

SHERFIELD PARK PARISH COUNCIL

YOU ARE HEREBY SUMMONED to attend **A MEETING OF THE PARISH COUNCIL to be held** at the Parish Office 30 Sunwood Drive, RG27 0FP at **7.30pm on Wednesday 13th March 2024** for the purpose of considering and resolving upon the business set out in the following agenda.

To press and members of the public: You are welcome to attend the meeting and address the Parish Council during Public Participation only. Total time allocated for this session is 15 minutes. Questions should be sent in advance to the Clerk by email or phone.

Signed: *Jane Stewart* – 6th March 2024

Jane Stewart – Clerk & RFO

clerk@sherfieldparkparishcouncil.gov.uk

Agenda No	Item
	Public Participation Session – 15 minutes. This section (at the Chairman’s discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes may not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.
032401	To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972
032402	To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464)
032403	To sign as a correct record, the minutes of the meeting of the Full Council held on 14th February 2024 LGA 1972 Sch 12 para 41(1)
032404	To receive any Chairman’s announcements.
032405	Council is asked to hear reports from: <ul style="list-style-type: none"> ● County Councillor ● Borough Councillors ● SPCA ● PPG
032406	Council is asked to note the current financial situation. Council is asked to note the Audit for AGAR is scheduled for 14th May at 12 noon.
032407	Council is asked to authorise requests for March payments
032408	Council is asked to consider and approve the following. <ul style="list-style-type: none"> ● GDPR Policy ● SPPC Privacy Notice ● SPPC Records Retention Policy
032409	Council is asked to hear an update from Open Spaces Committee <ul style="list-style-type: none"> ● Update on 20th Anniversary event
032410	Council is asked to hear an update on Speed Indicator Devices
032411	Council is asked to confirm copy for Loddon Valley Link May edition
032412	Council is asked to confirm the date of the next Parish Council meeting – 10th April 2024. Council is asked to confirm Annual Parish Meeting 10th April 2024 at 6.30pm and meeting dates for 2024/25

If any members of the public wish to attend and make a statement or raise a question at the meeting, they should contact the Clerk before the meeting email clerk@sherfieldparkparishcouncil.gov.uk or phone 07770655302. The Clerk will then guide you with the process the meeting will take and assist you with any GDPR requirements you might have.

Before the meeting there will be a public session to enable the people of Sherfield Park Parish Council to ask questions of, and make comments, regarding the Parish Council. Questions not answered at this meeting will be answered in writing to the person asking the question or may appear as an agenda item for the next meeting. Members of the public are asked to restrict their comments, and/or questions to three minutes.

Photographing, recording, broadcasting, or transmitting the proceedings of a meeting by any means is permitted under the openness of local Government Regulations 2014 (England Only). A person may not orally report or comment about a meeting as it takes place if he is present during the meeting of a parish council or its committees but otherwise may:

- Film, photograph or make an audio recording of a meeting.
- Use any other means for enabling persons not present to see or hear proceedings at a meeting of a parish council as it takes place or later.
- Report or comment on the proceedings in writing during or after a meeting or orally report or comment after the meeting.

However, anyone wishing to do so must speak to the Clerk prior to the meeting as there is policy and General Data Protection Regulations 2018 which must be followed. Any person who may find difficulty in access to the meeting through disability is asked to advise the Clerk (07770655302) or email address clerk@sherfieldparkparishcouncil.gov.uk at least 24 hours before the meeting so that every effort may be made to provide access.

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 2 - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC HSBC	29/02/2024	81	78,026.08
			<u>78,026.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			78,026.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			78,026.08
		Balance per Cash Book is :-	78,026.08
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 29/02/2024 for Cashbook No 2 - HSBC

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/02/2024	Interest		128.35	128.35		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>128.35</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC Lloyds	29/02/2024		23,528.26
			<u>23,528.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,528.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,528.26
		Balance per Cash Book is :-	23,528.26
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 29/02/2024 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/02/2024	DD	60.17		60.17		R <input type="checkbox"/>	BT
07/02/2024	BACS	144.00		144.00		R <input type="checkbox"/>	Geosphere Ltd
19/02/2024	BACS	54.00		54.00		R <input type="checkbox"/>	Amna Hassan
22/02/2024	BACS	191.60		191.60		R <input type="checkbox"/>	HMRC
22/02/2024	DD	88.94		88.94		R <input type="checkbox"/>	Nest
23/02/2024	BACS	216.72		216.72		R <input type="checkbox"/>	Richard Oats
23/02/2024	BACS	75.65		75.65		R <input type="checkbox"/>	Blacks
23/02/2024	BACS	1,153.13		1,153.13		R <input type="checkbox"/>	Jane Stewart
23/02/2024	BACS	6.50		6.50		R <input type="checkbox"/>	Jane Stewart
26/02/2024	BACS	550.00		550.00		R <input type="checkbox"/>	London St URC
		<u>2,540.71</u>	<u>0.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

SHERFIELD PARK PARISH COUNCIL

Sherfield Park Parish Council (SPPC)

Minutes of an Ordinary Meeting at the Parish Office

At 7.30pm on Wednesday 14th February 2024

Councillors:	<u>IN ATTENDANCE</u>	<u>APOLOGIES</u>	<u>ABSENT</u>
Cllr. Circuit (Chair)	✓		
Cllr. Gordon	✓		
Cllr. Palmer		✓	
Cllr. Parfrey		✓	
Cllr Scott	✓		
Cllr. Skarin	✓		
Cllr. Stebbings	✓		

Members present at meeting (LGA 1972, Schedule 12, para. 40)

Apologies Cllr Vaux and Still

In attendance Reverend Pycroft and a member of the public

Meeting Chaired by Cllr Circuit and Minuted by Clerk and RFO Jane Stewart

Agenda No	Item	Action
	<p>Presentation/Update on Land East of Basingstoke – Hilary Satchwell, Tibbalds Planning and Urban Design Ltd</p> <p>Purpose of the presentation was to update Councillors on the recent developments of the consultation held in the summer 2023. Hampshire County Council own the land and it has been allocated for housing in the Local Plan. HCC will look to achieve planning permission and then seek a Developer to take on the project. The land is 68 hectares between the Redlands Development to the north, Old Basing and Lychpit to the south. A new access road will be put in place on the A33 to accommodate the development. Sewage lorries and waste to energy traffic would access their respective sites via the new access road.</p>	
	<ul style="list-style-type: none"> • Bus routes to connect homes and services considered. 	

	<ul style="list-style-type: none"> Dedicated cycle ways – separate to the carriageway. 900 homes proposed. Density of development similar to Sherfield Park 2025/26 first houses to be built. <p>Consultation on changes to the development will take place 3:00pm - 6:00pm on Wednesday 21st February at Chineham Library, Chineham Shopping, Basingstoke RG24 8BQ</p> <p>10:00am - 1:00pm on Saturday 24th February in the Pavilion Tea Room, Old Basing Cricket Clubhouse, Riley Ln, Old Basing, Basingstoke RG24 7DA</p>	
	<p>Public Participation Session – 15 minutes. This section (at the Chairman’s discretion may last up to 15 minutes) is not part of the formal meeting of the Council and minutes may not be produced. Public Bodies (admissions to meetings) Act 1960 s 1 extended by the LG Act 1972 s 100.</p> <p>No public participation.</p> <p>Reverend Pycroft attended the meeting in support of his grant application and answered questions from Councillors. Left meeting at 2020.</p>	
022401	<p>To receive and accept apologies of absence. Schedule 12 of the Local Government Act 1972 Apologies received and accepted from Councillors Parfrey, Palmer, Vaux and Still.</p>	
022402	<p>To receive any declarations of interest relevant to items on this agenda. Disclosable Pecuniary Interests) Regulations 2012 (SI 2012/1464) None declared for this Agenda.</p>	
022403	<p>To sign as a correct record, the minutes of the meeting of the Full Council held on 10th January 2024 LGA 1972 Sch 12 para 41(1)</p> <p>Proposed Cllr Skarin Seconded Cllr Stebbings</p>	
022404	<p>To receive any Chairman’s announcements.</p> <ul style="list-style-type: none"> Chair has met with the new local beat policeman PC Frostick. The PC will be attending events at the Community Centre. The Chair discussed issues on the Park and PC Frostick stated he intends to be visible and support solving of any issues highlighted. Chair has offered to walk him round Sherfield Park to support his understanding of the nature of the issues residents face. 	

	<p>Council approved the United Reformed Church Memory Tree grant application.</p> <p>Proposed Cllr Gordon Seconded Cllr Scott</p>	
022410	<p>Council is asked to authorise requests for February payments. With amendments</p> <p>Proposed Cllr Gordon Seconded Cllr Skarin</p>	
022411	<p>Council is asked to note situation with HSBC Bank and agree a way forward. Council noted Safeguarding review has been completed and await confirmation of next steps from HSBC.</p>	
022412	<p>Council is asked to consider and approve the following.</p> <ul style="list-style-type: none"> • Annual review of Standing Orders • Annual review of Finance Regulations • Annual review of Asset Register • Annual review Financial Risk Management <p>Proposed Cllr Scott Seconded Cllr Stebbings</p>	
022413	<p>Council is asked to note forthcoming elections and the process for submitting required documentation. Councillors were informed of the election timetable and deadlines.</p>	
022414	<p>Council is asked to hear an update from Open Spaces Committee</p> <ul style="list-style-type: none"> • Three items proposed for agreement from Open Spaces Committee outstanding. • Update on 20th Anniversary event – Council agreed cost of cake and budget of £250 for catering. • Council agreed to contribute to event at SPCA on Friday 12th April and fund the Magician and Chocolate fountain. <p>Proposed Cllr Skarin Seconded Cllr Stebbings</p> <p>Cllr Scott proposed investigating a media screen for the office to inform resident of up and coming events – Cllr Scott to cost. Cllr Scott presented the Safety Initiative re traffic and parking to Council. Approved. Proposed Cllr Skarin Seconded Cllr Stebbings</p>	
022415	<p>Council is asked to hear an update on Speed Indicator Devices New SID ordered and will arrive this week. Three free brackets included in cost.</p>	
022416	<p>Council is asked to confirm copy for Loddon Valley Link April edition - Confirmed</p>	
022417	<p>Council is asked to confirm the date of the next Parish Council meeting – 13th March 2024 - Confirmed</p>	

Meeting ended 22.02

Community Centre Update – 14th February 2024

- We are a 'Welcome & Warm Space' thanks to Sovereign Network Group from whom we have received £1500 grant, we offer a safe warm space, refreshments and support to our visitors.
- Community Café continues to be popular & thank you to local resident who nominated Centre to received £250 Tesco voucher which has been put towards the café & Warm Space initiative.

Classes & Bookings

- New for February & March - Guided Meditation Monday evening sessions
- BDBC – Local Plan Consultation Evening Thursday 1st Feb afternoon/evening
- Several enquiries and some on off corporate bookings

The Hub - Youth Club

- New timings, 3 sessions continues to work well, regularly have 50+ attendees each week, thank you to the Council for supporting this resource.

EVENTS

- Burns Night Bingo & Buffet - Saturday 27th January 2024 - 45 attendees, enjoyed fun evening with hot & cold Scottish themed buffet menu & prizes
- Introduction to Watercolour Painting – Friday 23rd February – Fully Booked
- Clothing Collection – Thursday 22nd February 2024 – residents can drop off bags of clothing from Monday 19th Feb
- Easter Event / Trail - details tbc shortly
- Wednesday afternoon April 10th – SPPC Official 20th Anniversary Event
- Friday evening April 12th – SPCA Community Anniversary Celebration
- Sherfest Saturday 6th July – plans well underway

Maintenance / Security

Busy few weeks of annual, planned & remedial maintenance works including:

- Main Entrance doors – internal second set of auto doors ordered await installed
- New replacement flooring in ladies toilet
- New LED lights being installed in the Main & Small Hall w/c 12th February

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 2 - HSBC**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC HSBC	29/02/2024	81	78,026.08
			<u>78,026.08</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			78,026.08
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			78,026.08
		Balance per Cash Book is :-	78,026.08
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 29/02/2024 for Cashbook No 2 - HSBC

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
20/02/2024	Interest		128.35	128.35		R <input checked="" type="checkbox"/>	Receipt(s) Banked
		<u>0.00</u>	<u>128.35</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate

**Bank Reconciliation Statement as at 29/02/2024
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
SPPC Lloyds	29/02/2024		23,528.26
			<u>23,528.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			23,528.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			23,528.26
		Balance per Cash Book is :-	23,528.26
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation up to 29/02/2024 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
01/02/2024	DD	60.17		60.17		R <input type="checkbox"/>	BT
07/02/2024	BACS	144.00		144.00		R <input type="checkbox"/>	Geosphere Ltd
19/02/2024	BACS	54.00		54.00		R <input type="checkbox"/>	Amna Hassan
22/02/2024	BACS	191.60		191.60		R <input type="checkbox"/>	HMRC
22/02/2024	DD	88.94		88.94		R <input type="checkbox"/>	Nest
23/02/2024	BACS	216.72		216.72		R <input type="checkbox"/>	Richard Oats
23/02/2024	BACS	75.65		75.65		R <input type="checkbox"/>	Blacks
23/02/2024	BACS	1,153.13		1,153.13		R <input type="checkbox"/>	Jane Stewart
23/02/2024	BACS	6.50		6.50		R <input type="checkbox"/>	Jane Stewart
26/02/2024	BACS	550.00		550.00		R <input type="checkbox"/>	London St URC
		<u>2,540.71</u>	<u>0.00</u>				

Signatory 1:

NameSignedDate

Signatory 2:

NameSignedDate


 SHERFIELD PARK PARISH COUNCIL

March 2024 Request for Payments		Agenda item 032407				
Company	Detail	Inv/Quote No	Method	Amount	Code	Notes
BT	Office Broadband	MO54GA	DD	60.17	4155	
HMRC	NI and Pension contribution month 11		BACS	191.60	4000	
Clerk	Mobile Phone Allowance		BACS	6.50	4160	
Nest	Pensions 24 January 2024 - 23 February		DD	88.94	4000	collected 14 March
Staff salaries	Salary and pension Clerk and litter warden		BACS	1,369.65	4000	
Darren Leaney Magic	Magician for 12th April	0001/24	BACS	225.00	4170	Agreed February meeting
Melting Moments	Remainder of invoice for chocolate fountain	MM03	BACS	216.00	4170	Agreed February meeting
Rachael Herr	Cake 10th April		BACS	85.00	4170	Agreed February meeting
DM Payroll Services	Annual fee processing payroll		BACS	132.00	4070	Will be invoiced April
Total				2,374.86		



GDPR Policy

Purpose of the policy and background to the UK General Data Protection Regulation and UK Data Protection Act 2018

This policy explains to Councillors, staff and the public about GDPR. Sherfield Park Parish Council will abide by the three guiding principles when collecting and processing personal data of it being lawful, fair and transparent. The Council will ensure the data collected is necessary and collected with the consent of the Data Subject.

Identifying the roles and minimising risk

GDPR requires that everyone within the Council must understand the implications of GDPR and that roles and duties must be assigned. Sherfield Park Parish Council is the data controller, and it is their duty to undertake an information audit and to manage the information collected by the Council, the issuing of Privacy Statements, dealing with Subject Access Requests, complaints raised and the safe disposal of information.

GDPR requires continued care by everyone within the Council, Councillors and staff, in the sharing of information about individuals, whether as a hard copy or electronically. A breach of the regulations could result in the Council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as medium risk to the Council (both financially and reputationally) and one which must be included in the Risk Management Policy of the Council.

Principles for Sherfield Park Parish Council Collecting Data

Sherfield Park will abide by four key questions when asking for personal data.

1. Is it needed – is it needed and relevant to responding to the Data Subject
2. Is it correct – is the data the Council holds up to date and correct
3. Is it appropriate – is the information the Council asking for appropriate for responding to the Data Subject
4. Is it secure – are there sufficient processes and procedures in place to keep the information secure

Mitigating Risk

The Council will ensure processes and procedures are in place to mitigate risks. These will include

- Locked doors and filing cabinets, burglar alarms and CCTV
- Electronic passwords and protection
- Administration clear desk policy and checking caller ID

Data breaches

One of the duties assigned to Sherfield Park Parish Council is the investigation of any breaches. Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and

investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, they will be notified directly.

It is unacceptable for non-authorised users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal Council matters on social media sites could result in reputational damage for the Council and to individuals.

Information Audit

The Data Controller must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

Individuals' Rights

Individuals have a right to have their personal data erased (sometimes known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected. Right of Access or Subject Access can be made verbally or in writing and will be done free of charge. If a request is received to delete information, Sherfield Park Parish Council will respond to this request within a month. The Clerk has the delegated authority from the Council to delete information. If a request is considered to be manifestly unfounded then the request could be refused, or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme. The Parish Council will be informed of such requests.

Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13. If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

Summary

The main actions arising from this policy are:

- The Council must be registered with the ICO.
- A copy of this policy will be available on the Council's website. The policy will be considered as a core policy for the Council.
- An information audit will be conducted and reviewed at least annually or when projects and services change.
- Privacy notices must be issued.
- Data Protection will be included on the Council's Risk Management Policy.
- The Parish Council will manage the process.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO. All employees, volunteers and Councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

RECORDS AND DATA RETENTION POLICY

The Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council.

This policy relates to all records and data created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as those documents which facilitate the business carried out by the Parish Council and which are therefore retained (for a set period) to provide evidence of its transactions or activities. Those records may be created, received or maintained in hard copy and/or electronically.

Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with the overall responsibility for the implementation of this policy is the Clerk to the Parish Council, and the Clerk is required to manage the Councils' records in such a way as to promote compliance.

Retention Schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use ensuring full compliance with the General Data Protection Regulations 2018.

The Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. This retention schedule refers to record series regardless of the media in which they are stored.

DOCUMENT	MINIMUM RETENTION PERIOD	ACTION	REASON
Records Of Meetings			
▪ Minutes	Indefinite	Preserve	Archive
▪ Draft Minutes	Until approved	Destroy	Operational
▪ Agendas	Until there is no longer an administrative	Destroy	Operational

	requirement		
<ul style="list-style-type: none"> Meeting reports and documents circulated with Agenda 	Until there is no longer an administrative requirement. Destroy if reports included with Minutes	Review	Common practice
<ul style="list-style-type: none"> Planning Drawings and applications from members of public 	Until commented on	Destroy	Available at B&D BC
Financial Information			
<ul style="list-style-type: none"> Audited Accounts 	Indefinite	Preserve	Archive
<ul style="list-style-type: none"> Receipt and payment account(s) 	7 years	Preserve	Archive
<ul style="list-style-type: none"> Bank statements, including deposit/savings accounts 	7 years	Preserve	Archive
<ul style="list-style-type: none"> Bank paying-in books 	7 years	Preserve	Archive
<ul style="list-style-type: none"> Cheque book stubs 	Last completed audit year	Destroy	Operational
<ul style="list-style-type: none"> Asset Register 	Annual review	Preserve	Operational
<ul style="list-style-type: none"> Quotations and tenders 	7 years	Destroy	Operational
<ul style="list-style-type: none"> Paid invoices 	7 years	Preserve	Archive
<ul style="list-style-type: none"> VAT records 	7 years	Preserve	Archive
<ul style="list-style-type: none"> Petty cash 	7 years	Preserve	Archive
<ul style="list-style-type: none"> PAYE/NI Records 	12 years	Preserve	Archive
Insurance, Legal & Other Documentation			
<ul style="list-style-type: none"> Insurance policies 	Whilst valid	Destroy	Operational
<ul style="list-style-type: none"> Certificates for Insurance against liability for employees 	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998	Archive

		(Sl. 2753), Management. Preserve	
<ul style="list-style-type: none"> ▪ Title deeds, leases, ▪ agreements, contracts 	Indefinite	Preserve	Archive
<ul style="list-style-type: none"> ▪ Policies & Procedures 	Whilst valid	Destroy	Operational
<ul style="list-style-type: none"> ▪ Completed Projects 	Indefinite	Preserve	Archive
<ul style="list-style-type: none"> ▪ Inspection Reports 	Last completed audit year	Destroy	Operational
<ul style="list-style-type: none"> ▪ Routine Correspondence, emails and papers 	Until no longer required	Destroy/delete	Operational
<ul style="list-style-type: none"> ▪ Risk Assessments 	Until superseded by a new risk assessment or inactive	Destroy	Operational
Councillor Information			
<ul style="list-style-type: none"> ▪ Register of Councillors 	Term of Office+1 Year	Destroy	Operational
<ul style="list-style-type: none"> ▪ Councillor Applications 	1 year after vacating office	Destroy	Operational
<ul style="list-style-type: none"> ▪ Councillor Code of Conduct 	1 year after vacating office	Destroy	Operational
<ul style="list-style-type: none"> ▪ Councillor Declarations of Pecuniary Interest 	1 year after vacating office	Destroy	Operational
<ul style="list-style-type: none"> ▪ Councillor Declarations of Office 	1 year after vacating office	Destroy	Operational
Personnel			
<ul style="list-style-type: none"> • Employee records 	7 years after termination of service	Destroy	Operational
<ul style="list-style-type: none"> • Recruitment Information 	6 months after post filled	Destroy	Operational
Other			
Grant Applications	5 years	Destroy	Operational

Note

All documents that are no longer required for administrative reasons will be shredded and disposed of.



Sherfield Park Parish Council Privacy Policy

Our contact details.

Name: Sherfield Park Parish Council

Address: 30 Sunwood Drive, Sherfield on Loddon, RG27 0FP

Phone Number: 07770 655 302

E-mail: clerk@sherfieldparkparishcouncil.gov.uk

The type of personal information we collect.

We currently collect and process the following information:

- Personal identifiers, contacts and characteristics (for example, name, address and phone number)
- Email address

How we get the personal information and why we have it

Most of the personal information we process is provided to us directly by you for one of the following reasons:

- You have completed a contacts form requesting information, an answer to a query or raise a complaint.
- You have entered a competition.

We also receive personal information indirectly, from the following sources in the following scenarios:

- The Electoral Roll

We use the information that you have given us in order to

- Respond to your request for information.
- Answer your query.
- Respond to your complaint.

We may share this information with Basingstoke & Deane Borough Council

Under the UK General Data Protection Regulation (UK GDPR), the lawful bases we rely on for processing this information are:

(a) Your consent. You are able to remove your consent at any time. You can do this by contacting clerk@sherfieldparkparishcouncil.gov.uk

(b) We have a vital interest in carrying out our legal duties and obligations as a Parish Council.

(c) We need it to perform a public task as a Parish Council.

(d) We have a legitimate interest in informing you of news and events in the Parish.

(e) To manage our employees and volunteers

How we store your personal information

Your information is securely stored on a database, password protected.

We keep your data for as long as we need and delete your data thereafter. We will then dispose of your information by electronically deleting your information or if a paper copy by shredding and disposing the paper in confidential waste.

Personnel information will be kept for longer . 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.

Your data protection rights.

Under data protection law, you have rights including:

Your right of access - You have the right to ask us for copies of your personal information.

Your right to rectification - You have the right to ask us to rectify personal information you think is inaccurate. You also have the right to ask us to complete information you think is incomplete.

Your right to erasure - You have the right to ask us to erase your personal information in certain circumstances.

Your right to restriction of processing - You have the right to ask us to restrict the processing of your personal information in certain circumstances.

Your right to object to processing - You have the the right to object to the processing of your personal information in certain circumstances.

Your right to data portability - You have the right to ask that we transfer the personal information you gave us to another organisation, or to you, in certain circumstances.

You are not required to pay any charge for exercising your rights. If you make a request, we have one month to respond to you.

Please contact us at 30 Sunwood Drive, Sherfield on Loddon, RG27 0FP or phone 07770 655 302 or email clerk@sherfieldparkparishcouncil.gov.uk if you wish to make a request.

How to complain

If you have any concerns about our use of your personal information, you can make a complaint to us at

Name: Sherfield Park Parish Council

Address: 30 Sunwood Drive, Sherfield on Loddon, RG27 0FP

Phone Number: 07770 655 302

E-mail: clerk@sherfieldparkparishcouncil.gov.uk

You can also complain to the ICO if you are unhappy with how we have used your data.

The ICO's address:

Information Commissioner's Office
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Helpline number: 0303 123 1113

ICO website: <https://www.ico.org.uk>

2024/25 Meeting Dates

APRIL 10 2024	Full Council and Annual Parish Meeting – Community Centre 1830 – 1930. Agree HALC subscription
MAY 8 2024	2024 Annual General Meeting – approval of Insurance quotation, Microsoft License, SLCC
JUNE 5 2024	Full Council – Sign off Year End AGAR. Approve ICO renewal
JULY 10 2024	Full Council with focus on first quarter Finance/Open Spaces
AUGUST 2024	NO MEETING
SEPTEMBER 11 2024	Full Council. Quotes for annual PAT testing and fire extinguisher servicing in October. Agree Broadband supplier contract ends November.
OCTOBER 9 2024	Full Council with focus on Finance YTD against budget/Open Spaces/Grant review/ AGAR Report
NOVEMBER 13 2024	Full Council
DECEMBER 11 2024	Full Council Budget & Precept Setting
JANUARY 8 2025	Full Council with focus on quarterly Finance/Open Spaces Approve Parish Online Payment
FEBRUARY 12 2025	Full Council
MARCH 12 2025	Full Council. Agree Payroll provider annual contract