Heddon on the Wall Parish Council

**Document Retention and Publication Policy**

**Document retention**

Certain documents are retained by the council for the minimum amount of time stated below and as such are available to the public unless they contravene the data protection or freedom of Information acts. When the retention period is up documents are either put into storage at the Northumberland archive situated at Woodhorn Museum Ashington or destroyed. All original leases and deeds are held by the Council’s appointed solicitor.

Planning documents are available from Northumberland County Council on their website [www.northumberland.gov.uk](http://www.northumberland.gov.uk) . Any paper planning copies held by the Parish Council will be dealt with as follows. For large developments i.e whole house up to large developments these will be held until the development is completed. For extensions and smaller jobs documentation will be held until the permission is granted or declined by the County Council but will still be kept on the County Council website where they are available for viewing.

All financial documentation will be kept for 8 years.

Information which is not covered by a legally binding retention schedule will be kept for the time it is deemed useful and relevant by the Parish Council.

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| Document | Minimum retention Period | Archive |
| Minutes of council meetings | Indefinite | Yes |
| Scales of fees and charges | 6 years | No |
| Receipt & payment accounts | Indefinite | Yes |
| Receipt books | 6 years | No |
| Bank Statements | Last completed audit year | No |
| Bank Paying in books | Last completed audit year | No |
| Cheque book stubs | Last completed audit year | No |
| Quotations and tenders | 6 years | No |
| Paid invoices | 6 years | No |
| Paid cheques | 6 years | No |
| VAT records | 6 years | No |
| Petty cash records | 6 years | No |
| Timesheets | 3 years | No |
| Wages records | 12 years | No |
| Insurance policies | While valid | No |
| Employee liability Insurance | 40 years | Yes |
| Investments | indefinite | Yes |
| Deeds, leases, agreements  | Indefinite | Yes |
| Members’ allowances register | 6 years | No |
| Allotment register and plans | Indefinite | Yes |
| Staff documentation | 2 years | No |
| **Library and Sports Field** |  |  |
| Application to hire | 6 years | No |
| Lettings diary | 6 years | No |
| Copies of bills to hires | 6 years | No |
| Tickets issued | 6 years | No |
| **Legal Proceedings Information** |  |  |
| Negligence and TORTS | 6 years | Yes |
| Defamation | 1 year | Yes |
| Contract | 6 years | Yes |
| Leases | 12 years | Yes |
| Sums recoverable by statute | 6 years | Yes |
| Personal Injury | 3 years | Yes |
| Land recovery | 12 years | Yes |
| Rent | 6 years | Yes |
| Breach of trust | None | Yes |

**Publication policy**

Much information is held on the website and available to print or download free of charge. Should hard copies be required from the council they will be charged at 25p per copy. If the request is over 10 copies there will also be a charge of the clerk’s hourly rate for the amount of hours expended in preparing the information. The website address is [**www.parish-council.com/heddononthewall**](http://www.parish-council.com/heddononthewall)

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| **Information to be published** | **How the information can be obtained** |
| **Class 1 – Who we are and what we do** | *(hard copy and/or website)* |
| Who’s who on the Council and its Committees | Hard copy/Website |
| Contact details for Parish Clerk and Council members  | Hard copy/WebsiteParish Council notice board |
| Location of main Council offices and accessibility details | Hard copy/Website |
| **Class 2 – What we spend and how we spend it** | *(hard copy and/or website)* |
| Annual return form and report by auditor | Hard copy/Website |
| Finalised budget | Hard copy |
| Precept | Hard copy |
| Financial Standing Orders and Regulations | Hard copy/Website |
| Grants given and received | Hard copy |
| List of current contracts awarded and value of contract | Hard copy |
| Members’ allowances and expenses | Hard copy |
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| **Class 3 – What our priorities are and how we are doing** | *(hard copy and/or website)* |
| Annual Report to Parish or Community Meeting (current and previous year as a minimum) | Hard copy/Website |
| **Class 4 – How we make decisions** | *(hard copy and/or website)* |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy/website |
| Agendas of meetings (as above) | Hard copy/websiteParish Council notice board |
| Minutes of meetings (as above) – N.B. this will exclude information that is properly regarded as private to the meeting | Hard copy/websiteLibrary |
| Reports presented to council meetings – N.B. this will exclude information that is properly regarded as private to the meeting | Hard copy |
| Responses to consultation papers on Minutes | Hard copy/website |
| Responses to planning applications | www.northumberland.gov.uk  |
| **Class 5 – Our policies and procedures**  | *(hard copy and/or website)* |
| Policies and procedures for the conduct of council business:Procedural standing ordersCommittee and sub-committee terms of referenceDelegated authority in respect of officersCode of ConductPolicy statements | WebsiteHard copy |
| Policies and procedures for the provision of services and about the employment of staff:Internal policies relating to the delivery of servicesEquality and diversity policyHealth and safety policyPolicies and procedures for handling requests for informationComplaints procedures (including those covering requests for information and operating the publication scheme) | WebsiteHard copy |
| Information security policy | Hard copy |
| Records management policies (records retention, destruction and archive) | Hard copy/Website |
| Data protection policies | Hard copy/Website |
| Schedule of charges (for the publication of information) | Hard copy/Website |
| **Class 6 – Lists and registers** | *(hard copy and/or website; some information may only be available by inspection)* |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | By inspection |
| Assets Register | Hard copy |
| Register of members’ interests | By inspection |
| Register of gifts of hospitality | By inspection |
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| **Class 7 – The services we offer**Current information only | *(hard copy and/or website; some information may only be available by inspection)* |
| Allotments | Hard copy |
| Community centres and village halls | From Knott Memorial Hall Committee |
| Parks, playing fields and recreational facilities | Hard copy/Website |
| Seating, litter bins, clocks, memorials and lighting | Hard copy (asset register) |

**Contact Details:**

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Website [**www.parish-council.com/heddononthewall**](http://www.parish-council.com/heddononthewall)