cleaner to follow instructions on the label, dilute properly and never transfer to an unmarked container. All cleaning products are stored securely | 1 | 4 | 4 | The Clerk and RFO |
| 8a | Business and financial management | The Parish Council | Business Continuity Council not being able to continue its business due to an unexpected or tragic circumstance | 3 | 4 | 12 | All files and recent records (both paper and electronic) are kept at the Parish Office. The Council have a secure online backup system that backs up files each day.The ability to work off site is provided should the need arise.  | 1 | 4 | 4 | The Clerk and RFO |
| 8b | Business and financial management | The Parish Council | PreceptAdequacy of precept | 3 | 4 | 12 | There is sound budgeting to underlie annual precept. Each Parish Council Committee monitors their budget information and detailed budgets are prepared in the late autumn. The precept is considered by the Finance and General Purposes Committee in January prior to making a recommendation to Council in February | 1 | 4 | 4 | The Clerk and RFO |
| 8c | Business and financial management | The Parish Council | Insurance, adequacy cost and compliance | 3 | 4 | 12 | An annual review is undertaken of all insurance arrangements in place. Employers Liability and Public Liability are a statutory requirement  | 1 | 4 | 4 | The Clerk and RFO |
| 8d | Business and financial management | The Parish Council | Election Costs Risk of election cost  Risk of election to fill a casual vacancy  | 3 | 3 | 9 | Risk in an election year. There are no measures, which can be adopted to minimise risk of having a contested election. Costs are met from General Reserves.  Cost of the election would be met from general reserves Existing procedures adequate.   | 1 | 3 | 3 | The Clerk and RFO |
| 8e | Business and financial management | The Parish Council | VAT re-claiming/charging | 3 | 3 | 9 | The Council has financial regulations which set out the requirements.Existing procedures Adequate | 1 | 3 | 3 | The Clerk and RFO |
| 8f | Business and financial management | The Parish Council | Annual Governance and Accountability Return (AGAR) Not submitted within time limits  | 3 | 4 | 12 | AGAR is completed and signed by the Council and the Internal Auditor. It is then checked and sent on to the External Auditor within time limit. Clerk prepares a timetable for submission. Existing procedures adequate | 1 | 4 | 4 | The Clerk and RFO |
| 8g | Business and financial management | The Parish Council | Minutes/ Agendas/ Statutory documents Accuracy and legality Non-compliance with statutory requirements  | 3 | 4 | 12 | Minutes and agendas are produced in the prescribed method and adhere to legal requirements.  Minutes are approved and signed at next meeting unless there is a resolution made to defer approval until the following meeting.  Minutes and agendas are displayed according to legal requirements. Business conducted at Council meetings is managed by the Chairman according to Standing Orders. Councillors to adhere to Code of Conduct and Standing Orders.Existing procedures Adequate.  | 1 | 4 | 4 | The Clerk and RFO |
| 9a | Cemeteries | Appointed contractorMembers of public | Operating equipment, i.e. grass and hedge cuttingFire from use of petroleum spirit resulting in burnsBodily injury | 3 | 5 | 15 | The Parish Council employs a competent contractor who has provided his own risk assessment.Refer to risk assessment provided by the Contractor |  |  |  | Contractor |
| 9b | Cemeteries | Appointed contractorMembers of public | Grave and row markers Tripping causing bruises, sprains, musculoskeletal injuries | 3 | 4 | 12 | The Parish Council employs a competent contractor who has provided his own risk assessment.Refer to risk assessment provided by the contractor |  |  |  | Contractor |
| 9c | Cemeteries | Appointed contractorMembers of public | WeedkillingChemical burns/breathing problems | 3 | 4 | 12 | The Parish Council employs a competent contractor who has provided his own risk assessment.Refer to risk assessment provided by Contractor |  |  |  | Contractor |
| 9d  | Cemeteries | Appointed contractorMembers of public | Trips and fallsWalk areas and dug graves | 3 | 4 | 12 | All walk areas are regularly inspected and maintained in a satisfactory condition.All dug graves to be covered to prevent any person falling into the hole | 1 | 4 | 4 | The Clerk and RFO |
| 9e | Cemeteries | Appointed contractorMembers of public | Digging of gravesRisk of collapse of side walls | 3 | 5 | 15 | The Parish Council employs a competent contractor who has provided his own risk assessment. |  |  |  | The Clerk and RFO |
| 9f | Cemeteries | Parish Clerk | Loss of burial records through fire, theft or damage | 3 | 4 | 12 | The Parish Council burial records are kept in the Parish Office.Records include historical correspondence, burial records and cemetery maps / plans.All documents relating to burial records are kept in a locked fire proof cabinet. | 1 | 4 | 4 | The Clerk and RFO |

### **Appendix 5 -The Regulatory Reform (Fire Safety) Order 2005 Risk Assessment Review.**

|  |  |
| --- | --- |
| **1.0 Premises Particulars** | Ockbrook and Borrowash Parish CouncilChurch StreetOckbrookDerbyDE72 3SL |
| **1.1 Use of Premises** | Parish office, Post Office and the hall is hired out for meetings and functions etc |
| **1.2 Date of Initial Risk Assessment** | 27/11/2012 carried out by Erewash Borough Council safety team. |
| **1.3 Date of this Review** | 22/06/2023 |
| **1.4 Latest Review Date** | 22/06/2024 |
| **1.5 Person Carrying out the Risk Assessment** | S Kitchener Clerk and RFO |
|  |  |
| **2.3 Management Systems** | To comply with the Regulatory Reform (Fire Safety) Order 2005 a risk assessment will be carried out and reviewed at least once every year. The significant findings of the assessment will be recorded, and any deficiencies prioritised and rectified accordingly.  |
|  |  |
|  **3.0 General Description of the Premises** | A traditional brick construction with pitched and flat roofs. It comprises:Main Hall (approx. 40’ x 16’)Kitchen (including oven, microwave and water urn/boiler)OfficeStorage roomsPost Office counterToiletsOff street car parking |
|  |  |
| **4.1 Occupancy** | Three employees within the premises at any one time plus a maximum of 60 (members of public) at any one time. |
| **4.2 Number of employees** | One office staff |
|  |  |
| **5.0 Fire Safety Systems within the Premises** |  |
| **5.1 Alarm System** | None installed |
| **5.2 Emergency Lighting** | Maintained and non-maintained 3-hour emergency lighting is provided in some parts of the building. |
| **5.3 Smoke Detection** | Found in some parts of the building |
|  |  |
| **6.0 Plan Drawing** | Non available |
|  |  |
| **7.0 Fire Hazards** |  |
| **7.1 Ignition Sources** | Cooking facilities in the kitchenElectrical equipment and wiringArsonSmoking |
| **7.2 Fuel Sources** | Wood, plastic, cardboard etcFurniture and furnishings |
| **7.3 Control of Fuel and Ignition Sources** | Ignition:1. Smoking only allowed outside
2. Portable appliance test regime – testing yearly
3. Arson – see secure premises
4. Fuel – rubbish should be removed from all areas daily.
 |
| **7.4 Structural Features that could Promote the Spread of Fire.** | Wooden floors but the premises have a good degree of structural internal compartmentation. |
|  |  |
| **8.0 People who could be at a Risk** | EmployeesVisitorsContractorsMembers of public |
|  |  |
| **9.0 Means of Escape** |  |
| **9.1 Horizontal Evacuation** | 4 fire escape routes in the building which are openable without the use of keys where necessary. The exits open in the direction of escape and there are no sliding or revolving doors. The means for securing the exits were found to be satisfactory and travel distances to reach all exits were satisfactory. |
| **9.2 Vertical Evacuation** | N/A single storey |
|  |  |
| **10.0 Fire Safety Signs and Notices** | All fire exits, fire escape routes and fire extinguisher points clearly marked. |
|  |  |
| **11.0 Fire Warning System.** | None installed. Verbal means of raising the alarm. |
|  |  |
| **12.0 Emergency Lighting** | Emergency lighting maintained and serviced by external contractor. |
|  |  |
| **13.0 Fire Fighting Equipment** | Adequate number of fire fighting appliances found at designated fire points with usage signs displayed above. Serviced annually. |
|  |  |
| **14.0 Method of Calling the Fire Brigade.** | After evacuating the building, the responsible person would call the fire brigade by dialling 999. |
|  |  |
| **15.0 Emergency Action Plan.** | Displayed on the entrance board. |
|  |  |
| **16.0 Training** | None other than basic instructions on induction. |
|  |  |
| **17.0 Fire Safety Deficiencies to be Rectified** | (A) A system must be in place to communicate to room hirers, all necessary fire precaution measures, evacuation routes and the content of the emergency action plan. (B) In particular where additional measures are required for the safe and effective evacuation of disabled people in an emergency situation.(D) If the rear car park gates have to be locked for security reasons, they must be able to be easily opened in an emergency situation.(E) Employees should receive basic instructions and information on all fire precautionary measures. |
|  |  |
| **18.0 Significant Finding** | Deficiencies identified – See section 17. |
|  |  |
| **19.0 Additional Comments** | None |

### **Appendix 6 -** PUBLIC PARTICIPATION AT PARISH COUNCIL MEETINGS

Meetings of the Parish Council are not public meetings but members of the public have a statutory right to attend meetings of the council as observers.

They have no legal right to speak unless the Parish Council Chair authorises them to do so.

However, as part of its community engagement, Parish Councils can set out a time for public participation at an agreed time when members of the public are invited to speak.

Members of the public should not be involved in the decision-making of the Council.

The Council should not make any instant decisions at the behest of members of the public on items that are not included in the agenda.

As a matter of best practice the public forum will be kept separate from the debate of the councillors.

If matters raised are not on the agenda for the meeting these can be used to form part of the agenda for a future meeting at the discretion of the Council.

Members of the public are welcome to stay for the Council meeting after the public session as observers but will not be able to join in the discussion unless invited to do so by the Chair.

Members of the public may be excluded by a resolution of the meeting for specific items which need to be discussed in confidence (e.g. staffing matters, tenders for contracts, some legal issues).

**RULES**

This session will be limited to a maximum time as set by Council.

* The time for each member of the public to speak is limited to 5 minutes with just one question or topic unless given express permission to extend both time, question or topic.
* If more than one member of the public wishes to speak on the same topic then they should nominate one person to speak on their behalf. This will avoid duplication and make the best use of the public participation period.
* Written statements must be received by the Clerk at least 3 days prior to the meeting.
* Public Forum is an opportunity for members of the public to (a) make representations, (b) answer questions or (c) give evidence relating to the business to be transacted.
* The Chair has the right to say that any question or statement is inappropriate and will not be accepted.
* Neither Councillors nor the Clerk should be put under pressure to respond immediately to comments made under public participation. Members of the public do not have a right to force items onto the council agenda nor to insist on how matters are recorded in the minutes.
* A question raised by a member of the public during a public speaking session shall not require a response and there should be no debate or discussion between the Council and the public.
* A brief record of topics raised at public participation will be included in the minutes of that meeting. But libellous, offensive and discriminatory comments will not be minuted.
* If the issue is on the agenda then it will be discussed under the appropriate item. Members of the public are therefore requested to leave their contact details with the Clerk before leaving the Council meeting if they wish to receive a reply to their query.
* All persons present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be made politely.
* All statements, questions and responses must be related to the facts of the matter and not be personal in nature. There should be no reference to personal views on any person.

**Please note that offensive or threatening behaviour will not be tolerated. If a member of the public interrupts the proceedings of any meeting the Council reserves the right to curtail the contribution of that person and exclude a disorderly person.**

### **Appendix 7 -** Equal Opportunities Policy

### LEGAL POSITION

It is unlawful to discriminate against an individual on the following grounds:

* **age**
* **disability**
* **gender reassignment**
* **marriage and civil partnership**
* **pregnancy and maternity**
* **race**
* **religion or belief**
* **sex**
* **sexual orientation**

Under the Equality Act 2010 these are known as “protected characteristics”.

### PURPOSE

The purpose of this policy is to provide equal opportunities to all employees, irrespective of their characteristics (unless there are genuine occupational qualifications or objectively justified reasons for a different approach to be taken). We oppose all forms of unlawful and unfair discrimination whether it be direct or indirect discrimination, victimisation or harassment on the grounds of any of the protected characteristics defined in the Equality Act 2010.

### SCOPE

All employees whether full-time, part-time, fixed term contract, agency workers or temporary staff, will be treated fairly and equally. Selection for employment, promotion, training, remuneration or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the council.

### OUR COMMITMENT TO EMPLOYEES AND SERVICE USERS

Every employee is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated. This is further defined in the Dignity at Work policy adopted by the council.

Ockbrook and Borrowash Parish Council recognizes that as a service provider it is important to ensure that people can find and use our services when they need them. Background and ability should not act as a barrier to access. We aim to promote equal access to the service for all users and potential users. When we make decisions about how to deliver our services, we will consider any implications for Equality and Diversity.

The commitment to equal opportunities in the workplace is good management practice and makes sound business sense as it seeks to utilise the talents available from the local community, representing Society as a whole.

Breaches of our equal opportunities policy will be regarded as serious misconduct and could lead to disciplinary proceedings. Employees are entitled to complain about discrimination or harassment or victimization through the council’s Grievance procedure.

This policy is fully supported by all Members of the council and adopts the model contract as devised by the employee professional body in the local government sector (the Society of Local Council Clerks).

The policy will be monitored and reviewed every two years. Other Personnel policies will be reviewed against the values stated in this main Equal Opportunities policy to ensure that the council strives to remain an Equal Opportunities employer.

**Uses of Policy** – Staff Handbook, Induction of staff and Members, decisions relating to Recruitment and Selection, Training and Development, Promotion, Remuneration, Retirement, cross-referenced to Grievance, disciplinary and Dignity at Work Policies and when dealing with members of the public.

### **Appendix 8 -**  Memorial Seat Policy for our Cemeteries.

## INTRODUCTION

Ockbrook and Borrowash Parish Council supports the needs and principles of allowing memorial Seats within the parish cemeteries and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

## POLICY – Terms & Conditions

1. All applications for Memorial Seats should be completed on the official request form and be signed by the applicant.

2. All Memorial Seats installation must be paid for by the applicant before installation at a cost of £100.00.

3. The Parish Council will limit the number of Memorial Seats in particular areas.

4. The Parish Council will notify the applicant in the event that the Memorial Seat is damaged. The applicant should ensure that the Parish council is in possession of current contact details.

5. The Parish Council reserves the right to remove any Memorial Seats that have been damaged and are in the view of the Cemeteries Committee beyond economical repair.

6. The Parish Council accepts no liability for damage to any Memorial Seat from vandals, third parties or whilst the Parish Council carries out routine maintenance.

7. Seats are required to be substantial and tasteful and prior to installation, the specification will be determined by the Clerk and/or the Council. The applicant will pay upon placing the order the costs to install the Memorial Seat.

8. The applicant of the memorial bench will retain ownership of the bench throughout its life span, and it is their responsibility to maintain the bench.

9. The Parish Council accepts no replacement liability for the plaque or the Seat at the end of its useful life and will dispose of any such Seat in an appropriate environmental way. Any replacements of Seats or plaques will be the responsibility of the original applicant at the current cost.

10. The Memorial Seat must be clear of floral / tributes or further personalisation.

11. The location of the Memorial Seat is to be agreed and approved by the Clerk.

# Cemetery Memorial Seat Application Form.

Please complete, print and return with a photograph of the bench and its dimensions to: The Clerk, Ockbrook and Borrowash Parish Council, Village Hall, Church Street, Ockbrook, Derby DE72 3SL.

**Your contact details** (Please supply your contact details below)

Name……………………………………………………………………………

Address……………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

Telephone ……………………………………………………. E-mail: ………………………………………………………….

**Location of the Memorial Seat**

I would like my Seat to be placed in the following location.

……………………………………………………………………………….……………………………………….

Location approved by The Clerk and/or the Cemeteries Committee

…………………………………………………………………………………………………………………………

Dimensions of the bench: Width …………………………………

 Length ……………………………….

Agreement for a Memorial Seat to be placed in a Public Area for the natural life expectancy of the Seat between Ockbrook and Borrowash Parish Council and

 (Insert Name)………...........................................……

This letter sets out the agreement that a new Memorial Seat will be placed at ………………………………………………

Once installed, ownership of the seat stays with yourself and you will be responsible for the Seat for the period of its natural life (approximately 15 years). Once the Seat has reached the end of its natural life, the Seat will be removed. A request to purchase a new replacement Seat can be made at the appropriate time. The Council cannot guarantee against theft or vandalism and will not be able to replace either the Seat or plaque in this event.

 I understand and agree to all the conditions above and enclose my cheque for £………….

Signed..................................................................

Date.................................

### **Appendix 9** - Memorial Seat Policy.

## INTRODUCTION

Ockbrook and Borrowash Parish Council supports the needs and principles of allowing memorial Seats within the parish and is mindful that these facilities are enjoyed by a wide range of people. Therefore, the Parish Council will ensure that the issue is managed and regulated for the mutual benefit of all.

It is the intention that the policy only covers broad common issues and is not meant to be exhaustive. The content of this policy will be revised as necessary to meet changing circumstances.

## POLICY – Terms & Conditions

1. All applications for Memorial Seats should be completed on the official request form and be signed by the applicant.

2. All Memorial Seats installation must be paid for by the applicant prior to the seat being ordered.

3. The Parish Council will limit the number of Memorial Seats in particular areas.

4. The Parish Council will notify the applicant in the event that the Memorial Seat is damaged. The applicant should ensure that the Parish council is in possession of current contact details.

5. The Parish Council reserves the right to remove any Memorial Seats that have been damaged and are in the view of the Clerk and/or the Parish Council beyond economical repair.

6. The Parish Council accepts no liability for damage to any Memorial Seat from vandals, third parties or whilst the Parish Council carries out routine maintenance.

7. Prior to installation, the specification will be determined by the Clerk and/or the Council. The applicant will pay upon placing the order, the costs to install the Memorial Seat, once installed, the ownership of the Seat will transfer to Ockbrook and Borrowash Parish Council.

8. The Parish Council accepts no replacement liability for the plaque or the Seat at the end of its useful life and will dispose of any such Seat in an appropriate environmental way. Any replacements of Seats or plaques will be the responsibility of the original applicant at the current cost.

9. The Memorial Seat must be clear of floral / tributes or further personalisation.

10. The location of the Memorial Seat is to be agreed and approved by the Clerk.

# Memorial Seat Application Form.

Please complete, print and return with a photograph of the bench and its dimensions to: The Clerk, Ockbrook and Borrowash Parish Council, Village Hall, Church Street, Ockbrook, Derby DE72 3SL.

**Your contact details** (Please supply your contact details below)

Name……………………………………………………………………………

Address………………………………………………………………………………………………………………………………………………

……………………………………………………………………………………………………………………………………………………………

Telephone ……………………………………………………. E-mail: ………………………………………………………….

**Location of the Memorial Seat**

I would like my Seat to be placed in the following location.

……………………………………………………………………………….……………………………………….

Location approved by the Clerk.

…………………………………………………………………………………………………………………………

Bench Dimensions: Width …………………………………………………………..

 Length…………………………………………………………..

Agreement for a Memorial Seat to be placed in a Public Area for the natural life expectancy of the Seat between Ockbrook and Borrowash Parish Council and

 (Insert Name)………...........................................……

This letter sets out the agreement that a new Memorial Seat will be placed at ………………………………………………

Once installed, ownership of the seat will be passed onto Ockbrook and Borrowash Parish Council. They will be responsible for the Seat for the period of its natural life (approximately 15 years). Once the Seat has reached the end of its natural life, the Seat will be removed. A request to purchase a new replacement Seat can be made at the appropriate time. The Council cannot guarantee against theft or vandalism and will not be able to replace either the Seat or plaque in this event.

 I understand and agree to all the conditions above and enclose my cheque for £………….

Signed..................................................................

Date.................................

### **Appendix 10 -** CO-OPTION PROCEDURE – A POLICY SETTING OUT THE PROCEDURE FOR THE CO-OPTION OF A NEW COUNCILLOR.

Parish Councils are permitted to exercise the power to co-opt a person onto the Council to fill a casual vacancy when the requirements to hold the election have not been met.

If no request for an election is received by Erewash Borough Council by the date on the Notice of Vacancy, they will advise the Parish Council that it may co-opt the vacancy. Co-option is a process by which the Parish Council selects a new Councillor.

### Procedure

1. The vacancy is advertised on the Parish Council notice boards, Facebook page and website. The Council invites interested candidates to complete the application form and send it to the Clerk by a specified date. If there is more than 1 candidate, the members would have to consider and vote for each applicant. If only 1 candidate applies, the Council must still consider whether or not to co-opt that person.
2. All Members of the Parish Council are invited to the interview at which the candidates are invited to say something about themselves and Councillors have the opportunity to ask questions of the candidates. Each candidate will be allotted a maximum of 5 minutes.
3. At the start of the next Full Parish Council Meeting, Members will consider the candidates and a vote will be held by a show of hands. Following the completion of the voting the candidates will be informed of the result of the vote.
4. If the successful candidate is present, the Declaration of Office must be signed before he/she/they can take office. If they are not present, arrangements must be made to sign the Declaration of Office either before or at the start of the following meeting. The clerk confirms the date that their term of office will terminate.
5. The clerk will inform the Monitoring Officer and Elections Officer the details of the successful candidate. The successful candidate will receive a copy of our Standing Orders, Financial Regulations, Code of conduct and any other relevant policies, procedures and information. They will also be required to attend an Essential Councillors training course ran by DALC.

# Ockbrook and Borrowash Parish Council.

## Application to become a Parish Councillor.

Surname: First Name:

Home Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Home Telephone Number:

Mobile Telephone Number:

Email address:

* Please list any particular skills, knowledge and expertise that you feel you possess that will be useful in the role as a Parish Councillor:
* Are you willing to be considered to serve as a Parish Council representative on outside bodies? (Please circle)

YES NO

* Are you willing to be elected onto any sub-committees/working groups that may be set up from time to time? (Please circle)

YES NO

* Are you prepared to undertake Parish Councillor training within Derbyshire? (Please circle)

YES NO

* Please explain why you wish to become a Parish Councillor.

### Eligibility for Office as a Parish Councillor.

Be over 18 years of age YES/NO

Be a British citizen or a citizen of the Republic of Ireland YES/NO

Be on the Parish electoral roll on the day of co-option and thereafter, or YES/NO

Have occupied as owner or tenant any land or other premises in the Parish YES/NO

during the whole of the 12 months preceding the day of co-option, or

* Have had your principal or only place of work in the area during YES/NO

the whole of the 12 months preceding the day of co-option, or

* Have resided in the Parish, or within 3 miles of it, for the whole YES/NO

of the 12 months prior to co-option

Do not hold any paid office or employment under this authority YES/NO

Have not been a person adjudged bankrupt YES/NO

Have not been a person who, within five years before the day of YES/NO

co-option, has been convicted of any offence and has had passed on

him/her a sentence of imprisonment for a period of not less than

three months (whether suspended or not) without option of a fine.

I declare that I am eligible to become a Parish Councillor in the Parish of Ockbrook and Borrowash and I certify that the contents in this application form are true and correct.

Signed: Date:

Please return completed form to:

Mrs Sarah Kitchener

The Clerk/RFO

Ockbrook and Borrowash Parish Council

Parish Hall

Church Street

Ockbrook

Derby

DE72 3SL

clerk@ockbrookandborrowashparishcouncil.gov.uk

### **Appendix 11 -** Expenses Policy

Ockbrook and Borrowash Parish Council will reimburse any expenses actually and necessarily incurred by the Clerk, The Chair or Councillors performing the duties required by the Council.

### Clerks Expenses.

The Clerk will be allowed to claim the following expenses:

* Travelling and associated travel expenses on journeys on Council business to include milage at current NJC rates (currently 45p per mile) and parking.
* The Clerk cannot claim milage for travel to and from work.
* The Clerk can claim milage for travel to deliver agendas, minutes, post notices and visiting the cemetery, allotments and Ashbrook Centre.
* Subsistence which may include overnight accommodation and meals incurred in the performance of Council business (“other expenses”) provided that the other expenses have been receipted and approved by the Council.
* The Clerk may be reimbursed for purchases made on behalf of the Council, providing that such expenses have been approved by the Council. Expense claims should be submitted with a VAT receipt in the name of the Council.

### Councillor Expenses.

Parish Councillors are unpaid.

The Chair and Councillors will be able to claim expenses for:

* Travel and subsistence when carrying out duties approved by the Council outside of the Councils area ( to be approved in advance), to include milage at current NJC rates (currently 45p per mile).
* Councillors will not receive expenses for work within the Parish.
* Councillors may be reimbursed for purchases made on behalf of the Council, providing that such expenses have been approved by the Council. Expenses claims should be submitted with a VAT receipt in the name of the Council.

All claims are to be made promptly to the Clerk (within 2 months of expenditure) and except for mileage **MUST** be accompanied by a VAT receipt. The expenses will be approved for payment at the next Full Council Meeting.

### **Appendix 12 -** Grants and Donations Policy

This Policy was adopted by the Parish Council in order to comply with the requirements of Financial Governance of Public Funds.

### 1. General

This policy should be read in conjunction with the Financial Regulations adopted by the Ockbrook and Borrowash Parish Council on 7th March 2018 and from time to time updated.

This policy governs the requirements for grants and donations made to charities and organisations in aid or work and facilities within the the parish and surrounding area and detail the records and assurance required by the council to ensure the proper use of public funds and to provide the safe and efficient safeguarding of public money; prevent and detect inaccuracy and fraud; and to provide an audit trail in the event of requests for information or internal audit.

### 2. Grants and Donations

The Ockbrook and Borrowash Parish council occasionally make grants and donations to external entities and charitable organisation for the purpose of assisting the organisations and furthering their work to support the parish and wider population. The grants and donations are made from Parish Council funds and as such are deemed to be “Public Purse”. As such they are subject to the same requirements for governance and scrutiny as money spent directly by the Parish Council.

This policy sets out the requirements that must be met by recipient organisations in order to ensure that “value for money” is achieved and that public funds are used in an appropriate and controlled manner.

This policy applies to all grants and donations made to organisations and charities and includes guidance for sponsorship to individuals. It does not apply to funds raised by the parish council for a pre declared charity - for example, raffles or collections.

### 3. Categories of Grants and Donations.

Applications will be considered for the following purposes:

* For the purpose of purchasing equipment either in part or in full.
* For the funding of transport that will enable group members to partake in a group trip or outing.
* For activities that raise the profile of the area.
* For running costs of a viable group that is experiencing a period of hardship.
* For hosting special events or celebrations.
* For the provision of recreational facilities.

#### **3.1. Single Grants of less than £500 to charities and organisations**

Where a specific grant is made to a charity or organisation to support their ongoing activities within the parish or local area a proposal must be placed before a public meeting of the Parish Council and approved by a majority of councillors present. Notification of the decision must be made to the charity or organisation by the Proper Officer (parish clerk) and not by an individual councillor. A receipt from the receiving charity or organisation must be obtained and where the money has been granted for a specific purpose or activity this should be demonstrated by the receiver in the form of an acknowledgement letter. Records must be kept of the decision (meeting minutes), the receipt and any acknowledgement letter. These records are required for audit purposes.

It must be noted that grants or sponsorship to individuals are not permitted from council funds and must not be sanctioned. Any grant or donation must be to enable organisations or charities that serve the residents in general and not a single person.

#### **3.2 Single Grants in excess of £500 to charities and organisations**

Where grants in excess of £500 are made to charities and organisations it is a requirement of the council that the expenditure of those monies be accounted for in the same manner required of council direct spending. In this case, in addition to the requirements stated above, evidence of a minimum of three quotes for any work should be provided or a full explanation of why three quotes is not appropriate (example - single source provider). Selection of supplier must clearly identify value for money and appropriate selection. For clarity - it is not a requirement that the lowest quote be accepted. The acceptance of a quote must show the appropriate quality and fit for the purpose.

In addition to the records required for grants less than £500, copies of all quotes and appropriate specifications provided for tender must be retained by the council for audit purposes.

Where a charity or organisation applies for assistance from the council it must be made clear that supporting documentation, including specifications and quotes where available, will be required before a proposal can be put before the council.

#### **3.3 Multiple Grants in excess of £500 to charities and organisations**

Where a series of grants are to be made to a charity or organisation over a period of several months or years the full requirements of council governance must apply. This applies to continued support to ongoing projects both internal and external to the council.

In this case a clear and ratified budget must be submitted to council with details of the spend to be made and the work to be undertaken. Estimates of the work must be provided.

For each element of work funded by the council, a clear statement of requirement must be produced and used as a request to suppliers for quotes. All suppliers must be provided with the same statement of requirement and any amendment must be submitted to all suppliers. This ensures a fair competition and ensures that quotes can be assessed against a common requirement.

A minimum of 3 quotes are required for any spend and copies of the quotes must be provided to the council along with a record of the decision made and the reasons for the decision. Where 3 quotes are not practical (proprietary items or single supplier) this must be documented and supplied to the council.

#### **3.4. Grants to Charities and Organisations where the council is the sole managing trustee.**

Where the council is the sole managing trustee of a charitable body or the primary beneficiary of a charitable body all financial transactions must abide by the Financial Regulations of the Parish Council as laid down in sections 10 to 13 and 15 of the regulations. No deviation from these regulations is to be sanctioned.

Ongoing funding or a planned continuance of funding for a project or scheme of work on behalf of the council may only be sanctioned where the trustees of the scheme abide by the full requirements of the council Financial Regulations. Requests for funding for such projects or schemes must be accompanied by a project plan and detailed budget to ensure that sufficient funding is available and that expenditure can be tracked against deliverable milestones and tasks. All expenditure over £500 must be cleared through council in the same way as expenditure by other sub committees and the same burden of evidence and governance shall apply.

All projects and schemes falling under this category shall be subject to full internal audit no less than once a year. Any member of council or officer of the council shall be entitled to request a general of specific audit of expenditure at any time in accordance with government practice in the use of public monies.

All projects and schemes falling under this category must provide a full statement of account at the end of each year and at the completion of the Project or scheme. Any monies not used or accounted for at the end of a project must be returned to council for reallocation in year. Copies of annual accounts and the closure statement of accounts must be retained for audit purposes in line with the Financial Regulations of council.

### 4. Conditions

* Additional applications within a 12- month period will not normally be considered.
* The award must be used for the purpose for which the application was made and evidence of this **MUST BE** supplied to the parish council in the form of receipts. If the group is unable to use the award for the stated propose, **all monies must be returned** to the Parish Council.
* Group’s grant aided by the Parish Council, are required to keep proper accounts and have a bank/building society account, they must also report back as required to the Parish Council on their activities.
* The Parish Council will not make grant funding on a retrospective basis.

### 5. Payments

Where payment of grants and donations are to be made directly to the supplier from council funds any invoice and estimate must be made out to the council and not to the receiver.

Where payment of grants and donations are to be made to a charity or organisation for payment of a supplier then invoices and estimates should be made out to the receiver but, where applicable, copies must be furnished to the Parish Clerk with a covering letter to identify the grant or donation to which it applies.

All payments, whether to suppliers or organisations / charities, must abide by the regulations set down in section 6 of the Financial Regulations of the council.

### 6. How to apply.

Request for financial assistance can be made by completing the attached form and sending either by email or letter addressed to:

Mrs Sarah Kitchener

Clerk/RFO

Village Hall

Church Street

Ockbrook

Derby

DE72 3SL

clerk@ockbrookandborrowashparishcouncil.gov.uk

7. Summary

Public Finance is controlled by law and regulations and it is the responsibility of all officers and councillors to adhere to those laws and regulations and to ensure that all spend is mandated, justified, authorised and used for the proper purpose. The requirement to achieve "Value for Money" is vital to both adherence to the law and the confidence of the public whose money is being spent.

This policy ensures that financial spend outside of the routine council business applies the same high standard of governance as that of the direct council expenditure.

# Ockbrook and Borrowash Parish Council

## Application for a Grant.

|  |  |
| --- | --- |
| Name and address of organisation |  |
| Contact name. role of contact. |  |
| Telephone number of contactEmail address of contact |  |
| Is the organisation a registered charity? |  |
| Aims and objectives of your organisation. What does your organisation do and how does it benefit the residents of Ockbrook and Borrowash? |  |
| Amount of Grant requested.Please make sure you give a full breakdown of what the funding will be spent on |  |
| For what purpose or project is the grant required for? |  |
| What will be the total cost of the above project? |  |
| If the total cost of the project is more than the grant, how will the residue be financed? |  |
| Have you applied for a grant for the same project to another organisation?If so. Which organisation and how much |  |
| How is your organisation normally funded? |  |
| Who will benefit from the project? |  |
| Approximately how many of those who will benefit are parishioners? |  |
| SignedDated |  |

You may use a separate sheet of paper to submit any other information which you feel will support this application.

Please give us details of the bank account that the grant should be paid into if approved.

Name of Account ……………………..……………………………………….

Account number ……………………………………………..

Sort Code …… - …… - ……

 **Please ensure the following supporting documentation accompanies your application;**

• Your most recent bank account statement & details of any other investments/savings;

 • Details of your organisation’s officers;

• Any other documentation you feel may help in assessing your application.

### 7. Privacy Notice

In accordance with the General Data Protection Regulation (GDPR), I agree that Ockbrook and Borrowash Parish Council will process and hold personal information about me only in relation to my grant application. I consent to my personal information, including that contained in this form, being stored manually and/or electronically. It will be held securely and treated confidentially for 6 years after an application is made. I understand that it will only be accessed by authorised staff members to manage the grant application process.

 I also understand that Ockbrook and Borrowash Parish Council may pass details onto official organisations where required to do so by law or contract. I understand that my data will be disposed of securely 6 years after the application and that I have the right to correct the information at any time. I have been made aware of my rights under GDPR.

Declaration: I/we declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request.

Signed ………………………………………………………………………………………….………….

Date ………………………………………………………………

### **Appendix 13 -** Terms of Reference – Finance, HR Contractors and General Purposes Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the Committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the Committee shall be decided by the Chair of the Parish Council.

The committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chair and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters affecting finance, HR, general purposes or the contractor.
2. Agree the Parish Councils draft budget and precept requirements from data received from the RFO and the committees, to be approved by the Parish Council.
3. To consider and make decisions on any matters affecting finance and HR.
4. To exercise the powers delegated to the committee on behalf of the Parish Council set put in section 2 below.
5. To be responsible for the monitoring of the income and expenditure of the Parish Council committees, ensuring the amounts concerned are consistent with the approved budget.
6. To consider any financial impacts of decisions made by the committees and the Parish Council looking at any long-term implications.
7. To approve authorised signatories in respect of payment.
8. To be responsible for all staffing matters for the Parish Council, these include:
* Employment of staff including advertising, interviewing and recommending.
* Any staff issues or concerns
* Staff salaries
* Staff grievance/disciplinary matters.
* Approval of staff contracts and employment documents.
1. To be responsible to establish and review performance management and staff development, in liaison with the relevant line managers. Yearly appraisals will be completed by the staff members line manager as follows:
* The Parish Council Chair and Vice Chair will conduct the appraisal of the Clerk/RFO.
* The Clerk will conduct all of the staff appraisals.
1. To agree the members to sit on an appeals panel to hear appeals against a grievance or disciplinary decision, this will be with three different Councillors to the original disciplinary/grievance panel and must include the chairman of the Parish Council.
2. To work with the contractor to provide a well-managed and cost-effective service to the residents of the parish.
3. To carry out inspections of the contractors work.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning financial management, staffing issues, policies and the contractor, but excludes final decisions on:

* Tenders.
* Changes to contractual services affecting the parish.
* Situations where a dispute between the committee and the contractor has not been resolved by the committee and the Councils complaints policy is activated.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.

### **Appendix 14 -** Terms of Reference – Halls Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the Hall Committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the Halls Committee shall be decided by the Chair of the Parish Council.

The Halls Committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chair and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters relating to halls.
2. Recommend to the Parish Council’s Finance Committee an appropriate budget provision for, the current and coming financial years, for items within the committees remit.
3. To consider and make decisions on any matters affecting the halls within the exception of items clearly excluded under section 2 below.
4. To exercise the powers delegated to the committee on behalf of the Parish Council as set out in section 2 below.
5. To carry out hall inspections, looking at:
* Cleanliness
* Decorative order
* State of repairs
* Security and Health and Safety Issues.
1. To investigate and endeavour to resolve any complaints from hall hirers and visitors.
2. In consultation with the RFO, shall monitor that actual income and expenditure is in line with the budget approved by the Parish Council.
3. Review the tariff for hall hirers periodically.
4. Consider the medium/long term development of the halls and submit to the full Council any recommendations or issues.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning the detailed operation and management of the halls, but excludes final decisions on:

* Major improvements to the halls.
* Situations where a dispute between the committee and a visitor/ hall hirer has not been resolved by the committee and the Councils complaints policy is activated.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.

### **Appendix 15 -** Terms of Reference – Recreation Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the Recreation Committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the Recreation Committee shall be decided by the Chair of the Parish Council.

The Recreation Committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chairman and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters relating to recreation.
2. Recommend to the Parish Council’s Finance Committee an appropriate budget provision for, the current and coming financial years, for items within the committees remit.
3. To consider and make decisions on any matter affecting recreation within the exception of items clearly excluded under section 2 below.
4. To exercise the powers delegated to the committee on behalf of the Parish Council as set out in section 2 below.
5. To actively organise and promote sporting and recreational ventures for the Parish, and to liaise with all relevant organisations as appropriate.
6. To consider ways to provide, improve and upgrade recreational open space facilities for the benefit of the Parish.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning the detailed operation and management of the recreational ventures, but excludes final decisions on:

* Major improvements to the sites.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.

### **Appendix 16 -** Terms of Reference – Cemeteries Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the cemeteries Committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the cemeteries Committee shall be decided by the Chair of the Parish Council.

The cemeteries Committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chair and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters affecting the cemeteries.
2. Recommend to the Parish Council’s Finance Committee an appropriate budget provision for, the current and coming financial years, for items within the committees remit.
3. To consider and make decisions on any matter affecting the cemeteries within the exception of items clearly excluded under section 2 below.
4. To exercise the powers delegated to the committee on behalf of the Parish Council as set out in section 2 below.
5. To monitor the appearance and condition of the cemeteries, ensuring they are:
* Neat and tidy
* Well maintained with fixtures in a good state of repair, as per the burial ground regulations.
* Secure
* Subjected to annual headstone inspections.
1. To investigate and endeavour to resolve complaints from visitors or grave owners.
2. To review the burial ground fees and regulations periodically and to inform the Parish Council of any changes.
3. To consider the medium/long term development of the burial grounds, keeping the Parish Council fully informed so appropriate financial planning can be put in place.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning the detailed operation and management of the cemeteries, but excludes final decisions on:

* Major improvements to the sites.
* Situations where a dispute between the committee and a visitor/ grave owner has not been resolved by the committee and the Councils complaints policy is activated.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.

### **Appendix 17 -** Terms of Reference – Allotment Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the Allotment Committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the Allotment Committee shall be decided by the Chair of the Parish Council.

The Allotment Committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chair and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters affecting the allotments.
2. Recommend to the Parish Council’s Finance Committee an appropriate budget provision for, the current and coming financial years, for items within the committees remit.
3. To consider and make decisions on any matter affecting the allotment within the exception of items clearly excluded under section 2 below.
4. To exercise the powers delegated to the committee on behalf of the Parish Council as set out in section 2 below.
5. To work with the allotment tenants to provide a well-managed and cost-effective service to the allotment users, people on the waiting list and all residents of the Parish.
6. To carry out inspections of the allotments.
7. To identify cases where tenancy agreements, policies or rules are not being adhered to and to then follow the procedure for non-compliance.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning the detailed operation and management of the allotments and relationships with individual tenants, but excludes final decisions on:

* Rent
* Major improvements to the site
* Changes to services affecting all tenants.
* Situations where a dispute between the committee and a tenant has not been resolved by the committee and the Councils complaints policy is activated.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.

## **Appendix 18 -**Terms of Reference – Planning and Environment Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the Committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the Committee shall be decided by the Chair of the Parish Council.

The Committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chair and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters relating to planning and the environment, which may include:
* Open spaces
* Tidiness
* Accessibility of footpaths
* Maintenance and potential replacement of Street furniture
* Waste bins.
* Any potential environmental risks (e.g. flooding) and impact on community.
* Local development plans
* Matters related to public consultations, referendum, policies, grant applications and other elements which may form part of the Neighbourhood Planning Process.
1. Recommend to the Parish Council’s Finance Committee an appropriate budget provision for, the current and coming financial years, for items within the committees remit.
2. To consider and make decisions on any matters affecting planning and the environment within the exception of items clearly excluded under section 2 below.
3. To exercise the powers delegated to the committee on behalf of the Parish Council as set out in section 2 below.
4. To identify any breaches of planning applications.
5. To deal with any other planning related matters that a meeting of the full council considers to be appropriate to be referred to the committee.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning the detailed operation and management of the Environment, but excludes final decisions on:

* Major improvements to the Environment.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.

### **Appendix 19 -** Terms of Reference – Parish Council Surgery.

The surgery shall comprise of two/three Parish Councillors, on a rotational basis decided by the Chair.

The surgeries will commence on the 1st of each month, alternating between the Parish Hall, Ockbrook and the Ashbrook Centre, Borrowash. The start times will vary from 19.00 onwards depending on bookings in each hall.

## Purpose.

1. This is an opportunity for residents to have a chat/meet or ask questions with our Councillors.

## Delegated Authority.

There is no delegated authority, no decisions can be made, and nothing can be actioned.

Any items bought up at the surgery will be taken back to the relevant committee or full Council for a discussion or a decision to be made.

The Clerk will respond to the individuals as required.

### **Appendix 20 -** Terms of Reference – Youth Committee.

Members shall comprise of five Parish Councillors who will be appointed each year at the Annual Parish Council meeting.

Quorum for the committee shall be three members with one officer in attendance. The officer is the Parish Clerk who will minute the meetings.

The Chair and Vice Chair of the Committee shall be decided by the Chair of the Parish Council.

The Committee shall meet at least once a year and then as and when required.

The agenda is to be prepared by the Clerk in conjunction with the committee Chairman and will be displayed no later than three working days before the date of the meeting.

## Purpose.

1. Advise and make recommendations to the Parish Council on any matters relating to youth.
2. To act as a positive advocate for the youth in Ockbrook and Borrowash.
3. To actively seek input from youth on important matters affecting them.
4. Recommend to the Parish Council’s Finance Committee an appropriate budget provision for the current and coming financial years, for items within the committees remit.
5. To consider and make decisions on any matter affecting youth within the exception of items clearly excluded under section 2 below.
6. To exercise the powers delegated to the committee on behalf of the Parish Council as set out in section 2 below.
7. To consider ways to provide, improve and upgrade youth facilities within the Parish.

## Delegated Authority.

### For Decisions on Behalf of the Parish Council.

Concerning youth ventures.

### To Incur expenditure on Behalf of the Parish Council.

On items of a routine and repetitive nature, which have already been accounted for within the agreed budget or were a previous minuted decision of the Council whilst being in accordance with the Financial Regulations. The Clerks emergency power for expenditure may be utilised in emergency situations of a maintenance or a Health and Safety nature.