

Cold Ashby Parish Council

Annual General Meeting

Wednesday 1st May 2024

The Annual Meeting will be held on Wednesday 1st May at 7.00pm in the sports pavilion. Councillors are summoned to attend this meeting of the Parish Council.
Members of the public and press are invited to attend.

AGENDA

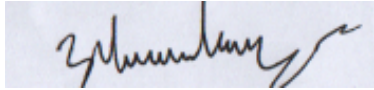
- 1. Election of Chairman for 2024-5**
- 2. Apologies for Absence**
- 3. Election of other officers and representatives for 2024-5**
 - 3.1. Vice Chairman**
 - 3.2. 2 representatives to CAPFA committee**
 - 3.3. 1 representative to Village Hall committee**
 - 3.4. 1 internal control councillor**
- 4. Adoption of Policy for recording of meetings.**
- 5. Review and adoption of Policy for retention of data including meeting recordings.**
- 6. Review of Data Protection Policies**
- 7. Review of Standing Orders**
- 8. Review of Financial Regulations and control procedures**
- 9. Review Risk Assessment schedule and practice**
- 10. Adoption of accounts for 2024-5:** Members are asked to approve the annual accounts as submitted at the Council's meeting on April 3rd, 2024. The balance was £21,816.62 (£13,090.28 current and £8,726.34 investment).
- 11. Appointment of Internal Auditor for 2024-5:** Councils where the higher of gross income or gross expenditure did not exceed £25,000 in the year of account ended 31 March 2023 may certify themselves as exempt from a limited assurance review under Section 9 of the Local Audit (Smaller Authorities) Regulations 2015. Councils are required to complete and comply with the requirements set out in the "Annual Governance and Accountability Return 2023/2024 Form 2". Members are asked to consider the information set out in Form 2 and to approve the motions below:
It is resolved to agree to complete the Certificate of Exemption presented (or as amended at the meeting) and to authorise signature by the chairman and clerk at the Council meeting on June 5th, 2024.
It is resolved that the figures for 2023-2024 presented at the Council's meeting on April 3rd, 2024, represent an accurate statement of the councils end of year

financial position 2023/24, are approved for use in the audit and can be signed off by the chairman.

It is resolved to agree to complete 'Section 1 – Annual Governance Statement 2023-24' as presented (or as amended) at the meeting and to authorise signature by the chairman and the clerk at the Council meeting on June 5th, 2024.

12. Review Cemetery prices and regulations

13. Review complaints procedure

A handwritten signature in dark ink, appearing to read 'Jonathan Ward-Langman', is written on a light blue background.

Jonathan Ward-Langman April 24th 2024

Cold Ashby Parish Council

Recording at Parish Council Meetings Policy

March 2024

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1. INTRODUCTION

- i. This policy will cover the recording of Parish Meetings by members of the community as well as the Council itself recording the meeting.
- ii. The term “recording” covers the audio, visual or any kind of electronic recording.
- iii. The right to record, film and to broadcast meetings of the parish meeting is established under the Openness of Local Government Regulations 2014. This is in addition to the rights of the press and public to attend such meetings.
- iv. The Council is committed to being open and transparent in the way it conducts its decision making.
- v. The Council fully appreciates that any recording of meetings will need to be stored securely and will be covered by Freedom of Information (Fol) and General Data Protection Regulations (GDPR) legislation.
- vi. All Council meetings will be recorded in either a visual, audible or electronic manner unless there is an agreed motion to prohibit a full meeting or a section of a meeting (both of which the reason should be clearly noted in the minutes)
- vii. The physical minutes of the meeting, which are usually taken by the Clerk and voted by the Full Council at the next Full Council meeting will remain the statutory and legally binding formal record of council decisions.
- viii. In any discrepancy between any recordings and written minutes, the Council are steadfast in using the written minutes as the primary record.

2. COUNCIL RECORDING OBLIGATIONS AND DUTIES

- i. The Parish Council may itself photograph, film, record or broadcast meetings and can retain, use or dispose of such material in accordance with its retention and disposal policies.
- ii. Where a council records its own meetings it will be bound by this policy.
- iii. The Council will ensure that in all face-to-face meetings, there are clear signs of the fact that the meeting is being recorded.
- iv. The Chair will propose a motion when recording is not appropriate for either a full meeting or a section of meeting – if agreed this will be clearly noted in the minutes.
- v. If any Council meeting is held digitally, the Chair will ensure that it is clearly expressed that the meeting is being recorded.
- vi. The Councillors, Clerks and Council officers have given their permission to be recorded as part of their role.
- vii. Any members of the public or press who have attended any meeting (both face to face and digitally) will be warned by the Chair that by remaining at the meeting they have in effect given their expressed permission to be recorded. If any members of the public or press who do not want to be filmed should be given to leave the meeting before recording commences.
- viii. The Clerk shall ensure that for any meetings that are recorded, the act of the recording is made clear in the minutes.
- ix. Council shall ensure that any recording is held securely behind a password protected access process. Any request for access by any persons (other than the Clerk) should be made in writing to the Chair who will take the request to the next full meeting for discussion and a decision to grant the request – this will be highlighted in the publication scheme.
- x. The Council will determine that how long the recordings are kept and it will be detailed in the Retention and Disposal of Documents and Data Policy. The policy will have specific reference to the GDPR and best practice guidance from the Information Commissioners Office (ICO).

3. RULES OF MEMBERS OF THE PUBLIC RECORDING MEETINGS

- i. The Council recognises that the general public have a right to record the meetings.
- ii. The Chair will remind all members of the public in attendance of the meeting or a participant in the digital meeting that the act of recording is with permission of the Council.
- iii. In regard to agenda points when the public and press are excluded, no recording by the press or public will be permitted.
- iv. The Chair will remind all members of the public and press that any recording of any meetings (either in full or part) will not be permitted to cause any disruption of any part of the Council meeting.
- v. Any person making a recording should be aware that any 'public forum' of the meeting is not necessarily considered part of the formal Council meeting – thus any recording of persons not Councillors or Officers of the Council will need to give expressed permission to be recorded.
- vi. Any person making the recording may move around, however in doing so they must ensure that there is minimal or no disruption to the proceedings of the meeting.
- vii. The council requests that all recording is overt (i.e. clearly visible to anyone at the meeting).
- viii. A person or persons making a recording has no right to interrupt the formal part of the Parish meeting by asking questions or making comments for the purpose of the recording.
- ix. The person recording has no right to ask councillors, officers or any members of the public who have been given permission to contribute orally to the meeting to repeat a statement for the purposes of the recording.
- x. The Chairman of the meeting has absolute discretion to stop or suspend recording if, in their reasonable opinion, continuing to do so would prejudice proceedings at the meeting or if the person recording is in breach of these rules.
- xi. Persons who are recording are requested not to leave their equipment unattended where possible and are responsible for their equipment at all times.
- xii. The recording and reporting on meetings of the Parish Council, is subject to the law and it is the responsibility of those doing the recording and reporting to ensure compliance.
- xiii. The council expects that the recording will not be edited in a way that could lead to misinterpretation or misrepresentation of the proceedings or infringement of the Parish Council's values or in a way that ridicules or shows a lack of respect for those in the recording.
- xiv. The Parish Council would expect any recording in breach of these rules to be removed from public view. The Parish Council will have no liability for material published by any other person unless it is itself undertaking the publication through its offices.

- xv. The Parish Council is not liable for the actions of any person making a recording at a council meeting which identifies a member of the public or for any publication of that recording.

Records Retention Policy

Cold Ashby 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 association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Cold Ashby Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Cold Ashby Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Cold Ashby Parish Council records may be selected for permanent preservation as part of the Councils archives and for historical research.

Responsibilities

Cold Ashby Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Cold Ashby Parish Council records management guidelines.

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	Last completed audit year	VAT
Paid cheques	Last completed audit year	Limitation Act 1980
Payroll records	3 years	HMRC
Petty cash accounts	Last completed audit year	Audit
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management

Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management
Recordings of Parish Council Meetings	3 months	Management

Cold Ashby PC Data Protection Policy

The Data Protection Policy

Cold Ashby Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. Cold Ashby Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Cold Ashby Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**

This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.

- **Data is processed for specified purposes only**

This means that data is collected for specific, explicit and legitimate purposes only.

- **Data is relevant to what it is needed for**

Data will be monitored so that too much or too little is not kept; only data that is needed should be held.

- **Data is accurate and kept up to date and is not kept longer than it is needed**

Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.

- **Data is processed in accordance with the rights of individuals**

Individuals must be informed, upon request, of all the personal information held about them.

- **Data is kept securely**

There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

Cold Ashby Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Cold Ashby Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at Cold Ashby Parish Council Office and are not available for public access. All data stored on the Cold Ashby Parish Council Office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Councils document retention policy, it will be shredded or securely deleted from the computer.

Cold Ashby Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Cold Ashby Parish Council tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Cold Ashby Parish Council must not disclose the personal information of the other individual. That individuals personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Please see "Subject Access Request Procedure" for more details.

Confidentiality

Cold Ashby Parish Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Data Breach Policy

GDPR defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Cold Ashby Parish Council takes the security of personal data seriously, computers are password protected and hard copy files are kept in locked cabinets.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

Cold Ashby Parish Council duty to report a breach

If the data breach is likely to result in a risk to the rights and freedoms of the individual, the breach must be reported to the individual and ICO without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Cold Ashby Parish Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Cold Ashby Parish Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- ii. Communicate the name and contact details of the DPO
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible adverse affects.

When notifying the individual affected by the breach, Cold Ashby Parish Council must provide the individual with (ii)-(iv) above.

Cold Ashby Parish Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processors duty to inform Cold Ashby Parish Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Cold Ashby Parish Council without undue delay. It is then Cold Ashby Parish Council responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

To report a data breach use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>

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Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	Last completed audit year	VAT
Paid cheques	Last completed audit year	Limitation Act 1980
Payroll records	3 years	HMRC
Petty cash accounts	Last completed audit year	Audit
Insurance		
Insurance policies	6 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	3 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management