

STONE TOWN COUNCIL

Town Clerk

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15 May 2018

A meeting of the **GENERAL PURPOSES COMMITTEE** will be held in **St Michael's Suite at the Frank Jordan Centre, Lichfield Street, Stone**, on **TUESDAY 22 MAY 2018 at 7:00pm**.

I trust you will be able to attend.

Les Trigg
Town Clerk

AGENDA

1. **To receive apologies for absence**
2. **Declarations of Interest**
3. **Requests for Dispensations Received**
4. **To receive the report of the County Councillors**
 - County Councillor Mrs J. Hood
 - County Councillor I. Parry
5. **Representations from Members of the Public**

To consider representations from members of the public on items to be considered at this meeting, in accordance with the Council's scheme of public participation.
6. **To consider the minutes and recommendations of the undermentioned Committees:**
 - a) Estates Sub-Committee held on 1 May 2018, Minute Numbers EST18/035 - EST18/039 (attached)
 - i. To consider the minutes
 - ii. To consider the Recommendations contained in Minute Number EST18/038 and EST18/039
 - b) Tourism & Town Promotion Sub-Committee held on 1 May 2018, Minute Numbers TTP18/035 – TTP18/040 (attached)
 - i. To consider the minutes

- ii. To consider the Recommendations contained in Minute Number TTP18/038 and TTP18/039

7. To elect the Members, Chairmen and Vice Chairmen of the following Sub-Committees:

- Tourism & Town Promotion
- Environment
- Estates
- Management
- Neighbourhood Plan Steering Group

8. Appointment to Outside Bodies

To make appointments of Council representatives to the following bodies:

- Stone ATC (Mayor plus 1 member)
- Age Concern Stone & District (2 members)
- Stone Town Band (Mayor)
- Walton Community Centre (1 member)
- Stafford & Stone Access Group (1 member)
- Trustees of the Town Hall Charity (all members)

NOTE: Current membership of the following bodies will continue until the stated dates, or until retirement by an individual member, even if the members cease to be members of the Council

- Stone Common Plot (No appointments required)
- Richard Vernon Trust (1 member until 2021)

9. Review of Standing Orders

To undertake a review of the Council's Standing Orders. By convention, consideration of the attached revised Standing Orders document will be deferred until the next meeting of this Committee. The document circulated has already been reviewed by the Clerk, who has made proposed changes to reflect current practice, improve clarity and make the document gender neutral.

Members should note that NALC has also updated its model Standing Orders. These have also been reviewed by the Clerk, who is of the opinion that the proposed updates to the document, which mainly relate to the recording of meetings by the public, the Public Contracts Regulations 2015 and data protection, are already adequately covered by the Council's existing standing orders and other approved policy documents. A copy of the NALC document is available on request.

10. Review of Financial Regulations

To undertake a review of the Council's Financial Regulations. By convention, consideration of the attached revised Financial Regulations document will be deferred until the next meeting of this Committee. The document circulated has already been reviewed by the Clerk, who has made proposed changes to reflect current practice, improve clarity, acknowledge the fact that the Council no longer operates a petty cash account and update the procedure for suspending Financial Regulations within a meeting. The document is already gender neutral.

11. **Procedures for Processing Planning Applications**
To consider the Council's procedures for processing planning applications where timescales do not permit them being considered by the Planning Committee.
12. **Requests from Developers to Consult with the Town Council**
To consider a policy for dealing with requests from developers to consult on planning applications.
13. **General Data Protection Regulation (GDPR)**
 - a) To consider a report from the Town Clerk
 - b) To note the attached table containing an update on the Council's GDPR preparations
 - c) To note the attached data audit table
 - d) To consider adoption of the following attached policies and procedures:
 - i) Privacy Policy
 - ii) General Privacy Notice
 - iii) Privacy Notice for staff, Councillors and Role Holders
 - iv) Subject Access Request Procedure
 - v) Removable Media Policy
14. **Arrangements for Commemorating the Death of a Member of the Royal Family**
To consider the proposals of the working group set up by this committee to recommend the town's arrangements for commemorating the death of a member of the Royal Family. A copy of the working group's proposals will follow.
15. **To Consider the following requests for grants from local organisations:**
 - **Scout and Guide Band - £64**
 - **1st Stone Scout Group - £136**
16. **Non-Cheque Payments**
To receive a list of non-cheque payments made by the Council during the period 1 March to 31 March 2018 (attached)
17. **Members Motions under Standing Order 4**

Councillor M. Green

'For some time our High Street has been without the bollards at the top, with only removable traffic cones in their place.

I have noticed that vehicles have been coming down the High Street after 10.00 a.m.. They can do this by moving the cones that are across the street at present.

We need the Bollards replacing as soon as possible for safety reasons, preferably before the schools' summer holidays for the safety of children out and about with their parents.

I propose that the Council raise this issue with the County Council, and ask them to replace the bollards and resume removing and replacing them as they did previously'.

18. Members Motions under Standing Order 4

Councillor A. Osgathorpe

‘I propose that Stone Town Council send a letter to Stafford Borough Council expressing our dissatisfaction at the sale of part of Tilling Drive. The further reduction of Stone’s Green Infrastructure and designated Local Green Spaces is contrary to the Plan for Stafford Borough and undermines the status of designated Local Green Space in the draft Neighbourhood Plan’.

19. Update from Working Groups:

- a) Neighbourhood Plan Steering Group
- b) Project Headstone (Protocol for Marking the Death of the Sovereign or other members of the Royal Family)
- c) Stone Area Parish Liaison Group

20. To receive reports from Town Councillors on attendance at meetings of local organisations and outside bodies as a representative of the Town Council

Stone ATC – Mayor and Cllr M. Green

Age Concern Stone & District – Cllrs: Mrs K. Green and Mrs C. Collier

Stone Town Band – Mayor

Walton Community Centre – Cllr M. Green

Stafford & Stone Access Group – Cllr Mrs C. Collier

Stone Common Plot Trustees – Cllrs: M. Shaw, G. Collier, Mrs J. Hood, R. Kenney and Mrs C. Collier

Stone Community Hub Liaison Group – Cllrs: Mrs J. Farnham, M. Green, A. Osgathorpe, Mrs J. Hood and R. Kenney

SPCA Executive Committee – Cllr M. Williamson

21. Exclusion of the Press and Public

To resolve, pursuant to the Public Bodies (Admission to Meetings) Act 1960, that the Public and Press be excluded from the meeting whilst the next items of business are discussed on the grounds that publicity would be prejudicial to public interest by reason of the confidential nature of the debate.

22. Debt Recovery

To provide a further update relating to Minute Number GP18/127.

Stone Town Council – Estates Sub-Committee

Minutes of the meeting held in St Michael's Suite, Frank Jordan Centre, Lichfield Street, Stone on Tuesday 1 May 2018

PRESENT: Councillor M. Green in the Chair and
Councillors: Mrs J. Hood, Mrs J. Farnham, I. Fordham, J. Davies and R. Kenney

By Chairman's invitation:
Councillors: A. Osgathorpe and Mrs K. Green

ABSENT: Councillor: T. Jackson, G. Collier and Mrs E. Mowatt

EST18/035 Apologies

Apologies were received from Councillors: T. Jackson, G. Collier and Mrs E. Mowatt

EST18/036 Declarations of Interest and Requests for Dispensations

None received.

EST18/037 Representations from Members of the Public

None received.

EST18/038 Notice Boards and Fingerposts

The Sub-Committee members had received information on the current position in respect of updated notice boards and fingerposts (in partnership with Stafford Borough Council) at the Tourism & Town Promotion Sub-Committee meeting, which preceded this meeting.

The Town Clerk advised that the funding of the notice boards had been provided from the budget of the Estates Sub-Committee.

Councillor Fordham and Councillor Kenney were thanked for their work on the project.

RECOMMENDED: That the current situation on updating notice board and fingerposts is noted.

EST18/039 Market Pricing

The Sub-Committee considered the establishment of a working group to

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consider a pricing strategy for the Town Council's markets and to report that strategy to this Sub-Committee for consideration.

RECOMMENDED: That a working group is formed to consider market pricing and that membership of the working group consists of the Chairman of the General Purposes Committee, the Chairman of the Tourism & Town Promotion Sub-Committee and Chairman of the Estates Sub-Committee.

Town Mayor

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Stone Town Council – Tourism & Town Promotion Sub-Committee

Minutes of the meeting held in St Michael's Suite at the Frank Jordan Centre on Tuesday 1 May 2018

PRESENT: Councillor I. Fordham in the Chair and
Councillors: Mrs K. Green, Mrs J. Hood, and Mrs J. Piggott

Co-opted Member: Mr J. Heal

By Chairman's invitation: Councillors: M. Green, A. Osgathorpe and G. Neagus

ABSENT: Councillors: P. Leason, M. Williamson and Mrs C. Collier

TTP18/035 Apologies

Councillors: P. Leason, M. Williamson and Mrs C. Collier

TTP18/036 Declarations of Interest and Requests for Dispensation

None received

TTP18/037 Representations from Members of the Public

Mr Ed Stant provided an update on the activities of the Stone Traders Group.

He advised that 63 businesses had now taken up membership (which included Marks and Spencer) and six directors had been appointed to the Group.

An article has been published in the Gazette on the Group's 'Stone is where the Heart is' branding campaign. Publicity material will start to appear in shops from next week.

The Traders Group is pleased with the work the Town Council is doing in Stone (in line with the Town Centre Development Strategy) and welcomes improvements to signage and noticeboards with the display of maps, locations of special interest and a calendar of events. Traders are pleased to be listed in the proposed business directory.

Mr Stant advised that two traders meetings and three meetings with Town Councillor representatives had taken place and all were very constructive. The additional attractions and events planned in Stone are welcomed and the Group appreciate the exposure of the town these will generate, encouraging residents and tourists to visit. Traders have offered to use their media platforms to promote these.

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The St George's Day event was a great success and businesses were delighted with the increase in footfall.

The Traders Group has expressed concern about the town's markets. The popularity of the Farmer's Market appears to have waned and there is a feeling that it is becoming stale. Stafford Borough Council should be made aware of this. Consideration should also be given to replacing the Craft Market with something more popular.

Mr Stant said that the Trader's Group's main objectives were to achieve an increase in the footfall in the town and for empty shops to be occupied. He concluded that the group is pleased with progress to date and looks forward to continuing to work positively with the Town Council.

TTP18/038 Train Service - To Receive Updates

The Sub-Committee received a letter from West Midlands Trains Ltd (dated 22 January 2018) in response to the question previously raised (Minute Number: TTP/028).

The Sub-Committee received a letter from Network Rail (dated 24 January 2018) in response to the question previously raised by the Estates Sub-Committee (Minute Number: EST18/024)

Jon Heal gave an update on train services in Stone and additional information about West Midlands Trains promised connections at Stafford between the direct train to London (which won't be stopping at Stone) and the new service going to London via Birmingham.

A new timetable will be introduced in May with very few changes. More significant changes to services will occur in December 2018 when another new timetable is introduced.

There are concerns about whether timetable changes in December will provide a reliable service with clear and accessible information. He suggested making further enquiries about the proposed timetable in late June/early July, when it is expected to be made available.

Mr Heal advised that the letter from Network Rail was self-explanatory, however,

West Midlands Trains have a notional plan to install a car park at Stone Station but suggested this wouldn't be a concern in the near future. He said he would look further into this issue.

After taking a decision to resign from his position as co-opted member of the Tourism & Town Promotion Sub-Committee, Councillor Mrs Hood thanked Mr Heal for sharing his knowledge and providing invaluable information on train services.

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RECOMMENDED: To note the information and advice provided by Mr Heal on train services.

TTP18/039 Stone Town Centre Development Strategy

The Sub-Committee received a progress report from the Chairman and working groups (since approval of the Development Strategy in July 2017):

Town Centre Appearance and Environment Working Group

Councillor Fordham advised that since the last meeting, the following improvement work had been undertaken in the town centre:

- Stone in Bloom had co-ordinated a clean-up of the town on 15 April 2018.
- Stafford Borough Council has been working on the removal of unsightly bins and keeping the town tidy. Most people have co-operated with requests to relocate their bins and some people are subject to enforcement action.
- Community Payback have undertaken some work behind the High Street which will now be maintained by retailers.

Fingerposts and Notice Boards

Councillor Fordham advised that notice boards in the town are in the process of being refurbished and it is proposed to install two new ones at the top and bottom of the High Street. The larger notice boards in the High Street will host a town map, illustrations of locations of special interest, a calendar of events and a business directory. The smaller notice boards will accommodate a map and illustrations of special interest.

Stafford Borough Council will be updating the finger posts. Funding for all work has been secured apart from the new notice board proposed for the bottom of the High Street.

Work to the notice boards should be completed within the next month but the finger posts update would take a little longer to complete.

It is hoped these measures will enhance the attractiveness of the town and generate extra footfall.

A graphic artist has been appointed to provide the illustrations of locations of special interest and a map of the town which will be displayed on the notice boards and the Town Council's website. Examples of these were circulated to Sub-Committee Members.

RECOMMENDED: To note progress on the work of the group.

Town Centre Events and Attractions Working Group

Councillor Mrs Hood provided an update on the work of the group.

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She advised that 68 events are listed on the calendar which will be a welcome boost for Stone and offer entertainment for many different sections of the community. St George's Day was a well promoted, well attended family event. A wonderful display had been created with handmade bunting and shields provided by students at Christ Church Academy.

The next event will be a music festival followed by two late night shopping events on 21 June and 19 July. A 'Stone by the Sea' event will take place on 14 August. There will also be a Christmas Lights Switch On event and a special commemoration of the ending of World War 1, towards the end of the year.

A calendar of events will be displayed on the website and the notice boards in the town.

Councillor Mark Green thanked the organisers of St George's Day for a very well organised and successful event.

Councillor Mrs Hood thanked Stone in Bloom for putting the bunting up in the town, which will be on display until after the music festival.

Councillor Neagus advised that the Stone Festival Committee had moved some events into the High Street. If the splinter island has been removed by 2019, the festival procession will be brought back to the High Street.

RECOMMENDED: To note the progress report on the work of the group.

Town Centre Partnership

Town Council representatives have met three times with Stone Traders Group. The Chairman is pleased that more than 60 members had been appointed to represent half of the town centre businesses. The meetings have enabled a better understanding of each other's concerns and the prioritisation of actions. It is hoped this will encourage visitors to spend more time in Stone and to make a return visit.

RECOMMENDED: That the update on the Town Centre Partnership is noted.

TTP18/040

Update from Working Group

Commemoration to Mark 100 years since the end of World War 1 in 2018

Councillor Mrs Hood provided an update on the work of the Group. Steve Booth, Historian, had kindly shared his knowledge on the stories of local men and women as well as undertaking research on the names of the soldiers listed on the war memorial.

The group has a number of commemorative events planned which include: lighting a beacon at St Michael's Church, a special program of bell ringing, a very special Remembrance Commemoration service, and a community project to create ceramic poppies for display

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Another meeting will soon be arranged, and additional ideas, memorabilia (that could be borrowed) and more stories about relatives who were affected by the Great War would be welcomed.

Town Mayor

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Stone

Town Council



Standing Orders

Related to Council Business

June 2018

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1 GENERAL

- 1.1 These standing orders govern the conduct of the business of the Council and may only be amended or varied by resolution of the Council¹.
- 1.2 Should there be a clash between the provisions of this document and those within other documents which prescribe the activities of the Council, the order of precedence shall be:
 - a. National Legislation
 - b. The Council's Standing Orders (this document)
 - c. All other documents
- 1.3 All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting. *(NOTE: Where a standing order incorporates a mandatory statutory requirement, the requirement and the circumstances in which the requirement applies is indicated in brackets following the relevant standing order below. This does not indicate that the application of the standing order is limited only to those circumstances, but just indicates the extent to which the standing order can be suspended by this provision).*
- 1.4 A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 10 below.
- 1.5 The Proper Officer shall provide a copy of the Council's standing orders to a Councillor as soon as possible after they have delivered their acceptance of office form.
- 1.6 The decision of the chairman² of a meeting as to the application of standing orders at the meeting shall be final.

2 RULES OF DEBATE AT MEETINGS

- 2.1 Items on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- 2.2 A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- 2.3 A motion on the agenda that is not moved by its proposer will be treated by the chairman of the meeting as withdrawn.
- 2.4 If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder.

¹ All references to "the Council" in this document shall also be considered to refer to the General Purposes Committee for functions which have been delegated to that Committee.

² All references to "Chairman" and "Vice-Chairman" shall be considered to refer to the Town Mayor and Deputy Town Mayor in respect of a full Council meeting.

- 2.5 The mover of a motion shall have a right to reply, not exceeding five minutes, at the conclusion of the debate immediately before the motion is put to the vote. No further debate shall take place once this right to reply has been exercised.
- 2.6 An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- 2.7 If an amendment to the original motion is carried, the amendment becomes the substantive motion upon which further amendment(s) may be moved.
- 2.8 An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- 2.9 A councillor may make an amendment to their own motion. If a motion has already been seconded, the amendment shall require the consent of the seconder.
- 2.10 Subject to standing order 2.11 below, if there is more than one amendment to an original or substantive motion only one amendment shall be moved and debated at a time, in the order directed by the chairman of the meeting.
- 2.11 In exceptional circumstances, several amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- 2.12 A councillor may not move more than one amendment to an original or substantive motion.
- 2.13 The mover of an amendment has no right of reply at the end of debate on it.
- 2.14 Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- 2.15 Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
- a. to speak on an amendment moved by another councillor;
 - b. to move or speak on another amendment if the motion has been amended since they last spoke;
 - c. to make a point of order;
 - d. to give a personal explanation; or
 - e. in exercise of a right of reply.
- 2.16 During the debate of a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- 2.17 A point of order shall be decided by the chairman of the meeting, whose decision shall be final.
- 2.18 When a motion is under debate, no other motion shall be moved except:

- a. to amend the motion;
- b. to proceed to the next business;
- c. to adjourn the debate;
- d. to put the motion to a vote;
- e. to ask a person to be no longer heard or to leave the meeting;
- f. to refer a motion to a committee or sub-committee for consideration;
- g. to exclude the public and press;
- h. to adjourn the meeting; or
- i. to suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.

- 2.19 Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that sufficient information is available to make a sound decision, the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- 2.20 Excluding motions moved under standing order 2.18 above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed five minutes without the consent of the chairman of the meeting.

3 DISORDERLY CONDUCT AT MEETINGS

- 3.1 No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- 3.2 If these person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- 3.3 If a resolution made under standing order 3.2 above is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

4 MEETINGS GENERALLY

- 4.1 Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost. *(Mandatory: Council only)*
- 4.2 Public notice of the time and place of meeting shall be given by posting it outside the Council's offices at least three days before the meeting. The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning. *(Mandatory: Council. For committees, the minimum three clear days' public notice for a meeting does not include the*

day on which the notice was issued or the day of the meeting. There are no mandatory requirements for sub-committees)

- 4.3 Meetings of the Council, committees and sub-committees shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
(Mandatory: Council and Committees)
- 4.4 Subject to standing order 4.3 above and the provisions of the Council's scheme of public participation, members of the public are permitted to:
- a. Make representations or raise issues at any ordinary Council meeting in relation to the work of the Council.
 - b. Raise issues at any ordinary committee or sub-committee meeting related to items of business on the agenda.
 - c. Present petitions at any ordinary Council meeting on issues within the Council's remit.
- 4.5 Subject to standing order 4.4, no more than two members of the public are entitled to speak at any full Council meeting, and shall each shall speak once only, for not more than 10 minutes. Where more than two members of the public have requested to speak, the Proper Officer shall determine which requests shall have preference, based on their relevance to the meeting, the urgency of the matter to be raised and the time that the request was received.
- 4.6 In accordance with standing order 4.4 above, a question asked by a member of the public during a public participation session at a full Council meeting shall not require a response at the meeting nor start a debate on the question.
- 4.7 In accordance with standing order 4.6 above, the Chairman may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response, to a committee or sub-committee for further consideration or to an employee for a written or oral response.
- 4.8 Subject to standing order 4.4, no more than four members of the public are entitled to speak at any committee or sub-committee meeting, and shall each shall speak once only, for not more than three minutes (five minutes if there are two or less speakers). Where more than four members of the public have requested to speak, the Proper Officer shall determine which requests shall have preference, based on their relevance to the meeting, the urgency of the matter to be raised and the time that the request was received.
- 4.9 No response shall be made to a public submission made under paragraph 4.8 above, nor any debate entered into, as the item will be fully debated when the agenda item itself is considered.
- 4.10 A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 4.11 A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman of the meeting may at any time permit a person to be seated when speaking.

- 4.12 A person who speaks at a meeting shall direct their comments to the chairman of the meeting.
- 4.13 Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- 4.14 The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present. *(Mandatory: Council and Committees)*
- 4.15 Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in their absence be done by, to or before the Vice-Chairman of the Council. *(Mandatory: Council)*
- 4.16 The Chairman, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman, if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting. *(Mandatory: Council)*
- 4.17 Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting. *(Mandatory)*
- 4.18 The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. *See standing orders 6.8 and 6.9 below for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the council. (Mandatory)*
- 4.19 Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, their own vote will be recorded in the minutes. Such a request shall be made before moving on to the next item of business on the agenda.
- 4.20 In addition, any councillor may request that the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.
- 4.21 The minutes of a meeting shall include an accurate record of the following:
- a. the time and place of the meeting;
 - b. the names of councillors present and absent;
 - c. interests that have been declared by councillors and non-councillors with voting rights;
 - d. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - e. if there was a public participation session; and
 - f. the resolutions made.
- 4.22 A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on their right to participate and vote on that matter.

- 4.23 No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council, committee or sub-committee are present and in no case shall the quorum of a meeting be less than three.
- 4.24 If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- 4.25 A meeting shall not exceed a period of 1.5 hours, nor any group of meetings held on the same evening exceed 2.5 hours without a resolution of the meeting to continue beyond this limit.

5 COMMITTEES AND SUB-COMMITTEES

- 5.1 The council may appoint standing committees or other committees and sub-committees as may be necessary, and:
- a. shall determine their terms of reference;
 - b. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
 - c. shall permit a committee and sub-committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - d. shall appoint and determine the terms of office of members of such a committee or sub-committee;
 - e. shall, after it has appointed the members of a committee or sub-committee, appoint the chairman of that committee or sub-committee;
 - f. shall determine if the public may participate at a meeting of a committee;
 - g. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
 - h. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - i. may dissolve a committee or sub-committee.
- 5.2 Unless the council determines otherwise, a committee or sub-committee may appoint a working group whose terms of reference and members shall be determined by the appointing committee or sub-committee.
- 5.3 Notwithstanding any appointments made to sub-committees and working parties under standing orders 5.1d and 5.2 above, the Town Mayor and the chairman of the parent committee shall be ex-officio members of all sub-committees and working parties with full voting rights.
- 5.4 The members of a committee, sub-committee or working group may include non-councillors unless it is a committee which regulates and controls the finances of the Council.
- 5.5 Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.

6 ORDINARY COUNCIL MEETINGS

- 6.1 In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new councillors elected take office.
- 6.2 In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the council may direct.
- 6.3 All meetings of the Council, its committees and sub-committees shall take place at 15 Station Road, Stone, with the first meeting commencing at 7:00pm, unless:
 - a. it is specifically agreed otherwise at a previous meeting, or,
 - b. it is anticipated, prior to the dispatch of meeting notice(s), that a meeting will be attended by a Councillor who would be physically unable to access that location, wherein the Town Clerk would be authorised to arrange an alternative, accessible location for the meeting(s).
- 6.4 In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- 6.5 The first business conducted at the annual meeting of the Council shall be the election of the Town Mayor and Deputy Town Mayor.
- 6.6 The Town Mayor, unless they have resigned or become disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the council.
- 6.7 The Deputy Mayor, unless they resign or become disqualified, shall hold office until immediately after the election of the Town Mayor at the next annual meeting of the council.
- 6.8 In an election year, if the current Town Mayor has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Town Mayor has been elected. The current Town Mayor shall not have an original vote in respect of the election of the new Town Mayor but must give a casting vote in the case of an equality of votes.
- 6.9 In an election year, if the current Town Mayor has been re-elected as a member of the Council, they shall preside at the meeting until a new Town Mayor has been elected. They may exercise an original vote in respect of the election of the new Town Mayor and must give a casting vote in the case of an equality of votes.
- 6.10 Following the election of the Mayor and Deputy Mayor at the annual meeting of the council, the business of the annual meeting may include:
 - a. In an election year, delivery by the Town Mayor, Deputy Town Mayor and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Town Mayor and Deputy Town Mayor of their acceptance of office forms unless the council resolves for this to be done at a later date;
 - b. Confirmation of the accuracy of the minutes of the last meeting of the council;
 - c. Receipt of the minutes of the last meeting of a committee;
 - d. Consideration of the recommendations made by a committee;
 - e. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

- f. Review of the terms of reference for committees;
- g. Appointment of members to existing committees;
- h. Appointment of any new committees;
- i. Review and adoption of appropriate standing orders and financial regulations;
- j. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;
- k. Review of representation on or work with external bodies and arrangements for reporting back;
- l. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;
- m. Review of inventory of land and assets including buildings and office equipment;
- n. Confirmation of arrangements for insurance cover in respect of all insured risks;
- o. Review of the council's and/or staff subscriptions to other bodies;
- p. Review of the council's complaints procedure;
- q. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;
- r. Review of the council's policy for dealing with the press/media; and
- S. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

7 EXTRAORDINARY MEETINGS OF THE COUNCIL AND COMMITTEES AND SUB-COMMITTEES

- 7.1 The Town Mayor may convene an extraordinary meeting of the council at any time.
- 7.2 If the Town Mayor does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.
- 7.3 The chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- 7.4 If the chairman of a committee or a sub-committee does not or refuses to call an extraordinary meeting within seven days of having been requested by to do so by two members of the committee or the sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of a committee or a sub-committee.

8 PREVIOUS RESOLUTIONS

- 8.1 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least six councillors to be given to the Proper Officer in

accordance with standing order 10 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

- 8.2 When a motion moved pursuant to standing order 8.1 above has been disposed of, no similar motion may be moved within a further six months.

9 VOTING ON APPOINTMENTS

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

10 MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- 10.1 A motion shall relate to the responsibilities of the meeting which it is tabled for and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- 10.2 No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least ten clear days before the meeting. Clear days do not include the day of the notice, the day of the meeting, Saturdays, Sundays or Public Holidays.
- 10.3 The Proper Officer may, before including a motion on the agenda received in accordance with standing order 10.2 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 10.4 If the Proper Officer considers the wording of a motion received in accordance with standing order 10.2 above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least ten clear days before the meeting.
- 10.5 If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- 10.6 Subject to standing order 10.5 above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- 10.7 Should any urgent business arise between scheduled meetings of the Council or any standing committee or sub-committee, the Proper Officer will call a special meeting to deal with the issue.

- 10.8 Where urgent planning business occurs between ordinary meetings of the Council's Planning Committee, the Proper Officer shall circulate details of the business to Members, asking if a special meeting of the Planning Committee should be arranged to discuss the business. If no requests to arrange a special meeting are received, the Council's support for the proposal shall be conveyed to the Borough Council.
- 10.9 Where any matter is so urgent that it is not possible to call a special meeting with the legally required notice periods, the Council's Proper Officer is authorised to take any decision on behalf of the Council which can legally be delegated by the Council to an officer. Before taking such a decision, the Proper Officer shall take reasonable steps to consult with Council Members, and shall report the decision and the reason for its urgency at the next ordinary meeting of the Council or one of its committees if the decision would normally have been taken there.

11 MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE

- 11.1 The following motions may be moved at a meeting without written notice to the Proper Officer:
- a. to correct an inaccuracy in the draft minutes of a meeting;
 - b. to move to a vote;
 - c. to defer consideration of a motion;
 - d. to refer a motion to a particular committee or sub-committee;
 - e. to appoint a person to preside at a meeting;
 - f. to change the order of business on the agenda;
 - g. to proceed to the next business on the agenda;
 - h. to require a written report;
 - i. to appoint a committee or sub-committee and their members;
 - j. to extend the time limits for speaking;
 - k. to exclude the press and public from a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
 - l. to not hear further from a councillor or a member of the public;
 - m. to exclude a councillor or member of the public for disorderly conduct;
 - n. to temporarily suspend the meeting;
 - o. to suspend a particular standing order (unless it reflects mandatory statutory requirements);
 - p. to adjourn the meeting; or
 - q. to close a meeting.

12 HANDLING CONFIDENTIAL OR SENSITIVE INFORMATION

- 12.1 The agenda, papers that support the agenda, and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- 12.2 Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.

13 DRAFT MINUTES

- 13.1 If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- 13.2 There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 11.1a above.
- 13.3 The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 13.4 If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but that view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- 13.5 Upon a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.
- 13.6 Draft minutes of the Council’s committees and sub-committees will be presented to the parent committee for approval, rather than the (sub-) committee itself, providing all councillor members of the (sub-) committee are also members of the parent committee.

14 CODE OF CONDUCT AND DISPENSATIONS

See also standing order 4.22 above.

- 14.1 All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- 14.2 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- 14.3 Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall not take part in any debate or vote at a meeting when it is considering a matter in which they have a personal interest, though they would be permitted to take part in a public participation item in the same way as any member of the public.
- 14.4 Dispensation requests shall be in writing and submitted to the Proper Officer before the start of the meeting for which the dispensation is required.

- 14.5 A decision as to whether to grant a dispensation shall be made by the meeting of the council, committee or sub-committee for which the dispensation is required and that decision is final.
- 14.6 A dispensation request shall confirm:
- a. the description and the nature of the disclosable pecuniary interest or personal interest to which the request for the dispensation relates;
 - b. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - c. the date of the meeting or the period (not exceeding the remaining time to the next Council election) for which the dispensation is sought; and
 - d. an explanation as to why the dispensation is sought.
- 14.7 Subject to standing orders 14.4 and 14.6 above, dispensation requests shall be considered at the beginning of the meeting of the council, committee or a sub-committee for which the dispensation is required.
- 14.8 A dispensation may be granted in accordance with standing order 14.5 above if having regard to all relevant circumstances the following applies:
- a. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business, or
 - b. granting the dispensation is in the interests of persons living in the council's area, or
 - c. it is otherwise appropriate to grant a dispensation.

15 CODE OF CONDUCT COMPLAINTS

- 15.1 Upon formal written notification from Stafford Borough Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 12 above, report this to the council.
- 15.2 Where the notification in standing order 15.1 above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Town Mayor of this fact, and the Town Mayor shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 15.4 below.
- 15.3 The council may:
- a. provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - b. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- 15.4 Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if

any, action to take against them. Such action excludes disqualification or suspension from office. *(Mandatory)*

16 PROPER OFFICER

16.1 The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent or otherwise unable to act.

16.2 The Proper Officer shall:

- a. at least three clear days before a meeting of the council, a committee and a sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda. *(Mandatory for council and committees. See standing order 4.2 above for the meaning of clear days.);*
- b. give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them); *(Mandatory for council and committees. See standing order 4.2 above for the meaning of clear days.);*
- c. subject to standing order 10 above, include on the agenda all motions put forward by councillors unless withdrawn by the councillor themselves at least six clear days before the meeting;
- d. convene a meeting of full council for the election of a new Chairman of the Council, occasioned by a casual vacancy in the office *(Mandatory);*
- e. facilitate inspection of the minute book by local government electors;
- f. receive and retain copies of byelaws made by other local authorities *(Mandatory);*
- g. retain acceptance of office forms from councillors;
- h. retain a copy of every councillor's register of interests;
- i. assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- j. receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- k. manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- l. arrange for legal deeds to be executed; See also standing order 23 below.
- m. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- n. record every planning application notified to the council and the council's response to the local planning authority;
- o. manage access to information about the council via the publication scheme; and
- p. retain custody of the seal of the council (if any) which shall not be used for the sealing of legal deeds without a resolution to that effect. *See also standing order 23 below.*

17 RESPONSIBLE FINANCIAL OFFICER

- 17.1 The Town Clerk shall undertake the role of responsible financial officer, unless there is a council resolution appointing a different officer. The council shall appoint an appropriate staff member to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18 ACCOUNTS AND ACCOUNTING STATEMENTS

- 18.1 “Proper practices” in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners’ Guide (England)
- 18.2 All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council’s financial regulations.
- 18.3 The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise the Council’s income and expenditure compared with the approved budget and an explanation of significant variances.
- 18.4 As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide each councillor with a statement summarising the council’s income and expenditure for the year and the full council the accounting statements for the year in the form of the annual return, as required by proper practices, for consideration and approval.
- 18.5 The year-end accounting statements shall be prepared in accordance with proper practices for a year to 31 March. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

19 FINANCIAL CONTROLS AND PROCUREMENT

- 19.1 The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- a. the keeping of accounting records and systems of internal controls;
 - b. the assessment and management of financial risks faced by the council;
 - c. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - d. the inspection and copying by councillors and local electors of the council’s accounts and/or orders of payments; and
 - e. procurement policies (subject to standing orders 19.3 to 19.8 below).
- 19.2 Financial regulations shall be reviewed regularly for fitness of purpose.
- 19.3 The letting of contracts by the Council must be in accordance with the Public Contracts Regulations 2015, or subsequent replacement/supplementary legislation.

- 19.4 Contracts below the value of £25,000 are outside the scope of standing orders, but may be governed by the provisions within the Council's financial regulations.
- 19.5 Contracts above the value prescribed in the Public Contracts Regulations 2015 of £181,302³ or £4,551,413³, which have "detailed and complex" requirements related to the EU Public Contracts Directive will be undertaken in partnership with the Borough or County Council, who will be able to ensure that these complex regulations are adhered to.
- 19.6 Between these two figures, the Council may:
- a. Advertise the contract or otherwise offer it on the open market. In this case the provisions of the 2015 regulations apply, and the contract must also be published on the "Contract Finder" website.
 - b. Offer the contract to a closed list of contractors, whereby the provisions of the 2015 regulations do not apply.
 - c. Offer the contract to its "preferred contractor" identified for that area of work, where the 2015 regulations regarding advertising on the "Contracts Finder" website would also not apply.
- 19.7 Subject to any additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works under standing orders 19.6a and 19.6b above where the value is anticipated to exceed £60,000 shall include, as a minimum, the following steps:
- a. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - b. an invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - c. the invitation to tender shall be advertised in a local newspaper and/or other manner that is appropriate (standing order 19.6a only);
 - d. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - e. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - f. tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- 19.8 Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value, or any, tender.

20 STAFFING MATTERS

- 20.1 The Town Clerk shall act as employer for of the Council's paid employees and voluntary staff.

³ April 2018 values. These figures may vary from time to time.

- 20.2 All written records in respect of staffing matters shall be kept confidential and secure. Only persons with line management responsibilities shall have access to staff records if so justified.
- 20.3 Appointments, dismissals, performance, disciplinary issues and grievances shall be considered in accordance with the Council's Staffing Guidelines.

21 REQUESTS FOR INFORMATION

- 21.1 Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- 21.2 Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chairman of the General Purposes Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

22 RELATIONS WITH THE PRESS/MEDIA

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

23 EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 16.2l and 16.2p above.

- 23.1 A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- 23.2 Subject to standing order 23.1 above, the council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.

24 RESTRICTIONS ON COUNCILLOR ACTIVITIES

- 24.1 No Councillor shall purport to represent the Council, or make any suggestion that they have the authority to make a binding decision on behalf of the Council, unless previously authorised by a properly minuted resolution.
- 24.2 Unless authorised by a resolution, no councillor shall:
- a. inspect any land and/or premises which the council has a right or duty to inspect; or
 - b. issue orders, instructions or directions.

Stone

Town Council



Financial Regulations

June 2018

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1 GENERAL

- 1.1 These regulations govern the conduct of the financial activities of the Council and may only be amended or varied by resolution of the Council or the General Purposes (GP) Committee¹.
- 1.2 Should there be a clash between the provisions of this document and those within other documents which prescribe the activities of the Council, the order of precedence shall be:
 - a. National Legislation
 - b. The Council's Standing Orders
 - c. Financial Regulations (this document)
 - d. All other documents
- 1.3 The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.4 The council's accounting control systems must include measures:
 - a. for the timely production of accounts;
 - b. that provide for the safe and efficient safeguarding of public money;
 - c. to prevent and detect inaccuracy and fraud; and
 - d. identifying the duties of officers.
- 1.5 These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.6 Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7 Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8 The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Town Clerk shall be the Council's Responsible Financial Officer (RFO), and as such shall be responsible for the proper administration of the Council's financial affairs. The terms "Town Clerk" and "RFO" are, however, used separately throughout this document to allow for a situation where this may not be the case.

¹ All references to "the Council" in this document shall also be considered to refer to the General Purposes Committee for functions which have been delegated to that Committee.

- 1.9 The Town Clerk and/or RFO may delegate items ascribed to them within this document to another employee, but will still remain accountable to the Council for those items.
- 1.10 The RFO;
- a. acts under the policy direction of the council;
 - b. administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - c. determines on behalf of the council its accounting records and accounting control systems;
 - d. ensures the accounting control systems are observed;
 - e. maintains the accounting records of the council up to date in accordance with proper practices;
 - f. assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - g. produces financial management information as required by the council.
- 1.11 The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.12 The accounting records determined by the RFO shall in particular contain:
- a. entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - b. a record of the assets and liabilities of the council; and
 - c. wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.13 The accounting control systems determined by the RFO shall include:
- a. procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - b. procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - c. identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - d. procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and

- e. measures to ensure that risk is properly managed.
- 1.14 The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular, any decision regarding:
- a. setting the final budget or the precept (council tax requirement);
 - b. approving accounting statements;
 - c. approving an annual governance statement;
 - d. borrowing;
 - e. writing off bad debts;
 - f. declaring eligibility for the General Power of Competence; and
 - g. the consideration of any report from the Council's internal or external auditors,
- shall be a matter for the full council only.
- 1.15 In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.
- 1.16 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2 ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1 All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.3 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

- 2.4 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.5 The internal auditor shall:
- a. be competent and independent of the financial operations of the council;
 - b. report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - c. to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - d. have no involvement in the financial decision making, management or control of the council.
- 2.6 Internal or external auditors may not under any circumstances:
- a. perform any operational duties for the council;
 - b. initiate or approve accounting transactions; or
 - c. direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.7 For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.8 The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.9 The RFO shall, without undue delay, bring to the attention of all councillors any report from internal or external auditors.

3 ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1 The Council’s budget shall be prepared on an “Income and Expenditure” basis.
- 3.2 The GP Committee shall consider a report of the RFO setting out the prospects for the following three years’ capital and revenue budgets no later than January each year. Each Sub-Committee shall be asked to formulate its proposed budget for the next three years based on policy guidelines determined by the GP Committee, and to submit these proposals to the Committee for further consideration.
- 3.3 After considering the Sub-Committees’ proposals, the GP Committee shall determine a balanced and affordable budget to be recommended to the Council for the following three financial years.

- 3.4 The Council shall review the GP Committee's recommendations not later than the end of February each year and shall fix the Precept to be levied for the ensuing financial year and determine indicative precepts for the following two years.
- 3.5 The annual budget shall form the basis of financial control for the ensuing year.

4 BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1 The Town Clerk is authorised to seek tenders/quotations, place orders and make payments in accordance with the approved annual budget, the Council's policies, and these Financial Regulations. Where the annual budget identifies specific items for which no expenditure should be incurred without the express approval of the Council, the Clerk should refer proposed spending for approval before that spending is incurred. In all other cases, the Clerk is authorised to proceed without specific approval.
- 4.2 The RFO shall regularly provide the Council with a budget monitoring statement comparing actual expenditure against that planned for each approved budget head.
- 4.3 The Town Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure. Where there is no available budget, the Clerk shall, wherever possible, discuss the issue with the Chairman of the General Purposes Committee or, in their absence, the Vice Chairman or Town Mayor before incurring the expenditure. Where no or insufficient budget provision existed, the Town Clerk shall report the action to the Council as soon as practicable thereafter.
- 4.4 In general, unspent provisions in the revenue budget shall not be carried forward to a subsequent year. Where a budget has been agreed by the Council as a "rollover budget", then unspent amounts may be rolled-over into the subsequent financial year by making use of a rollover reserve. This provision may also be used on a one-off basis for specific items, subject to agreement of the Council.
- 4.5 All expenditure and income of the Council shall be included within its revenue account unless a specific Council resolution has determined that it shall be treated as capital. Once such a resolution has been passed, no expenditure shall be incurred in relation to any such capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained, to meet the full projected costs of the project.
- 4.6 All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.7 Changes in earmarked reserves, other than the rollover reserve, shall require approval by council.
- 4.8 Notwithstanding the provisions above, all expenditure and income related to the Town Mayor's charity will, in the interests of transparency, be accounted for by the use of a specified reserve account for each Town Mayor.

5 BANKING ARRANGEMENTS AND PAYMENTS

- 5.1 The Council's banking arrangements shall be made by the RFO and approved by the Council. They shall be regularly reviewed.
- 5.2 All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy him/herself that the work, goods or services to which the invoice relates shall have been received or carried out in accordance with the needs of the Council.
- 5.3 The RFO shall examine invoices in relation to arithmetic accuracy and shall analyse them to the appropriate expenditure heading. The Clerk shall settle invoices promptly.
- 5.4 All cash received must be banked intact.
- 5.5 No petty cash account shall be maintained.
- 5.6 Payment of salaries and payment of deductions from salary such as may be made for tax, national insurance, pension contributions or other reasons, should be made from the Council's bank account.
- 5.7 A schedule showing payments from the Council's bank accounts shall be prepared by the RFO and presented:
 - a. To the Council on a quarterly basis in respect of payments over £250, and,
 - b. To the General Purposes Committee within each budget monitoring statement for payments of all values.
- 5.8 For the purposes of the schedules referred to in paragraph 5.7 above:
 - a. Staff salary and related payments should not be included, but total figures for a period should be made available to any Member on request. Details of payments to individual employees will only be made available in accordance with paragraph 6.4 below.
 - b. Payments in respect of the Mayor's Charity Fund will not be included, but should be made available to any Member on request.
- 5.9 The Council acknowledges that the commitment to make a payment occurs at the time an order is placed or similar arrangement made, not at the time a payment itself is made. It does not, therefore, consider that excessive controls on payments which may hamper the efficient operation of the Council need to be applied, providing that adequate controls over ordering and reporting are in place in accordance with these regulations.
- 5.10 Payments may be made by way of cheque, direct debit, bank transfer, purchasing card, internet banking, BACS or CHAPS, provided that:
 - a. All cheques and the initial authorisation for direct debits shall be signed by two individuals included within the bank mandate, at least one of which shall be a Member of the Council and not more than one shall be an officer.
 - b. Transfers between Council bank accounts may be authorised by the RFO.

- c. Payments via purchasing card can be made by a single authorised officer, and are limited to £1,000 in any single transaction, with a maximum of £5,000 outstanding at any one time.
 - d. Electronic payments, including payments via internet banking, can be made by a single authorised officer, but the supporting paperwork should also be signed by a second officer. All such payments should be included within a monthly report to the General Purposes Committee which lists “non-cheque” payments since the last report, subject to the exceptions set out in paragraph 5.8 above.
- 5.11 Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted. Officers authorising payments will be required to follow these same arrangements in respect of pecuniary or other interests.

6 PAYMENT OF SALARIES

- 6.1 As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 6.2 Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts.
- 6.3 Once an employee’s salary and conditions has been determined by the Council or an authorised Appointments Panel and a contract of employment has been signed, no changes shall be made to any employee’s pay, emoluments, or terms and conditions of employment without the prior consent of the Council, except where required for the payment of overtime, absence cover, incremental progression or similar matters.
- 6.4 Payments to individual employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall not be open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a. by any councillor who can demonstrate a need to know;
 - b. by the internal auditor;
 - c. by the external auditor; or
 - d. by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 6.5 Any termination payments beyond those required by law shall require the approval of the Council.

7 LOANS AND INVESTMENTS

- 7.1 All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 7.2 Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the council in the first instance, though the renewal and extension of existing leases may be authorised by the Town Clerk providing that there is provision within the Council's budget and that he/she is satisfied that the arrangement represents value for money for the Council.
- 7.3 All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 7.4 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 7.5 All investments of money under the control of the council shall be in the name of the council.
- 7.6 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 7.7 Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 above.

8 INCOME

- 8.1 The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 8.2 Particulars of all charges to be made for work done, services rendered or goods supplied by the Council shall be considered annually by the council as part of the budget process, and notified to the RFO who shall be responsible for the collection of all accounts due to the council.
- 8.3 The council will undertake a full review of all fees and charges periodically, following a report of the Clerk.
- 8.4 Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 8.5 All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

- 8.6 A record shall be maintained by the RFO of the amounts making up the total of each paying-in slip.
- 8.7 Personal cheques shall not be cashed out of money held on behalf of the council.
- 8.8 The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 8.9 Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 8.10 Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 15 below).

9 ORDERS FOR WORK, GOODS AND SERVICES

- 9.1 An official order number shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Details of orders shall be retained.
- 9.2 All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.
- 9.3 A Member may not specify the use of a particular supplier, issue an official order or make any contract (verbal or written) on behalf of the council.
- 9.4 The RFO shall satisfy themselves as to the lawful nature of any proposed purchase before the issue of an order.

10 CONTRACTS

- 10.1 Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to the following items:
 - a. for the supply of gas, electricity, water, sewerage and telephone services;
 - b. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;

- c. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - d. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - e. for additional audit work of the external auditor;
 - f. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price: and
 - g. In circumstances where continuity of supplier is considered by the RFO to offer greater benefits to the Council than retendering.
- 10.2 Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².
- 10.3 The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive (which may change from time to time)³.
- 10.4 When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- 10.5 Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- 10.6 All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

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

³ Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£181,302)
- b. For public works contracts 5,225,000 Euros (£4,551,413)

- 10.7 Any invitation to tender issued under this regulation shall be subject to the requirements of Standing Orders related to procurement⁴ and shall refer to the terms of the Bribery Act 2010.
- 10.8 Where the Clerk has determined that there is a benefit to the Council to let a contract in association with one or more other partners, or to make use of another authority's facilities such as the County Council's e-tendering system, the requirements of these regulations shall be replaced by the requirements of the regulations of the lead body for the letting of the contract.
- 10.9 When it is to enter into a contract of less than £25,000 but in excess of £3,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 10.1 above the Clerk or RFO shall, where possible, obtain 3 quotations. Below this figure, the Clerk or RFO shall seek to obtain the best overall value for money for the Council after taking into account cost, quality of service and availability, and shall strive to obtain one or more estimates for the work/service to be performed.
- 10.10 The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 10.11 Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

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

- 11.1 Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 11.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum by 5% or more a report shall be submitted to the council.
- 11.3 Any variation to a contract or addition to or omission from a contract must be approved by the Town Clerk on behalf of the Council and notified to the Contractor in writing before any work has begun, the Council being informed where the final cost is likely to exceed the financial provision as a result.

⁴ Standing Order 19 based on the version effective from June 2018 which was current at the time of preparing this document. This reference may change in subsequent versions of standing orders.

12 STORES AND EQUIPMENT

- 12.1 Where the Council operates a system of stock control, or holds a supply of equipment for the use of a number of people, the Town Clerk shall be responsible for the arrangements for the care and custody of these stores and equipment.
- 12.2 Delivery Notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 12.3 Stocks shall be kept at the minimum levels consistent with operational requirements.
- 12.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually.

13 ASSETS, PROPERTIES AND ESTATES

- 13.1 The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council in accordance with Accounts and Audit Regulations.
- 13.2 No tangible moveable property shall be sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3 No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4 No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5 The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

14 INSURANCE

- 14.1 Following an annual risk assessment, the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.

- 14.2 The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 14.3 The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.4 The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.5 All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

15 CHARITIES

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

16 RISK MANAGEMENT

- 16.1 The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 16.2 When considering any new activity, the Clerk [with the RFO] shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

17 SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 17.1 It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2 The council may, by resolution, suspend any part of these Financial Regulations provided that the advice of the RFO regarding the risks and implications has been considered prior to the suspension. Details of the suspension must be recorded in the minutes, and must include a record of the advice of the RFO if the council has chosen not to follow it.

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Stone Town Council – General Purposes Committee

22nd May 2018

General Data Protection Regulations

Report of Town Clerk

Introduction

1. The purpose of this report is to consider the Council's preparedness for the changes to data protection requirements as a result of the General Data Protection Regulation (GDPR).

Background

1. Currently, data protection is controlled by the Data Protection Act 1998 (the 1998 Act). A new EU regulation known as the General Data Protection Regulation (GDPR) will come into force on 25th May 2018. The government has confirmed that the UK's decision to leave the EU will not affect this.
2. The main purposes of the GDPR are to increase the obligations of organisation when controlling personal data and to increase the rights of individuals to ensure that their personal data is respected and used only for legitimate purposes.
3. Further details of GDPR were provided to Members at the General Purposes Committee meeting on 3rd October 2017.

Current Position

4. The requirements of GDPR are onerous for a small organisation such as the Town Council and, with around two weeks to go to implementation at the time of writing this report, still not finalised.
5. Advice from the Information Commissioner, NALC and the Society of Local Council Clerks is that, as long as a data audit has been undertaken and appropriate policies, procedures and privacy notices have been updated to reflect the new regulations, other requirements of the regulations need not all be in place by 25th May 2018, providing that a plan is being followed to make sure that these requirements are implemented within a reasonable timescale.
6. Provided that the Council approve the various documents included within this item on today's agenda, this requirement will be met. A RAG rated update report is also included under this agenda item, which will be updated and presented to this Committee on a regular basis.
7. The previous report on 3rd October 2017 referred to the need to appoint a Data Protection Officer (DPO). It is possible that this may be removed from the legislation, which would make the appointment by the Council of a DPO optional. The documents on today's agenda

do not assume that this requirement will be removed. A further report will be presented once the position is clear.

Conclusion

8. This report has set out an update on the implementation of the new legal requirements of the GDPR within the Council.
9. No significant costs have yet been incurred, but considerable staff time has already been consumed and will continue to be consumed both implementing and operating the requirements of these regulations.
10. There will be a cost implication if a DPO is appointed, but that will be set out in the report when the decision on appointment needs to be made. Similarly, other implementation and running costs will need to be incurred in areas such as the provision of official email accounts for Councillors.

Recommendations

11. The Committee is recommended to:
 - a. Note the need for the Council to comply with the GDPR, and the degree by which it needs to comply by the time it formally comes into force on 25th May 2018.
 - b. Note that the Committee has already authorised the Town Clerk to undertake the necessary preparation to meet the Council's obligations, including investigating options for the provision of a DPO, and to incur expenditure as required within existing budgets.
 - c. Note the updates in this report and within other parts of this agenda item.
 - d. Consider for adoption the various policies, procedures and privacy notices contained in the rest of this agenda item.

Preparations for GDPR – Update

General Purposes Committee – 22nd May 2018

No.	Action Required	Current Position	RAG
1	You should make sure that decision makers and key people in your organisation are aware that the law is changing to the GDPR. They need to appreciate the impact this is likely to have and identify areas that could cause compliance problems under the GDPR. It would be useful to start by looking at your organisation's risk register, if you have one.	The introduction of the GDPR and the potential implications for the Council were reported to the General Purposes Committee on 3 rd October 2017.	Green
2	You should document what personal data you hold, where it came from and who you share it with. You may need to organise an information audit across the organisation or within particular business areas.	Personal data is held in respect of grant applications, community centre and other bookings, events, allotments, civic activities, accounting and the employment of staff. Further work is currently being undertaken to identify any omissions from this list. NOTE: Personal data held by Councillors for their own purposes is not the Council's data, and separate arrangements may need to be made by Councillors themselves.	Green
3	You should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation.	Booking forms, grant application forms etc. are in the process of being reviewed to comply with the requirements of GDPR. An updated privacy policy is being prepared.	Green
4	You should check your procedures to ensure they cover all the rights individuals have, including how you would delete personal data or provide data electronically and in a commonly used format.	In progress	Amber
5	You should update your procedures and plan how you will handle requests to take account of the new rules.	Policies updated. Training required for all staff, not yet arranged.	Amber

No.	Action Required	Current Position	RAG
6	You should identify the lawful basis for your processing activity in the GDPR, document it and update your privacy notice to explain it.	Updated privacy notice for consideration at today's meeting.	Green
7	You should review how you seek, record and manage consent and whether you need to make any changes. Refresh existing consents now if they don't meet the GDPR standard.	Booking forms, grant application forms etc. are in the process of being reviewed to comply with the requirements of GDPR.	Amber
8	You should start thinking now about whether you need to put systems in place to verify individuals' ages and to obtain parental or guardian consent for any data processing activity.	Currently the Council does not knowingly store the personal data of children. Will need to be considered if this changes in the future.	Green
9	You should make sure you have the right procedures in place to detect, report and investigate a personal data breach.	To be considered after training.	Red
10	It has always been good practice to adopt a privacy by design approach and to carry out a Privacy Impact Assessment (PIA) as part of this. However, the GDPR makes privacy by design an express legal requirement, under the term 'data protection by design and by default'. It also makes PIAs – referred to as 'Data Protection Impact Assessments' or DPIAs – mandatory in certain circumstances.	Will be taken into account in any new systems planning.	Green
11	You should designate someone to take responsibility for data protection compliance and assess where this role will sit within your organisation's structure and governance arrangements.	Have contacted the Staffordshire Parish Council's Association (SPCA) to express an interest in the Data Protection Officer agreement with Staffordshire County Council. Reply from SPCA awaited.	Amber
12	If your organisation operates in more than one EU member state, you should determine your lead data protection supervisory authority and document this.	The Council does not operate in more than one EU member state.	Green

Stone Town Council

GDPR Personal Data Audit – April 2018

Area	Personal Data Held	Source	Shared With	Specific Actions Required	Status
Frank Jordan Centre	Names and addresses etc. of hirers (where private)	Application forms for hire	Not shared, but payment details form part of the accounts.	Redesign and reissue of forms	Red
	CCTV images of hirers and users.	CCTV Camera Images	Some CCTV images shared with the Hub and the Police.	CCTV Signage Hub CCTV usage agreement	Red
Stone Station	Names and addresses etc. of hirers (where private)	Application forms for hire	Not shared, but payment details form part of the accounts	Redesign and reissue of forms	Red
Heritage Centre	Not yet operational	Not yet operational	Not yet operational	None until operational	Green
Town Market	Contact and booking details for stall holders. Payment information.	Stall holders	Not shared, but payment details form part of the accounts	Update and re-issue booking and consent forms	Red
Car Parking	None	N/A	N/A	None	Green
Bus Shelters & Street Furniture	None	N/A	N/A	None	Green
Public Conveniences	None	N/A	N/A	None	Green
Street Lighting	None	N/A	N/A	None	Green
Dog & Litter Bins	None	N/A	N/A	None	Green
Joules Clock	None	N/A	N/A	None	Green

Area	Personal Data Held	Source	Shared With	Specific Actions Required	Status
Town Electricity Supply	None	N/A	N/A	None	Green
Building Maintenance	None	N/A	N/A	None	Green
Grounds Maintenance	None	N/A	N/A	None	Green
Crown Meadow Improvements	None	N/A	N/A	None	Green
Westbridge Park	Not yet operational	N/A	N/A	None until operational	Green
Allotments	Allotment holders and waiting list names, addresses, etc. Allotment competition winners	Application forms Disclaimer forms	Not directly shared, but payment details form part of the accounts.	Redesign and reissue of forms	Red
Christmas Lights	Performers, competition winners	Disclaimer forms	Not directly shared, but payment details form part of the accounts. Images may be shared as part of reporting or future publicity.	Produce “participation form” for all involved	Red
Advertising	None other than those already included in other areas (e.g. music festival performers)	N/A	N/A	None	Green
Tourism & Town Promotion	Performers, competition winners etc.	Disclaimer forms	Not directly shared, but payment details form part of the accounts. Images may be shared as part of reporting or future publicity.	Produce “participation form” for all involved	Red

Area	Personal Data Held	Source	Shared With	Specific Actions Required	Status
Grants	Grant application contact details	Application forms	Not directly shared, but payment details form part of the accounts.	Redesign grant application form	Green
Salaries & Employment Costs	Employees, job applicants, Mayor's allowance	Job applications, payroll, payments, etc.	HMRC re tax & NI Staffordshire CC re pensions Payment details form part of the accounts.	Reference to privacy policy and produce forms for individual agreement	Amber
Accommodation	None	N/A	N/A	None	Green
Insurances	Claimants against the Council	Direct Claims to Council	Insurers, Legal Representatives	Need to introduce consent form	Red
		Claims received via insurers	Insurers, Legal Representatives	Consent dealt with by insurers and/or legal representatives	Green
Administration	Information related to quotations, tenders, payments and receipts	Documents submitted to Council	Not directly shared, but payment details form part of the accounts.	None	Green
Audit & Legal Fees	None	N/A	N/A	None	Green
Town Council Elections	None	N/A	N/A	None	Green
Allowances - Mayor & Deputy Mayor	Mayor and Deputy Mayor Mayor's Cadets Councillors generally	Information provided by Councillors etc. Information collected by Councillors	Councillors details shared widely with the press, public and other organisations. Information collected by Councillors under their own control.	Review "sign up" paperwork Advise Councillors regarding their responsibilities as data controllers	Amber
Regalia & Presentations	Presentations made to individuals	Outcome of Mayoral and Council activities	May be shared for publicity purposes	Investigate need for disclaimer forms	Red

Area	Personal Data Held	Source	Shared With	Specific Actions Required	Status
Civic & Mayoral Events	Event attendees and hospitality recipients – names, contact details, photos etc.	Civic contact list, event invite lists, participants themselves.	Venue, press (publicity and photos)	Include required consents on application form for tickets.	Red
Remembrance Sunday & War Memorials	Parade participants	Participating organisations	British Legion, other participants	Make clear to participating organisations that it is their responsibility to obtain necessary consents and pass assurances to Council.	Red
Miscellaneous	None, subject to item	N/A	N/A	None known	Green
Interest	None	N/A	N/A	None	Green
Neighbourhood Plan	Consultation responders	Responders themselves, via any source	Consultants, other councils, public	Design GDPR compliant consultation returns in association with Urban Vision	Red
General	General Public	N/A	N/A	Produce Privacy Policy Users	Green
	Staff, Councillors, Role Holders	N/A	N/A	Produce Privacy Policy Employees etc.	Green
	Councillors	Councillors	Public	Set up STC emails with archiving Remove personal contact details Write usage policy for Members	Red

Stone

Town Council



Privacy Policy

May 2018

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1 YOUR PERSONAL DATA – WHAT IS IT?

- 1.1 “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 the personal data alone or in conjunction with any other personal data. 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.

2 COUNCIL INFORMATION

- 2.1 This Privacy Policy is provided to you by Stone Town Council which is the data controller for your data.
- a. Website: www.stonetowncouncil.gov.uk
 - b. Address: 15 Station Road, Stone, ST15 8JP

3 WHO ARE THE DATA CONTROLLERS?

- 3.1 The data controller for your data is Stone Town Council.
- 3.2 The Council may also work with other data controllers such as government agencies, other local authorities, community groups, charities, banks and contractors.

4 WHAT PERSONAL DATA IS COLLECTED?

- 4.1 We may collect data such as:
- a. Names, titles, and aliases, photographs;
 - b. Contact details such as telephone numbers, addresses, and email addresses;
 - c. Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, , marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;

- d. Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- 4.2 The data we process may include sensitive personal data or other special categories of data such as racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sex life or sexual orientation.
- 4.3 Website data – we may collect:
 - a. Information from synching with other software or services
 - b. Interaction with social media (functional and/or marketing) and what information is available?
 - c. Information about payments
 - d. Access to social media profiles
 - e. Demographic information
 - f. Data automatically collected from use of the web service:
 - i. Device information (nature of device and/ or identifiers)
 - ii. Log information (including IP address)
 - iii. Location information (how is location collected/inferred)
 - iv. Device sensor information
 - v. Site visited before arriving
 - vi. Browser type and or OS
 - vii. Interaction with email messages
 - g. Information from other sources, for example:
 - i. Referrals or recommendations
 - ii. Publicly accessible sources
 - h. Information from cookies or similar technologies (incl. in-app codes) (including whether session or persistent), for example:
 - i. Essential login/authentication or navigation
 - ii. Functionality – remember settings
 - iii. Performance & Analytics – user behaviour
 - iv. Advertising/retargeting
 - v. Any third party software served on users

- vi. Other
- i. Nature of any outbound communications with website users
 - i. Email
 - ii. Telephone (voice)
 - iii. Telephone (text)

5 DATA PROTECTION LAW

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

- a. Used lawfully, fairly and in a transparent way.
- b. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- c. Relevant to the purposes we have told you about and limited only to those purposes.
- d. Accurate and kept up to date.
- e. Kept only as long as necessary for the purposes we have told you about.
- f. 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.

6 USE OF YOUR PERSONAL DATA

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

- a. To deliver public services including to understand 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;
- b. To confirm your identity to provide some services;
- c. To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- d. To help us to build up a picture of how we are performing;

- e. To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- f. To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- g. To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- h. To promote the interests of the council;
- i. To maintain our own accounts and records;
- j. To seek your views, opinions or comments;
- k. To notify you of changes to our facilities, services, events and staff, councillors and role holders;
- l. 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;
- m. To process relevant financial transactions including grants and payments for goods and services supplied to the council
- n. To allow the statistical analysis of data so we can plan the provision of services.

- 6.2 Our processing may also include the use of CCTV systems for the protection of assets, general security, the enforcement of contract terms and the prevention and prosecution of crime.

7 WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

- 7.1 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 take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.
- 7.2 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. An example of this

would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.

- 7.3 Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

8 SHARING YOUR PERSONAL DATA

- 8.1 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):
- a. Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our computers and software;
 - b. On occasion, other local authorities or other bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

9 HOW LONG DO WE KEEP YOUR PERSONAL DATA?

- 9.1 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.

10 YOUR RIGHTS AND YOUR PERSONAL DATA

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

- 10.2 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.
- a. The right to access personal data we hold on you
 - b. The right to correct and update the personal data we hold on you
 - c. The right to have your personal data erased
 - d. The right to object to processing of your personal data or to restrict it to certain purposes only
 - e. The right to data portability
 - f. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
 - g. The right to lodge a complaint with the Information Commissioner's Office.
- 10.3 You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

11 TRANSFER OF DATA ABROAD

- 11.1 Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data may be accessed from overseas.

12 FURTHER PROCESSING

- 12.1 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.

13 CHANGES TO THIS POLICY

- 13.1 We keep this Privacy Policy under regular review and we will place any updates on the Council's website at www.stonetowncouncil.gov.uk.

14 CONTACT DETAILS

- 14.1 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:

The Data Controller, Stone Town Council, 15 Station Road, Stone, ST15 8JP
Email: clerk@stonetowncouncil.gov.uk, Phone: 01785 619740

Stone

Town Council



General Privacy Notice

May 2018

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1 YOUR PERSONAL DATA – WHAT IS IT?

- 1.1 “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 directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). 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 legislation relating to personal data and rights such as the Human Rights Act.

2 WHO ARE THE DATA CONTROLLERS?

- 2.1 The data controller for your data is Stone Town Council.
- 2.2 The Council may also work with other data controllers such as government agencies, other local authorities, community groups, charities, banks and contractors.
- 2.3 We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.
- 2.4 A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

3 PROCESSING PERSONAL DATA

- 3.1 The council will process some or all of the following personal data where necessary to perform its tasks:
- a. Names, titles, and aliases, photographs;
 - b. Contact details such as telephone numbers, addresses, and email addresses;

- c. Where they are relevant to the services provided by the Council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- d. Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- e. The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

4 HOW WE USE SENSITIVE PERSONAL DATA

- 4.1 We may process sensitive personal data including, as appropriate:
 - a. information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - b. your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - c. in order to comply with legal requirements and obligations to third parties.
- 4.2 These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- 4.3 We may process special categories of personal data in the following circumstances:
 - a. In limited circumstances, with your explicit written consent.
 - b. Where we need to carry out our legal obligations.
 - c. Where it is needed in the public interest.
- 4.4 Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

5 DO WE NEED YOUR CONSENT TO PROCESS YOUR SENSITIVE PERSONAL DATA?

- 5.1 In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

6 DATA PROTECTION LAW

- 6.1 The council will comply with data protection law. This says that the personal data we hold about you must be:
- a. Used lawfully, fairly and in a transparent way.
 - b. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
 - c. Relevant to the purposes we have told you about and limited only to those purposes.
 - d. Accurate and kept up to date.
 - e. Kept only as long as necessary for the purposes we have told you about.
 - f. 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.

7 USE OF YOUR PERSONAL DATA

- 7.1 We use your personal data for some or all of the following purposes:
- a. To deliver public services including to understand 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;
 - b. To confirm your identity to provide some services;
 - c. To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
 - d. To help us to build up a picture of how we are performing;

- e. To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- f. To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- g. To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- h. To promote the interests of the council;
- i. To maintain our own accounts and records;
- j. To seek your views, opinions or comments;
- k. To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- l. 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;
- m. To process relevant financial transactions including grants and payments for goods and services supplied to the council
- n. To allow the statistical analysis of data so we can plan the provision of services.

- 7.2 Our processing may also include the use of CCTV systems for the protection of assets, general security, the enforcement of contract terms and the prevention and prosecution of crime.

8 WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

- 8.1 The council is a public authority and has certain powers and obligations. 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. Sometimes 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 take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.
- 8.2 We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be

processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

- 8.3 Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

9 SHARING YOUR PERSONAL DATA

- 9.1 This section provides information about the third parties with whom the council may share your personal data. These third parties 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):

- a. The data controllers listed in paragraph 2.2 above;
- b. Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our computers and software;
- c. On occasion, other local authorities or other bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

10 HOW LONG DO WE KEEP YOUR PERSONAL DATA?

- 10.1 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 currently 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.

11 YOUR RIGHTS AND YOUR PERSONAL DATA

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

- 11.2 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.
- 11.3 The right to access personal data we hold on you
- a. At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
 - b. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 11.4 The right to correct and update the personal data we hold on you
- a. If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 11.5 The right to have your personal data erased
- a. If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - b. When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 11.6 The right to object to processing of your personal data or to restrict it to certain purposes only
- a. You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 11.7 The right to data portability
- a. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 11.8 The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained
- a. You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 11.9 The right to lodge a complaint with the Information Commissioner's Office.

- a. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

12 TRANSFER OF DATA ABROAD

- 12.1 Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data may be accessed from overseas.

13 FURTHER PROCESSING

- 13.1 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.

14 CHANGES TO THIS POLICY

- 14.1 We keep this Privacy Policy under regular review and we will place any updates on the Council's website at www.stonetowncouncil.gov.uk.

15 CONTACT DETAILS

- 15.1 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:

The Data Controller, Stone Town Council, 15 Station Road, Stone, ST15 8JP
Email: clerk@stonetowncouncil.gov.uk, Phone: 01785 619740

Stone

Town Council



Privacy Notice

For Staff, Councillors and Role Holders

May 2018

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1 DEFINITIONS

- 1.1 “Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis.
- 1.2 “Councillors” means individuals who are elected or co-opted to the Council or any of its Committees, Sub-Committees, Working Groups or similar bodies.
- 1.3 “Role Holders” includes, volunteers, contractors, agents, and other holders of roles within the Council.
- 1.4 The above definitions include former staff, councillors, and role holders and applicants or candidates for any of these roles.

2 YOUR PERSONAL DATA – WHAT IS IT?

- 2.1 “Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). 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 legislation relating to personal data and rights such as the Human Rights Act.

3 WHO ARE WE?

- 3.1 This Privacy Notice is provided to you by Stone Town Council which is the data controller for your data.

4 OTHER DATA CONTROLLERS

- 4.1 The council works together with:
 - a. Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
 - b. Staff pension providers
 - c. Former and prospective employers

- d. DBS services suppliers
- e. Payroll services providers
- f. Recruitment Agencies
- g. Credit reference agencies

4.2 We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

5 DATA PROTECTION LAW

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

- a. Used lawfully, fairly and in a transparent way.
- b. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- c. Relevant to the purposes we have told you about and limited only to those purposes.
- d. Accurate and kept up to date.
- e. Kept only as long as necessary for the purposes we have told you about.
- f. 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.

6 WHAT DATA DO WE PROCESS?

6.1 We may process data such as:

- a. Names, titles, and aliases, photographs.
- b. Start date / leaving date

- c. Contact details such as telephone numbers, addresses, and email addresses.
- d. Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- e. Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- f. Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- g. Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- h. Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- i. Next of kin and emergency contact information
- j. Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- k. Location of employment or workplace.
- l. Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- m. CCTV footage and other information obtained through electronic means such as swipecard records.
- n. Information about your use of our information and communications systems.

7 USE OF PERSONAL DATA

7.1 We use your personal data for some or all of the following purposes. *(Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.)*

- a. Making a decision about your recruitment or appointment.
- b. Determining the terms on which you work for us.
- c. Checking you are legally entitled to work in the UK.
- d. Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- e. Providing any contractual benefits to you
- f. Liaising with your pension provider.
- g. Administering the contract we have entered into with you.
- h. Management and planning, including accounting and auditing.
- i. Conducting performance reviews, managing performance and determining performance requirements.
- j. Making decisions about salary reviews and compensation.
- k. Assessing qualifications for a particular job or task, including decisions about promotions.
- l. Conducting grievance or disciplinary proceedings.
- m. Making decisions about your continued employment or engagement.
- n. Making arrangements for the termination of our working relationship.
- o. Education, training and development requirements.
- p. Dealing with legal disputes involving you, including accidents at work.
- q. Ascertaining your fitness to work.
- r. Managing sickness absence.
- s. Complying with health and safety obligations.
- t. To prevent fraud.
- u. To monitor your use of our information and communication systems to ensure compliance with our IT policies.

- v. To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
 - w. To conduct data analytics studies to review and better understand employee retention and attrition rates.
 - x. Equal opportunities monitoring.
 - y. To undertake activity consistent with our statutory functions and powers including any delegated functions.
 - z. To maintain our own accounts and records;
 - aa. To seek your views or comments;
 - bb. To process a job application;
 - cc. To administer councillors' interests
 - dd. To provide a reference.
- 7.2 Our processing may also include the use of CCTV systems for monitoring purposes.
- 7.3 Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.
- 7.4 We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:
- a. Where we need to perform the contract we have entered into with you.
 - b. Where we need to comply with a legal obligation.
- 7.5 We may also use your personal data in the following situations, which are likely to be rare:
- a. Where we need to protect your interests (or someone else's interests).
 - b. Where it is needed in the public interest [or for official purposes].

8 HOW WE USE SENSITIVE PERSONAL DATA

- 8.1 We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
- a. information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;

- b. your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - c. in order to comply with legal requirements and obligations to third parties.
- 8.2 These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- 8.3 We may process special categories of personal data in the following circumstances:
 - a. In limited circumstances, with your explicit written consent.
 - b. Where we need to carry out our legal obligations.
 - c. Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - d. Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- 8.4 Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

9 DO WE NEED YOUR CONSENT TO PROCESS YOUR SENSITIVE PERSONAL DATA?

- 9.1 We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- 9.2 In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- 9.3 You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

10 INFORMATION ABOUT CRIMINAL CONVICTIONS

- 10.1 We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- 10.2 Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- 10.3 We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

11 WHAT IS THE LEGAL BASIS FOR PROCESSING YOUR PERSONAL DATA?

- 11.1 Some of our processing is necessary for compliance with a legal obligation.
- 11.2 We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.
- 11.3 We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

12 SHARING YOUR PERSONAL DATA

- 12.1 Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:
 - a. Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
 - b. Other persons or organisations operating within local community.
 - c. Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA

- d. Staff pension providers
- e. Former and prospective employers
- f. DBS services suppliers
- g. Payroll services providers
- h. Recruitment Agencies
- i. Credit reference agencies
- j. Professional advisors
- k. Trade unions or employee representatives

13 HOW LONG DO WE KEEP YOUR PERSONAL DATA?

- 13.1 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 currently 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.

14 YOUR RESPONSIBILITIES

- 14.1 It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

15 YOUR RIGHTS IN CONNECTION WITH PERSONAL DATA

- 15.1 You have the following rights with respect to your personal data: -
- 15.2 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.

15.3 The right to access personal data we hold on you

- a. At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- b. There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

15.4 The right to correct and update the personal data we hold on you

- a. If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

15.5 The right to have your personal data erased

- a. If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- b. When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

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

- a. You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

15.7 The right to data portability

- a. You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

15.8 The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- a. You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

15.9 The right to lodge a complaint with the Information Commissioner's Office.

- a. You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the

16 TRANSFER OF DATA ABROAD

- 16.1 Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data may be accessed from overseas.

17 FURTHER PROCESSING

- 17.1 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.

18 CHANGES TO THIS POLICY

- 18.1 We keep this Privacy Policy under regular review and we will place any updates on the Council’s website at www.stonetowncouncil.gov.uk.

19 CONTACT DETAILS

- 19.1 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:

The Data Controller, Stone Town Council, 15 Station Road, Stone, ST15 8JP
Email: clerk@stonetowncouncil.gov.uk, Phone: 01785 619740



Subject Access Request Procedure

May 2018

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1 WHAT MUST BE DONE?

- 1.1 On receipt of a subject access request (SAR) it must be forwarded immediately to the Town Clerk
- 1.2 We must correctly identify whether a request has been made under the Data Protection legislation
- 1.3 A member of staff, and as appropriate, councillor, who receives a request from the Town Clerk to locate and supply personal data relating to a SAR must make a full exhaustive search of the records to which they have access.
- 1.4 All the personal data that has been requested must be provided unless an exemption can be applied.
- 1.5 The Council must respond within one calendar month after accepting the request as valid.
- 1.6 Subject Access Requests must be undertaken free of charge to the requestor unless the legislation permits reasonable fees to be charged.
- 1.7 The Council must ensure that all staff and councillors are aware of and follow this guidance.
- 1.8 Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint.

2 HOW MUST IT BE DONE?

- 2.1 Notify the Town Clerk upon receipt of a request.
- 2.2 Ensure a request has been received in writing and that the data subject is asking for sufficiently well-defined personal data held by the council relating to them. You should clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity. The council will accept the following forms of identification (* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):
 - a. Current UK/EEA Passport
 - b. UK Photocard Driving Licence (Full or Provisional)
 - c. Firearms Licence / Shotgun Certificate
 - d. EEA National Identity Card
 - e. Full UK Paper Driving Licence

- f. State Benefits Entitlement Document*
- g. State Pension Entitlement Document*
- h. HMRC Tax Credit Document*
- i. Local Authority Benefit Document*
- j. State/Local Authority Educational Grant Document*
- k. HMRC Tax Notification Document
- l. Disabled Driver's Pass
- m. Financial Statement issued by bank, building society or credit card company+
- n. Judiciary Document such as a Notice of Hearing, Summons or Court Order
- o. Utility bill for supply of gas, electric, water or telephone landline+
- p. Most recent Mortgage Statement
- q. Most recent council Tax Bill/Demand or Statement
- r. Tenancy Agreement
- s. Building Society Passbook which shows a transaction in the last 3 months and your address

2.3 Depending on the degree to which personal data is organised and structured, data must be searched for in emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems etc..

2.4 Personal data must not be withheld because it may be misunderstood; instead, an explanation should be provided with the personal data. The personal data must be provided in an "intelligible form", which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. It may be possible to agree with the requester that they will view the personal data on screen or inspect files at the Council's premises. Any exempt personal data must be redacted from the released documents with an explanation of why that personal data is being withheld.

2.5 A database must be maintained allowing the council to report on the volume of requests and compliance against the statutory timescale.

- 2.6 When responding to a complaint, the requestor must be advised that they may complain to the Information Commissioners Office (“ICO”) if they remain unhappy with the outcome.

3 SAMPLE LETTERS

3.1 All letters must include the following information:

- a. the purposes of the processing;
- b. the categories of personal data concerned;
- c. the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules¹ or EU model clauses²;
- d. where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- e. the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f. the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- g. if the data has not been collected from the data subject: the source of such data;
- h. the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

3.2 Replying to a subject access request providing the requested personal data

“[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

¹ “Binding Corporate Rules” is a global data protection policy covering the international transfer of personal data out of the European Union. It requires approval of a data protection regulator in the European Union. In most cases this will be the relevant regulator where an organisations head quarters is located. In the UK, the relevant regulator is the Information Commissioner’s Office.

² “EU model clauses” are clauses approved by the European Union which govern the international transfer of personal data. The clauses can be between two data controllers or a data controller and a data processor.

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.
We are pleased to enclose the personal data you requested.

Include 1(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

3.3 Release of part of the personal data, when the remainder is covered by an exemption

“[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.
To answer your request we asked the following areas to search their records for personal data relating to you:

[List the areas]

I am pleased to enclose *[some/most]* of the personal data you requested. *[If any personal data has been removed]* We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[OR if there are fewer documents enclose]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*.

Include 1(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

3.4 Replying to a subject access request explaining why you cannot provide any of the requested personal data

“[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.

I regret that we cannot provide the personal data you requested. This is because *[explanation where appropriate]*.

[Examples include where one of the exemptions under the data protection legislation applies. For example the personal data might include personal data is 'legally privileged' because it is contained within legal advice provided to the council or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your data protection officer will be able to advise if a relevant exemption applies and if the council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the council should set out the reason why some of the data has been excluded.]

Yours sincerely"

Stone

Town Council



Removable Media Policy

May 2018

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1 PURPOSE

- 1.1 This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Stone Town Council.
- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - a. Enabling the correct data to be made available where it is required
 - b. Maintaining the integrity of the data
 - c. Preventing unintended consequences to the stability of the computer network
 - d. Building confidence and trust in data that is being shared between systems
 - e. Maintaining high standards of care towards data and information about individuals, staff or information that is exempt from disclosure
 - f. Compliance with legislation, policies or good practice requirements

2 PRINCIPLES

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.
- 2.3 Any person who intends to store Council data on removable media must abide by this Policy. This requirement applies to Councillors, employees and agents of the

Council, who may be held personally liable for any breach of the requirements of this policy.

- 2.4 Failure to comply with this policy could result in disciplinary action.

3 ADVICE AND ASSISTANCE

- 3.1 The Clerk will make this policy available to everyone that is authorised to access the Council's information systems. It is their responsibility to ensure that they understand it and are aware of their obligations arising from this policy.
- 3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sought from a competent person.

4 RESPONSIBILITIES

- 4.1 The Clerk is responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 4.2 Users of removable media must have adequate training so that relevant policies are implemented.

5 INCIDENT MANAGEMENT

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whilst in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the clerk.
- 5.2 It is the duty of all Councillors/Employees to report any actual or suspected breaches in information security to the Clerk.

6 DATA ADMINISTRATION

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.

- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and disposition schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

7 SECURITY

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus Infections must be prevented from damaging the Councils network and computers. Virus and malware checking software approved by the Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 USE OF REMOVABLE MEDIA

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.2 Council material belongs to the Council and any equipment on which primary records are held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.3 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.
- 8.4 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.5 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 8.6 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If encryption is not available then password control must be applied if removable media must be used for the business purpose.

9 FAULTY OR UNNEEDED STORAGE DEVICES

- 9.1 Damaged or faulty media must not be used. The clerk must be consulted over any damaged equipment, peripherals or media.
- 9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

10 BREACH PROCEDURES

- 10.1 Users who do not adhere to this policy will be dealt with through the Councils disciplinary process.
- 10.2 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11 REVIEW AND REVISION

- 11.1 This policy will be reviewed and revised as required by the Council's policy review timetable, or if required as a result of developments in legislation, guidance, accepted good practice and operational use.

12 EMPLOYEE GUIDE IN BRIEF

- 12.1 Data and information are valuable and must be protected.
- 12.2 Only transfer data onto removable media, if you have the authority to do so.
- 12.3 All transfer arrangements carry a risk to the data.
- 12.4 Run the virus checking programme on the removable media each time it is connected to a computer.
- 12.5 Only use approved products for Council data.
- 12.6 Activate encryption on removable media wherever it is available and password protection if not available
- 12.7 Data should be available for automatic back up and not solely saved to removable media.
- 12.8 Delete files from removable media, or destroy the media, after the material has been used for its purpose.

PLAN HEADSTONE

SITUATION

1. Plan HEADSTONE will be invoked upon the death of the Sovereign or of another member of the Royal Family (as listed at Appendix A). It covers the actions to be taken in Stone from the official notification through to the conclusion of the funeral. It should be noted that there may be a short time between any media announcements and the issue of the formal notification.
2. The national codeword for the protocol for the death of the Sovereign is LONDON BRIDGE , other codewords are listed at Appendix A. The Stone Town codeword is HEADSTONE followed by the relevant national codeword, eg for the death of the sovereign the Stone Town codeword is HEADSTONE – LONDON BRIDGE.
3. Consequent upon the death of the Sovereign (but not upon the death of another member of the Royal Family) there will also be the proclamation of the accession of the new Sovereign.
4. Local time is used throughout this document.

MOURNING

5. **Death of the Sovereign** - mourning starts from the day of death ('D'-day) until the day of the funeral (D + 10).
6. **Death of a Senior Member of the Royal Family** - mourning starts from the day of death (D-day) until the day of the funeral (D + 8).

NOTIFICATION

7. News will be in the public domain very quickly but formal notification will be by an announcement from Buckingham Palace or 10 Downing Street. After the formal announcement Staffordshire County Council (SCC) and Stafford Borough Council (SBC) will implement their LONDON BRIDGE protocol; authority for implementation within SBC lies with the Chief Executive, the Head of Law and Administration or the Director on call.
8. SBC will notify one of: the Town Clerk, the Assistant Town Clerk (Business & Finance), the Town Mayor, the Chair of the General Purposes Committee or such other committee chair or vice-chair as may be contactable. The first person in this list who has been contacted will immediately assume the role of Headstone Executive. As others earlier in the list become available they will in turn take over the role of Headstone Executive. Ideally the Town Clerk will assume the role of Headstone Executive. The first activity of the Headstone Executive will be to invoke Plan HEADSTONE in accordance with this document.
9. In certain circumstances and if the Town Clerk believes the invocation of HEADSTONE may be imminent, appropriate preparatory action may be prudent. However, no public activity regarding HEADSTONE should take place until the formal announcement has been made.

ACTIONS – UPON NOTIFICATION

10. Upon receipt of formal notification the Headstone Executive is to arrange:
- a. For the opening of the Council Office (all office staff are keyholders and their contact details are at Appendix B) and for the contents of the HEADSTONE 'go box' to be made available (contents listed at Appendix C).
 - b. For the Union Flag to replace any other flag flying on the flagpole at the top of the High St (the flag in Stonefield Park will be attended to by SBC). The Union Flag is to be flown at half-mast (the procedure is at Appendix D).
 - c. For the Rector of St Michael's and St Wulfad's Church to be informed of the invocation of HEADSTONE.
 - d. For the release of the pre-prepared HEADSTONE pages onto the Town Council website, and the despatch of the advice letter to council members and of the message of sympathy (details at Appendix E).
 - e. For the information on the HEADSTONE pages of the website to be released to the *Evening Sentinel*, the *Staffordshire Newsletter*, the *Stone & Eccleshall Gazette*, *Stone & Eccleshall Life* and the *A Little Bit of Stone* website.
 - f. For the notification to be passed to the points of contact at St Michael's & St Wulfad's Church as nominated in Appendix B. Specific actions which are the responsibility of St Michael's & St Wulfad's Church are at Appendix F, Note 4.
 - g. To confirm with SBC the arrangements and timing for the receipt of the condolence book pages (see Appendix F Note 3).
 - h. The review of civic and members' diaries.
 - i. The issue of black arm bands to council officers and members.
 - j. For black ribbons to be applied to the Mayoral chain and to the badges of the Deputy Mayor, the Mayoress (or Mayor's consort) and Deputy Mayoress (or Deputy Mayor's Consort) and to the two cadets' maces.
 - k. For the initiation of actions for the Market Square to be prepared for the proclamation on D+1 (square to be cleared, dais positioned, PA system set-up and Stone Town Band alerted - see Appendix F Note 5). **Note:** *This action only applies when HEADSTONE - LONDON BRIDGE has been invoked.*
 - l. For the initiation of actions for the road closure necessary for the 2-minutes' silence on the day of the funeral (D+8 or D+10).
 - m. For a check that all other flags are being flown at half mast, advising those responsible as necessary.
 - n. Order from the appointed florist the Council floral tribute and flowers for the condolence table.

11. Upon receipt of formal notification from the Headstone Executive one of the points of contact at St Michael's & St Wulfad's Church, as nominated in Appendix B, is to arrange as soon as possible for the condolence book to be set up and supervised and to report back to the Headstone Executive. A separate sheet is to be maintained for the signatures of the Town Mayor, Deputy Town Mayor, Town Clerk and members and officers of the Town Council.
12. Also upon receipt of formal notification from the Headstone Executive one of the points of contact at St Michael's & St Wulfad's Church, as nominated in Appendix B, is to prepare as soon as possible the area set aside for floral and other tributes, to report back to the Headstone Executive, and to maintain the area during the period of mourning.

ACTIONS - PROCLAMATION DAY ('HEADSTONE – LONDON BRIDGE' ONLY)

13. Proclamation Day ('P' day) will be D+1 (*but see Appendix F, Note 1*) and timings will be as follows (*but see Appendix F, Note 2*):
 - 11:00.** The proclamation of the new sovereign will take place at St James's Palace
 - 12:30.** The County Proclamation will be read by the High Sheriff in the Market Square, Stafford.
 - 14:00.** The Town Mayor will read the proclamation in the Market Square, Stone. The Stone Town Band will play the National Anthem
14. The Headstone Executive is to arrange for the Union Flag to be raised to the mast head at 11:00 (*but see Appendix F, Note 2*).
15. On P+1 at 13:00 the Headstone Executive is to arrange for the Union Flag to be placed at half-mast.

ACTIONS – DAY OF THE FUNERAL

16. The day of the funeral will be D+8 for all members of the Royal Family other than the Sovereign, whose funeral will be on D+10 ('HEADSTONE – LONDON BRIDGE').
17. At 11:00 the Town will hold 2-minutes' silence in Granville Square and the Town Mayor will speak the words previously arranged (see Appendix E). The Town's silence will coincide with the 2 minutes' silence being observed in Stafford and elsewhere. At the conclusion of the silence the Stone Town Band will play the National Anthem.

ACTIONS – THROUGHOUT

18. At council meetings and at HEADSTONE events in the Town, councillors and officers will wear black arm bands on the left arm above the elbow. Black ties should be worn when appropriate.

ACTIONS – FOLLOWING THE FUNERAL

19. At 09:00 on D+9 or D+11 (as appropriate) the Town Clerk will arrange for the Union Flag to be raised to the masthead and then replaced by the Stone Town Council flag (or the appropriate flag for that day).

20. At 17:00 on D+9 or D+11 one of the points of contact at St Michael's & St Wulfad's Church, as nominated in Appendix B, is to arrange for the condolence book to be closed and for the pages to be returned through Stone Town Council to SBC (details are at Appendix F, Note 4).

21. At the appointed time (see Appendix F, Note 4) one of the points of contact at St Michael's & St Wulfad's Church, as nominated in Appendix B, is to arrange for the removal and temporary storage of the floral tributes including any non-floral tributes.

REVIEW OF THE PLAN

22. Plan HEADSTONE will be subject to formal version control and be fully reviewed annually on the anniversary of its publication unless invoked in the interim. After any invocation Plan HEADSTONE will be fully reviewed and then reviewed annually on the anniversary of that invocation unless a further invocation occurs in the interim.

23. The HEADSTONE version number will be clearly shown on all copies of the document. After each **full** review, the **version number** will increase by '1'.

24. Minor amendments and updates may be necessary between full reviews. When such changes are incorporated, the **release number** of Plan HEADSTONE should be increased by '1'. For example, on the completion of the second major review the version number would become 2.0. For the first subsequent minor change the number would become 2.1.

25. It is crucial that after the release of a new version of the document all previous versions should be archived or destroyed.

Appendices:

- A. Members of the Royal Family covered by HEADSTONE.
- B. Contact names.
- C. Contents of the 'Go Box'
- D. Instructions for flying flags
- E. Press Releases and Council Statements.
- F. Amplifying Notes.

Distribution:

Stafford Borough Council
St Michael's & St Wulfad's Church
etc
etc

MEMBERS OF THE ROYAL FAMILY COVERED BY HEADSTONE

HM The Queen – *State funeral (The Sovereign)* – (Code name LONDON BRIDGE)

HRH The Duke of Edinburgh – *Ceremonial funeral* – (Code name FORTH BRIDGE)

HRH The Prince of Wales – *Ceremonial Funeral* – (Code name MENAI BRIDGE)

HRH The Duchess of Cornwall – *Non-Ceremonial Funeral*

HRH The Duke of Cambridge – *Non-Ceremonial Funeral*

HRH The Duchess of Cambridge – *Non-Ceremonial Funeral*

HRH Prince George of Cambridge – *Non-Ceremonial Funeral*

HRH Princess Charlotte of Cambridge – *Non-Ceremonial Funeral*

HRH Louis of Cambridge – *Non-Ceremonial Funeral*

HRH Prince Henry (Harry) of Wales – *Non-Ceremonial Funeral*

HRH [tbn] of [tbn] (Meghan Markle) – *Non-Ceremonial Funeral*

HRH The Duke of York – *Non-Ceremonial Funeral*

HRH The Earl of Wessex – *Non-Ceremonial Funeral*

HRH The Princess Royal – *Non-Ceremonial Funeral*

HRH The Countess of Wessex – *Non-Ceremonial Funeral*

HRH The Duke of Gloucester – *Non-Ceremonial Funeral*

HRH The Duke of Kent – *Non-Ceremonial Funeral*

HRH Prince Michael of Kent – *Non-Ceremonial Funeral*

HRH Princess Michael of Kent – *Non-Ceremonial Funeral*

HRH Princess Alexandra – *Non-Ceremonial Funeral*

CONTACT NAMES (NOTE: Contact details to be confirmed)

Stafford Borough Council

SBC Chief Executive - Tim Clegg	01785 619200
SBC Head of Law & Administration	01785 619204
SBC Director on Call	07772 223030
SBC Mayor's Office	01785 619196
Condolence Books (SBC Head of Archives & Heritage)	01785 278380

SBC actions may be found at paras: 8, 10b, 10g and 20.

Stone Town Council:

Town Clerk - Les Trigg
Assistant Town Clerk (Business & Finance) - Christine Parton
Mayor's Secretary - Trudy Williams
Office Assistant - Claire Shaw
Frank Jordan Centre Caretaker – Julie Murray
Railway Station Caretaker - Greg Simister
Parade Marshal – Ivan Prescott

STC actions may be found at paras 8, 9, 10, 18, 19, 20 and 22.

St Michael's & St Wulfad's Church:

Rector - Rev Prebendary Ian Cardinal
Curate - Rev Jane Morris
Reader - Dennis Abbott
Churchwarden
Churchwarden

St Michael's & St Wulfad's actions may be found at paras 10f, 11, 12, 20, and 21.

Stone Town Band:

Stone Town band actions may be found at paras 10k, 13 and 17.

**Appendix C
To HEADSTONE**

CONTENTS OF THE HEADSTONE 'GO BOX'

Up-to-date copy of the Plan HEADSTONE document.

Two, new, Admiralty-quality union flags complete with appropriate fittings.

Black arm bands.

Black rosettes .

Black table cloth (size to be determined by size of table as at Appendix F Note 4).

Flower vase for the condolence table (size to be determined).

Desk lamp for the condolence table.

Two picture frames (including one spare – size to be determined).

Photographs of the members of the royal family as listed at Appendix A; photos to fit the stored picture frames (source of photos to be identified).

Loose leaf condolence book pages.

Direction signs regarding the book of condolence and the area for floral tributes.

Supply of black pens of appropriate high quality.

Laminated copy of the words to be spoken after the proclamation
(‘HEADSTONE - LONDON BRIDGE’ only) (see Appendix E).

Laminated copy of the words to be spoken before the 2-minutes’ silence (see Appendix E).

INSTRUCTIONS FOR FLYING FLAGS

Access to the Flag Pole

Access to the flag pole at the top of the High St is by use of the key kept in the key case in the council office. The key is a large 'meter access' key with a triangular socket that fits the two securing nuts on the flag pole access panel.

Instructions for detaching and attaching flags and for raising and lowering them are on the inside of the access panel.

Flying Flags at Half Mast

Half-mast means the flag is flown two-thirds of the way up the flagpole with the flag at least the height of the flag between the top of the flag and the top of the flagpole.

To fly a flag at half-mast it should first be raised all the way to the top of the flagpole and then be lowered to the half-mast position.

When the flag is lowered from half-mast it should first be raised to the top of the flagpole for one second before being fully lowered.

PRESS RELEASES, COUNCIL STATEMENTS AND ANNOUNCEMENTS

1. **Official statement for the Council website giving relevant details of the mourning in Stone, particularly the Proclamation (when relevant) the Two Minutes' Silence, and the arrangements for the book of condolence and floral tributes.**

Town Clerk to obtain guidance on the content of the necessary press releases, web pages etc ; the Working Group then to create the necessary drafts.

2. **Words to accompany the reading of the Proclamation (HEADSTONE-LONDON BRIDGE ONLY).**

Town Clerk to obtain examples of the form of words that could be used.

3. **Words to be used at the Two Minutes' silence.**

Town Clerk to obtain examples of the form of words that could be used .

4. **Text of a message of sympathy to Buckingham Palace.**

Town Clerk to obtain examples of the form of words that could be used .

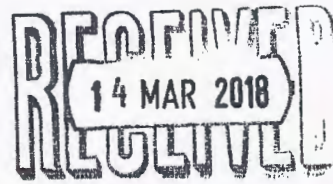
5. **Letter to Council Members.**

The Working Group to create the necessary draft.

AMPLIFYING NOTES AND FURTHER ACTIONS TO BE TAKEN *(with references to the main document)*

1. Subject to confirmation, depending on the actual hour of the death of the Sovereign on D-day *(para 13)*.
2. If a Sunday timings may be different, subject to confirmation from SBC *(para 13)*
3. **Condolence Book – Issue and Return.** The Town Clerk is in course of:
 - a) Confirming with SBC the number of packs of condolence pages needed *(each pack contains 500 x A3 pages; space for 2000 signatures is required for Stone)* and ensuring that section 4 of the SBC protocol document includes the relevant details of the Stone condolence book. *(para 10g)*
 - b) Confirming with SBC the procedure for the issue and receipt of the loose-leaf condolence pages *(para 10g)* and the arrangements for the return of the condolence pages *(para 20)*.
 - c) Agreeing with St Michael's & St Wulfad's Church the procedure for the issue and return of the condolence book pages.
 - d) Obtaining an example of a loose-leaf condolence page.
 - e) Obtaining suitable temporary binders to hold those loose-leaf pages while in the care of the Town Council. *(On their return to SBC the pages from throughout the Borough will be consolidated, sewn and bound into archive books.)*
4. **St Michael's & St Wulfad's Church.** The involvement of St Michael's & St Wulfad's Church covers *(para 10f)*:
 - a) Producing and maintaining a subordinate HEADSTONE plan covering in appropriate detail the arrangements regarding the Church's responsibilities.
 - b) Being the location of the Condolence Book during mourning *(care should be taken to select a suitable place which should be furnished with a good-size table, covered with a black cloth of adequate quality, a photograph - if available - of the deceased, a small flower arrangement, a chair, a blotter, and a supply of pens. A desk lamp may also be appropriate.)*
 - c) Deciding in consultation with the Town Clerk the location for floral and other tributes (probably outside) and the appointment of an individual to be responsible for that location. *(para 12)*
 - d) Agreeing with the Town Clerk the date and time for the floral and other tributes to be cleared. *(A storage location needs to be identified as well as guidance on disposal of both organic and non-organic material. The clearance of floral tributes etc will be a sensitive matter and may best be completed overnight) (Para 21)*
 - e) In conjunction with the Town Clerk producing and maintaining direction signs for the location for the Condolence Book and the area for floral and other tributes.

5. **Proclamation Arrangements** (HEADSTONE-LONDON BRIDGE only). The arrangements in the Market Square for the reading of the proclamation will follow those for Civic Sunday and Remembrance Sunday with the addition of a suitable dais. The Town Clerk to arrange provision of a suitable dais (St Dominic's Priory School has a portable conductor's podium) and to obtain a copy of the wording of the Accession Proclamation from the Royal Website (or the Privy Council Website). *(para 10k)*
6. **Arrangements for the Day of the Funeral.** The Town Clerk to obtain examples of the form of words that could be used at the 2-minutes' silence in Granville Square and arrange for the necessary road closure to be invoked. *(para 17)*
7. **Other Town Council Actions.** In addition to the specific aspects covered above, the Town Council has responsibility for the following:
 - a) Town Clerk to ask SBC to include STC in the information action list of the SBC protocol document.
 - b) Town Clerk to make an ongoing, standing arrangement with a convenient florist for the timely provision upon invocation of HEADSTONE of a Council floral tribute plus flowers for the condolence table. *(para 10n)*
 - c) Town Clerk to maintain the HEADSTONE 'go box' and to order, receive and store suitable quantities of black arm bands and black silk bows, plus one black table cloth, two photo frames and up-to-date photos of the members of the Royal Family as listed at Appendix A. *(Advice and guidance to be sought from SBC where appropriate.) (para 10a)*
 - d) The working group to draft an advice letter to elected members, including advice for gentlemen members to have ready a black tie. *(para 10d)*
 - e) The working group to draft a letter to go to all relevant organisations in Stone advising them of the existence of the plan and providing an outline of the arrangements. The relevant organisations will be those who receive notification of Remembrance Sunday arrangements. These outline arrangements will also be published on the Town Council website. Full versions of Plan HEADSTONE need not be sent to these organisations.
 - f) The working group to develop guidance for the organisers of all town events of the action to be taken if HEADSTONE is invoked while the event is in progress or is planned to start during the period of mourning.



Application for Grant Aid 2017

Stone
Town Council
www.stonetowncouncil.org.uk

Name of organisation: Stone Scout and Guide Band	
Address: The Old Pump House Westbridge Park Stone ST15 8QW	Contact name: Kerry Dawson
	Contact telephone no: 07853362734
	Contact email address: ssagb1986@hotmail.com
Amount of grant requested: £64	Total cost of project (if appropriate):
Reason for grant request: Emergency grant to request funds to hire an alternative meeting place due to structural issues with The Old Pump House which have rendered it unsuitable for use until the appropriate work can be carried out. 8 sessions at £8 per session.	

Benefits to Stone residents:

Granting this funding will allow the group to continue to meet and provide valuable skills and experiences for the young people of Stone.

Membership is free for those already enrolled in Scouting and Guiding units.

Other sources of funding secured or being explored (with amounts where known):

None

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

Yes. The band have a limited amount of funds which at this point is allocated to other requirements and due to the short notice of the temporary closure we are unable to source sufficient funds.

In submitting this application, I confirm that it is put forward with the full knowledge and approval of the submitting organisation, and agree that its contents may be made available to the public and that the application and any communications relating to it may be stored in a computerised system.

I confirm that I have read the "Notes for Grant Applications 2017" document. I have enclosed the organisation's most recent set of accounts and, where appropriate, a statement providing details of how grants made previously have been spent and a statement of support from the Council's representative on the Management Committee

Signed:

Kerry Dawson

Name:

Kerry Dawson

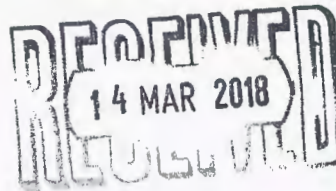
Position in organisation:

Bandmaster

Stone Scout and Guide Band Financial Statement 2016

	Expenditure	Income
	£	£
Cash at Bank on 1st January 2016 – Lloyds		1737.91
Transactions		
Stafford Mayors Parade		100.00
Closed Deposit Accounts		1.63
Stafford Mayors Charity		100.00
Oulton Village Hall		25.00
Brereton Carnival		240.00
1 st Stone Scouts Rent	400.00	
Handful of Songs	54.00	
Insurance	293.02	
Total	747.02	476.63
Current Account Balance 31.12.2016 - Lloyds	1467.52	
	2214.54	2214.54
Assets Uniform	3194.00	
Instruments	18704.94	

I confirm that this financial statement is an accurate representation of the Stone Scout and Guide Band accounts as at 31 December 2016 taken from the records and explanations given to me. *BMartin 12/10/17*



Application for Grant Aid 2017

Stone
Town Council
www.stonetowncouncil.org.uk

Name of organisation: 1 st Stone Scout Group	
Address: The Old Pump House Westbridge Park Stone ST15 8QW	Contact name: Kerry Dawson
	Contact telephone no: 07853362734
	Contact email address: firststonecubs@outlook.com
Amount of grant requested: £136	Total cost of project (if appropriate):
<p>Reason for grant request:</p> <p>Emergency grant to request funds to hire an alternative meeting place due to structural issues with The Old Pump House which have rendered it unsuitable for use until the appropriate work can be carried out.</p> <p>The amount is made up of the following costs:</p> <p>6 weeks at £8 per session (£48) for Cub section meetings on Monday evenings at the Frank Jordan Centre. 8 weeks at £10 per session (£80) for Beaver section meetings on Tuesday evenings at St Michael's Hall. As the Beaver section could not be accommodated at the Frank Jordan Centre. 1 week at £8 for a Scout Leaders Meeting (chaired by Lynne Kay, Acting Group Scout Leader) on 15th March 2018.</p>	

Benefits to Stone residents:

Granting this funding will allow the group to continue to meet and provide valuable skills and experiences for the young people of Stone.

Other sources of funding secured or being explored (with amounts where known):

None

Is this an "exceptional" request (see notes)? If so, please explain why the Council should treat it as an exception:

Yes. The group have been unable to cover these costs as funds were depleted due to having to replace the roof of The Pump House just before Christmas.

In submitting this application, I confirm that it is put forward with the full knowledge and approval of the submitting organisation, and agree that its contents may be made available to the public and that the application and any communications relating to it may be stored in a computerised system.

I confirm that I have read the "Notes for Grant Applications 2017" document. I have enclosed the organisation's most recent set of accounts and, where appropriate, a statement providing details of how grants made previously have been spent and a statement of support from the Council's representative on the Management Committee

Signed:

Kerry Dawson

Name:

Kerry Dawson

Position in organisation:

Cub Scout Leader

Christine Parton

From: Tony Coe <tony@theco.es.net>
Sent: 09 April 2018 20:13
To: Christine Parton
Cc: 'Kerry Dawson'
Subject: 1st Stone Scouts Group accounts
Attachments: Accounts 2016-17.pdf

Hi Christine

Kerry has asked me to send details of our accounts to support her claim for a donation towards hire charges for Frank Jordan centre

I've attached a copy of last year's accounts but perhaps more relevant is the cash flow forecast to August 2018 copied below, using actual income up to end of February

Our main issue has been unforeseen additional costs during the roof refurbishment due to rotten timbers & damaged/asbestos-containing tiles

As you can see, the additional cost of £4,475 has left us with very little to start much needed improvements inside HQ such as renovating the floor & ceiling

Best regards

Tony Coe (Treasurer, 1st Stone Scouts)

1st Stone Scouts - CASH FLOW FORECAST - YEAR 1 - September 2017 - August 2018						
		Total	Sep-Nov	Dec-Feb	Mar-May	Jun-Aug
RECEIPTS						
Subs	Beavers	560			560	0
	Cubs	720			720	0
	Scouts	3,634	1269	1805	560	0
Other Income						
	Gift Aid	835			835	
	Town Band	400	400			
	Bonfire	100		100		
	Scout Band	400	200		200	
	District	400			400	
	Misc Income	550		500		50
TOTAL RECEIPTS		7,599	1,869	2,405	3,275	50
EXPENSES						
	Programme-Beavers	150			75	75
	Programme-Cubs	150			100	50
	Programme-Scouts	155		115	20	20
	Badges-Beavers	100			100	0
	Badges-Cubs	150			150	0
	Badges-Scouts	245		195	50	0

Overheads & Expenses	Gas	940	10	10	910	10
	Electric	280	70	70	70	70
	Repairs	400	100	100	100	10
	Admin	300	75	75	75	75
	Capitation	1,903	0	1903	0	0
	Roof	30,875		26,400	4475	
TOTAL EXPENSES		35,648	255	28,868	6,125	40
NET CASH FLOW		-28,049	1,614	-26,463	-2,850	-35
OPENING BANK BALANCE		29,723	29,723	31,337	4,874	2,024
CLOSING FORECAST BANK BALANCE		£1,674	£31,337	£4,874	£2,024	£1,674

1st Stone Scouts P&L 2016-17

	2016-2017	Prv Year	Notes
Income			
Subscriptions	4170.00	3305.00	
Gift Aid	896.25	0.00	This year's claim
Fund Raising	0.00	727.46	
Income for Events	0.00	36.00	
Hire of HQ	1350.00	1350.00	Note 1
Grants & Donations	0.00	20700.00	
Miscellaneous Income	451.34	0.00	Prv Year's Gift Aid
Income from Reserves	0.00	0.00	
	6,867.59	26,118.46	
Expenditure			
Programme Activities	537.47	630.04	
Badges & Uniform	788.04	192.08	
Other Direct Costs	0.00	0.00	
Cost of Fund Raising	0.00	0.00	
Capitation	1540.00	1202.40	
Event Costs	0.00	30.00	
HQ Costs	1084.84	1650.81	Note 2
Equipment Purchase & Maintenance	425.85	0.00	Flymo, Maps, Knives, Camp Eqpmnt etc
Management & Administration	160.91	314.51	
Miscellaneous Costs	0.00	0.00	
To Building Reserve	0.00	21427.46	
To Other Reserves	0.00	0.00	
	4,537.11	25,447.30	
Surplus/(Deficit)	<u>2,330.48</u>	<u>671.16</u>	

Notes

1 HQ Income: Town Band £400, Scout Band £400, District £300, Bonfire £100, Guides £100

2 HQ Expenses: Gas £745, Electric £217, Repairs etc £123

1st Stone Scouts Balance Sheet 2016-17

	2016-2017	Prv Year	
Assets			
Cash in Bank	29297.93	27940.20	
Floats & Cash in Hand	386.79	161.37	
Gas Oil Stock	700.00	600.00	
Other Assets	0.00	0.00	
Debtors	1196.25	70.00	Gift Aid & District Invoice
	31580.97	28771.57	
Liabilities			
Creditors	893.92	0.00	Gas Delivery & Heater Service
	893.92	0.00	
Total Assets less Liabilities	<u>30687.05</u>	<u>28771.57</u>	
Capital & Reserves			
Building Reserved Capital	21427.46	21427.46	
Other Reserved Capital	70.63	485.63	Cubs Nights away
Unreserved Capital	6858.48	6187.32	
P&L Account	2330.48	671.16	
	<u>30687.05</u>	<u>28771.57</u>	

Note: £26,500 is immediately required to fix the Scout Hut roof leaving £3,417 unreserved cash

Stone Town Council - Non-Cheque Payments

The table below lists non-cheque payments made by the Council in the period since the last report, for the Committee's information.

The table includes payments by direct debit, telephone banking and online banking. It excludes salary and related payments, payments from the Mayor's Charity, and transfers between the Council's bank accounts. These items can be seen by any Member on request.

Date	Reference	Supplier	Description	Amount	Month
01/03/2018	D/Dbt 015	Prism Solutions	Analogue Line rental	£46.69	Mar-18
09/03/2018	D/Dbt 015	EE	Caretakers mobiles x 2	£46.00	Mar-18
16/03/2018	Elec 015	Miscellaneous	Adobe software	£303.36	Mar-18
20/03/2018	D/Dbt 015	Francotyp Teleset	Postage - franking machine	£200.00	Mar-18
21/03/2018	D/Dbt 015	British Gas	Gas supply - STN	£412.60	Mar-18
21/03/2018	D/Dbt 015	British Gas	Gas supply - FJC	£1,658.82	Mar-18
21/03/2018	Elec 016	Hammond Hygiene Solutions Ltd	Cleaning materials - FJC	£17.60	Mar-18
21/03/2018	Elec 016	Miscellaneous	Charge to prepare & submit petition	£4,000.00	Mar-18
26/03/2018	D/Dbt 016	Prism Solutions	Ict support	£414.24	Mar-18
26/03/2018	D/Dbt 016	Network Rail	Qtly rent of Station	£1,169.72	Mar-18
28/03/2018	D/Dbt 016	British Gas	Electricity supply - STN	£398.97	Mar-18
29/03/2018	D/Dbt 016	NatWest	Bank charges - March 18	£52.75	Mar-18