



**HALE PARISH COUNCIL**  
OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DATED THIS 11th DAY OF MARCH 2026**  
**MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED**  
**TO ATTEND THE ORDINARY MEETING OF HALE PARISH COUNCIL**  
**ON THE 16<sup>th</sup> DAY OF MARCH 2026 AT 8.00PM**  
**IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE**  
**TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

A handwritten signature in black ink, appearing to be 'B. Hargreaves'.

**Mr. Brian Hargreaves**  
**Clerk and Responsible Financial Officer**

**Note to Councillors:**

If you are unable to attend the meeting, please notify the Clerk of your apologies.

Please email: [clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk) or call 07803611222

**Note to Public**

*Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.*

*\* Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

## MEETING AGENDA

1. **Apologies** - To Receive apologies for absence
2. **Declarations of Interest** - To Receive declarations of Interest
3. **Public Participation** – A period of public participation as set out in the “Note to Public” above.
4. **Minutes** –
  - i. To consider the Minutes of the Ordinary Meeting of Hale Parish Council on 16<sup>th</sup> February 2026 and agree them as a true and accurate record
5. **Accounts** –
  - i. To receive the reconciled bank statement and summary of receipts & payments 5<sup>th</sup> November 2025 – 3<sup>rd</sup> March 2026 and to accept them as a true and accurate record and comparison against budget (See Attached)
6. **Invoice Sampling** – As required by Hale Parish Council Financial regulations 2.2 the appointed member shall check and sign all reconciliations against original Unity Bank statements and report including any exceptions to and noted by the council.
7. **Instant Access account** - To receive the reconciled bank statement and summary of receipts & payments 5<sup>th</sup> November 2025 – 3<sup>rd</sup> March 2026 and to accept them as a true and accurate record
8. **Aerial Filming** - To discuss a collaborative opportunity for the Carnival Committee and Hale Parish Council to produce aerial footage of our area, specifically during Carnival Day and to arrange a suitable day for a meeting for all bodies to agree on the areas to be filmed.
  - i. A local drone pilot has kindly offered to record footage for a short film. This would provide excellent promotional material for our social media channels and any other digital platforms.
9. **Easter Egg Hunt 2026** – To discuss the arrangements for the annual Easter egg Hunt in Hale Park on Saturday 4<sup>th</sup> April 2026.
10. **Grant Application** – To consider a request by Widnes Gymnastics Academy for assistance towards the purchase of training Kit for their taking part in the World Championships in USA in June 2026. A request of £150 has been submitted by a

local resident who's daughter lives in Hale Village and who is part of the squad taking part

- 11. Standing Orders** – To review of the current Standing Orders and to discuss any recommendations or amendments
- 12. Financial Regulations** – To review of the current Financial Regulations and to discuss any recommendations or amendments
- 13. Policies** – To review current policies and suggest updates or amendments where necessary.

- i. Document retention and disposal Policy**
- ii. Model Publication Scheme**
- iii. Equality & Diversity Policy**
- iv. Privacy Notice for Staff, Councilors & Role Holders**
- v. Data Protection Policy**
- vi. Volunteer Policy**
- vii. Expenses Policy**
- viii. Risk Management Plan**
- ix. Risk Management Register**

- 14. Assertion 10 (AGAR)** – To discuss the new requirement for 2026 annual Audit and to consider the Draft I.T. Policy and associated obligations required.

- 15. Liverpool John Lennon Airport (LJLA)** – To receive an update report by Cllr McNamara



# HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



## **DRAFT MINUTES OF THE ORDINARY MEETING OF HALE PARISH COUNCIL HELD AT HALE VILLAGE HALL ON MONDAY 16<sup>th</sup> FEBRUARY 2026 AT 8.00pm**

### **Attendance**

Present: Cllr M Roberts, Cllr C Anderson, Cllr Trevaskis, Cllr P Lewis, Cllr A Hutchinson, Cllr J McNamara, and Cllr C Williams.

In Attendance: Six members of the public.

- 1. Apologies:** Received from Cllr G Wright. No apologies were received from Cllr P Healey or Cllr B Cleary.
- 2. Declarations of Interest** - Cllr Pat Lewis declared an interest regarding item 9ii, Planning Ref: 26/00009/FUL.
- 3. Public Participation**
  - Airport Data: A resident provided an update on the collection of month-long pollution and noise data; results are currently pending.
  - Drone Presentation: A local drone pilot presented a proposal to create promotional videos for local landmarks. He noted that as a new company, he would only charge for travel expenses. Potential requirements for Air Traffic Control or Halton Borough Council permissions were noted.
  - Tree Maintenance: A resident raised concerns regarding overgrown ivy. The Chair agreed to meet the resident to address the matter.
- 4. Minutes of the Previous Meeting** - The minutes of the Ordinary Meeting held on 19th January 2026 were approved as a true record, subject to a minor amendment regarding Cllr J McNamara's apology.

**5. Finance and Accounts** - The following items were deferred until the March meeting:

- **5.** Parish Council Accounts
- **6.** Invoice Sampling (pending the attendance of Cllr G Wright)
- **7.** Instant Access Account

Proposed by Cllr J McNamara

Seconded by Cllr A Hutchinson

**The Motion was approved**

**8. Drone Filming Opportunity** - The Council resolved to further discuss the drone pilot's proposal to establish a specific scope of work and associated costs.

**9. Planning Applications**

- a. **Ref: 26/000018/TPO:** The Council supports works related to health and safety but opposes arbitrary pruning for purely aesthetic reasons. The Clerk will convey these comments to Halton Planning.
- b. **Ref: 26/00009/FUL:** The Council resolved to support this application in its entirety.

**10. Pension Policy** - The policy was accepted with the removal of Section 9. It was confirmed that only the Clerk is entitled to the Local Government Pension Scheme (LGPS), while other qualifying employees may access alternative schemes such as NEST.

**11. Easter Egg Hunt 2026** - The Council approved a 10% budget increase from the previous year, setting a total budget of £660 to account for rising costs.

**12. Trustee Deed** - It was resolved to request that Louise Beaton amend the Trust Deed. This amendment will grant the Village Hall Management Committee the authority to approve spending up to £5,000 per annum within agreed budget lines to improve operational efficiency.

**13. Environmental Issues**

- a. **Noise Pollution:** Cllr C Anderson reported on an unidentified "hum" in Hale and Halebank. While the noise has ceased recently, the situation will be monitored.

**14. Liverpool John Lennon Airport (LJLA):** Cllr J McNamara reported record passenger growth and ongoing discussions regarding a new integrated transport

system. Cllr Trevaskis requested an update on the overdue Airport Master Plan; Cllr McNamara will raise this at the next Airport Management Committee meeting.

**The Chair closed the meeting at 9:20 pm.**

DRAFT

**Hale Parish Council**  
**RECONCILIATION - Hale Parish Council Unity Bank 02-03-2026**

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From Accounts .....	£12,762.18
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Payments not cashed .....	Add .....
Receipts not entered .....	Subtract .....

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<b>Statement should be .....</b>	<b>£12,762.18</b>
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## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>9,707.39</b>	
1	01/04/2025		CANCELLED	duplicate		9,707.39	01/04/2025
2	01/04/2025		Precept	Halton Borough C	62,432.62	72,140.01	01/04/2025
30	01/04/2025		Internet/Website	SAJ Consulting	300.00	72,440.01	01/04/2025
1	07/04/2025		Internet/Website	Google Ireland Ltc	-60.00	72,380.01	06/02/2026
2	10/04/2025		Bank Transfer	Hale Parish Council	-10,000.00	62,380.01	10/04/2025
3	11/04/2025		Subscription	Chalc	-585.78	61,794.23	11/04/2025
4	11/04/2025		Easter Eggs/Sweets	Farmfoods	-23.54	61,770.69	11/04/2025
3	15/04/2025		Vat Refund	VAT Refund	1,993.41	63,764.10	15/04/2025
5	15/04/2025		Electricity	Smartest Energy	-126.70	63,637.40	15/04/2025
6	22/04/2025		Subscription	Worknest	-372.50	63,264.90	22/04/2025
7	30/04/2025		Clerk Salary	Hale Parish Council	-4,272.72	58,992.18	30/04/2025
8	30/04/2025		Employer Pension	Hale Parish Council	-338.56	58,653.62	30/04/2025
9	30/04/2025		Employee Pension	Hale Parish Council	-86.61	58,567.01	30/04/2025
10	30/04/2025		HMRC	Hale Parish Council	-1,444.17	57,122.84	30/04/2025
11	30/04/2025		Room Hire	Hale Village Hall	-90.00	57,032.84	30/04/2025
12	30/04/2025		Room Hire	Hale Village Hall	-67.50	56,965.34	30/04/2025
13	30/04/2025		Bank Charges	Unity Bank	-6.00	56,959.34	30/04/2025
14	30/04/2025		Internet/Website	Google Ireland Ltc	-60.00	56,899.34	19/06/2025
160	02/05/2025		Civic Service Expenses	Costco	-5.75	56,893.59	06/02/2026
15	14/05/2025		Electricity	Smartest Energy	-134.90	56,758.69	14/05/2025
16	19/05/2025		Support	Worknest	-372.50	56,386.19	19/05/2025
17	19/05/2025		Payroll & Scribe	Dalton Smith	-42.00	56,344.19	19/05/2025
18	19/05/2025		HMRC	Hale Parish Council	-807.97	55,536.22	19/05/2025
19	19/05/2025		Remembrance Day Catering	Costco	-57.20	55,479.02	06/02/2026
20	19/05/2025		Internal Audit	JDH Business Ser	-751.20	54,727.82	19/05/2025
21	19/05/2025		Payroll & Scribe	Scribe (Starboard	-414.72	54,313.10	19/05/2025
22	30/05/2025		Clerk Salary	Hale Parish Council	-86.61	54,226.49	30/05/2025
23	30/05/2025		Room Hire	Hale Village Hall	-22.50	54,203.99	30/05/2025
24	30/05/2025		Payroll & Scribe	Dalton Smith	-42.00	54,161.99	30/05/2025
25	30/05/2025		Clerk Salary	Hale Parish Council	-1,130.97	53,031.02	30/05/2025
26	30/05/2025		Clerk Salary	Hale Parish Council	-338.56	52,692.46	30/05/2025
27	30/05/2025		Internal Audit	JDH Business Ser	-139.20	52,553.26	30/05/2025
28	30/05/2025		HMRC	Hale Parish Council	-530.80	52,022.46	30/05/2025
29	31/05/2025		Bank Charges	Unity Bank	-6.00	52,016.46	31/05/2025
30	06/06/2025		Google Invoice	Google Ireland Ltc	-60.00	51,956.46	06/02/2026
31	19/06/2025		Support	Worknest	-372.50	51,583.96	19/06/2025
32	23/06/2025		Room Hire	Hale Village Hall	-15.00	51,568.96	30/06/2025
33	23/06/2025		Donation	Hale Parish Council	-175.00	51,393.96	30/06/2025
34	23/06/2025		Insurance	Butterworth Spenc	-107.04	51,286.92	30/06/2025
35	23/06/2025		Cleaning Supplies	Costco	-89.69	51,197.23	30/06/2025
36	30/06/2025		Clerks Expenses	Clerk Expenses	-20.00	51,177.23	30/06/2025
37	30/06/2025		Repayment	Pat Lewis	-20.00	51,157.23	30/06/2025
38	30/06/2025		HMRC	Hale Parish Council	-530.60	50,626.63	30/06/2025
39	30/06/2025		Clerk Salary	Hale Parish Council	-1,131.17	49,495.46	30/06/2025
40	30/06/2025		Employer Pension	Hale Parish Council	-338.56	49,156.90	30/06/2025
41	30/06/2025		Employee Pension	Hale Parish Council	-86.61	49,070.29	30/06/2025
42	30/06/2025		Bank Charges	Hale Parish Council	-6.00	49,064.29	30/06/2025
44	07/07/2025		Google Invoice	Google Ireland Ltc	-60.00	49,004.29	28/07/2025
45	21/07/2025		Subscription	Worknest	-372.50	48,631.79	28/07/2025
46	31/07/2025		Subscription	Living Wage Foun	-85.20	48,546.59	19/08/2025
47	31/07/2025		Room Hire	Hale Village Hall	-40.00	48,506.59	19/08/2025
48	31/07/2025		Clerks Expenses	Hale Parish Council	-10.00	48,496.59	19/08/2025
49	31/07/2025		Clerk Salary	Hale Parish Council	-530.80	47,965.79	19/08/2025
50	31/07/2025		Payroll & Scribe	Dalton Smith	-42.00	47,923.79	19/08/2025

## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>9,707.39</b>	
51	31/07/2025		Employer Pension	Hale Parish Council	-338.56	47,585.23	19/08/2025
52	31/07/2025		Donation	Hale Parish Council	-200.00	47,385.23	19/08/2025
53	31/07/2025		Clerk Salary	Hale Parish Council	-1,130.97	46,254.26	19/08/2025
54	31/07/2025		SLCC Training	SLCC	-20.00	46,234.26	19/08/2025
55	31/07/2025		Employee Pension	Hale Parish Council	-86.61	46,147.65	19/08/2025
56	31/07/2025		Bank Charges	Unity Bank	-6.00	46,141.65	19/08/2025
57	07/08/2025		Google Invoice	Google Ireland Ltd	-67.73	46,073.92	06/02/2026
58	18/08/2025		Maintenance	Alan Ormondy	-364.50	45,709.42	19/08/2025
59	19/08/2025		Support	Worknest	-372.50	45,336.92	19/08/2025
60	21/08/2025		Finger Post Refurbishment	Mobile Blasting Ltd	-420.00	44,916.92	05/09/2025
61	21/08/2025		Payroll & Scribe	Dalton Smith	-90.00	44,826.92	05/09/2025
11	26/08/2025		Salary Chargeback	Hale Village Hall	2,488.79	47,315.71	19/02/2026
62	26/08/2025		Room Hire	Hale Village Hall	-402.50	46,913.21	05/09/2025
63	28/08/2025		Booking Officer Salary	Hale Parish Council	-692.64	46,220.57	19/02/2026
64	28/08/2025		Clerk Salary	Hale Parish Council	-1,297.46	44,923.11	05/09/2025
65	28/08/2025		Caretaker - Salary	Hale Parish Council	-524.20	44,398.91	19/02/2026
66	28/08/2025		HMRC	Hale Parish Council	-638.36	43,760.55	19/02/2026
67	28/08/2025		Cleaner - Salary	Hale Parish Council	-750.40	43,010.15	19/02/2026
70	28/08/2025		Employer Pension	Hale Parish Council	-392.38	42,617.77	05/09/2025
71	28/08/2025		Employee Pension	Hale Parish Council	-100.38	42,517.39	05/09/2025
181	28/08/2025		Staff HMRC	Hale Parish Council	-479.69	42,037.70	19/02/2026
68	31/08/2025		Bank Charges	Unity Bank	-6.00	42,031.70	05/09/2025
69	05/09/2025		Google Invoice	Google Ireland Ltd	-70.00	41,961.70	05/09/2025
72	12/09/2025		Payroll & Scribe	Dalton Smith	-54.00	41,907.70	25/09/2025
73	12/09/2025		Room Hire	Hale Village Hall	-7.50	41,900.20	25/09/2025
74	19/09/2025		Consultation	Worknest	-372.50	41,527.70	25/09/2025
75	23/09/2025		Remembrance Day Wreath	Royal British Legic	-25.00	41,502.70	25/09/2025
76	23/09/2025		Civic Service Expenses	Joe McNamara	-34.80	41,467.90	25/09/2025
77	25/09/2025		Clerks Expenses	Hale Parish Council	-39.70	41,428.20	25/09/2025
78	25/09/2025		Booking Officer Salary	Hale Parish Council	-692.64	40,735.56	19/02/2026
79	25/09/2025		Employee Pension	Hale Parish Council	-89.36	40,646.20	25/09/2025
80	25/09/2025		Clerk Salary	Hale Parish Council	-1,164.28	39,481.92	25/09/2025
81	25/09/2025		Caretaker - Salary	Hale Parish Council	-524.20	38,957.72	19/02/2026
82	25/09/2025		Cleaner - Salary	Hale Parish Council	-750.40	38,207.32	19/02/2026
83	25/09/2025		Employer Pension	Hale Parish Council	-349.33	37,857.99	25/09/2025
84	25/09/2025		HMRC	Hale Parish Council	-552.31	37,305.68	19/02/2026
182	25/09/2025		Staff HMRC	Hale Parish Council	-479.69	36,825.99	19/02/2026
85	30/09/2025		Bank Charges	Unity Bank	-6.00	36,819.99	30/09/2025
12	06/10/2025		Salary Chargeback	Hale Village Hall	2,488.79	39,308.78	19/02/2026
86	07/10/2025		Google Invoice	Google Ireland Ltd	-70.00	39,238.78	07/10/2025
92	17/10/2025		Halloween Goods	Luke - Repayment	-155.00	39,083.78	07/11/2025
96	17/10/2025		Quiz Night	Mark Roberts	-1,063.63	38,020.15	07/11/2025
89	20/10/2025		Support	Worknest	-372.50	37,647.65	07/11/2025
17	25/10/2025		CANCELLED	duplicate		37,647.65	24/02/2026
125150	25/10/2025		Transfer from Instant Access Account		1,063.63	38,711.28	24/02/2026
16	27/10/2025		Salary Chargeback	Hale Village Hall	2,488.79	41,200.07	19/02/2026
90	27/10/2025		SLCC Conference	SLCC	-188.00	41,012.07	07/11/2025
91	27/10/2025		SLCC Training	SLCC	-35.00	40,977.07	07/11/2025
93	27/10/2025		Room Hire	Hale Parish Council	-102.50	40,874.57	07/11/2025
94	27/10/2025		Clerk Salary	Hale Parish Council	-111.98	40,762.59	23/01/2026
95	27/10/2025		Civic Service Expenses	Costco	-186.87	40,575.72	11/02/2026
97	27/10/2025		Civic Service Expenses	Makro	-131.33	40,444.39	07/11/2025
98	27/10/2025		Halloween Goods	Carol Anderson	-235.00	40,209.39	07/11/2025
161	27/10/2025		Civic Service Expenses	Costco	-286.84	39,922.55	04/02/2026

## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>9,707.39</b>	
162	27/10/2025		Civic Service Expenses	Home Bargains	-21.94	39,900.61	04/02/2026
99	29/10/2025		Employee Pension	Hale Parish Council	-89.36	39,811.25	07/11/2025
100	29/10/2025		Booking Officer Salary	Hale Parish Council	-692.64	39,118.61	27/02/2026
101	29/10/2025		Clerks Expenses	Clerk Expenses	-10.00	39,108.61	07/11/2025
102	29/10/2025		Employer Pension	Hale Parish Council	-349.33	38,759.28	07/11/2025
103	29/10/2025		Caretaker - Salary	Hale Parish Council	-524.20	38,235.08	19/02/2026
104	29/10/2025		HMRC	Hale Parish Council	-552.31	37,682.77	19/02/2026
105	29/10/2025		Cleaner - Salary	Hale Parish Council	-750.20	36,932.57	19/02/2026
106	29/10/2025		Clerk Salary	Hale Parish Council	-1,164.28	35,768.29	07/11/2025
183	29/10/2025		Staff HMRC	Hale Parish Council	-479.89	35,288.40	19/02/2026
107	31/10/2025		Halloween Goods	Face Painter 1	-100.00	35,188.40	07/11/2025
108	31/10/2025		Halloween Goods	Face Painter 2	-100.00	35,088.40	07/11/2025
109	31/10/2025		Support	K&K Legal	-162.00	34,926.40	07/11/2025
110	31/10/2025		Halloween Goods	JoJo Fox	-170.00	34,756.40	07/11/2025
111	31/10/2025		Halloween Goods	Scott Gavin - Anir	-150.00	34,606.40	07/11/2025
112	31/10/2025		Room Hire	Hale Village Hall	-50.00	34,556.40	07/11/2025
113	31/10/2025		Halloween Goods	Printstat Ltd	-125.00	34,431.40	07/11/2025
114	31/10/2025		Bank Charges	Unity Bank	-6.00	34,425.40	07/11/2025
117	31/10/2025		SLCC Conference	SLCC	188.00	34,613.40	07/11/2025
115	06/11/2025		Payroll & Scribe	Dalton Smith	-54.00	34,559.40	07/11/2025
116	07/11/2025		Google Invoice	Google Ireland Ltd	-70.00	34,489.40	07/11/2025
118	19/11/2025		Consultation	Worknest	-416.35	34,073.05	19/11/2025
119	26/11/2025		Payroll & Scribe	Dalton Smith	-54.00	34,019.05	02/12/2025
120	26/11/2025		legal support	K&K Legal	-162.00	33,857.05	02/12/2025
121	26/11/2025		Civic Service Expenses	Costco	-60.00	33,797.05	02/12/2025
122	26/11/2025		SLCC Training	SLCC	-188.00	33,609.05	02/12/2025
123	26/11/2025		Remembrance Day Room Hire	Royal British Legic	-199.80	33,409.25	02/12/2025
124	26/11/2025		Road Management	Blue Arrow	-1,086.00	32,323.25	02/12/2025
125	27/11/2025		HMRC	Hale Parish Council	-552.31	31,770.94	19/02/2026
126	27/11/2025		Cleaner - Salary	Hale Parish Council	-750.40	31,020.54	19/02/2026
127	27/11/2025		Booking Officer Salary	Hale Parish Council	-692.64	30,327.90	19/02/2026
128	27/11/2025		Employee Pension	Hale Parish Council	-103.92	30,223.98	02/12/2025
129	27/11/2025		Employer Pension	Hale Parish Council	-376.63	29,847.35	02/12/2025
130	27/11/2025		Cleaning Supplies	Timpson	-18.00	29,829.35	02/12/2025
131	27/11/2025		Clerk Salary	Hale Parish Council	-1,174.28	28,655.07	02/12/2025
184	27/11/2025		Staff HMRC	Hale Parish Council	-479.69	28,175.38	19/02/2026
132	28/11/2025		Remembrance Day Catering	Pat Lewis	-122.53	28,052.85	02/12/2025
133	28/11/2025		Caretaker - Salary	Hale Parish Council	-524.20	27,528.65	23/01/2026
134	30/11/2025		Bank Charges	Unity Bank	-6.00	27,522.65	02/12/2025
18	03/12/2025		Salary Chargeback	Hale Village Hall	2,488.79	30,011.44	19/02/2026
135	03/12/2025		Consultation	Louise Beaton	-50.00	29,961.44	10/12/2025
136	03/12/2025		Insurance	Butterworth Spenc	-2,413.12	27,548.32	10/12/2025
137	03/12/2025		Payroll & Scribe	Dalton Smith	-54.00	27,494.32	10/12/2025
138	04/12/2025		Internet/Website	Wix	-360.00	27,134.32	10/12/2025
139	04/12/2025		Decorations	Home Bargains	-301.77	26,832.55	10/12/2025
140	05/12/2025		Google Invoice	Google Ireland Ltd	-70.00	26,762.55	06/02/2026
141	08/12/2025		Halloween Goods	Carol Anderson	-47.43	26,715.12	10/12/2025
142	11/12/2025		Christmas Party Goods	Caretaker	-181.31	26,533.81	19/12/2025
143	11/12/2025		Christmas Party Goods	Repayment	-78.26	26,455.55	19/12/2025
144	12/12/2025		Christmas Party Goods	Carol Anderson	-453.02	26,002.53	19/12/2025
145	19/12/2025		Consultation	Worknest	-416.35	25,586.18	19/12/2025
146	24/12/2025		HMRC	Hale Parish Council	-552.11	25,034.07	27/02/2026
147	24/12/2025		Printing	Printstat Ltd	-285.00	24,749.07	09/01/2026
148	24/12/2025		Clerk Salary	Hale Parish Council	-1,174.48	23,574.59	09/01/2026

## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>			<b>9,707.39</b>	
149	24/12/2025		Insurance	Butterworth Spenc	-608.20	22,966.39	09/01/2026
150	24/12/2025		Employer Pension	Hale Parish Council	-349.33	22,617.06	09/01/2026
151	24/12/2025		Employee Pension	Hale Parish Council	-89.36	22,527.70	09/01/2026
152	24/12/2025		Booking Officer Salary	Hale Parish Council	-692.64	21,835.06	23/01/2026
153	24/12/2025		Cleaner - Salary	Hale Parish Council	-750.40	21,084.66	19/02/2026
185	24/12/2025		Staff HMRC	Hale Parish Council	-479.89	20,604.77	19/02/2026
154	29/12/2025		Caretaker - Salary	Hale Parish Council	-524.00	20,080.77	19/02/2026
155	31/12/2025		Bank Charges	Unity Bank	-6.00	20,074.77	09/01/2026
156	05/01/2026		ICO	ICO	-47.00	20,027.77	09/01/2026
157	08/01/2026		Google Invoice	Google Ireland Ltd	-70.00	19,957.77	09/01/2026
19	12/01/2026		Salary Chargeback	Hale Village Hall	2,488.79	22,446.56	19/02/2026
27	12/01/2026		CANCELLED	duplicate		22,446.56	19/02/2026
158	12/01/2026		Payroll & Scribe	Dalton Smith	-54.00	22,392.56	14/01/2026
163	19/01/2026		Consultation	Worknest	-416.35	21,976.21	10/02/2026
28	23/01/2026		Salary Chargeback	Hale Village Hall	2,488.79	24,465.00	19/02/2026
164	23/01/2026		Employer Pension	Hale Parish Council	-328.40	24,136.60	10/02/2026
165	23/01/2026		Christmas Party Goods	Joe McNamara	-67.19	24,069.41	10/02/2026
166	23/01/2026		Donation	Ruth Nickson - Lin	-213.50	23,855.91	10/02/2026
167	23/01/2026		Cleaner - Salary	Hale Parish Council	-750.20	23,105.71	19/02/2026
168	23/01/2026		Payroll & Scribe	Dalton Smith	-108.00	22,997.71	10/02/2026
169	23/01/2026		HMRC	Hale Parish Council	-1,032.20	21,965.51	02/03/2026
170	23/01/2026		Christmas Tree	Mal Sutton	-120.00	21,845.51	10/02/2026
171	23/01/2026		Clerk Salary	Clerk Salary	-1,164.28	20,681.23	10/02/2026
172	23/01/2026		Clerks Expenses	Hale Parish Council	-10.00	20,671.23	10/02/2026
173	23/01/2026		Employee Pension	Hale Parish Council	-68.43	20,602.80	10/02/2026
174	23/01/2026		Caretaker - Salary	Hale Parish Council	-524.20	20,078.60	19/02/2026
175	23/01/2026		Booking Officer Salary	Hale Parish Council	-692.64	19,385.96	19/02/2026
186	23/01/2026		Staff HMRC	Hale Parish Council	-1,073.28	18,312.68	02/03/2026
176	27/01/2026		Christmas Party Goods	Joe McNamara	-150.00	18,162.68	10/02/2026
177	31/01/2026		Bank Charges	Unity Bank	-6.00	18,156.68	10/02/2026
178	06/02/2026		Google Invoice	Google Ireland Ltd	-70.00	18,086.68	10/02/2026
29	11/02/2026		CANCELLED	duplicate		18,086.68	24/02/2026
187	11/02/2026		Bank Transfer	Hale Parish Council	-3,650.00	14,436.68	02/03/2026
125148	11/02/2026		Transfer from Instant Access Account		3,650.00	18,086.68	24/02/2026
180	19/02/2026		Consultation	Worknest	-416.35	17,670.33	24/02/2026
31	25/02/2026		CANCELLED	duplicate		17,670.33	02/03/2026
188	25/02/2026		Employee Pension	Hale Parish Council	-89.36	17,580.97	02/03/2026
189	25/02/2026		Booking Officer Salary	Hale Village Hall	-739.19	16,841.78	02/03/2026
190	25/02/2026		Room Hire	Hale Village Hall	-33.75	16,808.03	02/03/2026
191	25/02/2026		Cleaner - Salary	Hale Village Hall	-750.40	16,057.63	02/03/2026
192	25/02/2026		Clerk Salary	Hale Parish Council	-1,164.28	14,893.35	02/03/2026
193	25/02/2026		Employer Pension	Clerk Salary	-349.33	14,544.02	02/03/2026
194	25/02/2026		Consultation	SAJ Consulting	-300.00	14,244.02	02/03/2026
195	25/02/2026		Guildswomen Flowers	Morrisons	-32.00	14,212.02	02/03/2026
196	25/02/2026		Postage	Post Office Ltd	-3.50	14,208.52	02/03/2026
197	25/02/2026		Caretaker - Salary	Hale Village Hall	-569.50	13,639.02	02/03/2026
198	27/02/2026		SLCC Training	Chalc	-90.00	13,549.02	02/03/2026
199	27/02/2026		External Audit	PKF Accountants	-378.00	13,171.02	02/03/2026
204	28/02/2026		Bank Charges	Unity Bank	-6.00	13,165.02	02/03/2026
201	02/03/2026		Subscription	Cheshire Commur	-50.00	13,115.02	02/03/2026
202	02/03/2026		Easter Eggs/Sweets	Pat Lewis	-276.84	12,838.18	02/03/2026
203	02/03/2026		Easter Eggs/Sweets	Carol Anderson	-76.00	12,762.18	02/03/2026
200	04/03/2026		CANCELLED	duplicate		12,762.18	
			<b>CLOSING BALANCE</b>			<b>12,762.18</b>	

### Hale Parish Council

#### Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			9,707.39	
				Bank statement should show		£12,762.18	

## Hale Parish Council

### Current T1

60-83-01 • 20415507

Balance Available balance

£ **12,762.18** £ **12,762.18**

Show:

Transactions	▼
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Balances are correct as of 09:54 on 04 Mar 2026.

↓ Date	Description	Paid in	Paid out	Balance
02/03/26	• EASTER EGGS		-76.00	12,762.18
02/03/26	B/P to: • EASTER EGGS		-276.84	12,838.18
02/03/26	S/O to: Cheshire Com. Act • CCA/HVH/ACD		-50.00	13,115.02
28/02/26	Service Charge		-6.00	13,165.02
27/02/26	B/P to: PKF Accountants • SB20253196		-378.00	13,171.02
27/02/26	B/P to: Chalc • INV 2024/221		-90.00	13,549.02
25/02/26	REJECTED B/P -	100.00		13,639.02
25/02/26	• FEBRUARY SALARY		-569.50	13,539.02
25/02/26	• POSTAGE		-3.50	14,108.52
25/02/26	• MORRISON FLOWERS		-32.00	14,112.02
25/02/26	B/P to: SAJ Consulting • WEBSITE		-300.00	14,144.02
25/02/26	B/P to: Employer Pension • HALE PC 00296		-349.33	14,444.02
25/02/26	B/P to: • DEFIB DONATION		-100.00	14,793.35
25/02/26	• FEBRUARY SALARY		-1,164.28	14,893.35
25/02/26	B/P to: HMRC • 120PA00288525 1806		-1,073.28	16,057.63
25/02/26	• FEBRUARY SALARY		-750.40	17,130.91
25/02/26	B/P to: Hale Village Hall • INV 1491 & 1510		-33.75	17,881.31
25/02/26	• FEBRUARY SALARY		-739.19	17,915.06

25/02/26	B/P to: Employee Pension • HALE PC 00296		<b>-89.36</b>	<b>18,654.25</b>
19/02/26	Direct Debit (PREMIUM CREDIT LTD) • 04AEZF6124/011/104		<b>-416.35</b>	<b>18,743.61</b>
11/02/26	Transfer from 20527673	<b>3,650.00</b>		<b>19,159.96</b>
11/02/26	B/P to: Hale Village Hall • BUDGET TRANSFER		<b>-3,650.00</b>	<b>15,509.96</b>
06/02/26	Direct Debit (GOOGLE CLOUD EMEA) • 82385888GQC5YFMB0A		<b>-70.00</b>	<b>19,159.96</b>
31/01/26	Service Charge		<b>-6.00</b>	<b>19,229.96</b>
27/01/26	• XMAS SELECTION BOX		<b>-150.00</b>	<b>19,235.96</b>
23/01/26	• JAN SALARY		<b>-692.64</b>	<b>19,385.96</b>
23/01/26	• JAN SALARY		<b>-524.20</b>	<b>20,078.60</b>
23/01/26	HALE VILLAGE HALL • CHARGEBACK JAN 26	<b>2,488.79</b>		<b>20,602.80</b>
23/01/26	B/P to: Employee Pension • HALE PC 00296		<b>-68.43</b>	<b>18,114.01</b>
23/01/26	• CLERK PHONE		<b>-10.00</b>	<b>18,182.44</b>
23/01/26	• JAN SALARY		<b>-1,164.28</b>	<b>18,192.44</b>
23/01/26	B/P to: Mal T Sutton • XMAS TREE		<b>-120.00</b>	<b>19,356.72</b>
23/01/26	B/P to: HMRC • 120PA00288525 1806		<b>-1,032.20</b>	<b>19,476.72</b>
23/01/26	B/P to: Katie Payroll • INVS 0479/0490		<b>-108.00</b>	<b>20,508.92</b>
23/01/26	• SALARY		<b>-750.20</b>	<b>20,616.92</b>
23/01/26	B/P to: Ruth Nickson • COMPUTER LINE DANC		<b>-213.50</b>	<b>21,367.12</b>
23/01/26	• XMAS WRAPPING		<b>-67.19</b>	<b>21,580.62</b>
23/01/26	B/P to: Employer Pension • HALE PC 00296		<b>-328.40</b>	<b>21,647.81</b>
19/01/26	Direct Debit (PREMIUM CREDIT LTD) • 04AEZF6124/011/103		<b>-416.35</b>	<b>21,976.21</b>
12/01/26	HALE VILLAGE HALL • CHARGEBACK DEC 25	<b>2,488.79</b>		<b>22,392.56</b>
12/01/26	B/P to: Katie Payroll • INV 0479		<b>-54.00</b>	<b>19,903.77</b>
08/01/26	Direct Debit (GOOGLE CLOUD EMEA) • 82385888GOUWLZKXMQ		<b>-70.00</b>	<b>19,957.77</b>
05/01/26	Direct Debit (ICO) • ZA607417		<b>-47.00</b>	<b>20,027.77</b>
31/12/25	Service Charge		<b>-6.00</b>	<b>20,074.77</b>

29/12/25		• DEC 2025 SALARY	-524.00	20,080.77
24/12/25		• DEC 2025 SALARY	-750.40	20,604.77
24/12/25		• DEC 2025 SALARY	-692.64	21,355.17
24/12/25	B/P to: Employer Pension	• HALE PC 00296	-89.36	22,047.81
24/12/25	B/P to: Employer Pension	• HALE PC 00296	-349.33	22,137.17
24/12/25	B/P to: Butterworth Speng.	• INSURANCE	-608.20	22,486.50
24/12/25		• DEC 2025 SALARY	-1,174.48	23,094.70
24/12/25		• XMAS NEWSLETTER	-285.00	24,269.18
24/12/25	B/P to: HMRC	• 120PA00288525 1806	-1,032.00	24,554.18
19/12/25	Direct Debit (PREMIUM CREDIT LTD)	• 04AEZF6124/011/102	-416.35	25,586.18
12/12/25		• XMAS /ENTERTAINER	-453.02	26,002.53
11/12/25		• REPAYMENT	-78.26	26,455.55
11/12/25		• PLANTS/LIGHTS/FLAG	-181.31	26,533.81
08/12/25		• HALLOWEEN ITEMS	-47.43	26,715.12
05/12/25	Direct Debit (GOOGLE CLOUD EMEA)	• 82385888GRODBIBROC	-70.00	26,762.55
04/12/25		• XMAS BAUBLES	-301.77	26,832.55
04/12/25		• WIX REPAYMENT	-360.00	27,134.32
03/12/25	B/P to: Katie Payroll	• INV 0455	-54.00	27,494.32
03/12/25	B/P to: Butterworth Speng.	• INSURANCE 2026	-2,413.12	27,548.32
03/12/25	B/P to: Louise Beaton	• INV CHA 244	-50.00	29,961.44
03/12/25	HALE VILLAGE HALL	• SALARY CHARGEBACK	2,488.79	30,011.44
30/11/25	Service Charge		-6.00	27,522.65
28/11/25		• SALARY NOV 25	-524.20	27,528.65
28/11/25		• REPAY. REMEMBRANCE	-122.53	28,052.85
27/11/25		• SALARY & PHONE	-1,174.28	28,175.38
27/11/25		• KEYS VH	-18.00	29,349.66
27/11/25	B/P to: Employer Pension	• HALE PC 00296	-376.63	29,367.66
27/11/25	B/P to: Employee Pension	• HALE PC 00296	-103.92	29,744.29

27/11/25		• SALARY NOV 25	<b>-692.64</b>	<b>29,848.21</b>
27/11/25		• SALARY NOV 25	<b>-750.40</b>	<b>30,540.85</b>
27/11/25	B/P to: HMRC	• 120PA00288525 1806	<b>-1,032.00</b>	<b>31,291.25</b>
26/11/25	B/P to: Blue Arrow	• INV 3261	<b>-1,086.00</b>	<b>32,323.25</b>
26/11/25		• RBL POPPIES	<b>-199.80</b>	<b>33,409.25</b>
26/11/25	B/P to: SCLL Membership	• MEM 254971-1	<b>-188.00</b>	<b>33,609.05</b>
26/11/25		• CIVIC SERV REPAY	<b>-60.00</b>	<b>33,797.05</b>
26/11/25	B/P to: K&K Legal	• INV 17922	<b>-162.00</b>	<b>33,857.05</b>
26/11/25	B/P to: Katie Payroll	• INV 0410	<b>-54.00</b>	<b>34,019.05</b>
19/11/25	Direct Debit (PREMIUM CREDIT LTD)	• 04AEZF6124/011/101	<b>-416.35</b>	<b>34,073.05</b>
07/11/25	Direct Debit (GOOGLE CLOUD EMEA)	• 82385888GDT68AJYJS	<b>-70.00</b>	<b>34,489.40</b>
06/11/25	B/P to: Katie Payroll	• INV 0409	<b>-54.00</b>	<b>34,559.40</b>

# Hale Parish Council

## Summary of Receipts and Payments

All Cost Centres and Codes

### Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				500.00		500.00	500.00 (100%)
13	Audits				1,500.00	1,057.00	443.00	443.00 (29%)
17	Bank Charges/Admin.				300.00	253.42	46.58	46.58 (15%)
43	Bank Transfer					3,650.00	-3,650.00	-3,650.00 (N/A)
5	Civic Service Working Group				750.00	636.87	113.13	113.13 (15%)
21	Election Reserve				3,500.00		3,500.00	3,500.00 (100%)
35	General Reserve				10,840.00	377.92	10,462.08	10,462.08 (96%)
8	Grants				250.00	175.00	75.00	75.00 (30%)
3	Guildswomen Working Group				150.00		150.00	150.00 (100%)
22	Hall Hire (Rent)				600.00	831.25	-231.25	-231.25 (-38%)
10	Insurance				2,500.00	2,606.96	-106.96	-106.96 (-4%)
7	Legal/Consultation Fees				500.00	270.00	230.00	230.00 (46%)
45	Maintenance					789.24	-789.24	-789.24 (N/A)
37	Newsletters				1,000.00	285.00	715.00	715.00 (71%)
19	Payroll & Scribe				700.00	871.60	-171.60	-171.60 (-24%)
40	Salary Chargeback					17,334.06	-17,334.06	-17,334.06 (N/A)
18	Staff Allowances/Expenses				150.00	201.68	-51.68	-51.68 (-34%)
15	Staffing Including NI , Pensions &				29,500.00	28,518.69	981.31	981.31 (3%)
14	Subscriptions/Advisory Bodies				4,500.00	5,396.18	-896.18	-896.18 (-19%)
9	Training				300.00	333.00	-33.00	-33.00 (-11%)
38	Village Hall Support Costs				10,000.00	10,000.00		(0%)
4	War Memorial Working Group				811.80	25.00	786.80	786.80 (96%)
11	Web Site				600.00	1,387.73	-787.73	-787.73 (-131%)
2	Wellbeing Fund				5,000.00	4,062.72	937.28	937.28 (18%)
<b>SUB TOTAL</b>					<b>73,951.80</b>	<b>79,063.32</b>	<b>-5,111.52</b>	<b>-5,111.52 (-6%)</b>

### Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Bank Transfer							(N/A)
42	Credit Interest		29.37	29.37				29.37 (N/A)
39	Donations		4,737.58	4,737.58				4,737.58 (N/A)
24	Precept	62,432.62	62,432.62					(0%)
36	Refund		300.00	300.00				300.00 (N/A)
41	Salary Chargeback		14,932.74	14,932.74				14,932.74 (N/A)
25	Vat Recovered	1,876.93		-1,876.93				-1,876.93 (-100%)
<b>SUB TOTAL</b>		<b>64,309.55</b>	<b>82,432.31</b>	<b>18,122.76</b>				<b>18,122.76 (28%)</b>

### Summary

<b>NET TOTAL</b>	<b>64,309.55</b>	<b>82,432.31</b>	<b>18,122.76</b>	<b>73,951.80</b>	<b>79,063.32</b>	<b>-5,111.52</b>	<b>13,011.24</b>
<b>V.A.T.</b>		1,993.41			2,277.29		
<b>GROSS TOTAL</b>		<b>84,425.72</b>			<b>81,340.61</b>		

**Hale Parish Council**  
**RECONCILIATION - Instant Access Account 16-02-2026**

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From Accounts .....	£560.24
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Payments not cashed .....	Add .....
Receipts not entered .....	Subtract .....

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<b>Statement should be .....</b>	<b>£560.24</b>
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## Hale Parish Council

### Transactions for Instant Access Account

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
<b>STARTING BALANCE</b>							
4	17/04/2025		Halloween Goods	Halloween	43.33	43.33	17/04/2025
5	17/04/2025		Easter Donations	Hale PC	275.00	318.33	17/04/2025
6	17/04/2025		Hale Bake Off	Hale PC	430.70	749.03	17/04/2025
7	17/04/2025		Hales Got Talent	Hale PC	1,230.50	1,979.53	17/04/2025
8	27/05/2025		Donation	Hale PC	157.50	2,137.03	27/05/2025
43	30/05/2025		Bank Charges	Unity Bank	-12.00	2,125.03	30/06/2025
9	18/06/2025		Carnival Cafe	Carnival Cafe	225.00	2,350.03	30/06/2025
10	30/06/2025		Credit Interest	Unity Bank	9.04	2,359.07	30/06/2025
13	30/09/2025		Credit Interest	Unity Bank	13.38	2,372.45	30/10/2025
87	30/09/2025		Bank Charges	Unity Bank	-1.50	2,370.95	30/10/2025
14	22/10/2025		Quiz Night	Carol Anderson	270.00	2,640.95	30/10/2025
88	25/10/2025		CANCELLED	duplicate		2,640.95	11/02/2026
125150	25/10/2025		Transfer to Hale Parish Council Unity Bank		-1,063.63	1,577.32	11/02/2026
15	30/10/2025		Quiz Night	Income	932.50	2,509.82	30/10/2025
20	21/11/2025		Bank Credit	Unity Bank	0.01	2,509.83	14/01/2026
21	24/11/2025		Hales Got Talent	Hale Village Hall	113.00	2,622.83	14/01/2026
22	25/11/2025		Hales Got Talent	Hale Village Hall	441.00	3,063.83	14/01/2026
23	02/12/2025		Table Sale	Hale Village Hall	310.00	3,373.83	14/01/2026
25	31/12/2025		Credit Interest	Unity Bank	15.01	3,388.84	14/01/2026
159	31/12/2025		Bank Charges	Unity Bank	-9.50	3,379.34	14/01/2026
24	23/01/2026		Quiz Night	Hale Parish Council	300.00	3,679.34	10/02/2026
26	28/01/2026		Bank Credit	Bank Credit	0.98	3,680.32	10/02/2026
179	11/02/2026		CANCELLED	duplicate		3,680.32	24/02/2026
125148	11/02/2026		Transfer to Hale Parish Council Unity Bank		-3,650.00	30.32	11/02/2026
31	16/02/2026		Valentines Dance	Donation	529.92	560.24	16/02/2026
<b>CLOSING BALANCE</b>						<b>560.24</b>	
<b>Bank statement should show</b>					<b>£560.24</b>		

Hale Parish Council

## Instant Access

60-83-01 • 20527673

Balance Available balance

£ **560.24** £ **560.24**

Show:

Transactions▼

Balances are correct as of 10:08 on 05 Mar 2026.

↓ Date	Description	Paid in	Paid out	Balance
16/02/26	PAYPAL • PPWDL5NXJ2224ZQ5PA	529.92		560.24
11/02/26	Transfer to 20415507		-3,650.00	30.32
28/01/26	PAYPAL • PPWDL5NXJ2223ZPV4U	0.98		3,680.32
23/01/26	Credit • 10	300.00		3,679.34
31/12/25	Credit Interest	15.01		3,379.34
31/12/25	Manual Credit - Handling Charge		-9.50	3,364.33
02/12/25	Credit • 9	310.00		3,373.83
25/11/25	Credit • 8	441.00		3,063.83
24/11/25	Carol Anderson • Hales got Talent	113.00		2,622.83
21/11/25	PAYPAL CODE 7142 • PAYPAL CODE 7142	0.01		2,509.83
30/10/25	Credit • 7	932.50		2,509.82
25/10/25	Transfer to 20415507		-1,063.63	1,577.32
22/10/25	Carol Anderson • Quiz night	270.00		2,640.95
30/09/25	Credit Interest	13.38		2,370.95
30/09/25	Manual Credit - Handling Charge		-1.50	2,357.57
30/06/25	Credit Interest	9.04		2,359.07
30/06/25	Manual Credit - Handling Charge		-12.00	2,350.03
18/06/25	Credit • 6	225.00		2,362.03

27/05/25	Credit • 5	<b>157.50</b>	<b>2,137.03</b>
17/04/25	Credit • 4	<b>1,230.50</b>	<b>1,979.53</b>
17/04/25	Credit • 3	<b>430.70</b>	<b>749.03</b>
17/04/25	Credit • 2	<b>275.00</b>	<b>318.33</b>
17/04/25	Credit • 1	<b>43.33</b>	<b>43.33</b>



HALE PARISH COUNCIL  
OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



GRANT APPLICATION FORM

Grant applications will be considered for projects which will benefit residents within the Parish of Hale  
Amounts applied for are unlikely to be met in full due to budget constraints.

A grant can be made for initial starting costs, one off purchases or a capital project.

A grant cannot cover running costs, fund a project already completed or reimburse costs already incurred.

Applications must have a copy of the previous years accounts and latest bank statement attached

One application may be submitted per group per financial year (1 April to 31 March)

Name of Group	Widnes Gymnastics Academy
Address	Waterside Lane Widnes WA8 8UB
Telephone Number	
Email address	widnesgymnasticsacademy@outlook.com
Project for which grant is requested (please use additional sheet if required)	World championships in gymnastics. To compete in the USA in June 2026.
Who in the community will benefit (please use additional sheet if required)	Ada Kenny - a student at WGA who is currently training 16 hrs a week for the competition.
Total cost of project	We are hoping to raise enough funds to support a full kit and leotard.
Amount of grant requested	£150
What will grant be spent on	Training kit, comp leotard, chalk, hand guards.
Position in group eg Treasurer /Chairman	
Signature	
Print Name	
Date of application	

Please send completed form together with requested additional information to:

Clerk to Hale Parish Council, Hale Village Hall, 53 High St, Hale Village, Cheshire, L24 4AE

Email: clerk@haleparishcouncil.gov.uk



Hale Parish Council

**Standing Orders**

**Adopted by Hale Parish Council  
on 16<sup>th</sup> September 2024**

Hale Village Hall  
53 High Street  
Hale  
Cheshire  
L24 4AE  
[www.haleparishcouncil.gov.uk](http://www.haleparishcouncil.gov.uk)  
[clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk)

# **MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022**

National Association of Local Councils (NALC)  
109 Great Russell Street  
London  
WC1B 3LD

020 7637 1865 | [nalc@nalc.gov.uk](mailto:nalc@nalc.gov.uk) | [www.nalc.gov.uk](http://www.nalc.gov.uk)

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# INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated on April 2022. Update to Model Standing Order 18 only.

## How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

## Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this '( )' requires information to be inserted by a council. A model standing order that includes brackets like this '[ ]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

## 1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n 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.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
  - ii. to proceed to the next business;
  - iii. to adjourn the debate;
  - iv. to put the motion to a vote;
  - v. to ask a person to be no longer heard or to leave the meeting;
  - vi. to refer a motion to a committee or sub-committee for consideration;
  - vii. to exclude the public and press;
  - viii. to adjourn the meeting; or
  - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), 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 chair of the meeting.

## 2. DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## 3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **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.**
- b **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.**
- c **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 unless the meeting is convened at shorter notice OR [The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting].**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in

accordance with standing order 3(e) shall not exceed ten minutes unless directed by the chair of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than two minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.

A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chair of the meeting may at any time permit a person to be seated when speaking.

- i A person who speaks at a meeting shall direct his comments to the chair of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- k **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- l **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m **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.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his absence be done by, to or before the Vice-Chair of the Council (if there is one).**
- o **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

- q **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he/she/they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- r **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

s The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- t **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 his right to participate and vote on that matter.**

- u **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

**Hale Parish Council has 10 Members so a Quorum shall be four**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- v **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.
- w A meeting shall not exceed a period of two hours.

#### **4. COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. The Committee shall determine their terms of reference;
  - ii. The Committee shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer ten days before the meeting that they are unable to attend;
  - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
  - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
  - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
  - ix. The Committee shall determine if the public may participate at a meeting

of a committee;

- x. The Committee 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;
- xi. The Committee shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **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 decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **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 decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f **The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. He/she/they**

**may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include:
- i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii. Receipt of the minutes of the last meeting of a committee;
  - iv. Consideration of the recommendations made by a committee;
  - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi. Review of the terms of reference for committees;
  - vii. Appointment of members to existing committees;
  - viii. Appointment of any new committees in accordance with standing order 4;
  - ix. Review and adoption of appropriate standing orders and financial regulations;
  - x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi. Review of representation on or work with external bodies and arrangements for reporting back;
  - xii. 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;
  - xiii. Review of inventory of land and other assets including buildings and office equipment;
  - xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
  - xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;

- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

## **6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within seven days of having been requested 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 the committee [or a sub-committee].

## **7. PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. VOTING ON APPOINTMENTS**

- a 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 chair of the meeting.

## **9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled 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.
- b 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 three clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least three clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair 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.
- f The decision of the Proper Officer and Chairperson as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
- i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## **11. MANAGEMENT OF INFORMATION**

*See also standing order 20.*

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

personal data.

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

## 12. DRAFT MINUTES

Full Council meetings ●  
Committee meetings ●  
Sub-committee meetings ●

- a 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.
- b 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 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
"The chair 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 his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings."  
  
● e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### 13. CODE OF CONDUCT AND DISPENSATIONS

*See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has 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 he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- c Unless he/she/they has 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 he/she/they has another interest if so required by the Council's code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
  - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the start of the meeting for which the dispensation is required at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.

- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
  - i. **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;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

## **14. CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary 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 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair 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 14(d).
- c The Council may:
  - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **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 him. Such action excludes disqualification or suspension from office.**

## 15. PROPER OFFICER

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

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least seven days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;
- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his absence the Vice-Chair (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Council;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.  
(*see also standing order 23*).

## **16. RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c 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:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
  - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
  - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. FINANCIAL CONTROLS AND PROCUREMENT**

- a. 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:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. 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;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special

circumstances are exempt from a tendering process or procurement exercise.

- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds referred to in standing order 18(f) is subject to the “light touch” arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. 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;
  - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. 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;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC’s procurement guidance contains further details.**

## 19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the personnel committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the personnel committee or, if he/she/they is not available, the vice-chair (if there is one) of the personnel committee of absence occasioned by illness or other reason and that person shall report such absence to [the personnel committee at its next meeting.
- c The chair of the personnel committee or in his absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of [the member of staff's job title]. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the personnel committee
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the personnel committee or in his absence, the vice-chair of the personnel committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of [the personnel committee
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by [the member of staff's job title] relates to the chair or vice-chair of the personnel committee, this shall be communicated to another member of the personnel committee, which shall be reported back and progressed by resolution of the personnel committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## 20. RESPONSIBILITIES TO PROVIDE INFORMATION

*See also standing order 21.*

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b. *[If gross annual income or expenditure (whichever is higher) does not exceed*

**£25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

*[If gross annual income or expenditure (whichever is the higher) exceeds £200,000]* **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

## **21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

*See also standing order 11.*

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

## **22. RELATIONS WITH THE PRESS/MEDIA**

- a 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 15(b)(xii) and (xvii).*

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), 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.]**

*The above is applicable to a Council with a common seal.*

OR

**[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

*The above is applicable to a Council without a common seal.*

## **24. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

## **25. RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **26. STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d In the event of ambiguity relating to the interpretation of the standing orders this shall be a matter for resolution by the Parish Council by a vote and simple majority



Hale Parish Council

## **Financial Regulations**

**Adopted by Hale Parish Council**

**On 16<sup>th</sup> September 2024**

Hale Village Hall  
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Cheshire  
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## 1. General

1.1 These financial regulations govern the conduct of financial management by the Council and may only be amended or varied by resolution of the Council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.

1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that the Council has a sound system of internal control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk

1.3 The Council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers

1.4 These financial regulations demonstrate how the Council meets these responsibilities and requirements.

1.5 At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall in accordance With proper practices.

1.6 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 Proper Officer has been appointed as RFO for this Council and these regulations will apply accordingly

1.9 The RFO;

- acts under the policy direction of the council;
- administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;

- determines on behalf of the Council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the Council up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council

1.10 The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or 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

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day Of a sums Of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record Of the assets and abilities Of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12 The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions:

- procedures to ensure that uncollectable amounts submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed

1.13 The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full Council only.

1.15 In these financial regulations, references to the Accounts and Audit Regulations or free regulations' shall mean the regulations issued under the provisions of the Accounts and Audit Regulations 2015 In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

2.1 All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2 On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman (or a payment signatory) shall be allowed online access and be appointed to verify Unity Trust Bank reconciliation (for a accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council

2.3 The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations

2.4 The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose

2.5 The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the Council in accordance with proper practices

2.6 The internal auditor shall.

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year,
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control Of the Council

2.7 Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities Of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor

2.8 For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices

2.9 The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements Of account required by the Accounts and Audit Regulations 2015.

2.10 The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors

### **3. Annual estimates (budget) and forward planning**

3.1 Each committee (if any) shall review its 1 year forecast of revenue and capita receipts and payments having regard to the forecast. it shall thereafter formulate and submit proposals for the following financial year to the RFO not later than the end of November each year including any proposals for revising the forecast

3.2 The RFO must each year, by no later than January, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Council

3.3 The Council shall consider annual budget proposals in relation to the council's 1 year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly

3.4 The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of February each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget

3.5 The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. Budgetary control and authority to spend**

4.1 Expenditure on revenue terms may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- The Council;
- A duly delegated committee of the Council; or
- The Proper Officer

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Proper Officer, and where necessary also by the appropriate Chairman

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

4.2. NO expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3 Unspent provisions in the revenue or capita budgets for completed projects shall not be carried forward to a subsequent year, unless otherwise resolved.

4.4 The salary budgets are to be reviewed at least annually, in line with contracts, for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Proper Officer and the Chairman of Council or relevant committee. The REO will inform committees of any changes impacting on their budget requirement for the coming year in good time

4.5 In cases of extreme risk to the delivery of council services, the Proper Officer may authorise revenue expenditure on behalf of the Council which in the Proper Officer's judgement it is necessary to carry out such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £3000 The Clerk shall report such action to the chairman as soon as possible and to the Council as soon as practicable thereafter

4.6 No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained

4.7 A capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

4.8 The RFO shall regularly provide the Council with a statement of receipts and payments to date under each head of the budgets. comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances.

4.9. Changes in earmarked reserves shall be approved by Council as part of the budgetary control process

## **5. Banking arrangements and authorisation Of payments**

5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a committee They shall be regularly reviewed for safety and efficiency

5.2 The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3 All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Council meeting.

5.5. The Proper Officer and RFO shall have delegated authority to authorise the payment of items only in the following circumstances.

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Proper Officer and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Council,
- b) An expenditure item authorised under 56 below (continuing contracts and obligations) provided that a list Of such payments shall be submitted to the next appropriate meeting Of council; or
- c) Fund transfers within the councils banking arrangements up to the sum of E 10.000. provided that a list of such payments shall be submitted to the next appropriate meeting Of Council

5.6. For each financial year the Proper Officer and RFO shall draw up a list Of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries,

PAYE and NI , Superannuation Fund and regular maintenance contracts and the like for which Council (or a duly authorised committee) may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council

5.7 In respect of grants the Council or a duly authorised committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council

5.8 Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.9 The Council will aim to rotate the duties of members in these regulations so that onerous duties are shared out as evenly as possible over time.

## **6. Instructions for the making of payments**

6.1 The Council will make safe and efficient arrangements for the making of its payments.

6.2 Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Proper Officer or RFO shall give instruction that a payment shall be made.

6.3 All payments shall be affected online or by other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee or officer.

6.4 Orders for payment drawn on the bank account in accordance with the schedule as presented to Council or committee shall be approved by two members of Council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5 To indicate agreement of the details shown on the order for payment with the online arrangement and the invoice or similar documentation, the signatories shall each also approve the payment electronically.

6.6 If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided a resolution exists to that effect. The approval of

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

6.7 Payments for certain items (principally salaries) may be made by banker's standing order provided that the instructions are in line with contracts and any payments are reported to council as made. Approval of the use of a banker's standing order not outlined within a contract shall be renewed by resolution Of the council at east every three years.

6.8 if thought appropriate by the Council. payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to Council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every three years

6.9 If thought appropriate by the Council payment for certain items may be made by internet banking transfer provided is retained showing which members approved the payment

6.10 No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts. to any person not authorised in writing by the council or a duly delegated committee.

6.11 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.12 The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used

6.13 Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.14. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations

6.15 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier. A programme of regular checks of standing data with suppliers will be followed

## **7. Payment Of salaries**

7.1 As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on a employers by PAYE and National Insurance legislation The payment of all salaries shall be made in accordance with contracts, 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.

7.2 Payment of salaries and payment of deductions from sa ary such as may be required to be made for tax, National Insurance and pension contributions. or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these regulations above

7.3. NO changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or relevant committee

7.4 Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book) This confidential record is not 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 legislation.

7.5 The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid

7.6 An effective system of performance management should be maintained for the senior officers.

7.7 Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council

7.8. Before employing staff, the Council must consider a full business need.

## **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 shall be agreed annually by the Council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the Council.

8.3 The Council will review a fees and charges at least annually, 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 The origin of each receipt shall be entered on the 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 a so Regulation 16 below).

## **9. Orders for work, goods and services**

9.1 An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. The RFO shall determine order processes and copies 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, usually by obtaining two to three quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 Below. On occasion it may not be appropriate or possible to obtain more than one quote, especially if the Council seek a particular product or service or the anticipated cost falls below a £2500 threshold.

9.3. A member may not issue an official order or make any contract on behalf of the Council.

9.4. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **10. Procurement**

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

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

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

**10.4 For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Public Contracts Regulations 2015 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.**

10.5 Where the estimated value is below the Government threshold; the council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

10.6 For contracts estimated to exceed £10,000) including VAT, the Clerk shall (seek formal tenders from at least (three) suppliers agreed by (the Council OR (advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation). Tenders shall be invited in accordance with Appendix 1

10.7 For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the 'Legislation' regarding the advertising of contract opportunities and the publication of notices about the award of contracts.

10.8 For contracts greater than £2500 excluding VAT the Clerk (or RFO) shall seek at least 3) fixed-price quotes;

10.9 Where the value is less than £2500 excluding VAT, the Clerk (or RFO) shall try to obtain 3 estimates (which might include evidence of online prices, or recent prices from regular suppliers.)

10.10 For smaller purchases (the Clerk) shall seek to achieve value for money.

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

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

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

10.13 When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council (or relevant committee). Avoidance of competition is not a valid reason.

10.14 The Council shall not be obliged to accept the lowest or any tender, quote or estimate

## **11. Stores & Equipment**

11.1 The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

11.2 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.

11.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

11.4 The RFO shall be responsible for periodic checks of stocks and stores at least annually

## **12. Assets, properties and estates**

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

12.2. NO tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500. Such disposal may only be made with the authority of the Property Officer

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

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

12.5 Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full Council in each case a report in writing shall be provided to Council with a full business case.

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

### **13. Insurance**

13.1 Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate al claims on the Council's insurers (in consultation with the Proper officer)

13.2 The Proper Officer 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

13.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.

13.4 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.

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

### **14. Charities**

14.1. 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 Proper Officer and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document

### **15. Risk management**

15.1 The Council is responsible for putting in place arrangements for the management of risk. The Proper Officer (with the RFO) shall prepare, for approval by the Council, risk management policy statements in respect of all

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

15.2. When considering any new activity, the Proper Officer (with the RFO) shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council

## **16. Suspension and revision of Financial Regulations**

16.1. It shall be the duty of the Council to review the Financial Regulations of the Council from time to time The Proper Officer shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these Financial Regulations

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

**Retention and Disposal Policy**  
**Adopted 17<sup>th</sup> June 2024**

**1. Introduction**

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

**2. Scope and Objectives of the Policy**

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

### **3. Roles and Responsibilities for Document Retention and Disposal**

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

### **4. Document Retention Protocol**

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

### **5. Document Disposal Protocol**

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

- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

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

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

## **6. General Data Protection Regulations – Obligation to Dispose of Certain Data**

6.1 The General Data Protection Regulations require that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. GDPR defines personal information as:

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

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

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

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

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

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

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

## **7. Scanning of Documents**

- 7.1 In general, once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a rule, hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

## **8. Review of Document Retention**

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
  - *Local Council Administration*, Charles Arnold-Baker, 910<sup>h</sup> edition, Chapter 11
  - Local Government Act 1972, sections 225 – 229, section 234
  - SLCC Advice Note 316 Retaining Important Documents
  - SLCC Clerks' Manual: Storing Books and Documents
  - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

## **9. List of Documents**

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

## Model Publication Scheme Adopted 17/06/2024

### Hale Parish Council

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

#### **Classes of Information**

##### **Who we are and what we do.**

Organisational information, locations and contacts, constitutional and legal governance.

##### **What we spend and how we spend it.**

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

### **How we make decisions.**

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

### **Our policies and procedures.**

Current written protocols for delivering our functions and responsibilities.

### **Lists and Registers.**

Information held in registers required by law and other lists and registers relating to the functions of the authority.

### **The Services we Offer.**

Advice and guidance, booklets and leaflets, transactions and media releases. A description of the services offered. The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale. Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

April 2008 2 Model Publication Scheme V1.0

**Charges which may be made for Information published under this scheme**

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum. Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

**Written Requests**

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

# INFORMATION AVAILABLE FROM HALE PARISH COUNCIL UNDER THE MODEL PUBLICATION SCHEME

Contact – clerk@haleparishcouncil.gov.uk

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Council Charge</b>
<p><b>Class 1 – Who we are and what we do</b> (organisational information, structures, locations and contacts) <i>This will be current information only.</i></p>		
<p>Who’s who on the Council and its Committees and/or Working Groups</p> <p>Contact details for Parish Clerk and Council Members (Contact is via the Clerk)</p> <p>Location of Council and accessibility details</p> <p>Staffing Structure</p>	<p>Website</p> <p>Hard Copy – Contact Parish Clerk</p> <p>Electronic mail (if documents retained in electronic format) – Contact Parish Clerk</p> <p>Telephone Council</p> <p>Notice Boards</p>	<p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p> <p>Free</p>

<p><b>Class 2 – What we spend and how we spend it</b> (Financial Information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p><i>Current and previous financial year as a minimum</i></p>		
<p>Annual Return and Report by Auditors</p> <p>Finalised Budget &amp; Precept</p> <p>Borrowing Approval Letter (Not applicable)</p> <p>Financial Standing Orders and Regulations</p> <p>Grants Given and Received</p> <p>List of current contracts awarded and value of contract</p> <p>Members Allowance &amp; Expenses (Hale Parish Council do not currently pay any Members Allowances)</p>	<p>Hard Copy – Contact Parish Clerk</p> <p>Hard Copy – Contact Parish Clerk</p> <p>N/A</p> <p>Hard Copy – Contact Parish Clerk</p> <p>Electronic mail (if documents retained in electronic format) – Contact Parish Clerk</p> <p>Hard Copy – Contact Parish Clerk</p> <p>Electronic mail (if documents retained in electronic format) – Contact Parish Clerk</p> <p>Hard Copy – Contact Parish Clerk</p> <p>Electronic mail (if documents retained in electronic format) – Contact Parish Clerk</p> <p>Note – some of the above documents may be available on the web site</p>	<p>£0.05p per sheet</p> <p>£0.05p per sheet</p> <p>£0.05p per sheet</p> <p>Free</p> <p>£0.05p per sheet</p> <p>Free</p> <p>£0.05p per sheet</p> <p>Free</p>

			Free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)			
Parish Plan	Hale Parish Council do not have a Parish Plan		Free
Annual Report to Parish or Community Meeting if undertaken	Web site / Hard copy from Clerk		Free
Newsletters when issued	Distributed to all households Electronic mail (if documents retained in electronic format) – Contact Parish Clerk		Free
Local Charters drawn up in accordance with DCLG guidelines (There are currently no charters in operation)			
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) <i>Current and previous council year as a minimum</i>			
Timetable of Meetings (Council, Committee and Parish meetings) Agendas of meetings (As above) Minutes of Meetings (As above) Reports presented to council meetings – these form part of the agenda papers Responses to consultation papers Responses to planning applications	Website Website Website Part of Agenda papers Hard Copy – Contact Parish Clerk Hard Copy – Contact Parish Clerk Electronic mail (if documents retained in electronic format) – Contact Parish Clerk		Free Free Free Hard Copy £0.05p per sheet Free



<p><b>Class 7 – The Services we offer</b>          (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)          Current information only</p>		
<p>Allotments</p>	<p>Hale Parish Council do not currently have any allotments</p>	
<p>Burial Grounds and closed churchyards</p>	<p>Hale Parish Council do not currently have any Burial Grounds or closed churchyards</p>	
<p>Community Centres and Village Halls</p>	<p>Hale Parish Council are Custodian and de facto Sole Managing Trustee for Hale Village Hall</p>	
<p>Parks, playing fields and recreational facilities:</p>	<p>Hale Parish Council own 3 greens</p>	
<p>Seating, litter bins, clocks, memorials and lighting</p>	<p>Hale Parish Council own a War Memorial and associated assets – Contact Clerk for sight of Asset Register</p>	
<p>Bus shelters</p>	<p>Hale Parish Council do not own any bus shelters</p>	
<p>Markets &amp; Public Conveniences</p>	<p>Hale Parish Council do not own any Markets or Public Conveniences</p>	
<p>Other Assets</p>	<p>Asset register – please Contact clerk to Council</p>	
<p>Agency agreements</p>	<p>N/A</p>	

**BASIS OF SCHEDULE OF CHARGES**

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying at £0.05p per sheet (black and white)	Actual cost
	Colour copying not available.	
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>	Not applicable	
<b>Other</b>	Not applicable	



# HALE PARISH COUNCIL

## OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



## Equality, Diversity, and Inclusion Policy

Adopted 17<sup>th</sup> January 2025

### Purpose and Scope

Hale Parish Council is dedicated to actively fostering a community that values equality, champions diversity, and cultivates an inclusive environment where everyone feels respected, supported, and empowered to contribute. This policy applies to all councillors, employees, volunteers, contractors, and any individuals working on behalf of the council. It covers all aspects of council activity, including recruitment, service delivery, public engagement, and internal operations.

We will actively ensure that everyone who interacts with the Council - in whatever capacity, is treated fairly, with dignity, and without discrimination.

### Our Commitment

We are determined to create and maintain a proactive, welcoming environment that celebrates differences and values contributions from all individuals, irrespective of their background, identity, or circumstances. We will challenge and eliminate all forms of discrimination while embedding equality, diversity, and inclusion into everything we do.

### Definitions

- **Equality** means ensuring equal opportunities for everyone and actively addressing unfair treatment or discrimination.
- **Diversity** acknowledges and celebrates the variety of experiences, perspectives, and identities within our community.
- **Inclusion** ensures that everyone - regardless of who they are - feels valued, heard, respected, and has the opportunity to thrive.

### Legal Framework

Hale Parish Council will proactively adhere to the principles outlined in the Equality Act 2010 and any other relevant legislation. We take our legal responsibilities seriously and will actively promote best practices in equality, diversity, and inclusion.

### Roles and Responsibilities

- **Council Leadership:** Councillors and staff will lead by example, championing equality, diversity, and inclusion and ensuring that these values are embedded in all council activities.
- **Employees and Volunteers:** everyone who works with or on behalf of Hale Parish Council must actively uphold the principles of this policy, promoting fairness and

respect in all their actions.

- **The Community:** we will actively engage with all members of our community to help us achieve our goals for equality and inclusion.

## **Areas of Focus**

### **Recruitment and Retention**

We commit to:

- Implementing fair, transparent, and unbiased recruitment processes.
- Proactively seeking applications from underrepresented groups and removing barriers to participation.
- Actively supporting the professional development of all staff and volunteers.

### **Training and Development**

We will:

- Provide regular and proactive equality, diversity, and inclusion training for councillors, staff, and volunteers.
- Actively create opportunities for learning that enhance awareness and understanding of diverse perspectives.

### **Pay Equality**

Hale Parish Council will:

- Proactively ensure fairness in remuneration, regularly reviewing and addressing any disparities.

### **Accessibility**

We will:

- Continuously improve the accessibility of all services, facilities, and activities, removing barriers to participation wherever possible.

### **Workplace Culture**

We will:

- Proactively foster a workplace where inclusive language and respectful communication are standard practices.
- Take a zero-tolerance approach to all forms of discrimination, harassment, or bullying.
- Provide active support for individuals from underrepresented or minority groups, ensuring their voices are heard and valued.

### **Complaint Procedures**

We will:

- Ensure that clear, confidential channels for reporting incidents of discrimination, harassment, or inequality are available and accessible to all.
- Investigate complaints promptly, fairly, and with the utmost sensitivity, taking decisive action where necessary.
- Actively protect individuals from retaliation for raising concerns or participating in investigations.

## **Monitoring and Evaluation**

We will:

- Look to collect and analyse data on diversity and inclusion metrics to identify and address gaps.
- Regularly review the effectiveness of this policy, ensuring it remains relevant and impactful.
- Continuously adapt and update the policy based on feedback, data findings, and evolving best practices.

## **Communication and Engagement**

We will:

- Actively communicate our commitment to equality, diversity, and inclusion through council meetings, public announcements, membership of appropriate relevant bodies and ongoing engagement with our community.
- Proactively seek ideas and feedback to enhance our approach and outcomes.

## **Action Plan**

Our proactive goals include:

- Increasing representation of diverse groups within the Council and its activities.
- Delivering EDI workshops (including unconscious bias training) for all involved with the Council.
- Proactively improving the accessibility of Council facilities and communication.
- Regularly publishing updates on our progress and inviting community involvement in shaping our priorities.

## **Agreement and Adherence**

By working with or on behalf of Hale Parish Council, all councillors, employees, and volunteers agree to:

- Proactively uphold the principles and objectives of this policy.
- Actively contribute to an inclusive, fair, and supportive environment.

Failure to adhere to this policy may result in appropriate action, up to and including actions which may result in termination of involvement with the Council.

## HALE PARISH COUNCIL

### PRIVACY NOTICE

**For staff\*, councillors and Role Holders\*\***

**Adopted 27/2/2020**

\*"Staff" means employees, workers, agency staff and those retained on a temporary or permanent basis

\*\*Includes, volunteers, contractors, agents, and other role holders within the council including former staff\*and former councillors. This also includes applicants or candidates for any of these roles.

#### **Your personal data – what is it?**

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, 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.

#### **Who are we?**

This Privacy Notice is provided to you by Hale Parish Council which is the data controller for your data.

#### **The council works together with:**

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

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.

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

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

#### **What data do we process?**

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- 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.
- 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.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out 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.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- 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.
- CCTV footage and other information obtained through electronic means such as swipe card records.
- Information about your use of our information and communications systems.

**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.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract, we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.

- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

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:

- Where we need to perform the contract, we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

#### **How we use sensitive personal data**

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- 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.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
  - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- 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.

#### **Do we need your consent to process your sensitive personal data?**

- 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.
- 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.
- 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.

### **Information about criminal convictions**

- 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.
- 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.
- 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
- **What is the legal basis for processing your personal data?**

Some of our processing is necessary for compliance with a legal obligation.

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.

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.

### **Sharing your personal data**

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:

- 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;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

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

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is 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.

### **Your responsibilities**

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.

### **Your rights in connection with personal data**

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

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

**1. The right to access personal data we hold on you**

- 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.
- 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.

**2. The right to correct and update the personal data we hold on you**

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

**3. The right to have your personal data erased**

- 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.
- 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).

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

- 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.

**5. The right to data portability**

- 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.

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

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

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

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

### **Transfer of Data Abroad**

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.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new 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, if we start to use your personal data for a purpose not mentioned in this notice.

### **Changes to this notice**

We keep this Privacy Notice under regular review, and we will place any updates on this web page <https://www.haleparishcouncil.gov.uk/policies-procedures> This Notice was last updated in February 2020.

**Contact Details**

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

The Data Controller, Hale Parish Council

Email: [clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk)

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.

# Hale Parish Council

## Data Protection Policy 2020

**Adopted 17/06/2024**

### Introduction

Hale Parish Council is committed to protecting the rights and freedoms of data subjects and safely and securely processing their data in accordance with all of our legal obligations.

We hold personal data about our employees, residents, and other individuals for a variety of purposes.

This policy sets out how we seek to protect personal data and ensure that we understand the rules governing the use of the personal data to which we have access in the course of delivering our services. In particular, this policy requires staff to ensure that the Data Protection Officer (DPO) be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

### Definitions

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<b>Purposes</b>	The purposes for which personal data may be used by us:  Personnel, administrative, financial, regulatory, payroll and service development purposes <i>including the following:</i> <ul style="list-style-type: none"><li>- <i>Compliance with our legal, regulatory requirements and good practice including compliance with employment contracts</i></li><li>- <i>Gathering information to enable us to deliver our services</i></li><li>- <i>Operational reasons, such as recruitment, recording transactions, training, security vetting,</i></li><li>- <i>Investigating complaints and responding to enquiries</i></li></ul>
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	<ul style="list-style-type: none"> <li>- <i>Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments</i></li> <li>- <i>Monitoring staff conduct, disciplinary matters</i></li> </ul>
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<b>Personal data</b>	<p>‘Personal data’ means any information relating to an identified or identifiable natural person (‘data subject’); an identifiable natural person is one who can be identified, directly or indirectly, in particular by reference to an identifier such as a name, an identification number, location data, an online identifier or to one or more factors specific to the physical, physiological, genetic, mental, economic, cultural or social identity of that natural person.</p> <p><i>Personal data we gather may include: individuals' phone number, home address, email address, educational background, financial and pay details, details of education and skills, marital status, nationality, and CV.</i></p>
<b>Special categories of personal data</b>	<p>Special categories of data include information about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings, and genetic and biometric information —any use of special categories of personal data should be strictly controlled in accordance with this policy.</p>
<b>Data controller</b>	<p>‘Data controller’ means the natural or legal person, public authority, agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data; where the purposes and means of such processing are determined by law.</p>
<b>Data processor</b>	<p>‘Processor’ means a natural or legal person, public authority, agency or other body which processes personal data on behalf of the controller.</p>
<b>Processing</b>	<p>‘Processing’ means any operation or set of operations which is performed on personal data or on sets of personal data, whether or not by automated means, such as collection, recording, organisation, structuring, storage, adaptation or alteration, retrieval, consultation, use, disclosure by transmission, dissemination or otherwise making available, alignment or combination, restriction, erasure or destruction.</p>

<b>Supervisory authority</b>	This is the national body responsible for data protection. The supervisory authority for our organisation is the Information Commissioners Office.
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## Scope

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This policy applies to all staff and councillors, who must be familiar with this policy and comply with its terms.

This policy supplements our other policies relating to internet and email use, and document retention. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated before being adopted.

## The principles

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Hale Parish Council shall comply with the principles of data protection (the Principles) enumerated in the EU General Data Protection Regulation. We will make every effort possible in everything we do to comply with these principles. The Principles are:

### **1. Lawful, fair and transparent**

Data collection must be fair, for a legal purpose and we must be open and transparent as to how the data will be used.

### **2. Limited for its purpose**

Data can only be collected for a specific purpose.

### **3. Data minimisation**

Any data collected must be necessary and not excessive for its purpose.

### **4. Accurate**

The data we hold must be accurate and kept up to date.

### **5. Retention**

We cannot store data longer than necessary.

### **6. Integrity and confidentiality**

The data we hold must be kept safe and secure.

## Accountability and transparency

We must ensure accountability and transparency in all our use of personal data. We must show how we comply with each Principle. You are responsible for keeping a written record of how all the data processing activities you are responsible for comply with each of the Principles. This must be kept up to date and must be available to the DPO for auditing compliance with this policy.

To comply with data protection laws and the accountability and transparency Principle of GDPR, we must demonstrate compliance. You are responsible for understanding your particular responsibilities to ensure we meet the following data protection obligations:

- Fully implement all appropriate technical and organisational measures
- Maintain up to date and relevant documentation on all processing activities
- Conducting data audits and risk assessments including Privacy Impact Assessments where these are required
- Implement measures to ensure privacy by design and default:
  - Data minimisation
  - Pseudonymisation where this is identified as necessary
  - Transparency
  - Allowing individuals to monitor processing
  - Creating and improving security and enhanced privacy procedures on an ongoing basis

## Our procedures

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### Fair and lawful processing

We must process personal data fairly and lawfully in accordance with individuals' rights under the first Principle. This generally means that we should not process personal data unless we have a lawful basis for processing the personal data.

If we cannot apply a lawful basis (explained below), our processing does not conform to the first principle and will be unlawful. Data subjects have the right to have any data unlawfully processed erased

### Data Controller

Hale Parish Council is classified as a data controller (and we also process data). We must

maintain our appropriate registration with the Information Commissioners Office in order to continue lawfully controlling and processing data.

If you are in any doubt about how we handle data, contact the DPO for clarification.

## Lawful basis for processing data

We must establish a lawful basis for processing data. Ensure that any data you are responsible for managing has a written lawful basis approved by the DPO. It is your responsibility to check the lawful basis for any data you are working with and ensure all of your actions comply the lawful basis. At least one of the following conditions must apply whenever we process personal data:

### **1. Consent**

We hold recent, clear, explicit, and defined consent for the individual's data to be processed for a specific purpose.

### **2. Contract**

The processing is necessary to fulfil or prepare a contract for the individual.

### **3. Legal obligation**

We have a legal obligation to process the data (excluding a contract).

### **4. Vital interests**

Processing the data is necessary to protect a person's life or in a medical situation.

### **5. Public Task**

Processing necessary to carry out a public function, a task of public interest or the function has a clear basis in law.

### **6. Legitimate interest**

The processing is necessary for our legitimate interests. This condition does not apply if there is a good reason to protect the individual's personal data which overrides the legitimate interest.

## Deciding which condition to rely on

If you are making an assessment of the lawful basis, you must first establish that the processing is necessary. This means the processing must be a targeted, appropriate way of achieving the stated purpose. You cannot rely on a lawful basis if you can reasonably achieve the same purpose by some other means.

Remember that more than one basis may apply, and you should rely on what will best fit the purpose, not what is easiest.

Consider the following factors and document your answers:

- What is the purpose for processing the data?
- Can it reasonably be done in a different way?
- Is there a choice as to whether or not to process the data?
- Who does the processing benefit?
- After selecting the lawful basis, is this the same as the lawful basis the data subject would expect?
- What is the impact of the processing on the individual?
- Are you in a position of power over them?
- Are they a vulnerable person?
- Would they be likely to object to the processing?
- Are you able to stop the processing at any time on request, and have you factored in how to do this?

Our commitment to the first Principle requires us to document this process and show that we have considered which lawful basis best applies to each processing purpose, and fully justify these decisions.

We must also ensure that individuals whose data is being processed by us are informed of the lawful basis for processing their data, as well as the intended purpose. This should occur via a privacy notice. This applies whether we have collected the data directly from the individual, or from another source.

If you are responsible for making an assessment of the lawful basis and implementing the privacy notice for the processing activity, you must have this reviewed by the DPO.

## Special categories of personal data

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### What are special categories of personal data?

Previously known as sensitive personal data, this means data about an individual which is more sensitive, so requires more protection. This type of data could create more significant risks to a person's fundamental rights and freedoms, for example by putting them at risk of unlawful discrimination. The special categories include, for example, information about an individual's:

- race
- ethnic origin
- politics
- religion
- trade union membership
- health

In most cases where we process special categories of personal data, we will require the data subject's *explicit* consent to do this unless exceptional circumstances apply or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

The condition for processing special categories of personal data must comply with the law. If we do not have a lawful basis for processing special categories of data that processing activity must cease.

## Responsibilities

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### Our responsibilities

- Analysing and documenting the type of personal data we hold
- Checking procedures to ensure they cover all the rights of the individual
- Identify the lawful basis for processing data
- Ensuring consent procedures are lawful
- Implementing and reviewing procedures to detect, report and investigate personal data breaches
- Store data in safe and secure ways
- Assess the risk that could be posed to individual rights and freedoms should data be compromised

### Your responsibilities

- Fully understand your data protection obligations
- Check that any data processing activities you are dealing with comply with our policy and are justified
- Do not use data in any unlawful way

- Do not store data incorrectly, be careless with it or otherwise cause us to breach data protection laws and our policies through your actions
- Comply with this policy at all times
- Raise any concerns, notify any breaches or errors, and report anything suspicious or contradictory to this policy or our legal obligations without delay

## Responsibilities of the Data Protection Officer

- Keeping the council updated about data protection responsibilities, risks and issues
- Reviewing all data protection procedures and policies on a regular basis
- Reviewing the data inventory
- Conducting internal audits of compliance with the GDPR
- Answering questions on data protection from staff and councilors
- Checking and approving data processing agreements with third parties
- Supporting the completion of Privacy Impact Assessments
- Investigating and reporting data breaches

## IT Security Responsibilities

- Ensure all systems, services, software and equipment meet acceptable security standards
- Checking and scanning security hardware and software regularly to ensure it is functioning properly
- Researching third-party services, such as cloud services the council is considering using to store or process data

## Accuracy and relevance

We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If you believe that information is inaccurate you should record the fact that the accuracy of the information is disputed and inform the DPO.

## Data security

You must keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, contracts must be implemented with those third-party organisations including specific data security arrangements.

## Storing data securely

- In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised personnel cannot access it
- Printed data should be shredded when it is no longer needed with reference to the time limits in the council's Document Retention Policy
- Data stored on a computer should be protected by strong passwords that are changed regularly. We encourage all staff to use a password manager to create and store their passwords.
- Data stored on CDs or memory sticks or plug in hard drives must be encrypted or password protected and locked away securely when they are not being used
- The DPO must approve any cloud used to store data
- Servers containing personal data must be kept in a secure location, away from general office space, and protected by security software
- Data should be regularly backed up in line with the council's backup procedures
- Personal Data should never be saved directly to mobile devices such as laptops, tablets or smartphones
- All possible technical measures must be put in place to keep data secure

## Data retention

We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines as specified in our data retention policy.

## Transferring data internationally

There are restrictions on international transfers of personal data outside the EEA. You must not transfer personal data abroad, or anywhere else outside of normal rules and procedures without first securing an opinion from the DPO.

# Rights of individuals

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Individuals have rights to their data which we must respect and comply with to the best of our ability. We must ensure individuals can exercise their rights in the following ways:

### 1. Right to be informed

- Providing privacy notices which are concise, transparent, intelligible and easily accessible, free of charge, that are written in clear and plain language, particularly if aimed at children.
- Keeping a record of how we use personal data to demonstrate compliance with the need for accountability and transparency.

## **2. Right of access**

- Enabling individuals to access their personal data and supplementary information
- Allowing individuals to be aware of and verify the lawfulness of the processing activities

## **3. Right to rectification**

- We must rectify or amend the personal data of the individual if requested because it is inaccurate or incomplete.
- This must be done without delay, and no later than one month. This can be extended to two months with permission from the DPO.

## **4. Right to erasure**

- We must delete or remove an individual's data if requested and there is no compelling reason for its continued processing.

## **5. Right to restrict processing**

- We must comply with any request to restrict, block, or otherwise suppress the processing of personal data.
- We are permitted to store personal data if it has been restricted, but not process it further. We must retain enough data to ensure the right to restriction is respected in the future.

## **6. Right to data portability**

- We must provide individuals with their data so that they can reuse it for their own purposes or across different services.
- We must provide it in a commonly used, machine-readable format, and send it directly to another controller if requested.

## **7. Right to object**

- We must respect the right of an individual to object to data processing based on legitimate interest or the performance of a public interest task.

- We must respect the right of an individual to object to direct marketing, including profiling.
- We must respect the right of an individual to object to processing their data for scientific and historical research and statistics.

## 8. Rights in relation to automated decision making and profiling

- We must respect the rights of individuals in relation to automated decision making and profiling.
- Individuals retain their right to object to such automated processing, have the rationale explained to them, and request human intervention.

# Privacy notices

## When to supply a privacy notice

A privacy notice must be supplied at the time the data is obtained if obtained directly from the data subject. If the data is not obtained directly from the data subject, the privacy notice must be provided within a reasonable period of having obtained the data, which mean within one month.

If the data is being used to communicate with the individual, then the privacy notice must be supplied at the latest when the first communication takes place.

If disclosure to another recipient is envisaged, then the privacy notice must be supplied prior to the data being disclosed.

## What to include in a privacy notice

Privacy notices must be concise, transparent, intelligible and easily accessible. They are provided free of charge and must be written in clear and plain language, particularly if aimed at children

The following information must be included in a privacy notice to all data subjects:

- Identification and contact information of the data controller and the data protection officer
- The purpose of processing the data and the lawful basis for doing so
- The legitimate interests of the controller or third party, if applicable
- The right to withdraw consent at any time, if applicable

- The category of the personal data (only for data not obtained directly from the data subject)
- Any recipient or categories of recipients of the personal data
- Detailed information of any transfers to third countries and safeguards in place
- The retention period of the data or the criteria used to determine the retention period, including details for the data disposal after the retention period
- The right to lodge a complaint with the ICO, and internal complaint procedures
- The source of the personal data, and whether it came from publicly available sources (only for data not obtained directly from the data subject)
- Any existence of automated decision making, including profiling and information about how those decisions are made, their significances and consequences to the data subject
- Whether the provision of personal data is part of a statutory or contractual requirement or obligation and possible consequences for any failure to provide the data (only for data obtained directly from the data subject)

## Subject Access Requests

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### What is a subject access request?

An individual has the right to receive confirmation that their data is being processed, access to their personal data and supplementary information which means the information which should be provided in a privacy notice.

### How we deal with subject access requests

We must provide an individual with a copy of the information the request, free of charge. This must occur without delay, and within one month of receipt. We endeavour to provide data subjects access to their information in commonly used electronic formats, and where possible, provide direct access to the information through a remote accessed secure system.

If complying with the request is complex or numerous, the deadline can be extended by two months, but the individual must be informed within one month. You must obtain approval from the DPO before extending the deadline.

We can refuse to respond to certain requests, and can, in circumstances of the request being manifestly unfounded or excessive, charge a fee. If the request is for a large quantity of data, we can request the individual specify the information they are requesting. This can only be done with express permission from the DPO.

Once a subject access request has been made, you must not change or amend any of the data that has been requested. Doing so is a criminal offence.

## Right to erasure

### What is the right to erasure?

Individuals have a right to have their data erased and for processing to cease in the following circumstances:

- Where the personal data is no longer necessary in relation to the purpose for which it was originally collected and / or processed
- Where consent is withdrawn
- Where the individual objects to processing and there is no overriding legitimate interest for continuing the processing
- The personal data was unlawfully processed or otherwise breached data protection laws
- To comply with a legal obligation
- The processing relates to a child

### How we deal with the right to erasure

We can only refuse to comply with a right to erasure in the following circumstances:

- To exercise the right of freedom of expression and information
- To comply with a legal obligation for the performance of a public interest task or exercise of official authority or the comply with a contract
- For public health purposes in the public interest
- For archiving purposes in the public interest, scientific research, historical research or statistical purposes
- The exercise or defence of legal claims

If personal data that needs to be erased has been passed onto other parties or recipients, they must be contacted and informed of their obligation to erase the data. If the individual asks, we must inform them of those recipients.

## The right to object

Individuals have the right to object to their data being used on grounds relating to their particular situation. We must cease processing unless:

- We have legitimate grounds for processing which override the interests, rights and freedoms of the individual.
- The processing relates to the establishment, exercise or defence of legal claims.

We must always inform the individual of their right to object at the first point of communication, i.e. in the privacy notice. We must offer a way for individuals to object online.

## **The right to restrict automated profiling or decision making**

We may only carry out automated profiling or decision making that has a legal or similarly significant effect on an individual in the following circumstances:

- It is necessary for the entry into or performance of a contract.
- Based on the individual's explicit consent.
- Otherwise authorised by law.

In these circumstances, we must:

- Give individuals detailed information about the automated processing.
- Offer simple ways for them to request human intervention or challenge any decision about them.
- Carry out regular checks and user testing to ensure our systems are working as intended.

## **The right to data portability**

We must provide the data requested in a structured, commonly used and machine-readable format. We must provide this data either to the individual who has requested it, or to the data controller they have requested it be sent to. This must be done free of charge and without delay, and no later than one month. This can be extended to 2 months for complex or numerous requests, but the individual must be informed of the extension within 1 month and you must get an opinion from the DPO first.

# Third parties

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## Using third party controllers and processors

As a data controller we must have written contracts in place with any third-party data processors that we use. The contract must contain specific clauses which set out our and their liabilities, obligations and responsibilities.

As a data controller, we must only appoint processors who can provide sufficient guarantees under GDPR and that the rights of data subjects will be respected and protected.

As a data processor, we must only act on the documented instructions of a controller. We acknowledge our responsibilities as a data processor under GDPR and we will protect and respect the rights of data subjects.

## Contracts

Our contracts must comply with the standards set out by the ICO and, where possible, follow the standard contractual clauses which are available. Our contracts with data processors must set out the subject matter and duration of the processing, the nature and stated purpose of the processing activities, the types of personal data and categories of data subject, and the obligations and rights of the controller.

At a minimum, our contracts must include terms that specify:

- Acting only on written instructions
- Those involved in processing the data are subject to a duty of confidence
- Appropriate measures will be taken to ensure the security of the processing
- Sub-processors will only be engaged with the prior consent of the controller and under a written contract
- The controller will assist the processor in dealing with subject access requests and allowing data subjects to exercise their rights under GDPR
- The processor will assist the controller in meeting its GDPR obligations in relation to the security of processing, notification of data breaches and implementation of Data Protection Impact Assessments
- Delete or return all personal data at the end of the contract
- Submit to regular audits and inspections and provide whatever information necessary for the controller and processor to meet their legal obligations.
- Nothing will be done by either the controller or processor to infringe on GDPR.

# Criminal offence data

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## Criminal record checks

Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject. We cannot keep a comprehensive register of criminal offence data. All data relating to criminal offences is considered to be a special category of personal data and must be treated as such.

# Audits, monitoring and training

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## Data audits

Regular data audits to manage and mitigate risks will inform the data inventory. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant. You must conduct a regular data audit to ensure an up to date data inventory is maintained and make this available to the DPO.

## Monitoring

Everyone must observe this policy. The DPO will carry out periodic internal audits to monitor compliance of the council with this policy. The council will keep this policy under review and amend or change it as required. You must notify the DPO of any breaches of this policy. You must comply with this policy fully and at all times.

## Training

You will receive adequate training on provisions of data protection law specific for your role. You must complete all training as requested. If you move role or responsibilities, you are responsible for requesting new data protection training relevant to your new role or responsibilities.

If you have queries on data protection matters, contact the DPO.

# Reporting breaches

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Any breach of this policy or of data protection laws must be reported as soon as practically possible. This means as soon as you have become aware of a breach. The council has a legal obligation to report any data breaches to the ICO within 72 hours.

All members of staff have an obligation to report actual or potential data protection compliance failures. This allows us to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify the ICO of any compliance failures that are material either in their own right or as part of a pattern of failures

Any member of staff who fails to notify of a breach or is found to have known or suspected a breach has occurred but has not followed the correct reporting procedures will be liable to disciplinary action.

## Failure to comply

We take compliance with this policy very seriously. Failure to comply puts both you and the organisation at risk.

The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under our procedures.

## Making Information Available

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

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

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

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

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

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

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

## Disclosure Information

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

## Data Transparency

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

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

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

The principles of the Code are:

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

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

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

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Hale Parish Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

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



# HALE PARISH COUNCIL - VOLUNTEER POLICY

**ADOPTED 16th SEPTEMBER 2024**

- Hale Parish Council acknowledges and values the support that volunteers provide to the local community. This policy sets out the broad principles for voluntary involvement in activities overseen by Hale Parish Council. It will be reviewed regularly to ensure that it is relevant to the needs of Hale Parish Council and its volunteers.
- This policy applies to volunteers working on behalf of, but not employed by, the Parish Council. Volunteers are unpaid and of their own free will contribute their time, energy and skills to benefit the community.
- Parish Council volunteer opportunities can be advertised through Parish media, including Hale Parish Council Newsletter, Parish Council notice boards and the Parish Council website
- Volunteers are requested to respect neighbours and residents when carrying out voluntary work. If the nature of the work is such that it is potentially disruptive to others, it should only be carried out during sociable daylight hours: unless agreed with the council
- Volunteers expect to be treated equally, regardless of their gender, race, age, faith, disability or sexual orientation.
- Volunteers must be adequately able to carry out the role. It must be sufficient to ensure their health and safety and, as far as reasonably practicable, that of any people who might be affected by the work. The Parish Council will work with the individual authorised to undertake the work to assess training needs and provide appropriate training as required.
- Volunteers must be aware of all aspects of the task being undertaken. This should include health and safety, what to do if there is a problem and an introduction to other relevant individuals. The Parish Council will work with the individual authorised to undertake the work.
- A risk assessment must be undertaken in order to identify risks that might be faced and how they will be managed. The Clerk must receive a copy of such risk assessment records. The Parish Council will work with the individual authorised to undertake the work to ensure appropriate risk assessments are undertaken.
- On condition that volunteers are working on behalf of the Parish Council and at their direct request, then they will be insured under the Parish

Council's Public Liability and Employer's Liability cover However, the Council does not insure the volunteer's personal possessions against loss or damage and if volunteers use their own tools or equipment the Parish Council cannot be held liable for any injury, loss or damage arising from a fault or defect with these.

- Volunteers must carry out only less hazardous work involving use of non-powered tools where possible However, if using powered lawn mowers or other grass cutting equipment, stout footwear must be worn. Sensible and appropriate protective equipment should be worn including stout safety goggles (strimmers), high visibility vests and ear protectors.
- Expenses will be paid only with the prior approval of the Parish Council and after receipt by the Parish Council of paper receipts in respect of same. Provision of any safety equipment or clothing needs that are identified during the risk assessment process must be authorised in advance by the Parish Council.
- If volunteers are dissatisfied with any aspect of their work or wish to resolve a problem, contact should be made in the first instance with the Clerk to the Parish Council



# Hale Parish Council

## Expenses Policy

Adopted on 17th June 2024

## 1. GENERAL PRINCIPLES

It is the policy of Hale Parish Council to reimburse its employees and elected members for expenses incurred in performing the duties required by Hale Parish Council, such as travelling on Council business, and attending training or meetings on behalf of the Council, provided the expenditure has been authorised, receipted and certified in accordance with this policy.

Employees and members should not be either financially disadvantaged or advantaged due to genuine Council expenses.

All expense claims must be submitted using the Expenses Claim Form and accompanied by receipts. Unless the claim is for petrol, whereby mileage must be calculated in line with this policy.

## 2. AUTHORISED DUTIES

Expenses claims will be considered for the following:

- Travelling and associated travel expenses for journeys required to conduct Council business outside the Parish.
- Travelling and associated travel expenses for journeys required for training outside the Parish.

This does not include travel between home and office unless the employee is recognised as being a “contractual home-based employee”.

## 3. METHOD OF TRAVEL

Employees and members should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey.

Travel by car will be reimbursed at current National Joint Council rates and parking will be paid. Employees and members are under no obligation to drive long distances they feel unable to sustain mentally or physically. Where employees and members use their own vehicle, they should ensure that the vehicle is in good working order, fully insured, taxed and with a valid MOT.

### Approved Mileage Allowance Payments

Type of Vehicle	First 10,000 Miles	Above 10,000 Miles
Cars and Vans	£0.45 Per Mile	£0.25 Per Mile
Motorcycles	£0.24 Per Mile	£0.24 Per Mile
Cycle	£0.20 Per Mile	£0.20 Per Mile

Employees and members are required to keep track of Council mileage incurred in the tax year (1 April to 31 March) to ensure the correct rates are applied.

If an employee or member carries any other employee or member in their own vehicle when travelling on Council business, that employee or member can claim £0.05 per passenger per mile. The employee and/or member passengers must also be travelling on Council business to qualify.

Public transport will be preferred where more practical and cost effective. All rail and air travel should be the most cost effective fare available. Employees and members should, as far as possible, travel standard class and should attempt to book their journeys sufficiently in advance to obtain the best possible price.

Where Oyster cards are used for tube, DLR, or tram, the employee or member should provide evidence of the cost incurred by printing off their online statement or by printing off the journey cost provided by the Oyster fare finder.

Taxis shall only be used when essential (e.g. urgency, awkward hours, transport of baggage, health reasons etc).

#### **4. SUBSISTENCE**

An employee or member may claim for the costs of meals and beverages reasonably purchased when travelling on Council business. This is intended to reimburse the employee for additional expense as a result of having to travel on Council business and personal incidental expenses cannot be claimed.

Breakfast, lunch and evening meals will be reimbursed up to a maximum amount of £40 per day. If employees and members incur costs in excess of the claimable £40 per day, only £40 of any receipts will be reimbursed.

Additionally, the employee or member may claim “personal incidental expenses” up to a maximum of £5 per day to cover items such as telephone calls, newspapers and laundry.

The total of any such costs must not exceed £5 otherwise no reimbursement will be allowed – *ie* the allowance will not be regarded as a contribution to such costs.

If the employee or member is away for more than one night, the daily limits (*ie* £40 and £5) may be averaged across the number of nights that the employee is away.

The rules above apply to overseas travel as well as UK travel. However, in some cases, it may be necessary to allow higher limits for subsistence costs, subject to discussion and approval from the Clerk.

#### **5. ACCOMMODATION**

The cost of accommodation will be reimbursed when it can be clearly demonstrated that it is impossible or impractical to attend the approved duty without staying over the previous

or following evening (e.g. where an employee or members' journey would have to start from home before 06:00am or return home after 10:00pm).

Accommodation sought must be the most cost effective and take into account a reasonable distance required to travel to/from the approved duty.

## **6. ENTERTAINING**

Employees and members should only entertain visitors and guests where it is likely to assist the Council in its objectives and with the prior approval of the Clerk.

In general, entertainment counts as business-related if its purpose is to discuss a particular Council project, maintain an existing service or to form a new service.

By contrast, entertainment won't count as business-related if its purpose is of a social nature.

Amounts claimed should be reasonable and appropriate.

## **7. EYE TESTS AND SPECTACLES**

Hale Parish Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). As such, the Council will contribute £25 towards the cost of an eye test conducted by a suitably qualified optician, if you use display screen (computer monitor) equipment for a significant part of your working day on Council business. The Council will only reimburse one eye test in any twelve month period.

If the test reveals that spectacles are required for exclusively VDU work, the Council will contribute £75 towards the cost of basic spectacles exclusively for VDU use. This policy does not apply to contact lenses.

## **8. PROCEDURE**

All expenses claims must be made on the claim form with VAT receipts attached as appropriate. Claim forms are available from the Clerk to Hale Parish Council.

All receipts should be originals.

It is important that employees and members keep full records of expenses claimed and the reasons the expenses were incurred so that they can provide appropriate evidence, if requested, to HMRC. In respect of car travel, employees and members should keep a log showing where the journeys commenced and ceased and the number of miles travelled.

The completed and signed form, with receipts attached, should be given to the Clerk for processing.

The Clerk will scrutinise all claims submitted. If satisfied that the claims are eligible, they will be approved and paid.

All overseas transactions in local currency must be converted to sterling at the valid rate on day of expense.

All employees and members should ensure that expense claims are submitted at the time they are incurred, or within a period of no more than three months following the expense. If the employee or member fails to submit a claim for a particular item at the time and instead claims it later after a period of three months has lapsed, Hale Parish Council may, at the discretion of the Clerk, refuse to reimburse the expenditure.

## **9. REIMBURSEMENT**

Expense claims are normally paid in the following monthly payment run, unless circumstances require payment sooner.

## **10. MISCELLANEOUS EXPENSES**

There may be other incidental expenses incurred by employees and members that are not covered by these rules such as stationary, phone calls, postage etc which would then prompt a discussion with the Clerk. All cases of doubt should be referred promptly to the Clerk prior to incurring the expense.

## **11. NON-REIMBURSABLE EXPENSES**

The following categories of expense will not be reimbursed:

- Expenses whereby credit card receipts are the only available evidence, unless exceptionally approved by Council
- Personal entertainment of any sort
- Mini bar consumables

## **12. ABUSE OF THIS POLICY**

Any abuse in the application of this policy by employees will be dealt with in accordance with Hale Parish Council's disciplinary policy and may possibly result in disciplinary action being taken, up to and including dismissal.

Deliberate falsification of a claim or the evidence needed to make a claim by employees will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense.

## **13. REVIEW**

This policy is to be reviewed regularly and updated subject to Council request and changes to national framework.



## **HALE PARISH COUNCIL**

### **AGAR ASSERTION 10 – Digital and Data Compliance**

#### **BACKGROUND:**

This is a new assertion introduced in the 2025 NALC/SLCC Practitioner's Guide for smaller authorities. It applies to the AGAR (Annual Governance and Accountability Return) for the financial year 01.04.2025 – 31.03.2026.

#### **WHAT IT MEANS:**

Councils are now required to demonstrate compliance to digital matters such as GDPR.

In order to be able to place a tick in the AGAR Assertion 10 box Hale Parish Council will need to demonstrate:

- that we have a .gov.uk domain name and that all officers and members of the council are using generic .gov.uk email addresses to conduct Parish Council business
- that our website meets the Web Content Accessibility Guidelines (WCAG) 2.2AA and must include published documentation as specified in the Freedom of Information Act 2000 and Transparency Code for Smaller Authorities.
- that the council processes personal data with care and in line with the principles of data protection
- that the council has an IT policy in place that explains how we conduct authority business in a secure and legal way when using It equipment and software. This applies to authority owned and personal equipment.

## **OUR CURRENT STATUS:**

Hale Parish Council already has a .gov.uk domain name in place and officers and members have **.gov.uk** email addresses.

The Parish Council is in the process of replacing our website and this is a project that is due to be completed shortly. The Clerk has received literature regarding KALC WCAG 2.2AA which gives an overview of website content in terms of documentation. Our website provider has been contacted and has confirmed that our website will conform to the standard at the time of delivery, and that we can run tests on our published content to assess our compliance and make any changes necessary.

The Parish Council currently has a Data protection policy and Information Security policy in place. These policies will need to be reviewed to make sure that they are current and are not excessive. We will also need to perform a data audit.

The Parish Council does not currently have a specific IT policy in place.

## **TO SUMMARISE:**

In order to demonstrate compliance with Assertion 10 the following actions need to be taken:

- a review of the documentation on our current website
- a review of policies
- a data audit
- creation of an IT policy

Brian Hargreaves

Parish Clerk / RFO

September February 2026



## **HALE PARISH COUNCIL**

### **DRAFT - INFORMATION TECHNOLOGY POLICY**

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## **Introduction**

Each council will have its own IT setup and, as such, a single 'one-size-fits-all' IT policy is unlikely to be appropriate. Some smaller parish councils may operate with minimal equipment, while others may manage multiple devices connected to a central server. These guidelines are intended to help councils identify key considerations when developing or updating their own IT policy.

Councils that use external IT providers should ensure their policies accurately reflect current practices and contractual arrangements.

## **Purpose of the IT Policy**

The purpose of an IT policy is to establish clear parameters for how councillors, staff, and other authorised users use council-provided technology or equipment in the course of their duties. A well-defined policy helps to:

- Set expectations for appropriate use of equipment and systems;
- Raise awareness of risks associated with IT use;
- Safeguard the council's data and digital assets;
- Clarify what constitutes acceptable and unacceptable use;
- Outline the consequences of policy breaches.

Councils will also need to determine and clearly state whether limited personal use of IT equipment is permitted (for example, checking personal email or online shopping during lunch breaks).

## **Monitoring of IT Use**

As an IT provider, the council has the right to monitor the use of its IT equipment and systems, provided there is a legitimate reason for doing so and councillors, employees and other authorised users are informed that such monitoring may take place. Any monitoring must be proportionate and comply with relevant data protection and privacy laws. Other persons may be included if they access or use council systems e.g. if they have a council e-mail address

## **Scope of this policy**

This policy applies to all councillors, staff, and other authorised users, regardless of their working location or pattern, including those who are home-based, office-based, or work on a flexible or part-time basis. It sets out the expectations for the appropriate use of IT equipment and systems provided by the council.

## **Computer use**

### **1.1 Hardware**

**1.1.1** Hale Parish Council computer equipment is provided for council purposes only. Hale Parish Council Council computer equipment is provided for council purposes, however reasonable personal use is permitted (reasonable interpreted as in the opinion of the Council) Any personal use of our computers and systems should not interrupt our daily council work in any way. Councillors, staff, and other authorised users are asked to restrict any personal use to official lunch breaks or before or after working hours.

**1.1.2** Locking computers when leaving desk, all councillors, staff, and other authorised users must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

**1.1.3** All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

**1.1.4** Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

**1.1.5** All computer and mobile equipment will carry a number which is logged against the current owner of that equipment. A database of equipment issued will be kept.

**1.1.6** Equipment should not be dismantled or reassembled without seeking advice.

**1.1.7** Councillors, staff, and other authorised are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

**1.1.8** Personal disks, USB stick, CDs, DVDs, data storage devices etc cannot be used on council computers without the prior approval of the Clerk.

**1.1.9** Hale Parish Council has a wireless network. Using a portable device to make personal Wi-Fi hot spots which bypass existing WiFi is not allowed.

**1.1.10** Any faults or necessary repairs must be reported to the Clerk

## **Equipment**

### **2.1 Portable equipment**

**2.1.1** Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

**2.1.2** It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

**2.1.3** All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

**2.1.4** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code. Where possible, these devices should also be programmed to erase all content after several unsuccessful attempts to break in. Any security set on these devices must not be disabled or removed.

**2.1.5** Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.

**2.1.6** If an item of portable equipment is lost or damaged this should be reported to the Clerk. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the cost of the loss/damage.

**2.1.7** To protect confidential information, unless it is a requirement of the job and this has been authorised, it is forbidden for photographs or videos to be taken on council premises, without the prior written permission of the Parish Council. This includes mobile telephones with camera function, camcorder, tape or other recording device for sound or pictures - moving or still.

**2.1.8** Under no circumstances should any non-public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

**2.1.9** In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from the Clerk

## **2.2 Use of own devices**

**2.2.1** The Council recognises that some councillors, staff, and other authorised users may wish to use their own smartphones, tablets, laptops etc to access our networks for normal council purposes, including, but not limited to, reading their emails, accessing documents stored by the Council or to store data on Council server(s) or access data in other services. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

**2.2.2** However, the same security precautions apply to personal devices as to the council's desktop equipment. For continuity purposes, calls made to external parties (such as external stakeholders) must be made on council landlines or mobile phone numbers to ensure that only these numbers are used and/or stored by the recipient, rather than personal numbers. Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

**2.2.3** Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council

carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

**2.2.4** In cases of legal proceedings against the Council or external stakeholders, the Council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

**2.2.5** Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both work and personal profiles, the work profile must always be used for work-related purposes.

**2.2.6** Councillors, staff, and other authorised users who intend to use their own devices via the council's infrastructure must ensure that they:

- use a “6-digit pin, strong password (i.e. one which uses three random words (e.g. PurpleCandleRiver) or finger print (preferably the latter) to protect their device(s) from being accessed. For smartphones and tablets this should lock the device after a specified number of failed login attempts;
- configure their device(s) to automatically prompt for a password after a period of inactivity of more than 1 minute;
- always password protect any documents containing confidential information that are sent as attachments to an email, and notify the password separately (preferably by a means other than email);
- for smartphones and tablets, activate the automatic device wipe function (where available). Note that use of the remote wipe function may also involve the removal of the individual's personal data. Councillors, staff, and other authorised users are therefore advised to keep personal data separate from council data where possible;
- ensure secure WiFi networks are used;
- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their

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- ensure that work-related data cannot be viewed or retrieved by family or friends who may use the device;
- inform the Clerk if their device(s) is/are lost, stolen, or inappropriately accessed where there is risk of access to council data or resources. To prevent phones being used, they will need to retain the details of their

IMEI number and the SIM number of the device as their provider will require this to deactivate it.

**2.2.7** Personal data relating to councillors, staff, and other authorised users, associates, residents, external stakeholders should not be saved to any personal accounts with third-party storage cloud service providers as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

**2.2.8** Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time. The following data must never be accessed or processed on a personal device:

**2.2.9** If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

**2.2.10** Councillors, staff, and other authorised users who open any attachments should ensure that any cached copies are deleted immediately after use. The Clerk will provide assistance or training in doing this if needed. Additional risks include data belonging to the council being accessed by unauthorised persons if the device(s) is lost, stolen, or used without the owner's permission.

**2.2.11** Any work done on user's own equipment should be stored securely and password protected and should always be backed up in accordance with the council's standard backup procedures.

**2.2.12** Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow the Clerk access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

**2.2.13** Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing Council servers/services via their own IT equipment. Risks to the

user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

## **Health and safety**

**3.1.1** Councillors, staff, and other authorised users who work in council offices will be provided with an appropriate workstation.

**3.1.2** The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment. Further details are set out in the Council's staff handbook available from the Clerk

**3.1.3** Any VDU user who feels that their workstation requires changes to make it compliant must speak to the Clerk

If any hazards are detected at a workstation, including 'noises' from the IT equipment, this should be reported immediately to the Clerk

## **Password and Authentication Policy**

**4.1.1** All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver). This method helps create passwords that are both strong and easy to remember, while offering effective protection against common cyber threats such as brute-force attacks. This approach is endorsed in NALC guidance.

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.

- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

For more guidance, see the NCSC's advice on password security: [NCSC Password Guidance](#)

#### **4.1.2** Access to Passwords

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the Chair of the Council, in a sealed envelope, only to be accessed in an emergency.

#### **4.1.3** Password Storage and Management

- Passwords must not be stored in plain text or written down in insecure locations.
- Passwords must be stored using a council-approved, encrypted password manager (e.g., LastPass, Bitwarden, or KeePass).

#### **4.1.4** Password Change Requirements

- Immediately change password if compromise is suspected.

#### **4.1.5** Password Access Control and Logging

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

#### **4.1.6** Responsibility

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

## **Monitoring**

**5.1.1** The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

**5.1.5** The council will monitor the use of electronic communications and use of the internet in line with the Investigatory Powers (Interception by Councils etc for Monitoring and Record-keeping Purposes) Regulations 2018.

**5.1.6** Monitoring of an employee's email and/or internet use will be conducted in accordance with an impact assessment that the council has carried out to ensure that monitoring is necessary and proportionate. Monitoring is in the council's legitimate interests and is to ensure that this policy is being complied with.

**5.1.7** The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

**5.1.8** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

**5.1.9** Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

**5.1.10** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

**5.1.11** The Council has systems in place that can monitor and record all internet usage. A daily log is kept of all activity, which details the names of all websites accessed, along with the date and time of access, by individual councillors, staff, and other authorised users. Records of internet use and sites visited will normally be retained for a period of [specify duration, e.g. "six months"].

**5.1.12** The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

**5.1.13** Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

**5.1.14** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

## **Remote working**

**6.1.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home or at a premises or any other different venue), as follows:

- if logging into the council's systems or services remotely, using computers that either do not belong to the council or are not owned by the user, any passwords must not be saved, and the user must log out at the end of the session deleting all logs and history records within the browser used. If the configuration of the device does not clearly support these actions (for example at an internet café), council services should not be accessed from that device;
- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid

messages being read by other people, including other travellers on public transport etc;

- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at a "non council" premises unless arrangements have been made with a responsible person at those premises for them to be kept in a locked room or cabinet if they are to be left unattended at any time;
- any data should be kept safely and should only be disposed of securely;
- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;
- where possible the ability to remotely wipe any mobile devices that process sensitive information should be retained in the case of loss or theft;
- Councillors, staff, and other authorised users who work away from the office with sensitive data should be equipped with a screen privacy filter for mobile devices and should use this at all times when accessing such data away from the office.

**6.1.2** Those issued with a 'dongle' to enable internet access from a laptop via 3G or 4G networks whilst away from their normal workplace should note that the cost of internet access can be very high. Dongles should therefore be used for essential council purposes only, especially if abroad.

**6.1.3** Similarly, use of paid for Wi-Fi access, for example at airports should be carefully monitored and restricted to essential council use.

## **Email**

**7.1.1** Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

**7.1.2** On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

**7.1.3** These rules are designed to minimise the legal risks run when using email at work and to guide councillors, staff, and other authorised users as to what may and may not be done. If there is something which is not covered in the policy, councillors, staff, and other authorised users should ask the Clerk rather than assuming they know the right answer.

**7.1.4** All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

**7.1.5** Email messages sent on the council's account should be for council use only. Personal communications are permitted provided they do not encroach upon working time or interrupt council business in any way. Employees and other authorised users are asked to restrict their personal use to official lunch breaks or before or after working hours, and to use their personal email accounts, rather than council addresses.

## **Use of the Internet**

### **8.1 Copyright**

**8.1.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

**8.1.2** It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

**8.1.3** Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

**8.1.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

**8.1.5** Copyright and database right law can be complicated. Councillors, staff, and other authorised users should check with the Clerk if unsure about anything.

## **8.2 Trademarks, links and data protection**

**8.2.1** The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first with The Clerk.

**8.2.2** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the Council's data protection policy, a copy of which is included on the Parish Council Website.

## **8.3 Accuracy of information**

**8.3.1** One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

## **Use of social media**

**9.1.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

**9.1.2** Personal use of social networking/media and chat sites (such as Instagram, facebook etc) should be restricted to breaks during working hours, or after hours with permission.

**9.1.3** The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the Council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the Council, or if remarks about external stakeholders could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

**9.1.4** To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the Council's databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities, unless this has been authorised.
- Any blog that mentions the Council, its current work, councillors, employees, other users associated with the Council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the Council. Even if the Council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer's own (e.g. via a disclaimer statement such as: "The comments and other content on

this site are my own and do not represent the positions or opinions of my employer/ the council.”) Writers must not claim or give the impression that they are speaking on behalf of the council.

- Any employee who is developing a site or writing a blog that will mention the Council, must state all current or potential plans, councillors involved, staff, and other authorised users, partners, and must inform the Clerk that they are writing this and gain agreement before going 'live'.
- The council expects councillors, staff, and other authorised users to be respectful about the Council and its current or potential staff, including employees, councillors, clerks, and authorised users and not to engage in any name calling or any behaviour that will reflect negatively on its reputation. Any unauthorised use of copyright materials, any unfounded or derogatory statements, or any misrepresentation is not viewed favourably and could constitute gross misconduct.
- Photos or videos that include employees or other workers wearing uniforms or clothing displaying the council's name or logo should not be posted on social media if they could reflect negatively on the individual, their role, their colleagues, or the council. Additionally, photos, videos, or audio recordings must not be taken on council premises without explicit permission
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations with external stakeholders should not take place on any social networking sites, including forums.
- Any writing about or displaying photos or videos of internal activities that involves current councillors, staff, and other authorised persons, might be considered a breach of data protection and a breach of privacy and confidentiality. Therefore, their permission should be gained prior to uploading any such material. Details of any kind relating to any events, conversations, materials or documents that are meant to be private, confidential or internal to the council should not be posted. This may include manuals; procedures; training documents; non-public financial or operational information; personal information regarding other councillors, staff, and other authorised users anything to do with a disciplinary case, grievance, allegation of bullying/harassment or discrimination, or legal issue; any other secret, confidential, or proprietary information or information that is subject to confidentiality agreements. This does not affect statutory requirements to publish information including under the Freedom of Information Act.

- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. Employees may be subject to disciplinary action for comments, content, or images that are defamatory, embarrassing, pornographic, proprietary, harassing, libellous, or that can create a hostile work environment. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Postings to websites or anywhere on the internet and social media of any kind, or in any press or media of any kind, should not breach copyright or other law or disclose confidential information, defame or make derogatory comments about the council or its councillors, staff, and other authorised users, or disclose personal data or information about any individual that could breach data protection legislation.
- Contacts by the media relating to the Council, should be referred to the Clerk
- Councillors, staff, and other authorised users who use sites such as LinkedIn and Facebook must ensure that the information on their profile is accurate and up to date and must update their profile on leaving the Council.
- Councillors, staff, and other authorised users who use X.com, LinkedIn, or other social media/networking sites for Council development purposes must ensure they provide the Council with login details, including password(s), so that these sites can be accessed and updated in their absence.
- Councillors, staff, and other authorised users who have left the Council must not post any inappropriate comments about the Council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.
- During your employment/ involvement with the Council, you may create or obtain access to a variety of professional contacts and confidential information. This includes, but is not limited to, contacts made through professional networking platforms such as LinkedIn, where those contacts have been established or maintained in your capacity as a councillor, member of staff, or other authorised user. All

such contacts will be considered council property and may be subject to disclosure upon request.

**9.1.5** Note that the council may, from time to time, monitor external postings on social media sites. Any employee who has a profile (for example on LinkedIn or Facebook) must not misrepresent themselves or their role with the council. Councillors, staff, and other authorised users are also advised that social media sites are not an appropriate place to air council concerns or complaints: these should be raised with the council or formally through the grievance procedure.

**9.1.6** It is important to note that external stakeholders contact details and information remain the property of the Council. In addition, councillors, staff, and other authorised users leaving the Council will be required to delete all Council-related data including external stakeholders contact details from any personal device/equipment.

### **Misuse**

Misuse of IT systems and equipment is not in line with the council's standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

### **Guidance**

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

### **Important notice**

This is an example of a policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

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This document has been prepared by Worknest HR – a company that provides HR advice and guidance to Town and Parish Councils.