



**Dear Councillors Bracegirdle, Buxton, Callingham, Elson, Fairbairn, Forde, Hall, Mallard, Marshall, Moore, Sellars and White,**

You are summoned to attend the next meeting of the **Full Council** to be held on **Wednesday 13th December 2023, commencing at 7pm**. This meeting will be held in the large hall of Balderton Village Centre.

*Members of the public and press are entitled to be at the following meeting Public Bodies (Admission to Meeting) Act 1960 Section 1 extended by the Local Government Act 1972 Section 100 unless precluded by the Parish Council by resolution during whole or part of the proceedings. Such entitlement does not however include the right to speak on any matter except at the beginning of the meeting (public open forum). As issues raised during the public session may not relate to items on the agenda no resolution for action can be taken.*

**Marion Fox Goddard, Balderton Parish Clerk, Thursday 7<sup>th</sup> December 2023**

## **AGENDA**

1. Declarations of any intentions to record the meeting
2. To receive apologies for absence
3. Declarations of interest
4. Public Open Forum (20 minutes) - **Balderton Parish Council is committed to community engagement and therefore warmly invites members of public to contribute during this part of the meeting.**
5. Nottinghamshire Police's Girls and Women Empowerment network (GWEN) project – Mark Dickson – to give an overview of the project
6. To approve the minutes of the Full Council meeting held on November 8<sup>th</sup> 2023
7. To note/receive reports from County and District Councillors including a discussion on concerns regarding repeated flooding on London Road
8. To receive Parish Councillors' reports
9. To receive Clerk's report
10. To receive an update on the casual vacancy and to vote on the co-option of 3 new councillors
11. New councillors to sign a Declaration of Acceptance of Office form
12. To elect members for the personnel and policy committee (7)
13. To consider adopting/approving the following document/policies:

- a. General Data Protection Regulations documentation
  - i. General Privacy Notice
  - ii. Privacy Notice for staff, councillors and role holders
  - iii. Subject Access Requests Policy
  - iv. Personal Data Retention Schedule
- b. Freedom of Information and publication scheme
- c. Disclosure log criteria
- d. Standing orders (revision)
- e. Grants Policy
- f. To receive an update on national revisions on financial regulations

#### 14. Planning

- a. To consider the following planning applications (Balderton Parish Council is a consultee. Newark and Sherwood District Council is the planning authority.):
  - i. [23/01911/ADV](#) – installation of signage at Grove Public House 53 London Road, Balderton
  - ii. [23/01957/HOUSE](#) - Removal of rear conservatory and erect single storey rear extension (Retrospective) at 68 Hawton Lane, Balderton
  - iii. [23/01913/FUL](#) - Battery Energy Storage System (BESS) including ancillary works and access arrangements, Land At The Scrapyard Bowbridge Lane Balderton
  - iv. [23/02129/HOUSE](#) - Proposed single storey side extension and internal remodelling, 16 Tennyson Road Balderton
- b. To note the following decisions made by Newark and Sherwood District Council:
  - i. [23/01815/TELNOT](#) – Notification of installation of a 9m wooden pole, Haddon Drive, Balderton – noted by the planning authority with no conditions applied.
  - ii. [23/01866/TELNOT](#) - Notification of installation of 1no 9m light wooden pole, Masefield Crescent, Balderton - noted by the planning authority with no conditions applied.
  - iii. [23/00621/RMA](#) - Submission of reserved matters (layout and appearance) for Phase 1 of 19/00854/OUTM comprising a new spine road and enabling works - Grant Reserved Matters
  - iv. [23/01609/HOUSE](#) - Remove existing single storey flat roof garden room to rear elevation and replace with a proposed single storey rear extension. (3 Theresa Court Balderton) - Grant Householder Application
  - v. [23/01144/HOUSE](#) - Single storey front extension (14 Wetsyke Lane, Balderton) - Grant Householder Application

#### 15. Finance

- a. To approve:
  - i. Reports detailing income and expenditure for October and bank account balances
  - ii. Expenditure transactions for October and November 2023
- b. To authorise the clerk to procure items which will be funded by Safer Streets 5 funding
- c. To note that the National Joint Council for Local Government Services have reached an agreement for pay rates for this financial year
- d. To consider the Finance Review up to 30<sup>th</sup> September 2023
- e. To consider the Financial Risk Assessment and to note that the Clerk/RFO are reviewing banking arrangements with a view to bringing recommendations to the January meeting.
- f. To note the conclusion of external audit for the year ended 31 March 2023 and consider the clerk's report regarding this
- g. To consider recommendations regarding internal audit
- h. To consider investing some of the council's reserves with CCLA investments

#### 16. To consider whether to hold a fete in July 2024

#### 17. Minutes from committees/sub committees

- a. To note Amenities Committee Minutes held on November 29<sup>th</sup> 2023
- b. To confirm expenditure Coronation gifts for schools

#### 18. Items of correspondence and information for consideration

- a. Email offering a 'Making your money stretch' course
- b. Email regarding Emergency Planning and places of safety

The purpose of the GWEN network is to provide community groups with a mainly/wholly female attendance direct communication with local policing officers. This will allow the local policing officer to understand what issues females are experiencing in the local community and work to address these where policing is appropriate.

The scheme will look to provide a regular monthly presence at your groups meeting. This officer will

- Note issues that females are experiencing and seek to identify how to address these
- Provide updates on policing activities that are designed to make the area safer
- Liaise with partners to address community concerns holistically



# Balderton Parish Council Full Council Meeting

## Minutes of the meeting held on Wednesday 8<sup>th</sup> November 2023 at 7pm

### Attendees:

**Balderton Parish Councillors:** Vanessa Bracegirdle, Jane Buxton (Chairman), Mandie Elson, Simon Forde, Jean Hall (Vice Chairman), Mac Mallard, Leigh Marshall, Debbie Moore

**County/District Councillors:** Keith Girling (County), John Lee (County/District), Emma Oldham (District), Sam Smith (County)

**Parish Clerk:** Marion Fox Goddard

**Public:** 6 residents joined the meeting

### 1. Declarations to record the meeting

The clerk recorded the meeting.

### 2. Apologies for absence

Karen Callingham, Roy Fairbairn, Joy Sellars, Ronnie White

### 3. Declarations of interest

Simon Forde and Jean Hall – District Councillors

### 4. Public forum

A resident enquired about the recently announced successful Safer Streets funding application, citing a local media report which led to the question how much would be spent in Balderton and would it benefit all residents. Cllr Buxton detailed that Balderton will get £150,000 to spend over 2 years. The criteria for bids were mainly around tackling antisocial behaviour in hotspots with provision of CCTV for Heron Way car park, additional measures around the lake, additional CCTV for on the playing field, a youth shelter and Neighbourhood Watch.

### 5. Approval of the minutes of the Full Parish Council meeting October 4<sup>th</sup> 2023

The minutes were unanimously approved as an accurate record and Councillor Buxton duly signed them.

### 6. Reports from County and District councillors

County Councillor Girling reported on National Tree week; NCC encouraging electrical goods recycling, the deadline for school applications being soon, asking for applicants to always make 3 choices; his work in his armed forces champion role and NCC's moratorium on solar farms.

County Councillor Smith – reported on having used some of his divisional fund to support a local stroke group; NCC councillors planning to ask residents what they want for NCC's

part of the land behind Highfields School; having reported a missing drain cover on Wolfit Avenue; a dangerous pothole having been fixed on Macaulay Drive; the clearance of tree roots from drains at The Paddocks which is hoped will stop rainwater pooling on London Road and work being scheduled to cut weeds down at the allotments behind St. Giles Church Hall.

County Councillor Lee – in addition to his written report in the agenda pack, had received reports regarding dog poo in Balderton so inspectors have been out and they will be putting up more signage including information about fines; and his walkabouts.

#### **7. Co-option of two parish councillors**

The council agreed the co-option process that was proposed in the agenda pack but added that candidates should also be asked to make a short statement at the December full council meeting. The clerk clarified that each appointment should be achieved by an absolute majority and that notices to invite residents to put themselves forward will be arranged this week.

#### **8. Declaration of a parish council vacancy**

Following the resignation of Kath Desborough, it was confirmed Balderton Parish Council has a third vacancy and that the clerk would follow the casual vacancy process.

#### **9. General Power of Competence: Confirmation that the council meets the eligibility criteria to exercise the General Power of Competence and adoption of the power**

The council unanimously resolved to adopt the General Power of Competence as the parish council meets the eligibility criteria for this.

#### **10. Committees, subcommittees and working groups of Balderton Parish Council**

The council unanimously agreed to the proposal for committees, subcommittees and working groups for the council and their terms of reference<sup>1</sup>.

#### **11. Civility and Respect Pledge**

The council unanimously agreed to sign the Civility and Respect Pledge and adopt Dignity at Work and Equality and Diversity policies. Councillors to email the clerk to let her know which courses they would like to be signed up for by the end of November.

#### **12. Council website**

The council unanimously agreed to use the Hugo Fox bronze package for the council's website. The council also unanimously agreed to introduce a council Facebook page as detailed in the proposed Communication and Engagement Policy covered in item 13.

#### **13. Adoption of policies**

The council unanimously agreed to adopt the following policies:

- a. Communications and Engagement Policy
- b. Complaints Procedure
- c. Vexatious Communications and Complaints Policy.

#### **14. Representation on external bodies**

- a. Newark Health Consultative Group – Cllrs Buxton, Callingham, Elson and Mallard expressed interest in attending these meetings. Clerk to check how many representatives can attend.
- b. Town Board – Cllr Forde expressed an interest. It was agreed that he would contact Cllr White regarding how to proceed.

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<sup>1</sup> Terms of reference for the working groups will be brought to the next full council meeting for agreement.

## 15. Flood officers and sandbag provision update

Cllrs Buxton and Elson will be the nominated flood officers although other councillors said they would help if an emergency were to occur. County Cllr Smith said he would look into NCC's position on sandbag provision and feedback to Balderton Parish Council.

## 16. Financial statements approval

- a. The council unanimously accepted the following reports:
  - i. Income/expenditure for September and bank balances.
  - ii. Expenditure transactions for September.
- b. The council unanimously agreed to add the clerk to the online management of the Lloyds bank accounts and order her a debit card.
- c. The council unanimously agreed to purchase:
  - i. Desks for office
  - ii. Noticeboard for foyer
  - iii. Mobile noticeboard for porch (for agendas/minutes)
  - iv. Dog bins (without logo)
  - v. Network-attached storage device
  - vi. Laptop
  - vii. Upgrade to office 365
  - viii. Bulbs to be planted to mark the 100 year anniversary of Coronation Street Park/130 year anniversary of Balderton Parish Council for planting (200 native bulbs, total cost £288)
  - ix. Keys and fobs (regular users – Balderton Village Centre)
- c. The council deferred the decision on:
  - x. Planter for local school
- d. Disposal of old tables and chairs  
The council agreed to dispose of tables and chairs which are not used. (Clerk to double check with Head groundsman first and look for an organisation to reuse them).

## 17. Grant application – John Hunt School

The council unanimously agreed to award £500 under LGA 1972, S 137. *Clerk to review grant application/policy and bring proposed revisions to the December meeting along with budgetary information on grants for 2023/4.*

## 18. Minutes from committees/subcommittees

- a. The council noted the following minutes:
  - i. Allotment Sub Committee held on October 4th 2023
  - ii. Amenities Committee held on October 18th 2023
  - iii. Planning Committee held on October 26th 2023
- b. The council considered the recommendations of the Amenities Committee and unanimously made the following decisions:
  - i. To replace dog bins when needed and to make budgetary provision for this each year.
  - ii. To post notices in the noticeboard to encourage drivers to park in Heron Way carpark and raise the issue of cars parked on the bend of Rowan Way with the angling club.
  - iii. To shelve the Jubilee clock project, divert grant money received to another project such as the millennium clock.
  - iv. To find funding other than precept to cover the cost of a new Millennium Clock.

## 19. 2024 Fete

The council agreed to arrange a working group meeting which could bring a proposal to full council in due course.

## **20. Office Christmas Closure**

The council unanimously agreed to close the office from December 22<sup>nd</sup> 2023 to January 1<sup>st</sup> 2024 inclusive.

## **21. Correspondence**

- a. Email from County Councillor Smith regarding the suggestion of a blue plaque on Old Hall, Main Street – Cllr Elson will investigate this. Cllr Smith offered to pay for it, should a plaque be possible.
- b. Email regarding £1 million defibrillator fund being open for applications – noted. The council had assessed the number of defibrillators previously and the number of them is sufficient.
- c. Email regarding D-day 2024 – the council agreed to refer this to the Amenities Committee to investigate.
- d. Thank you letter received from 1st Balderton Boys Brigade Company and Girls' Association – noted.

## **22. Items for inclusion on a future agenda**

- a. A suggestion to purchase of mapping software. Clerk to bring quotes to a future meeting so the council can consider this.

### **EXEMPT ITEM**

*Under the Public Bodies (Admissions to meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following item of business on the grounds that it involves the likely disclosure of exempt information as defined in Part 1 of schedule 12A of the Local Government Act 1972.*

The Council unanimously agreed to close the meeting to the press and public.

## **23. Complaint**

The clerk briefed the council on a complaint that has been received.

## **24. Personnel update**

The clerk gave the council an update on personnel matters.

## **25. Potential handover of common land**

The council agreed to express an interest in the offer. The clerk will ask for further information and obtain an indicative legal fee quote.

Meeting closed at 9.30pm

## **Future parish council meetings – open to the public**

- Amenities Committee Meeting: Wednesday 29<sup>th</sup> November, 7pm
- Full Council Meeting: Wednesday 13<sup>th</sup> December, 7pm

## Report to Balderton Parish Council, 13 December 2023

### 1. Residents' issues worked on jointly with Cllr. Hall:

#### Orchard Way:

- 1) Working with Notts CC and Via to resolve long-term concerns about parking on verges to the rear of Main Street by residents of these houses [Ref: Via 16555306].
- 2) Working with residents and officers from NSDC Street Scene to resolve overgrown hedges on the London Road verges which Notts CC is not attending to.

#### Blind Lane (Balderton footpath no. 16):

- 1) Vegetation (brambles) that has grown over the concrete path, forcing residents to walk over the sodden grass and mud, has now been cut right back.
- 2) For the future, the path has been added "to the scrub clearance contract to clear back the scrub so there is a 1m wide clear verge either side of the concrete path" [CRM ref CSC561865417].

**Main Street parking:** Meeting on 10 November with a senior officer from Planning at NSDC after which the follow-up action has involved:

- 1) Lack of parking access for residents at the Post Office being raised and challenged. It relates to a previous enforcement request that was rejected [23/00266/ENFB].
- 2) Raised concerns about enforcement of the double yellow lines outside Tesco; NSDC has requested "an assessment of the DYL and ... an enforcement attendance" from the Notts CC Parking Manager. No response to date.

#### Lowfield Lane development:

- 1) Cllr. Hall convened on 20 November a presentation by Arkwood for the leaders of the residents' group and councillors concerning the latest plans and biodiversity net gain.
- 2) Site visit (8 November) with senior planning officers from NSDC and a representative of Urban and Civic developers to investigate safe pedestrian crossing of the Southern Link Road into Bantycok Quarry once that becomes accessible parkland for Balderton residents. This falls within the green corridor specified (under para. 2.27) of the new Allocations DPD by NSDC that will run through Balderton from Hawton to Shire Dyke.

### 2. On request of BPC Full Council: submitted a request to the head of Community and Street Scene at NSDC to strategize litter-collection and related problems at a dozen hot-spots across Balderton. Awaiting an answer.

### 3. On request of BPC Chair, to participate in meetings of a Youth Forum at the Methodist Church New Hall, the second of which took place on 22 November:

- 1) Auditing current provision by various uniformed groups and church groups and the challenges they are facing (namely lack of leaders forcing two groups to close; while other groups are little known and are under-subscribed).
- 2) Identifying gaps in provision, with a six-strong working group involving Cllrs. Hall and Forde to meet youngsters in the spring to tease out what needs they think they have.

**4. As BPC footpath officer and British Gypsum/Formule 1 Bantycok Quarry officer:**

- 1) Half-yearly meeting with British Gypsum on 5 December to learn about progress with quarrying towards Balderton and the future restoration plans for parkland. A full report will be circulated to all councillors.
- 2) Producing a draft strategic plan, and detailed routes, for the Active Travel project at NSDC and for the Newark Town Masterplan. This comprises provision for walkers, wheelers, cyclists, users of public transport, and congestion-busting for drivers. The detail is focused necessarily on Newark (under the terms of the £45m Town Plan funding) but it will have benefits for Balderton if implemented.
- 3) Requested attention to the ecological impact and the effects of vegetation overgrowth on the hedgerow along the medieval path behind Lacey Green. The Street Scape has replied: "The medieval hedge and surrounding areas are scheduled in for our winter cut back. Unfortunately the wet weather has hampered our mowers getting into the pathway without getting stuck! I will arrange for the pathway to be strimmed back wider than you've seen recently before we come to cut the hedging which our hedge and shrub maintenance has begun district-wide so you will see our teams there in the coming weeks" [street cleaning request 5232055].

**Simon Forde**

**6 December 2023**

1	Safer Streets 5	I am meeting fortnightly with N&SDC and other partners included on this bid to ensure delivery within the required timescales. See item 15b – expenditure to be approved. The police are currently looking for alternative youth shelter(s). We will need to apply for a lawful development certificate before we install these. Officers at N&SDC are working on improving the CCTV at our sites: Coronation Street Playing field and Balderton Lake (including Heron Way car park as there has been antisocial behaviour there).
2	Grant application John Hunt School	Last month, the school had requested funding which the council approved. They have since withdrawn their application as the item they were going to buy with the funding has sold out.
3	Dog bins	Replacement dog bins are on order. Via have received the application for permission to install a new bin on Staple Lane and have indicated we should receive feedback this month.
4	Amenities Committee	The Amenities Committee Clerk's report contains update on most of the projects that staff have been working on this month. See item 18.
5	Administration/Management	<p>Since the last meeting we have joined NALC courses on: Allotment Management, Grievance and Disciplinary Procedures, Internal Controls, Managing Closed Burial Grounds, The Role of Internal Audit.</p> <p>The Remembrance parade went well on November 12<sup>th</sup> and we have had a debrief to ensure the smooth administration of this next year.</p> <p>I am continuing to review processes and policies. See items 13 and 15.</p>

After the last full council meeting the procedure for advertising a casual vacancy was followed. On December 1<sup>st</sup>, we were advised 'The Returning Officer has not received a request from ten electors in writing to claim a poll. Therefore, I am writing to inform you that you are now able to fill this vacancy by co-option'.

I have checked with Nottinghamshire Association of Local Councils (NALC) and they have confirmed that we can appoint a councillor for the third vacancy from the candidates that put themselves forward for the other vacancies (2) which were advertised following the last full council meeting.

Three candidates will attend the meeting on December 13<sup>th</sup> so the council can vote on whether to co-opt. NALC's legal topic note advises: 'Where the number of candidates is less than or equal to the number of vacancies, the candidates shall be appointed to the council if they meet the section 79 eligibility criteria and they are not disqualified'. All candidates have confirmed that they meet the criteria.

Marion Fox Goddard  
Parish Clerk

December 7<sup>th</sup> 2023



## Personnel and Policy Committee Terms of Reference

Agreed by Full Council – November 8<sup>th</sup> 2023

<b>Number of Councillors</b>	7	<b>Quorum</b>	3
<b>Officer attendance</b> (advisory – no voting rights)	Parish Clerk		
<b>Meeting regularity</b>	Quarterly		
<b>Notes</b> 1. All meetings to be convened with agendas and minutes as per the council’s standing orders. Open to the public. 2. Invited guests and representatives may attend meetings for input and consultation as deemed necessary. 3. Minutes of personnel and policy committees will be included in full council agendas to keep all councillors informed.			

### Purpose of this committee

This committee oversees the management of the council’s staff and scrutinises policies, procedures and such like and includes the following responsibilities:

1. To ensure policies are in place for the employment of staff to include ensuring that the council complies with all legislative requirements. To review these policies, in line with any changes in legislation and best practice. All policies to go to full council for final approval.
2. To review annually health and safety at work policies, procedures and training for all council employees.
3. To make recommendations to full council regarding staffing structure.
4. To agree and review contracts of employment<sup>2</sup>, job descriptions and person specifications for staff.
5. To review staff salaries and make recommendations to full council.
6. To receive updates on any issues relating to staff and appraisals from the parish clerk.
7. To conduct the parish clerk’s appraisal (2 or 3 members).
8. To appoint from its membership a recruitment panel when necessary and recommend appointments to council. Recruitment panels will normally include three members in the case of appointment to the parish clerk post; and at least one member of the committee plus the clerk for all other posts.
9. To perform panel roles as detailed in the grievance and disciplinary procedure.
10. To scrutinise any new policies<sup>3</sup> or policy revisions, procedure or suchlike before they go to full council for approval.
11. Should the committee propose a project/action requiring council finances this would require approval from full council.

<sup>2</sup> Contracts should use national templates.

<sup>3</sup> Policies/procedures covered by the Amenities Committee are not included



## GENERAL PRIVACY NOTICE

used for residents and public

For consideration on December 13<sup>th</sup> 2023

### 1. 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, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a list a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

### 2. Who are we?

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

### 3. Other data controllers the council works with:

- Newark and Sherwood District Council
- Nottinghamshire County Council
- HugoFox – website provider
- Email provider
- Other not for profit entities
- Contractors

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

#### **4. The council will process some or all of the following personal data where necessary to perform its tasks:**

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

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

- We may process sensitive personal data 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.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

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

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

#### **6. 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.

## **7. We use your personal data for some or all of the following purposes:**

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

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

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

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

## **9. Sharing your personal data**

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading “Other data controllers the council works with”;

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

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

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

## **11. Your rights and your personal data**

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.

### ***i. 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.

### ***ii. 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.

### ***iii. 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).

***iv. 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.

***v. 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.

***vi. 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).

***vii. 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.

## **12. 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. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## **13. 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.

## **14. Changes to this notice**

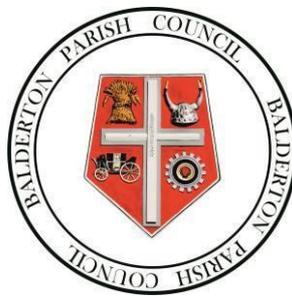
We keep this Privacy Notice under regular review and we will place any updates on [www.baldertonparishcouncil.gov.uk](http://www.baldertonparishcouncil.gov.uk) This notice was last updated December 2023.

## **15. 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, Balderton Parish Council, Balderton Village Centre, Coronation Street, Balderton, Nottinghamshire, NG24 3BD

Email: [office@baldertonparishcouncil.gov.uk](mailto:office@baldertonparishcouncil.gov.uk)



## PRIVACY NOTICE

For staff<sup>4</sup>, councillors and role holders<sup>5</sup>

For consideration on December 13<sup>th</sup> 2023

### 1. 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 list a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

### 2. Who are we?

This Privacy Notice is provided to you by Balderton 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.

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<sup>4</sup> “Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

<sup>5</sup> 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.

**3. 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.

**4. 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 swipecard records.
- Information about your use of our information and communications systems.

**5. 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].

## **6. 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.

**7. 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.

**8. 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. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

**9. 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.

## **10. 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

## **11. 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.

## **12. 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.

## **13. 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.

### ***i. 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 may be subject to an administrative fee.

### ***ii. 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.

### **iii. 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).

### **iv. 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.

### **v. 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.

### **vi. 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).

### **vii. 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.

## **14. 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. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

## **15. 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.

## **16. Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on [www.baldertonparishcouncil.gov.uk](http://www.baldertonparishcouncil.gov.uk). This Notice was last updated December 2023.

## **17. 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, Balderton Parish Council, Balderton Village Centre, Coronation Street, Balderton, Nottinghamshire ,NG24 3BD , Email: [office@baldertonparishcouncil.gov.uk](mailto:office@baldertonparishcouncil.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.



## Subject Access Requests Policy

For consideration on December 13<sup>th</sup> 2023

### What must Balderton Parish Council do?

#### All employees and councillors:

1. **MUST:** On receipt of a subject access request (SAR) you must **forward** it immediately to the Parish Clerk.
2. **MUST:** We must correctly **identify** whether a request has been made under the Data Protection legislation.
3. **MUST:** We must locate and supply personal data relating to a SAR must make a full exhaustive **search** of the records to which they have access.
4. **MUST:** All the personal data that has been requested must be **provided** unless an exemption can be applied.
5. **MUST:** We must **respond** within one calendar month after accepting the request as valid.
6. **MUST:** Subject Access Requests must be undertaken **free of charge** to the requestor unless the legislation permits reasonable fees to be charged.
7. **MUST:** Councillors and managers must ensure that the staff they manage are **aware** of and follow this guidance.
8. **MUST:** Where a requestor is not satisfied with a response to a SAR, the council must manage this as a **complaint**.

#### How must I do it?

1. Notify the Parish Clerk upon receipt of a request.
2. The clerk must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the council relating to the data subject. You should clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity.

The council accepts the following forms of identification (\* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):

- Current UK/EEA Passport
- UK Photocard Driving Licence (Full or Provisional)
- Firearms Licence / Shotgun Certificate
- EEA National Identity Card
- Full UK Paper Driving Licence
- State Benefits Entitlement Document\*

- State Pension Entitlement Document\*
  - HMRC Tax Credit Document\*
  - Local Authority Benefit Document\*
  - State/Local Authority Educational Grant Document\*
  - HMRC Tax Notification Document
  - Disabled Driver's Pass
  - Financial Statement issued by bank, building society or credit card company+
  - Judiciary Document such as a Notice of Hearing, Summons or Court Order
  - Utility bill for supply of gas, electric, water or telephone landline+
  - Most recent Mortgage Statement
  - Most recent council Tax Bill/Demand or Statement
  - Tenancy Agreement
  - Building Society Passbook which shows a transaction in the last 3 months and your address
3. Depending on the degree to which personal data is organised and structured, you will need to search emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems etc. which your area is responsible for or owns.
  4. The council must not withhold personal data because you believe it will be misunderstood; instead, you should provide an explanation with the personal data. We must provide the personal data in an "intelligible form", which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. You may be able to agree with the requester that they will view the personal data on screen or inspect files on our premises. We must redact any exempt personal data from the released documents and explain why that personal data is being withheld.
  5. We must make this clear on forms and on the council website
  6. We do this through the use of induction, performance management and training, as well as through establishing and maintaining appropriate day to day working practices.
  7. A database is maintained allowing the council to report on the volume of requests and compliance against the statutory timescale.
  8. When responding to a complaint, we must advise the requestor that they may complain to the Information Commissioners Office ("ICO") if they remain unhappy with the outcome.

## **Sample letters**

### **All letters must include the following information:**

- a) the purposes of the processing;
- b) the categories of personal data concerned;
- c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any

appropriate safeguards for transfer of data, such as Binding Corporate Rules<sup>6</sup> or EU model clauses<sup>7</sup>;

- d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- f) the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- g) if the data has not been collected from the data subject: the source of such data;
- h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

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

“[Name] [Address]

[Date]

Dear [Name of data subject]

### Data Protection subject access request

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

Include 1(a) to (h) above.

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

Yours sincerely”

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<sup>6</sup> “Binding Corporate Rules” is a global data protection policy covering the international transfer of personal data out of the European Union. It requires approval of a data protection regulator in the European Union. In most cases this will be the relevant regulator where an organisations head quarters is located. In the UK, the relevant regulator is the Information Commissioner’s Office.

<sup>7</sup> “EU model clauses” are clauses approved by the European Union which govern the international transfer of personal data. The clauses can be between two data controllers or a data controller and a data processor.

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

“[Name] [Address]

[Date]

Dear [Name of data subject]

### Data Protection subject access request

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

- [List the areas]

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

Include 1(a) to (h) above.

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

Yours sincerely”

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

“[Name] [Address]

[Date]

Dear [Name of data subject]

### **Data Protection subject access request**

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

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

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

Yours sincerely”



## Balderton Parish Council

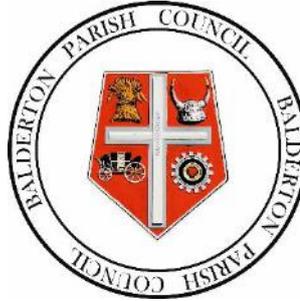
### Personal Data Retention Schedule

**For consideration on December 13<sup>th</sup> 2023**

This document addresses Balderton Parish Council's approach to archiving, retention or deletion of personal data and details how long personal data is kept before being destroyed or archived. The Parish Clerk authorises destruction and archiving and the Parish Council approves this policy.

	Interaction Type	Document/data	Format	Retention time	Archive/deletions	Authorised by
1	Booking confirmed	Emails about booking and booking form (bookings file)	Electronic/paper	Last completed audit year	Shred/delete	Parish Clerk
		Invoice (in receipts file)	Paper	6 years	Shred	Parish Clerk
		Contact details google calendar	Electronic	Last completed audit year	Delete	Parish Clerk
2	Booking enquiry (not confirmed)	Email	Electronic	3 months after requested booking date	Delete	Parish Clerk
3	Allotment holder information	Emails/letters/ Contract	Electronic/paper	6 years after tenancy ends	Delete	Parish Clerk
		Register and plans	Electronic/paper	Indefinite		

	Interaction Type	Document/data	Format	Retention time	Archive/deletions	Authorised by
4	Allotment waiting list	Emails/letters	Electronic/paper	Indefinite		Parish Clerk
5	Cemetery Records	Register of fees collected, register of burials, register of purchased graves, register/plan of grave spaces, register of memorials, applications for interment, applications for right to erect memorials, disposal certificates, and copy certificates of grant of exclusive right of burial	Electronic/paper	Indefinite		Parish Clerk
6	Sports Club/ Regular hirers/ Leaseholders	Emails regarding hire Hire agreements/leases	Electronic Electronic/paper	Indefinite Indefinite		Parish Clerk
7	Enquiry	Email/Letter	Electronic/Paper	At end of useful life	Delete/Shred	Parish Clerk
8	Complaint	Email/Letter	Electronic/Paper	Indefinite		Parish Clerk
9	Grant Application	Email/letter	Electronic/paper	Last completed audit year	Delete/Shred	Parish Clerk
10	Employee Data	Applications, Pensions, Payslips, contracts, appraisals Pay roll/timesheets	Electronic Electronic/paper	6 years after ceasing employment 3 years	Delete/Shred Delete	Parish Clerk Parish Clerk
11	Councillor Data	Declarations of Interests Chairman allowance	Electronic and Paper Electronic and Paper	Duration of membership 6 years	Delete/Shred Delete/Shred	Parish Clerk Parish Clerk
12	Contractor data	Emails Invoices Contract	Electronic Electronic/paper Electronic/paper	Indefinite 6 years Indefinite	Delete/shred	Parish Clerk
13	CCTV	CCTV footage	Electronic	Up to 4 weeks unless required as evidence – in which case it will be kept indefinitely.	Record over	Parish Clerk



## Freedom of Information and Publication Scheme

For consideration on December 13<sup>th</sup> 2023

### Introduction

This model publication scheme has been prepared and approved by the Information Commissioner. It has been adopted without modification by the parish council and does not require further approval, being valid until further notice.

The publication scheme commits the parish council 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.
- Specify the information which is held by the authority and falls within the classifications below.
- Proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- 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.
- Review and update on a regular basis the information the authority makes available under this scheme.
- Produce a schedule of any fees charged for access to information which is made proactively available.
- Make this publication scheme available to the public.
- Publish any dataset held by the authority that has been requested, and any updated versions it holds, unless the authority is satisfied that it is not appropriate to do so; to publish the dataset, where reasonably practicable, in an electronic form that is capable of re-use; and, if any information in the dataset is a relevant copyright work and the public authority is the only owner, to make the information available for re-use under the terms of the Re-use of Public Sector Information Regulations 2015, if they apply, and otherwise under the terms of the Freedom of Information Act section 19.

The term 'dataset' is defined in section 11(5) of the Freedom of Information Act.  
The term 'relevant copyright work' is defined in section 19(8) of that Act

### **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.
- **What our priorities are and how we are doing** - strategy and performance information, plans, assessments, inspections and reviews.
- **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 Parish Council 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 the Parish Council's 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, the Parish Council 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 the Parish Council 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.

### **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 parish council 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 will be made for information subject to a charging regime specified by Parliament.

Charges will be made for actual disbursements incurred such as:

- Photocopying
- Postage and Packaging
- The costs directly incurred as a result of viewing information

Charges will 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.

Charges may also be made for making datasets (or parts of datasets) that are relevant copyright works available for re-use. These charges will be in accordance with the terms of the Re-use of Public Sector Information Regulations 2015, where they apply, or with regulations made under section 11B of the Freedom of Information Act, or with other statutory powers of the public authority.

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

### **Written Requests**

Information held by the parish council 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 Balderton Parish Council under the Model Publication Scheme

### Notes:

1. For all information identified as being available on the website, our website address is [www.baldertonparishcouncil.gov.uk](http://www.baldertonparishcouncil.gov.uk)
2. Costs for hard copies are detailed at the end of this document.

Information to be published	How the information can be obtained
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)	(Hard copy and/or website)
Who's who on the council and its committees	Website / hard copy
Contact details for parish clerk and council members	Website / hard copy on noticeboards <b>Parish Clerk Marion Fox Goddard</b> <b>Tel:01636703626</b> <b>Email:office@baldertonparishcouncil.gov.uk</b>
Elected members	Councillor email addresses on website
Location of main council office and accessibility details	Website / hard copy / noticeboards <b>Balderton Village Centre</b> <b>Coronation Street,</b> <b>Balderton</b> <b>Nottinghamshire</b> <b>NG24 3BD</b>
Staffing structure	Website / hard copy
<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)  Current and previous financial year as a minimum	Website / hard copy
Annual return form and report by auditor	Website / hard copy
Finalised budget	Website / hard copy
Precept	Website / hard copy
Borrowing approval letter	Website / hard copy
Standing Orders and Financial Regulations	Website / hard copy

Grants given and received	Website / hard copy
List of current contracts awarded and value of contract	Website / hard copy
Members' allowances and expenses	Website / hard copy
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	Website / hard copy: <ul style="list-style-type: none"> <li>Parish Council Strategy and Action Plan (<i>work in progress December 2023</i>)</li> <li>Internal audit report</li> </ul>
Annual Report to Parish (current and previous year as a minimum)	Website / hard copy:
Quality status	N/A at time of adopting this document. The parish council may wish to consider this in future.
Local charters drawn up in accordance with DCLG guidelines	N/A

<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)		
Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Parish noticeboards/ Website / hard copy	
Agendas of meetings (as above)	Parish noticeboard – Balderton Village Centre Website / hard copy	
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hard copy Parish noticeboard – Balderton Village Centre (current or previous month)	
Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.	Website / hard copy	
Responses to consultation papers	Website / hard copy	

Responses to planning applications	Website – Newark and Sherwood District Council website/ Hard copy – contact Balderton Parish Council	
Bye-laws	Coronation Street Playing field Lake  Website/hard copy	
<b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)  Current information only	Website / hard copy	
Policies and procedures for the conduct of council business:  Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Website / hard copy Website / hard copy <b>Needs to be written</b>  Website / hard copy Website / hard copy	
Policies and procedures for the provision of services and about the employment of staff:  Internal policies relating to the delivery of services	Website / hard copy  Website / hard copy	

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Website / hard copy Website / hard copy  To be drafted Website / hard copy  Website / hard copy	

Information security policy	To be written	
Records management policies (records retention, destruction and archive)	Website / hard copy	
Data protection policies	Website / hard copy	
Schedule of charges (for the publication of information)	Website / hard copy	
<b>Class 6 – Lists and Registers</b>		
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy or website; some information may only be available by inspection	
Assets Register	Website / hard copy	
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Website / hard copy	
Register of members' interests	Newark and Sherwood District Council website (link on BPC website)	
Register of gifts and hospitality	Website / hard copy	
<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		
Allotments	Website / hard copy	
Burial grounds and closed churchyards	Website / hard copy	
Community centres and village halls	Website / hard copy	
Parks, playing fields and recreational facilities	Website / hard copy	
Seating, litter bins, <del>clocks, memorials and lighting</del> (details in Asset Register)	Website / hard copy	
Bus shelters	N/A do we own any Sue	
Markets	N/A	
Public conveniences	Website / hard copy	
Agency agreements	N/A	

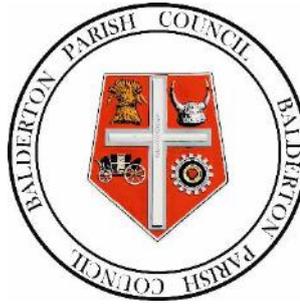
<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Website / hard copy	
<b>Additional Information</b> This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

All requests for hard copies should be made by e-mail or in writing to:

Parish Clerk  
Balderton Parish Council  
Balderton Village Centre  
Coronation Street,  
Balderton  
Nottinghamshire  
NG24 3BD

Email: [office@baldertonparishcouncil.gov.uk](mailto:office@baldertonparishcouncil.gov.uk)

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost including administration
	Photocopying @ 15p per sheet (colour)	Actual cost including administration
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
Statutory Fee		In accordance with the relevant legislation (quote the actual statute)
Other		



## Balderton Parish Council Disclosure Log Criteria

For consideration on December 13<sup>th</sup> 2023

Balderton Parish Council's disclosure log lists responses to requests made to us under the Freedom of Information Act 2000 and the Environmental Information Regulations 2004 which we feel are of wider public interest. The disclosure log is published on the Balderton Parish Council's website: [www.baldertonparishcouncil.gov.uk](http://www.baldertonparishcouncil.gov.uk)

### Criteria

We may add a response to our disclosure log if it meets the following criteria:

We can demonstrate how decisions have been made within our organisation.

There is a substantial public, rather than private, interest.

The disclosure passes the public interest test.

Where we have spent public money or disclosed information around resources.

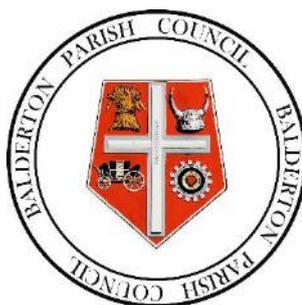
For personal data reasons, we cannot publish any requests from a complainant for correspondence on their complaint file.

### Process

We assess each response to determine if it should be published in the disclosure log. If a response is changed as a result of an internal review, the disclosure log will be updated accordingly.

### Retention

Responses are moved to our disclosure log archive at the start of each financial year. In addition, a review of the disclosure log will be undertaken every six months and outdated responses will be removed from the log. Examples of outdated responses include responses to requests for statistics which have been superseded by a more recent request, and where a particular disclosure is no longer of significant public interest.



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

**Updated for consideration on December 13<sup>th</sup>, 2023**

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## 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/her/their 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/her/their 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/her/their 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 3 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**
- 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 20 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 3 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.
- i A person shall stand when requesting to speak and 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.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k 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.

- l 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.
- m A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.
- n 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.
- o 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/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).
- p 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.
- q 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.
- r 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/her/their 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.*

- s **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/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t 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.
- u **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/her/their right to participate and vote on that matter.**
- v **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.**

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

- w **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.
- x A meeting shall not exceed a period of 3 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. shall determine their terms of reference;
  - ii. 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 3 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. shall determine if the public may participate at a meeting of a committee;
  - x. 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. 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/her/their 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/her/their 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 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 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 2 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 3 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 3 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 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/her/their 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 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 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 7 days before the meeting confirming his/her/their 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/her/their 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 planning committee or full council minutes;
- xv. refer a planning application received by the Council to Chair or in his/her/their absence Vice-Chair of the Planning Committee 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 Planning committee;
- 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 3 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 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 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.
- e. The chair of the Personnel committee or in his/her/their absence, the vice-chair and one other member of that committee shall upon a resolution conduct a review of the performance and annual appraisal of the work of Parish. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel committee.
- e. 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/her/their 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 Parish Clerk 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.**

*As 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.*

The Council may appoint a Data Protection Officer.

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **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.**
- d **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.**

- e 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 Communications and Engagement policy in respect of dealing with the press and/or other media. (point 18)

## **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), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]**

## **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 2 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 The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.



## Grants Policy

### For consideration on December 13<sup>th</sup> 2023

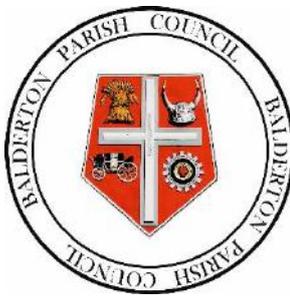
1. Balderton Parish Council ('the Council') is committed to encouraging, supporting, and promoting charitable, voluntary and community organisations within Balderton for the benefit of the village, and makes an annual budget provision for grants for this purpose. This policy ensures that the awarding of grants is open and transparent.
2. Grants will only be made to charities, voluntary organisations or constituted groups for the benefit of the area covered by the council and that will contribute positively to the life of people living, working, and visiting the areas of Balderton. The Council will only provide funding to assist organisations that are not based in the Parish of Balderton, pro-rata for local residents using that service.
3. Grants will not be made to:
  - Organisations or individuals that discriminate on the grounds of race, religion, age, gender, trans-gender, sexual orientation, marital status, pregnancy, or any disability.
  - Private organisations operated as a business to make a profit or surplus.
  - "Upward funders", i.e., local groups whose fundraising is sent to their central HQ for redistribution.
  - Individuals
  - Political organisations or projects.
4. Grants will not normally be made for ongoing running costs. Where an application is for running costs, the applicant should detail the plans to find future running costs from alternative sources. Where grants for running costs are made, no guarantee of future funding is implied.
5. The Council will only consider grant applications for more than £2000 and up to £5000 in exceptional circumstances where a significant and wide-ranging Balderton community benefit are clearly demonstrated in the application form.
6. For applications for more than £1000, the Council will only provide up to 95% of the overall cost of a project and require details of match funding from one or more grant giving bodies, or from the applicant's own fundraising.
7. For applications for in excess of £500, evidence of a consultation with the local Balderton community must be provided in evidence of support.

8. Applications by membership organisations must be able to demonstrate a wider community benefit.
9. The Council will only consider an application if accompanied by the required financial and organisational information:
  - a) Your most recent accounts or bank statements for the last 6 months
  - b) Your constitution
  - c) Details of your organisation's officers/trustees/committee members.
10. The Council may ask for extra information to support your application.
11. The Council will only provide one grant per group or organisation in each financial year, unless clear, exceptional circumstances are demonstrated.
12. The Council will not make grant funding on a retrospective basis.
13. Applications are reviewed by the parish council clerk and reported formally to council for a decision. Applicants are encouraged to attend the council meeting where their grant will be considered to answer any questions which may arise.
14. The application process will be centred upon a bidding round with consideration on a quarterly basis, with submission (preferably by email) of bids by applicants using the grant application form. The quarterly bid round cycle will be as follows:

Round number	Application deadline	Bids to be validated by	Decision by full council
1	March 5th	April 1st	Fourth Wednesday in April
2	June 5th	July 1st	Fourth Wednesday in July
3	September 5th	October 1st	Fourth Wednesday in October
4	December 5th	January 2nd	Fourth Wednesday in January

15. Evidence of the use of the full grant amount for the agreed purpose must be provided to the Council within twelve months of the funding being transferred. **Should the evidence not be received the Council will request the return of the funds.** Where requested by the Council, grants will only be paid following receipt of appropriate invoices.
16. All applications indicate agreement to these Terms and Conditions
  - The grant applied for may not be awarded in full.
  - The grant must be spent in accordance with the application.
  - The council may request written updates and reports on progress, including the impact the funding has had, proof of spending and photos.
  - The council can insist on the repayment of a grant in full if these terms and conditions are breached.

- The council reserves the right to reclaim funds not spent in accordance with the approved grant application, left unspent after one year of receipt or in full/partially for breach of conditions.
- Any publicity to be agreed jointly in advance. Recipients should acknowledge the council's financial support in press releases and publicity.
- Recipients must advise the council prior to disposing of any resources or equipment funded/part-funded/supplied by the council as part of a grant application within two years.
- The council may apply any additional conditions it deems necessary as part of the grant award.
- The project will be completed within 12 months of approval.
- Recipients must complete and submit a grant funding feedback form to the council within twelve months of receipt of the grant.
- If an application is deferred, further information may be requested. There is no need to re-apply.
- The Council will handle your data according to our [Privacy Notice](#). The personal information provided when applying for a grant will be treated in accordance with the principles used by the council to manage our relationship with you, help us assess your grant application, or send you information you have requested. If a grant is awarded, the name of your organisation and the amount will be published on our website and subject to disclosure under the Freedom of Information Act.



## APPLICATION FOR GRANT FUNDING

Thank you for your interest in applying for a grant from Balderton Parish Council. Please read the Council's grants policy before completing this form.

If you require any advice or guidance, please contact Balderton Parish Council by calling 01636 703626 or emailing [office@baldertonparishcouncil.gov.uk](mailto:office@baldertonparishcouncil.gov.uk)

Return completed forms to the email address above or post to Balderton Parish Council, Balderton Village Centre, Coronation Street, Balderton, NG24 3BD

1	Name/Address of organisation	
2	Contact name and position in organisation	
3	Contact telephone number and email address	
4	Is the organisation a Registered Charity? If "yes" please provide Charity Number	Yes No <i>please circle</i>
5	Aims and objectives of your <b>organisation</b> ; What does your organisation do and how does it benefit the residents of Balderton?	
6	Amount of grant requested	£
7	For what purpose is the grant requested? <i>Please continue on a separate sheet if necessary.</i>	
8	What is the total cost of the project?	£
9	Give a breakdown of what the funding will be spent on	
10	Has the project that you want the funding for already happened?	

11	How will the funding benefit the community or residents of Balderton? <i>Please continue on a separate sheet if necessary.</i>		
12	Approximately how many of those who will benefit are Balderton parishioners?		
13	Have you consulted with Balderton residents on whether they support your proposal?	Yes No <i>please circle</i>	
14	Have you applied for any other funds/grants towards the cost of this project? If so, include details.	Yes No <i>please circle</i>	
15	Balderton Parish Council may request photographs and information so we can promote this in the local media/online.  Are you happy with this?	Yes No <i>please circle</i>	
16	<b>Bank Details</b> (For use if a grant is awarded)	Name of Account ..... Account number ..... Sort Code ..... - ..... - .....	
17	<b>Supporting Documentation</b> *Provide up to date accounts <u>or</u> bank statements for the last 6 months  Please note your application cannot be considered without the supporting documentation	Required	Provided ? <i>please circle</i>
		Your most recent accounts*	Yes No
		Bank statements for the last 6 months*	Yes No
		A copy of your constitution	Yes No
		Details of your organisation's officers/trustees/committee members	Yes No
Consultation results (required for applications for in excess of £500)	Yes No		

*Please use a separate sheet to submit any other information which you feel will support this application.*

**Declaration:** I declare that the information confirmed in this application is correct and that any grant received will be applied as detailed in the request. I accept the Terms and Conditions set out in Balderton Parish Council's Grants Policy.

Signed ..... Date .....

## For Office Use Only

Grant applications must be checked against the following criteria.

Check	Yes/No/?
The grant will result in a benefit for the area covered by the Parish Council and will contribute positively to the life of people living, working, and visiting the area of Balderton Parish?	
Does the grant exclude ongoing running costs?	
Is the grant for non-political or non-quasi-political organisations or projects?	
Is the grant application for £1,000 or less?	
For applications in excess of £2000, has the applicant fully detailed the exceptional circumstances?	
For applications in excess of £1000, has the applicant detailed sources for at least 50% of the overall cost of a project?	
Does the application include the required financial and organisational information?	
Is this the only application in this financial year from this group or organisation?	
Is the applicant based in the Parish Council area? If not what proportion of beneficiaries of the grant reside in the area? (Grants will be pro-rata for residents of Balderton using that service.)	
Is the application for future funding?	
Evidence of local consultation?	
Supports/mitigates the impact of the development and benefits residents in the parish?	

Assessing officer

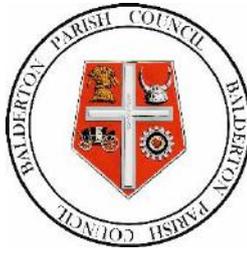
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Date of assessment .....

Could CIL be used.....

Decision (delete as applicable) reject / return for further information / proceed to Council

Outcome at that meeting .....



## GRANT FUNDING FEEDBACK FORM

Recipients of grants from Balderton Parish Council must complete and submit a grant evaluation form to the Council within twelve months of receipt of the grant.

If you require any advice or guidance, please contact Balderton Parish Council by calling 01636 613024 or emailing [office@baldertonparishcouncil.gov.uk](mailto:office@baldertonparishcouncil.gov.uk).

Return completed forms to the email address above or post to Balderton Parish Council, Balderton Village Centre, Coronation Street, Balderton, NG24 3BD

1	Name of organisation	
2	Date grant approved by Balderton Parish Council	
3	Amount of grant awarded	£
4	How has the funding benefited the organisation / local community?	
5	Date money was spent	
6	What was the total cost of the project?	£
7	If there was any grant residue, please give details of how this money was spent.	
8	Signature	
9	Position	
10	Date	

**BALDERTON PARISH COUNCIL**

**Financial Statement October 2023**

**Wages for the period 30.09.2023 to 03.11.2023**

Net pay	13704.61
Tax	1448.67
Nat. Ins.- Employees	1224.52
Nat. Ins.- Employers	1626.88
Pension- Employees	1077.69
Pension- Employers	3897.60
<b>Total</b>	<u><u>22979.97</u></u>

**Cash transactions have been completed as follows:**

£30000 was transferred from business account to current account  
 £100000 was transferred from business account to 32 day notice account account

**Receipts for the period 01.10.2023 to 31.10.2023**

Hire of hall	1530.25
Dance studio	780.97
Bar rent	100.00
Burials & memorials	1282.00
Football	454.78
Allotments	55.00
VAT repaid	1614.03
Bank interest	507.29
	<u><u>6324.32</u></u>

**Accounts Balances summary as of 31.10.2023**

Current Account	24616.58	
Business Account	101479.37	
Chairman's Account	270.05	
CIL Account	7558.68	
32 Day Notice Account	252415.56	
Skipton Account	52104.62	
	<u>438444.86</u>	
Plus uncleared payments into bank	605.00	
Less unrepresented payments out	0.00	
	<u><u>439049.86</u></u>	

**Year to Date 01.04.2023 to 31.10.2023**

Balance as at 01.04.2023	256704.23
Receipts	398046.53
Payments	216305.90
Balance as at 31.10.23	<u>438444.86</u>
Plus uncleared payments into bank	605.00
Less unrepresented payments out	0.00
	<u><u>439049.86</u></u>

Date 14/11/2023  
Time 14:31:41

**Balderton Parish Council**

**Nominal Activity - Excluding No Transactions**

Date From: 01/10/2023

Date To: 31/10/2023

Transaction From: 1

Transaction To: 99999999

N/C: 5000 Name: Electricity

No	Type	Date	Accoun Ref	Details
7673	PI	03/10/2023	BRI002 1556	Electricity

Account Balance: 8063.96

T/C	Value	Debit	Credit	V	B
T1	1325.10	1325.10	-	-	-

Totals: 1325.10

History Balance: 1325.10

N/C: 5001 Name: Gas

No	Type	Date	Accoun Ref	Details
7672	PI	02/10/2023	EON001 1555	Gas

Account Balance: 788.64

T/C	Value	Debit	Credit	V	B
T5	57.49	57.49	-	-	-

Totals: 57.49

History Balance: 57.49

N/C: 5002 Name: Water

No	Type	Date	Accoun Ref	Details
7633	PI	10/10/2023	EVE001 1531part	Water

Account Balance: 1254.85

T/C	Value	Debit	Credit	V	B
T0	141.75	141.75	-	-	-

Totals: 141.75

History Balance: 141.75

N/C: 5004 Name: Entertainment licence

No	Type	Date	Accoun Ref	Details
7638	PI	09/10/2023	NEW0011534	Licence renewal

Account Balance: 180.00

T/C	Value	Debit	Credit	V	B
T2	180.00	180.00	-	-	-

Totals: 180.00

History Balance: 180.00

N/C: 5005 Name: Building maintenance

No	Type	Date	Accoun Ref	Details
7804	PI	30/10/2023	IWE001 1588	Replace outside light
7805	PI	31/10/2023	NEW0021589	Main door lock & keys

Account Balance: 4945.67

T/C	Value	Debit	Credit	V	B
T1	190.60	190.60	-	-	-
T1	218.00	218.00	-	-	-

Totals: 408.60

History Balance: 408.60

N/C: 5007 Name: Cleaning

No	Type	Date	Accoun Ref	Details
7632	PI	16/10/2023	PHI001 1530	Cleaning 15.10.23
7657	PI	09/10/2023	ELS001 1551	Cleaning materials
7700	PI	06/10/2023	WRI001 1559	Cleaning

Account Balance: 2806.49

T/C	Value	Debit	Credit	V	B
T2	30.00	30.00	-	-	-
T0	21.74	21.74	-	-	-
T2	330.00	330.00	-	-	-

Totals: 381.74

History Balance: 381.74

N/C: 5008 Name: Miscellaneous building costs

No	Type	Date	Accoun Ref	Details
7639	PI	09/10/2023	ESS 1535	Repair library noticeboard

Account Balance: -71.80

T/C	Value	Debit	Credit	V	B
T1	118.00	118.00	-	-	-

Totals: 118.00

History Balance: 118.00

N/C: 5101 Name: Mower costs

No	Type	Date	Accoun Ref	Details
7723	PI	31/10/2023	RUS001 1580	Mower parts

Account Balance: 661.14

T/C	Value	Debit	Credit	V	B
T1	118.41	118.41	-	-	-

Totals: 118.41

History Balance: 118.41

N/C: 5103 Name: Fuel

No	Type	Date	Accoun Ref	Details
7669	PI	01/10/2023	UKF001 1552	Diesel

Account Balance: 1353.64

T/C	Value	Debit	Credit	V	B
T1	116.64	116.64	-	-	-

Totals: 116.64

History Balance: 116.64

N/C: 5107 Name: Turf maintenance

No	Type	Date	Accoun Ref	Details
7642	PI	01/10/2023	AGR001 1538	Fertiliser
7643	PI	01/10/2023	AGR001 1539	Binder Ongar Loam

Account Balance: 4260.15

T/C	Value	Debit	Credit	V	B
T1	40.00	40.00	-	-	-
T1	1358.00	1358.00	-	-	-

Totals: 1358.00

History Balance: 1358.00

7644	PI	01/10/2023	AGR001 1540	Grass seed	T0	332.00	332.00	-	-
7645	PI	01/10/2023	AGR001 1541	Top dressing	T1	830.00	830.00	-	-
7721	PI	11/10/2023	AGR001 1579	Line marker	T1	395.75	395.75	-	-
<b>Totals:</b>							2955.75		
<b>History Balance:</b>							2955.75		
<b>N/C: 5108</b>		<b>Name:</b>		Horticulture		<b>Account Balance:</b>			235.18
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7636	PI	06/10/2023	LIZ001 1532	Plants for BVC	T1	75.60	75.60	-	-
7637	PI	06/10/2023	LIZ001 1533	Plants BVC	T1	12.91	12.91	-	-
<b>Totals:</b>							88.51		
<b>History Balance:</b>							88.51		
<b>N/C: 5109</b>		<b>Name:</b>		Tool hire		<b>Account Balance:</b>			275.00
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7703	PI	25/10/2023	G&G001 1562	Hire of top dresser	T2	275.00	275.00	-	-
<b>Totals:</b>							275.00		
<b>History Balance:</b>							275.00		
<b>N/C: 5110</b>		<b>Name:</b>		Replacement equipment		<b>Account Balance:</b>			470.00
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7792	PI	18/10/2023	FAR001 1576part	Hedge trimmer	T1	600.91	600.91	-	-
<b>Totals:</b>							600.91		
<b>History Balance:</b>							600.91		
<b>N/C: 5111</b>		<b>Name:</b>		New equipment		<b>Account Balance:</b>			5331.69
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7707	PI	27/10/2023	RUS001 1566	Dennis Variseeder	T1	4898.00	4898.00	-	-
7718	PI	03/10/2023	JEW001 1575	Wood for bowling green	T1	32.64	32.64	-	-
7719	PI	18/10/2023	FAR001 1577	Screws & nuts	T1	0.72	0.72	-	-
7720	PI	25/10/2023	FAR001 1578	Black bags	T1	48.00	48.00	-	-
<b>Totals:</b>							4979.36		
<b>History Balance:</b>							4979.36		
<b>N/C: 5112</b>		<b>Name:</b>		Clothing		<b>Account Balance:</b>			327.20
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7714	PI	19/10/2023	TRA001 1573	Trousers	T1	35.83	35.83	-	-
7715	PC	19/10/2023	TRA001 1573	Trousers	T1	35.83		35.83	-
7716	PI	13/10/2023	TRA001 1574 part	Clothing	T1	125.78	125.78	-	-
7717	PI	13/10/2023	TRA001 1574 part	Boots X2	T2	129.98	129.98	-	-
<b>Totals:</b>							291.59		35.83
<b>History Balance:</b>							255.76		
<b>N/C: 5200</b>		<b>Name:</b>		Postage & sundries		<b>Account Balance:</b>			267.51
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7701	PI	23/10/2023	SUE001 1560	Stamps & refreshments	T0	45.75	45.75	-	-
7702	PI	24/10/2023	JIM001 1561	Tea bags	T0	10.99	10.99	-	-
<b>Totals:</b>							56.74		
<b>History Balance:</b>							56.74		
<b>N/C: 5202</b>		<b>Name:</b>		Subscriptions		<b>Account Balance:</b>			573.00
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7640	PI	13/10/2023	SLC001 1536	SLCC fee-Marion	T9	272.00	272.00	-	-
7641	PI	11/10/2023	SLC001 1537	SLCC fee-Marion	T9	65.00	65.00	-	-
<b>Totals:</b>							337.00		
<b>History Balance:</b>							337.00		
<b>N/C: 5204</b>		<b>Name:</b>		Office Supplies		<b>Account Balance:</b>			689.17
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7646	PI	11/10/2023	AMA001 1542	Keyboard & mouse	T1	16.65	16.65	-	-
7647	PI	12/10/2023	AMA001 1543	Display stand for laptop	T1	14.03	14.03	-	-
7648	PI	12/10/2023	AMA001 1544	24 pads sticky notes	T1	11.66	11.66	-	-
7649	PI	10/10/2023	AMA001 1545	3X telephone books	T1	16.94	16.94	-	-
7650	PI	04/10/2023	AMA001 1547	Waste basket	T1	4.82	4.82	-	-
7651	PI	03/10/2023	AMA001 1547	Keyboard & mouse	T1	16.65	16.65	-	-
7652	PI	04/10/2023	AMA001 1548	Red pens	T1	2.92	2.92	-	-
7653	PI	04/10/2023	AMA001 1549	2X password books	T1	11.64	11.64	-	-

7654	PI	04/10/2023	AMA001 1550	Things to do pad & kettle	T1	35.78	35.78	-	-	
7670	PI	01/10/2023	A1C001 1553	Photocopy charges	T1	58.57	58.57	-	-	
7709	PI	28/10/2023	AMA001 1568	Hand bell	T1	12.82	12.82	-	-	
7710	PI	28/10/2023	AMA001 1569	Clips & binder	T1	3.32	3.32	-	-	
7711	PI	28/10/2023	AMA001 1570	Page marker tabs	T1	4.07	4.07	-	-	
7712	PI	28/10/2023	AMA001 1571	Office wall clock	T1	5.41	5.41	-	-	
7713	PI	26/10/2023	AMA001 1572	Notebooks X3	T1	3.32	3.32	-	-	
7806	PI	30/10/2023	SEL001 1590	Paper	T1	58.50	58.50	-	-	
<b>Totals:</b>							277.10			
<b>History Balance:</b>							277.10			
<b>N/C: 5205</b>		<b>Name:</b> Software & IT support			<b>Account Balance:</b>		1833.88			
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V</b>	<b>B</b>
7671	PI	01/10/2023	SAG001 1554	Wages & accounts pack	T1	119.00	119.00	-	-	
7708	PI	04/10/2023	DAT001 1567	Microsft exchange plan	T1	22.68	22.68	-	-	
7725	PI	23/10/2023	DAT001 1557	IT support	T1	52.00	52.00	-	-	
7726	PI	30/10/2023	DAT001 1558	Cloud backup	T1	5.00	5.00	-	-	
<b>Totals:</b>							198.68			
<b>History Balance:</b>							198.68			
<b>N/C: 5207</b>		<b>Name:</b> Member's expenses			<b>Account Balance:</b>		125.00			
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V</b>	<b>B</b>
7557	JC	09/10/2023	5207	Tf fees for Tf to 5208 re cllr courses	T2	670.11		670.11	N	-
<b>Totals:</b>									670.11	
<b>History Balance:</b>									670.11	
<b>N/C: 5208</b>		<b>Name:</b> Training			<b>Account Balance:</b>		785.11			
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V</b>	<b>B</b>
7555	PI	04/10/2023	NAL001 1514	Course-Allotments	T2	45.00	45.00	-	-	
7556	JD	09/10/2023	5208	Tf fees for Tf from 5207 re cllr courses	T2	670.11	670.11		N	-
7704	PI	18/10/2023	NAL001 1563	Closed Burial Grounds	T2	40.00	40.00	-	-	
7705	PI	17/10/2023	NAL001 1564	Chairing meetings	T2	30.00	30.00	-	-	
<b>Totals:</b>							785.11			
<b>History Balance:</b>							785.11			
<b>N/C: 5301</b>		<b>Name:</b> Churchyard & cemetery water			<b>Account Balance:</b>		63.83			
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V</b>	<b>B</b>
7635	PI	10/10/2023	EVE001 1531part	Water	T0	7.62	7.62	-	-	
<b>Totals:</b>							7.62			
<b>History Balance:</b>							7.62			
<b>N/C: 5302</b>		<b>Name:</b> Maintenance & Closed Churchyard			<b>Account Balance:</b>		108.33			
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V</b>	<b>B</b>
7566	PI	04/10/2023	DOD001 1523	Christmas tree for Dec23	T1	108.33	108.33	-	-	
<b>Totals:</b>							108.33			
<b>History Balance:</b>							108.33			
<b>N/C: 5400</b>		<b>Name:</b> Lake maintenance			<b>Account Balance:</b>		322.21			
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V</b>	<b>B</b>
7630	PI	01/10/2023	JEW001 1528	Wood fishing platforms	T1	84.92	84.92	-	-	
<b>Totals:</b>							84.92			
<b>History Balance:</b>							84.92			
<b>N/C: 5402</b>		<b>Name:</b> Lake security			<b>Account Balance:</b>		2251.50			
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V</b>	<b>B</b>
7798	PI	31/10/2023	NEW00€ 1582	Open/close car park	T1	310.00	310.00	-	-	
<b>Totals:</b>							310.00			
<b>History Balance:</b>							310.00			
<b>N/C: 5500</b>		<b>Name:</b> Allotments maintenance			<b>Account Balance:</b>		651.55			
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V</b>	<b>B</b>
7559	PI	09/10/2023	HER001 1516	Refund allotment key	T2	10.00	10.00	-	-	
7631	PI	01/10/2023	JEW001 1529	Wood for allotment stakes	T1	62.98	62.98	-	-	
7634	PI	10/10/2023	EVE001 1531part	Water	T0	32.23	32.23	-	-	
<b>Totals:</b>							105.21			
<b>History Balance:</b>							105.21			
<b>N/C: 5601</b>		<b>Name:</b> Dog waste collection			<b>Account Balance:</b>		2917.20			



Date:05/12/2023  
Time:13:44:52

**Balderton Parish Council**

**Nominal Activity - Excluding No Transactions**

Date From: 01/11/2023  
Date To: 30/11/2023  
Transaction From: 1

Transaction To: 99999999

N/C: 5000 Name: Electricity

Account Balance: 9473.35

No	Type	Date	Account	Ref	Details
7833	PI	03/11/2023	BRI002	1601	Electricity

T/C	Value	Debit	Credit	V	B
T1	1409.39	1409.39	-	-	-
<b>Totals:</b>		1409.39			
<b>History Balance:</b>	1409.39				

N/C: 5001 Name: Gas

Account Balance: 875.25

No	Type	Date	Account	Ref	Details
7832	PI	01/11/2023	EON001	1600	Gas

T/C	Value	Debit	Credit	V	B
T5	86.61	86.61	-	-	-
<b>Totals:</b>		86.61			
<b>History Balance:</b>	86.61				

N/C: 5002 Name: Water

Account Balance: 1254.85

No	Type	Date	Account	Ref	Details
7795	PI	10/11/2023	EVE001	1581part	Water

T/C	Value	Debit	Credit	V	B
T0	229.99	229.99	-	-	-
<b>Totals:</b>		229.99			
<b>History Balance:</b>	229.99				

N/C: 5005 Name: Building maintenance

Account Balance: 6792.28

No	Type	Date	Account	Ref	Details
7800	PI	03/11/2023	TRI001	1584	Alarm maintenance
7801	PI	07/11/2023	PUM001	1585	Service water pumps
7843	PI	20/11/2023	NEW002	1602	Lock & keys kitchen
7844	PI	16/11/2023	NEW002	1603	15X door keys
7845	PI	13/11/2023	STE001	1604	6 monthly checks
7850	PI	22/11/2023	NEW002	1605	Door handles & 15X keys
7881	PI	06/11/2023	LNK001	1613	Maint contract air con
7882	PI	28/11/2023	LNK001	1614	Call out cellar cooler
7894	PI	24/11/2023	ESP001	1625part	4X soap dispensers
7898	PI	20/11/2023	STE001	1629	Legionella risk assessment
7913	PI	27/11/2023	TRI001	1635	Reprog alarm fobs + 15

T/C	Value	Debit	Credit	V	B
T1	540.00	540.00	-	-	-
T1	242.50	242.50	-	-	-
T1	35.00	35.00	-	-	-
T1	150.00	150.00	-	-	-
T1	139.00	139.00	-	-	-
T1	90.00	90.00	-	-	-
T1	785.00	785.00	-	-	-
T1	67.06	67.06	-	-	-
T1	86.80	86.80	-	-	-
T1	350.00	350.00	-	-	-
T1	143.75	143.75	-	-	-
<b>Totals:</b>		2629.11			
<b>History Balance:</b>	2629.11				

N/C: 5006 Name: Security

Account Balance: 1683.00

No	Type	Date	Account	Ref	Details
7803	PI	03/11/2023	SEC001	1587	Security Oct23

T/C	Value	Debit	Credit	V	B
T1	165.00	165.00	-	-	-
<b>Totals:</b>		165.00			
<b>History Balance:</b>	165.00				

N/C: 5007 Name: Cleaning

Account Balance: 3105.99

No	Type	Date	Account	Ref	Details
7829	PI	03/11/2023	WRI001	1597	Cleaning
7897	PI	14/11/2023	GMS001	1628	Toilet rolls

T/C	Value	Debit	Credit	V	B
T2	275.00	275.00	-	-	-
T1	24.50	24.50	-	-	-
<b>Totals:</b>		299.50			
<b>History Balance:</b>	299.50				

N/C: 5008 Name: Miscellaneous building costs

Account Balance: 296.20

No	Type	Date	Account	Ref	Details
7802	PI	03/11/2023	WAW001	1586	Water
7809	PI	07/11/2023	ESP001	1593	Cutlery for BVC

T/C	Value	Debit	Credit	V	B
T1	3.85	3.85	-	-	-
T1	17.50	17.50	-	-	-
<b>Totals:</b>		21.35			
<b>History Balance:</b>	21.35				

N/C: 5100 Name: Tractor costs

Account Balance: 29.24

No	Type	Date	Account	Ref	Details
7902	PI	30/11/2023	FAR001	1633	Seat belt

T/C	Value	Debit	Credit	V	B
T1	29.24	29.24	-	-	-
<b>Totals:</b>		29.24			
<b>History Balance:</b>	29.24				

<b>N/C:</b>	5103	<b>Name:</b>	Fuel	<b>Account Balance:</b>					1734.95
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun/Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7823	PI	01/11/2023	UKF001 1594part	Diesel	T1	152.97	152.97	-	-
7824	PI	01/11/2023	UKF001 1594part	Diesel	T1	76.29	76.29	-	-
7825	PI	01/11/2023	UKF001 1594part	Petrol	T1	99.36	99.36	-	-
7826	PI	01/11/2023	UKF001 1594part	Diesel	T1	52.69	52.69	-	-
<b>Totals:</b>							381.31		
<b>History Balance:</b>							381.31		
<b>N/C:</b>	5108	<b>Name:</b>	Horticulture	<b>Account Balance:</b>					480.93
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun/Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7827	PI	15/11/2023	MAR001 1595	600 bulbs	T0	277.95	277.95	-	-
7853	PC	23/11/2023	MAR001 1608	Refund bulbs	T0	32.20		32.20	-
<b>Totals:</b>							277.95		32.20
<b>History Balance:</b>							245.75		
<b>N/C:</b>	5110	<b>Name:</b>	Replacement equipment	<b>Account Balance:</b>					470.00
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun/Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7793	PC	02/11/2023	FAR001 1576part	Credit re hedge trimmer	T1	600.91		600.91	-
7794	PI	02/11/2023	FAR001 1576part	Hedge trimmer	T1	470.00	470.00	-	-
<b>Totals:</b>							470.00		600.91
<b>History Balance:</b>									130.91
<b>N/C:</b>	5111	<b>Name:</b>	Grounds equipment/hardware	<b>Account Balance:</b>					5448.52
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun/Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7885	PI	26/11/2023	AMA001 1617	Insect repellent	T1	6.67	6.67	-	-
7886	PI	26/11/2023	AMA001 1618	Survival blankets	T1	6.42	6.42	-	-
7899	PI	07/11/2023	JEW001 1630	Resin, handsaw & hinges	T1	14.84	14.84	-	-
7900	PI	24/11/2023	JEW001 1631	Wheelbarrow	T1	50.00	50.00	-	-
7901	PI	27/11/2023	TRA001 1632	Gloves, Bolts & batteries	T1	38.90	38.90	-	-
<b>Totals:</b>							116.83		
<b>History Balance:</b>							116.83		
<b>N/C:</b>	5113	<b>Name:</b>	Play equipment repairs	<b>Account Balance:</b>					198.50
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun/Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7896	PI	28/11/2023	ONL001 1627	2X chains for swing	T1	76.50	76.50	-	-
<b>Totals:</b>							76.50		
<b>History Balance:</b>							76.50		
<b>N/C:</b>	5115	<b>Name:</b>	Vandalism	<b>Account Balance:</b>					1500.00
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun/Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7828	PI	14/11/2023	LJB001 1596	Outside toilet repairs	T1	1500.00	1500.00	-	-
<b>Totals:</b>							1500.00		
<b>History Balance:</b>							1500.00		
<b>N/C:</b>	5200	<b>Name:</b>	Expenses & mileage	<b>Account Balance:</b>					280.56
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun/Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7799	PI	08/11/2023	STE002 1583	Coffee	T0	6.50	6.50	-	-
7856	JD	23/11/2023	5200	Tf mileage Tf mileage balance to expen	T9	13.05	13.05	-	-
<b>Totals:</b>							19.55		
<b>History Balance:</b>							19.55		
<b>N/C:</b>	5204	<b>Name:</b>	Office Supplies	<b>Account Balance:</b>					1331.09
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Accoun/Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7807	PI	04/11/2023	AMA001 1591	Sharpie pens	T1	4.17	4.17	-	-
7808	PI	09/11/2023	ESP001 1592	Laminating pouches	T1	18.95	18.95	-	-
7842	PI	06/11/2023	A1C001 1602	Photocopy charges	T1	54.43	54.43	-	-
7874	PI	24/11/2023	MAR001 1611	2X office desks	T1	370.00	370.00	-	-
7887	PI	24/11/2023	AMA001 1619	Dividers	T1	1.00	1.00	-	-
7888	PI	29/11/2023	AMA001 1620	Magnets	T1	2.96	2.96	-	-
7889	PI	29/11/2023	AMA001 1621	Flipchart	T1	44.08	44.08	-	-
7890	PI	29/11/2023	AMA001 1622	Flipchart paper	T1	8.32	8.32	-	-
7891	PI	30/11/2023	AMA001 1623	Flipchart marker pens	T1	1.83	1.83	-	-
7892	PI	21/11/2023	ESP001 1624	Noticeboard for reception	T1	147.50	147.50	-	-
7893	PI	24/11/2023	ESP001 1625part	Filing tabs & pushpins	T1	11.80	11.80	-	-
<b>Totals:</b>							665.04		

<b>N/C: 5205 Name: Software &amp; IT support</b>					<b>History Balance:</b>	665.04			
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7831	PI	01/11/2023	SAG001 1599	Wages & accounts pack	T1	119.00	119.00	-	-
7883	PI	30/11/2023	DAT001 1515	IT support	T1	52.00	52.00	-	-
7884	PI	30/11/2023	DAT001 1616	Cloud backup	T1	5.00	5.00	-	-
					<b>Totals:</b>		176.00		
					<b>History Balance:</b>		176.00		
<b>N/C: 5208 Name: Training staff</b>					<b>Account Balance:</b>			830.11	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7851	PI	21/11/2023	NAL001 1606	Course-allotments Marion	T2	45.00	45.00	-	-
					<b>Totals:</b>		45.00		
					<b>History Balance:</b>		45.00		
<b>N/C: 5211 Name: Professional fees</b>					<b>Account Balance:</b>			1485.20	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7895	PI	27/11/2023	CHE002 1626	Road close Remembrance	T1	740.00	740.00	-	-
					<b>Totals:</b>		740.00		
					<b>History Balance:</b>		740.00		
<b>N/C: 5301 Name: Churchyard &amp; cemetery water</b>					<b>Account Balance:</b>			63.83	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7796	PI	10/11/2023	EVE001 1581part	Water	T0	11.41	11.41	-	-
					<b>Totals:</b>		11.41		
					<b>History Balance:</b>		11.41		
<b>N/C: 5302 Name: Maintenance &amp; Closed Churchyard</b>					<b>Account Balance:</b>			189.33	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7873	PI	28/11/2023	JIM001 1610	Lights for Christmas tree	T0	81.00	81.00	-	-
					<b>Totals:</b>		81.00		
					<b>History Balance:</b>		81.00		
<b>N/C: 5400 Name: Lake maintenance</b>					<b>Account Balance:</b>			425.73	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7872	PI	26/11/2023	JIM001 1609	3X nets to remove weed	T1	40.00	40.00	-	-
7875	PI	23/11/2023	MAR001 1612	Propeller for boat	T1	34.96	34.96	-	-
7915	PI	28/11/2023	FAR001 1637	Beacon for boat	T1	28.56	28.56	-	-
					<b>Totals:</b>		103.52		
					<b>History Balance:</b>		103.52		
<b>N/C: 5500 Name: Allotments maintenance</b>					<b>Account Balance:</b>			124.30	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7797	PC	10/11/2023	EVE001 1581part	Water	T0	41.33		41.33	- -
7852	PI	21/11/2023	GBM001 1607	Skip hire	T1	195.83	195.83		- -
7854	JC	23/11/2023	5500	adj to new Tf to new n/c for allotment	T9	527.25		527.25	- -
7871	JC	27/11/2023	5500	adj new n/ Tf to new n/c 5503 re skip	T9	195.83		195.83	- -
					<b>Totals:</b>		195.83		764.41
					<b>History Balance:</b>				568.58
<b>N/C: 5502 Name: Allotment water</b>					<b>Account Balance:</b>			527.25	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7855	JD	23/11/2023	5502	adj to new Tf from n/c 5500 allot maint	T9	527.25	527.25		- -
					<b>Totals:</b>		527.25		
					<b>History Balance:</b>		527.25		
<b>N/C: 5503 Name: Allotment waste removal</b>					<b>Account Balance:</b>			587.49	
<b>No</b>	<b>Type</b>	<b>Date</b>	<b>Account Ref</b>	<b>Details</b>	<b>T/C</b>	<b>Value</b>	<b>Debit</b>	<b>Credit</b>	<b>V B</b>
7870	JD	27/11/2023	5503	adj new n/ Tf from 5500 re skip hire	T9	195.83	195.83		- -
7925	PI	30/11/2023	GBM001 1640	2X skips	T1	391.66	391.66		- -
					<b>Totals:</b>		587.49		
					<b>History Balance:</b>		587.49		
<b>N/C: 7000-7005 Name: Wages</b>					<b>Account Balance:</b>			26690.55	

## Safer Street Items

We are working in partnership to deliver this project. Newark and Sherwood District Council (N&SDC) have received the funding but we are delivering this aspect of the project. I am recommending that we order the items so we can arrange/take delivery and deal with any issues if they arise rather than going through N&SDC for this. N&SDC will then reimburse Balderton Parish Council.

The council is asked to approve procurement of the following items.

### 1. Glasdon Bins for Lake – Quantity 6

The screenshot shows the Glasdon website interface for the Enviropol® 100 outdoor litter bin. The top navigation bar includes links for Home, Company, Products, Express Products, Products by Industry, and Careers. A search bar is present on the right. The main content area features a large image of the bin, a price tag of £854.90 (excluding VAT), and a 'Free Delivery' badge. Below the price, there are buttons for 'Add to Basket', 'How can I pay?', 'How can I get a quote?', and 'Quick Quote'. The configuration section allows users to select quantity (1), color (Brown Enviropol slats with black ho), liner (Metal liner +£0.00), and fixing options (Concrete Foundation Fixing Bolts x-). There are also links for 'Price includes delivery\*', 'Product News', 'Reviews', and 'Product F.A.Q.'. A 'You may also be interested in...' section displays smaller images of other bin models.

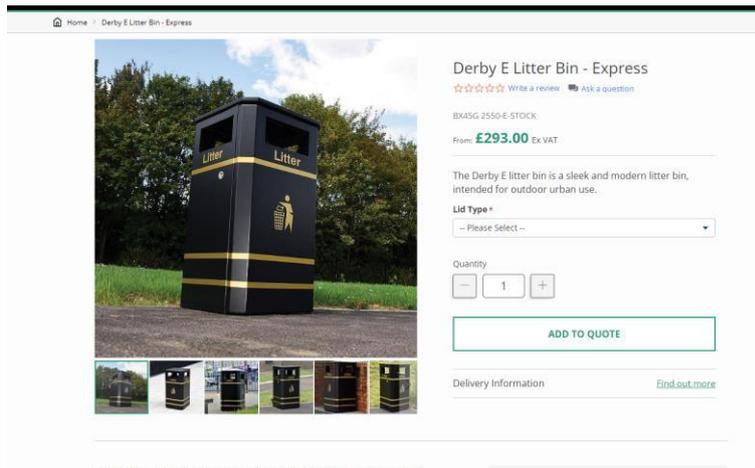
<https://uk.glasdon.com/litter-bins/park-litter-bins/enviropol-r-100-litter-bin>

Recommended as fire proof and in keeping with environment.

Locations:

1. Heron Way carpark (replacement)
2. Catkin pedestrian gate (replacement)
3. Near the point/fishermen's car park (new)
4. Pump pond/Orchid close end (replacement)
5. Near gate on Rowan Way (new)
6. Near disabled peg 43/44 (new)

## 2. Broxap bin for playing field x 4



Recommended as in keeping with existing onsite bins.

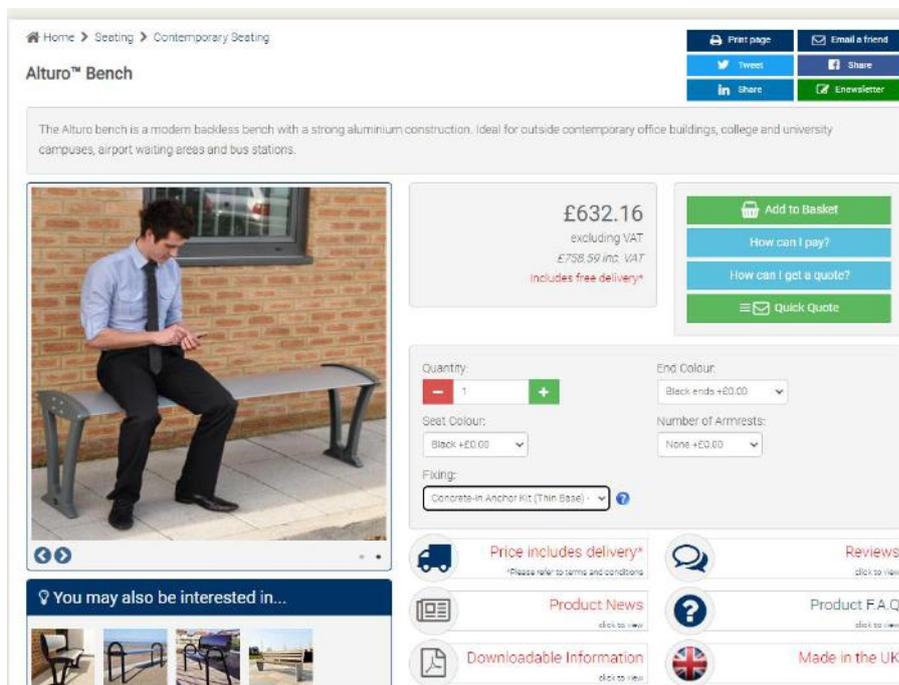
Location:

1 x close to youth shelter (s) (new)

1 x at corner of Balderton Village centre near boot brush (new)

2 near MUGAs (replacements)

## 3. Benches



Recommended as in keeping with existing onsite benches (black).

Location:

3 in pay area (replace old ones)

1 x at corner of Balderton Village centre near boot brush (new)

## 4. Life buoys x 6

The screenshot shows the ASPLI website interface. At the top, there is a navigation bar with the ASPLI logo, contact information (0113 2461 550, Email us), a free delivery offer (Free delivery on orders over £50), and a user account section (MY ACCOUNT, Login, Register). Below this is a secondary navigation bar with categories like BRANDS, OFFERS, CLEARANCE, BLOG, LOGO SERVICE, and CONTACT, along with a search bar and a shopping cart icon showing 0 items for £0.00.

The main content area features a horizontal menu with icons for various safety categories: PPE SAFETY, WORKPLACE, FIRE, FIRST AID, MARINE, FLOOD PROTECTION, SIGNS, WORKWEAR, FOOTWEAR, JANITORIAL, SITE ROAD, and INFECTION CONTROL. The breadcrumb trail indicates the current location: Home > Water Safety Equipment > Lifebuoys > Lifebuoy Cabinets.

The product being viewed is the 'Lockable Lifebuoy Cabinet For 30 Inch buoys - Post Mountable'. The product image shows a blue cabinet with a large orange lifebuoy mounted on a post. The product details include the title, a description, a 'More Info' link, and the part number 000686. The quantity is set to 1, and there is an 'ADD TO CART' button. A price section shows the current price of £883.38 (inc VAT) and a previous price of £736.15 (ex VAT) each. Below the price, it states 'MADE TO ORDER' and 'LEAD TIME TO BE ADVISED'. There are also promotional banners for 'FREE DELIVERY ON ORDERS OVER £50.00 UK MAINLAND ONLY', 'NEXT DAY DELIVERY ON PRE-3PM ORDERS', and 'NHS, SCHOOLS & GOV. ENTITIES Instant 30 days accounts available'.

Location – similar locations to those at present – we will provide a map of a couple of suggested changes.



**Balderton Parish Council Financial Review  
as at 30<sup>th</sup> September 2023**

This document summarises the financial activity from 1<sup>st</sup> April to 30<sup>th</sup> September 2023 and compares this to the budget set for the financial year. It also notes any known possible future expenditure which is likely to be above the original budgeted figure.

If you have any questions regarding this document, please email the Responsible Financial Officer at [deputyclerk@baldertonparishcouncil.gov.uk](mailto:deputyclerk@baldertonparishcouncil.gov.uk) .

This will be discussed at the Parish Council Full Council meeting on 13<sup>th</sup> December.

## Balderton Parish Council Review of Expenditure as at 30th September 2023

Code	Name	Expenditure	Budget 23/24	% of budget spent	Comments
5000	Electricity	£ 6,739	£ 22,000	31%	Estimated outturn based on previous demand and rate £17000.
5001	Gas	£ 731	£ 2,500	29%	
5002	Water	£ 883	£ 2,000	44%	
5004	Entertainment Licence		£ 200		
5005	Building maintenance	£ 3,755	£ 20,000	19%	Balderton Village Centre. Village Hall Sub Committee due to meet to discuss improvements required to the centre. Lighting, CCTV and access provision to be reviewed.
5006	Hall Security	£ 1,518			This was not budgeted for as the costs were offset in hall hire fees. Budget to be set next year.
5007	Cleaning	£ 2,425	£ 6,000	40%	
5008	Miscellaneous building costs	-£ 211	£ 2,000	-11%	In credit due to refund for Jubilee clock
5100	Tractor Maintenance		£ 2,000		
5101	Mower costs	£ 543	£ 2,500	22%	
5102	Lorry costs	£ 528	£ 1,500	35%	
5103	Fuel	£ 1,237	£ 2,500	49%	
5104	Vehicle tax	£ 320	£ 300	107%	Annual-increase in cost
5106	Tree work		£ 2,200		
5107	Turf maintenance	£ 1,304	£ 6,000	22%	
5108	Horticulture	£ 147	£ 400	37%	
5109	Toolhire		£ 1,000		
5110	Replacement grounds equipment		£ 6,000		
5111	Grounds - equipment/hardware	£ 352	£ 2,200	16%	Balance has since increased due to purchase of variseeder £4898 so we will be over budgeted expenditure on this.
5112	Uniforms and PPE	£ 71	£ 800	9%	
5113	Play equipment repairs	£ 122	£ 1,000	12%	
5114	Playing field maintenance	£ 339	£ 2,000	17%	
5115	Vandalism repairs		£ 1,000		
5116	Miscellaneous - parks	£ 873	£ 2,000	44%	
5200	Expenses and mileage	£ 204	£ -		Budget to be set next year
5201	Telephone and broadband	£ 905	£ 2,300	39%	Recently had discussion with BT for reduced cost package
5202	Subscriptions	£ 236	£ 3,000	8%	
5203	Insurance		£ 7,000		Annual payment at end of the financial year.
5204	Office Supplies	£ 389	£ 1,000	39%	Balance will increase shortly due to new desks
5205	Software & IT support	£ 1,635	£ 2,500	65%	Balance will increase shortly due to new laptop & IT changes
5206	Advertising	£ 800	£ -		Budget to be set next year
5207	Members' expenses	£ 125	£ 100	125%	Cost for engraving Chairman's chain
5208	Training staff	£ 670	£ 2,000	34%	
5209	Audit - internal and external	£ 275	£ 1,200	23%	Cost will be considerably higher this year. Estimated figure £4750.
5210	Election expenses		£ 2,000		
5211	Professional fees	£ 745	£ 2,500	30%	
5300	Churchyard business rates		£ 700		
5301	Churchyard & cemetery water	£ 45	£ 100	45%	
5303	Churchyard & cemetery improvement	£ 2,983	£ 10,200	29%	Considerable costs will be incurred for church wall repairs (possible funding needed)
5400	Lake maintenance	£ 237	£ 3,000	8%	Considerable future costs for Lakeside work (possible funding needed)
	Lake Improvements		£ 2,000		
5402	Lake security	£ 1,942	£ -		Budget to be set next year
5500	Allotments maintenance	£ 588	£ 1,100	53%	We forecast that this will be over budget this year due to clearance work required e.g. skips to remove waste, green waste removal, setting up bays. Estimated outturn £2000.
5501	Allotments rent	£ 400	£ 400	100%	Annual charge.
5600	Refuse collection		£ 2,000		Annual payment at end of the financial year.
5601	Dog waste collection		£ 5,500		Annual payment at end of the financial year.
5602	New dog bins		£ 1,000		Annual spend projected £1230.
6000	Section 137	£ 500	£ 3,000	17%	
6300	Loan repayment	£ 6,477	£ 12,954	50%	Repayments made twice yearly.
6100	Chairman's allowance	£ 346	£ 250	138%	Spending relates to previous Chairman's payments before election (£100 donations, £71 refreshments, £175 plaque)
7000-7002	Administration wages	£ 52,988	£ 120,000	44%	National 2023/2024 pay increase not agreed until November 2023. These figures are up to the end of September. Forecast for outturn is £117,00
7003-7006	Grounds wages	£ 67,620	£ 145,000	47%	National 2023/2024 pay increase not agreed until November 2023. These figures are up to the end of September. Forecast for outturn as budgeted.
<b>Total</b>		<b>£ 161,785</b>	<b>£ 418,904</b>	<b>39%</b>	<b>It is projected that expenditure will be within the 2023/24 budget figures.</b>

## Balderton Parish Council Summary of Receipt as at 30th September 2023

Cod	Name	Income	Budget 23/24	% of budget recei	Notes
4001	Precept	£ 351,558	£ 351,558	100%	
<i>Income other than precept</i>					
4002	Village Centre hire	£ 6,458			
4003	Allotments	£ 775			
4004	Burials & memorials	£ 8,702			
4005	Dance Studio	£ 2,434			
4006	Sports	£ 6,330			
4007	Lake	£ 1,750			
4008	Bank interest	£ 3,267			
4010	Miscellaneous income	£ 615			Insurance claim
4012	Grants received	£ 500			N&SDC clock repair
Total income budgeted other than precept		£ 30,831	£ 32,000	96%	
		£ 382,389.14	£ 383,558.00		

Going forward we will budget income by heading. It is estimated the income other than precept for 2023/24 will be £51,000.

## **Conclusion and Recommendations**

The council is asked to note the income and expenditure up to 30 September 2023. In line with revised standing order (for approval 13/12/23), the Responsible Financial Officer and Clerk will produce a financial review quarterly from now on.

In January 2024, the next quarterly review will be produced with a recommended budget for 2024/25 for the council to consider so the precept request can be decided upon.

# Balderton Parish Council

## Financial Risk Register

For consideration on December 13<sup>th</sup> 2023

### Introduction

As a public authority we must have appropriate arrangements in place. As a minimum, authorities must identify and assess risks, and address those identified risks by mitigating or managing them.

Risks are unavoidable, but they need to be managed either by mitigation or controls such that they are tolerated, treated, transferred or terminated. Insurance is a significant way of managing and reducing risks relating to property, cash and legal liability (amongst other things). This document looks at the potential financial risks to Balderton Parish Council and how we mitigate against them.

### Risk Prioritisation

The table below is recommended in the Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide. Risk prioritisation is an assessment of the severity of impact if something were to happen and how likely it is to happen.

Priority of risk management				
Likelihood of occurrence	Highly Likely (score 3)	Medium (3 x 1)	High (3 x 2)	Very High (3 x 3)
	Possible (score 2)	Low (2 x 1)	Medium (2 x 2)	High (2 x 3)
	Unlikely (score 1)	Very low (1 x 1)	Low (1 x 2)	Medium (1 x 3)
		Negligible (score 1)	Moderate (score 2)	Severe (score 3)
		Impact		

Source: JPAG 2023, section 5.97

No.	Risk description	Risk Likelihood x Impact	Mitigation	Review/Assess/ Revise	Risk Owner
1.	<b>Insurance - Areas of risk:</b> General adequacy Cost Compliance Public Liability (statutory) Employers Liability (statutory) Money Fidelity Guarantee Property Libel and Slander Personal Accident Excess	1x1 = 1 1x1 = 1 1x1 = 1 1x1 = 1 1x1 = 1 1x1 = 1 1x2 = 2 1x2 = 2 1x2 = 2 1x2 = 2 1x1 = 1	Prompt response to any issues brought to the council's attention.  New assets added to Asset Register immediately after acquisition & reported to insurer when required.  Asset register review annually.  An annual review is undertaken of insurance arrangements. Employers Liability, Public Liability and Fidelity Guarantee are a statutory requirement. Clerk liaises with insurance company and Council to ensure the cover is appropriate and conditions are met to ensure compliance.	Policy to be reviewed and limits to be checked annually.	Full Council and Clerk
2	<b>Inadequate precept request/budgetary provision/reserves</b>	1x2 = 2	Formal budgetary consideration by Full Council based on advice from RFO/Clerk.  Quarterly budget monitoring to be reported to full council. All income and expenditure logged and balanced monthly.  Fluctuations in income monitored.	Council to set the precept by February.	Full Council, Clerk & RFO
3	<b>Payroll and Salaries</b> Incorrect recording and payment of mandatory financial liabilities such as salaries/pensions/taxes leading to regulatory	1x2 = 2	Keep up to date on HMRC & NCC Pension requirements HMRC & NCC paid monthly. Calculations made by RFO checked by the clerk and 1 councillor. Internal Auditor checks. Monthly report of total salaries to council.		Full Council, Clerk & RFO

No.	Risk description	Risk Likelihood x Impact	Mitigation	Review/Assess/ Revise	Risk Owner
	penalties. Incorrect calculations of salaries				
4	<p><b>Employees</b> Fraud Health and Safety</p> <p>Workforce gaps (i.e. loss of clerk/RFO, to resignation, illness, fraud, failure of council activities or actions) leading to non-achievement of Council objectives.</p> <p>Litigation and reputational risks arising from employee, grievance /dispute.</p>	<p>1x2 = 2 1x2 = 2</p> <p>1x2 = 2</p> <p>1x2 = 2</p>	<p>Fidelity Guarantee/Insurance Training and equipment for staff</p> <p>Staff welfare a priority; all necessary PPE clothing and equipment provided. Necessary equipment for office staffs' comfort provided. Appropriate risk assessments in place. Consider the need for future staff succession/training.</p> <p>Key Person Cover included on insurance policy to cover staff absences of more than fourteen days. Contingency for locum Clerk to be put in place – refer to Notts SLCC/Notts ALC. Ensure Clerk's Contract Terms &amp; Conditions /Training are updated regularly.</p> <p>Employee contracts are in place. Annual appraisals carried out. Regular monitoring by Clerk/Council as part of good working practice.</p>	<p>** Banking arrangements to be reviewed – January 2024**</p> <p>Ongoing monitoring for health and safety requirements and insurance annually</p>	Full Council, Clerk & RFO
5	<p><b>Bank and banking</b> Inadequate checks Bank mistakes Payment mistakes - financial loss through electronic banking errors.</p>	<p>1x2 = 2 1x1 = 1 1x2 = 2</p>	<p>Reconciliation done monthly to pick up any mistakes. Payments list signed.</p>	<p>** Banking arrangements to be reviewed – January 2024*</p>	Full Council, Clerk & RFO

No.	Risk description	Risk Likelihood x Impact	Mitigation	Review/Assess/ Revise	Risk Owner
	Lack of cover due to insurance thresholds (£85,000 per bank) for funds held above financial institutions leading to invalidation of cover.  Lack of signatories	1x3 = 3  1x2 = 2	Regular checks that signatories are up to date.		
6	<b>Financial loss through internet fraud.</b>	1x3 = 3	The RFO has authority to move funds over the internet using Lloyds internet banking. Restricted access to banking log in details.	** Banking arrangements to be reviewed – January 2024**	Full Council, Clerk & RFO
7	<b>Financial reporting not transparent</b>	1x1 = 1	Financial reports taken to every full council meeting. Quarterly budget reviews have commenced.		Full Council, Clerk & RFO
8	<b>Financial records /administration</b> Loss of payroll data Loss of computer files Lack of audit trail Maladministration of payments Bank account/finance system not reconciled	1x2 = 2 1x2 = 2 1x2 = 2 1x2 = 2 1x1 = 2	Data backed up on cloud software daily. Monthly reconciliations undertaken to ensure financial accuracy. Professional Sage payroll and accounts packages used. I.T. company contract in place. Specialised computer programme to back up all data on SAGE. Anti- virus software on all computers. Check annually that bank mandates are up to date. Financial Statements circulated to all members and verified by 2 members.		Full Council, Clerk & RFO
9	<b>Charges – fees receivable not paid</b>	1x2 = 2	Process in place to chase late payments.		Full Council, Clerk & RFO
10	<b>VAT – not reclaimed</b> Non-compliance with VAT regulations leading to regulatory penalties.	1x1 = 1	HMRC VAT regulations adhered to and claims regularly submitted. Internal Audit check.		Full Council, Clerk & RFO

No.	Risk description	Risk Likelihood x Impact	Mitigation	Review/Assess/ Revise	Risk Owner
11	<b>Financial loss as a result of theft of cash</b>		Cash kept in safe. Regular deposits to Lloyds Ensure customers know our banking details to maximise electronic payment. Insurance in place – RFO aware of limits.		Full Council, Clerk & RFO
12	<b>Unqualified/Non impartial Internal Audit</b>	1x2 = 2	Independent, competent Internal Auditor appointed.	Auditors' appointment approved by Council. Terms of reference reviewed and agreed in Council.	Full Council, Clerk & RFO
13	<b>External audit not completed within set timescales</b>  Regulatory penalties as a result of errors on annual returns.	1x1 = 1	Clerk and RFO follow strict rules provided by Pkf Littlejohn.	Ensure attention to detail when completing and approving the return.  Regular training for Clerk and RFO.	Full Council, Clerk & RFO
14	<b>Public Amenities Liability Claims</b> Allotments  Cemetery & St Giles churchyard  Parks	1x3 = 3	Allotment sub-committee formed of members and tenant representatives with quarterly system in place for allotment inspections. Ground staff routinely inspect communal areas.  Memorial stones need to be checked in line with current H&SE advice.  Play equipment inspected weekly, any repairs arranged immediately, any dangers removed. Annual professional inspection carried out. CCTV cameras in place.	          ** Checking procedure to be reviewed – January 2024** Any dangerous stones laid flat.  Recorded play equipment checking system in place.  Recommendations on annual inspection actioned.	Amenities Committee & Clerk

No.	Risk description	Risk Likelihood x Impact	Mitigation	Review/Assess/ Revise	Risk Owner
			Tree inspections conducted every five years across all parish council owned sites.	** Tree Survey to be arranged – January/February 2024**	
15	<b>Cafe Loan default</b>	1x2 = 2	Fixed rate loan taken over 10 years so exact amount of repayments are certain.  Rent taken from cafe tenant helps offset cost	Total amount of annual repayments built into the budget.	Full Council, Clerk & RFO
16	<b>Loss of infrastructure</b> Village Centre Machinery Store Vehicles Mechanical Equipment Café building	1x3 = 3	Adequate insurance in place. Routine maintenance conducted and reserves budgeted for replacement. Fire risk assessment with mitigations in place. Risk assessments regularly reviewed. A contingency fund for emergencies built into the budget.	Undertaken as part of the budgetary process when precept set.	Amenities Committee & Clerk
17	<b>Regulatory penalties and reputational risk</b> - arising from non-compliance with legislation (illegal actions) governing council processes.  Non-Compliance with General Data Protection Regulation leading to regulatory penalties.	1x2 = 2	Ensure all resolutions are within council's legal powers. Clerk and Councillors attend regular training, which is provided for in the budget. Council has access to support and information including on new legislation. Standing Orders and Financial Regulations govern council processes and are regularly reviewed to account for changes in law. Clerk to take further advice and check legality of decision if council is unsure. SLCC / NALC membership is maintained so, guidance can be sought from NALC/SLCC.  The council is registered with the information commissioner. GDPR policies in place. Ensure publication scheme is updated and published on the website.		Full Council, Clerk & RFO
18	<b>Conflict of interest</b> Risk negative publicity and reputational damage to the	1x2 = 2	Ensure Register of Interests is updated. Councillors must declare interests at meetings.		Councillors

No.	Risk description	Risk Likelihood x Impact	Mitigation	Review/Assess/ Revise	Risk Owner
	council as a result of members conflict of interests.				



Mrs Sue Lalyk  
 Balderton Parish Council  
 Balderton Village Centre  
 Coronation Street  
 Balderton  
 Newark  
 Nottinghamshire  
 NG24 3BD

**DDI:**  
 +44 (0)20 7516 2200

**Email:**  
 sba@pkf-l.com

**Date:**  
 01 December 2023

**Our Ref:**  
 NT0008

**SAAA Ref:**  
 SB00501

**Balderton Parish Council**  
**Completion of the limited assurance review for the year ended 31 March 2023**

Dear Mrs Lalyk

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Balderton Parish Council for the year ended 31 March 2023. On 27 September 2023, we issued an 'interim' report in respect of our review of Balderton Parish Council's AGAR for the year ended 31 March 2023. We explained the reasons that we were unable to certify completion of the review at that time. We are now able to certify completion of the review. The final external auditor report and certificate is included for your attention as another attachment to the email containing this letter, along with a copy of Sections 1 and 2, on which our report is based, and a copy of our 'interim' Section 3 report. The smaller authority must consider the final external auditor report and decide what, if any, action is required.

**Action you are required to take at the conclusion of the review**

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose (a Word version is available on request).
- Publish the "Notice" along with the AGAR (Sections 1, 2 & 3) and our attached final report and certificate before 30 September (or as soon as possible where this date has passed), which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time that for which the Notice must be published. There is no requirement for the Notice to be publicly accessible for 5 years, as there is for the AGAR and the external auditor report and certificate. The previous statute required 14 days; but it is now up to the authority to make this decision).

 **PKF Littlejohn LLP**  
 15 Westferry Circus,  
 Canary Wharf, London  
 E14 4HD

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[www.pkf-l.com](http://www.pkf-l.com)

PKF Littlejohn LLP, Chartered Accountants. A list of members' names is available at the above address. PKF Littlejohn LLP is a limited liability partnership registered in England and Wales No. OC342572. Registered office as above. PKF Littlejohn LLP is a member of PKF Global, the network of member firms of PKF International Limited, each of which is a separate and independent legal entity and does not accept any responsibility or liability for the actions or inactions of any individual member or correspondent firm(s).

- Keep copies of the AGAR (Sections 1, 2 & 3) and the attached final report and certificate available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3, plus the attached final report and certificate, of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

### Fee

We enclose our fee note, on page 4 of this attachment, for the limited assurance review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd which can be found at <https://saaa.co.uk/fees.html>. This fee is statutory, must be paid and is due immediately on receipt of invoice, please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

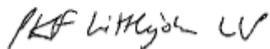
- we have had to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR by the submission deadline; or
- it was necessary for us to undertake additional work.

**Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit Control (SBA), 5<sup>th</sup> Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD.** Please include the reference NT0008 or Balderton Parish Council as a reference when paying by BACS.

### Feedback on 2022/23

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>.

Yours sincerely



PKF Littlejohn LLP

## Section 1 – Annual Governance Statement 2022/23

We acknowledge as the members of:

Balderton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

	Agreed		Yes* means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	TOP K.L.	✓	prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
		✓	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

24/05/2023

and recorded as minute reference:

4493

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman *Hydia Hurst*  
Clerk *Ch...*

[www.baldertonparishcouncil.gov.uk](http://www.baldertonparishcouncil.gov.uk)

## Section 2 – Accounting Statements 2022/23 for

Balderton Parish Council

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
1. Balances brought forward	206,080	231,336	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	318,570	334,817	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	42,591	50,435	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	226,718	251,071	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	12,871	12,870	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	96,316	95,358	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	231,336	257,289	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	233,226	256,704	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	1,364,461	1,372,855	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	68,183	56,194	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		✓		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

**Signed by Responsible Financial Officer before being presented to the authority for approval**

*S. Kelly*

Date

04/05/2023

I confirm that these Accounting Statements were approved by this authority on this date:

24/05/2023

as recorded in minute reference:

4494

Signed by Chairman of the meeting where the Accounting Statements were approved

*Hydia Howard*

## Section 3 – External Auditor’s Report and Certificate 2022/23

In respect of **Balderton Parish Council - NT0008**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2022/23

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below.

Other matters not affecting our opinion which we draw to the attention of the authority:

We are unable to complete our review work on the AGAR and supporting documentation as a result of correspondence received in relation to 2022/23 and/or prior years. Once we have finalised our review and completed any additional work arising from that correspondence, a final report will be provided with the certificate of completion detailing any qualifications and 'other' matters.

Our fee note for the limited assurance review will be issued when we certify completion.

### 3 External auditor certificate 2022/23

We do not certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

We do not certify completion because:

We have received correspondence bringing information to our attention that we must consider before certifying the completion of our review and the discharging of our responsibilities.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

26/09/2023

## Final External Auditor Report and Certificate 2022/23 in respect of Balderton Parish Council NT0008

### Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2023; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### External auditor's limited assurance opinion 2022/23

On 26 September 2023, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2023. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 1, Assertion 2 has been incorrectly completed; in our view it should have been answered 'No'. The smaller authority has breached its standing orders as follows:

- The Council has routinely been confirming committee minutes as a true record, rather than receiving the minutes and considering recommendations, as per its standing orders. Although minutes are not a verbatim record of the meeting, well-written minutes should be brief yet informative; factual; accurate; relevant; logically presented; and, importantly, include a clear record of resolutions (including recommendations) including those made in confidential session.

Other matters not affecting our opinion which we draw to the attention of the authority:

We received challenge correspondence in relation to the 2022/23 AGAR which we considered before completing our work. The authority will receive an invoice in relation to this additional work.



Following the receipt of objections to the 2022/23 AGAR, the Council investigated its actions at the approval meeting. It accepts that the AGAR approval process was not carried out correctly and has amended the response to Assertion 1 to declare this fact.

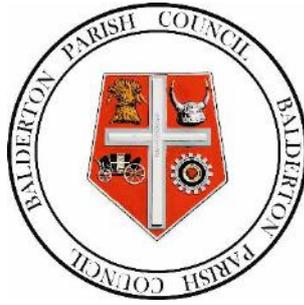
One of the matters arising from the additional work as a result of the objections to the AGAR was in respect of the wording of the agenda items, including those to be taken in confidential session. The Council should ensure that all motions on the agenda, and only those items, are considered at a meeting. It is recommended, but not a statutory requirement, that motions or items of business to be taken in confidential session are also included on the agenda.

**External auditor certificate 2022/23**

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

*PKF Littlejohn LLP*

**PKF Littlejohn LLP**  
01/12/2023



## Report regarding issues with the Annual Governance & Accountability Return 2022/23

When I joined Balderton Parish Council at the beginning of October, I was made aware that the external auditor PKF Littlejohn were unable to complete their review of our Annual Governance & Accountability Return (AGAR) for the financial year ending March 31<sup>st</sup> 2023.

A number of issues had been raised which we have liaised with the external auditor on. It was acknowledged at the October full council meeting that the AGAR approval process was not carried out correctly. The response in section 1, to point 1 was changed to no.

In their final report, dated December 1<sup>st</sup> 2023, PKF have also detailed that the response in section 1, to point 2 has been incorrectly completed due to:

The Council has routinely been confirming committee minutes as a true record, rather than receiving the minutes and considering recommendations, as per its standing orders. Although minutes are not a verbatim record of the meeting, well-written minutes should be brief yet informative; factual; accurate; relevant; logically presented; and, importantly, include a clear record of resolutions (including recommendations) including those made in confidential session.

The external audit report has been duly noted. Lessons have been learnt and it is acknowledged that we need to ensure our staff and members receive regular training. New members will be given an induction going forward. At the full council meeting on November 8<sup>th</sup> 2023, the terms of reference for all committees were reviewed. Our standing orders are to be reviewed at the December full council meeting. The deputy clerk and I have attended a course on internal controls and recommendations will be brought to council in January regarding our banking arrangements. I will continue to review all our policies and procedures and bring recommendations to the full council. Agendas and minutes have been reviewed since I have joined the council and their detail enhanced to allow transparency in the council's decisions. As much information on exempt items will be given, whilst not undermining or disclosing confidential or other sensitive information.

Before the AGAR is presented at council for approval next year, I will meet with councillors to explain the process that has to be followed. In election years we will endeavour to get an induction completed for councillors before their first meeting.

The council has given a commitment to openness and transparency<sup>8</sup>, with a new website and Facebook page due to be launched this month. I will work with the council to ensure we continue to enhance service delivery and follow best practice in our operations and decision making going forward.

Marion Fox Goddard

Parish Clerk

December 6<sup>th</sup> 2023

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<sup>8</sup> Communications and Engagement Policy agreed on November 8<sup>th</sup> 2023



## Internal Audit Arrangements for 2023/24

In October 2021, the council approved the list of checks and tests for the Internal Auditor to use as a basis for the process as laid out in Section 5.103 of the 'Governance and Accountability for Smaller Authorities in England' and decided it was best practice to change the Internal Auditor used so Mr David Dixon of Dixon Accountancy and Taxation Services was appointed. Mr Dixon met the necessary criteria, considered to be both independent of the council and highly competent. He was on the recommended list of internal auditors from NALC. Mr Dixon has carried out visits twice yearly and provided our internal auditors report for the annual return since this date. The cost for his services last year was £275.

It has always been difficult for parish councils to find a suitable internal auditor as there are not many names available on the recommended list. In August 2022 NALC decided to change what they had as an informal local grouping of internal auditors and formalise this with a website and future plan. Every parish should have access to a good internal auditor who can engage in improving standards and services so the website includes a directory of auditors available, Mr Dixon is already included on this list.

## Recommendations

1. It is recommended that Balderton Parish Council continues to use Dixon Accountancy and Taxation Services for the remainder of this financial year including the 2023/24 accounts year end.
2. For the next financial year, it is recommended that we look at the list of auditors available with a view to changing our internal auditor as it is considered best practice to change at regular intervals.

Should the council, agree with this recommendation, the following terms of reference will be sent in a letter of engagement.

## **Internal Audit - Terms of Reference**

### **Objectives & Responsibilities**

The primary objective of the internal audit is to review, evaluate and report upon the adequacy of the internal control systems.

The internal control systems established will provide assurances that the parish council's objectives will be achieved with particular reference to:

- the effectiveness of operations;
- the economic and efficient use of resources;
- compliance with applicable policies, procedures, law and relevant regulations;
- the safeguarding of assets and interests from losses of all kinds, including those arising from fraud, irregularity and corruption;
- the integrity and reliability of information, accounts and any data.

### **The Internal Auditor, therefore, should:**

- carry out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year in order to be able to complete the relevant section of the Annual Return;
- review the reliability and integrity of financial information;
- review the means of safeguarding assets and verify their existence, if that is deemed appropriate;
- appraise the economy and efficiency with which resources are employed and identify, where appropriate, opportunities to improve performance and make recommendations if required;
- review the established systems to ensure that all policies, procedures, laws and regulations which could have a significant impact on operations, determining whether the parish council is in compliance;
- review operations and activities on a regular basis to ascertain whether the results are consistent with the parish council's objectives and whether they are being carried out within the scope set out.

### **Scope of Internal Audit Activity**

There are no limitations to the internal auditor's scope of activities. The scope of the internal audit allows for unrestricted access of the parish council's activities, including both financial and non-financial systems of internal control.

The internal audit shall, as a minimum, cover areas which will provide a test of key controls in order to provide assurances that coverage has been met.

### **Independence**

The internal auditor is to be independent of the operations, both financial control and management, of the parish council and is competent in the understanding of the law and requirements which are applicable to local councils, as stated in Governance and Accountability for Smaller Authorities in England. He/she should also have an understanding of simple accounting and basic PAYE and VAT requirements.

If there are any changes to the internal auditor's personal circumstances which may call into question his/her independence, it should be reported to the parish council in writing and subsequently acknowledged.

The main way to determine the effectiveness of an internal audit is that it is seen to be independent in its planning and operation and, as such, will have unrestricted access to the clerk and RFO and will be segregated from the day to day operations of the parish council.

Objectivity will be preserved by ensuring that the internal audit is free from any conflicts of interest and does not undertake any non-audit duties on behalf of the parish council.

### **Rights of Access**

There are no limitations to the internal auditor's access to records. He/she has the authority to access all assets, records, documentation, correspondence and control systems, in addition to receiving any information and explanations considered necessary and requiring the clerk/RFO to account for cash or any other asset under his/her control.

### **The Parish Council's Responsibilities**

The RFO / Clerk and Council have clearly defined responsibilities for risk management, internal financial control, internal audit and prevention of fraud and corruption.

The existence of an internal audit does not diminish this responsibility to establish systems of internal control to ensure that the parish council's activities are conducted in a secure and well-ordered manner.

### **Reporting**

The internal auditor will formally report on his/her results following each visit and make any appropriate recommendations to the Parish Council; he/she will also ensure that any corrective actions, where appropriate, are carried out.

### **Timing of Visits**

The internal audit will include 2 visits:

- January 2024 - visit to provide an initial assessment of the council's performance against the internal control objectives set out in the Annual Governance Return and expanded on in Joint Panel on Accountability and Governance (JPAG) Practitioners Guide
- April 2024 – visit to make a final assessment of the council's performance against the internal control objectives for 2023/24 once the accounts have been balanced for the end of the financial year.

# The Public Sector Deposit Fund

Fund fact sheet – 31 October 2023

## Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

## Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

## Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

## Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

## Responsible investment policy

The fund is managed in accordance with CCLA's values-based screening policy which can be found in the policies and reports section on our website.

We monitor our counterparties' environmental, social and governance risk management on a regular basis and take action if necessary. This process is based on the work of our in-house Sustainability team and their data providers. Additional information is available on request.

## Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

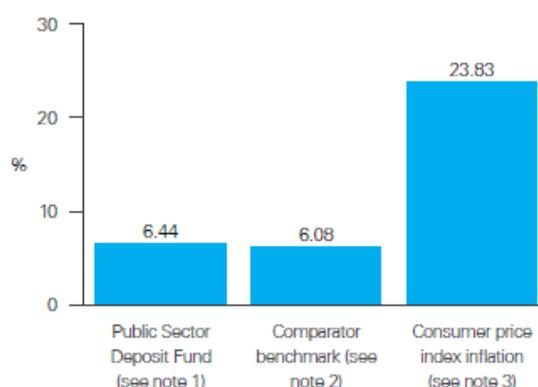
## Top 10 counterparty exposures (%)

8.93%	HM Treasury
8.93%	Landesbank Baden-Wuerttemberg
8.93%	National Bank of Canada
8.93%	Nationwide Building Society
8.93%	Yorkshire Building Society
6.70%	DBS Bank Limited
3.57%	ABN Amro Bank N.V.
3.57%	Handelsbanken plc
3.57%	Mizuho Bank
3.57%	SMBC Bank International plc

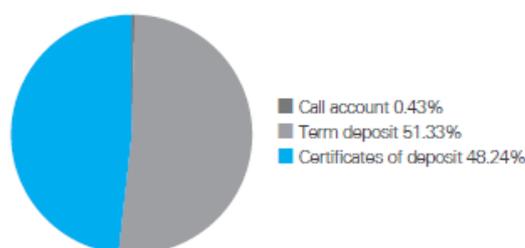
## Share class 4 yield as at 31 October 2023

**5.26%**

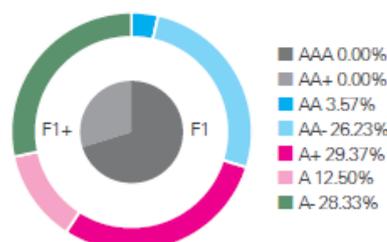
## 5 years performance



## Asset type (%)



## Credit rating (%) see note 4



## Top 10 country exposures (%)

35.69%	UK
13.84%	Canada
9.82%	Japan
9.37%	Germany
8.48%	Singapore
5.12%	France
4.11%	Netherlands
3.57%	Sweden
2.68%	Belgium
2.68%	Denmark

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

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## Income

Average yield over the month	5.22%
Yield at the month-end shown	5.26%

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## Total return performance by year

12 months to 31 October	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.75%	+0.42%	+0.03%	+0.84%	+4.29%
Comparator benchmark	+0.58%	+0.15%	+0.03%	+0.91%	+4.33%
Relative (difference)	+0.17%	+0.27%	+0.00%	-0.07%	-0.04%

## Annualised total return performance

Performance to 31 October	1 year	3 years	5 years
The Public Sector Deposit Fund	+4.29%	+1.71%	+1.26%
Comparator benchmark	+4.33%	+1.74%	+1.19%
Relative (difference)	-0.04%	-0.03%	+0.07%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

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## Market update

In the UK, the latest gross domestic product (GDP) data estimated that the economy had grown by 0.2% in August compared to July, and by 0.3% for the three-month period June-August over the preceding quarter. Growth was dominated by the services sector, which expanded by 0.4% month-on-month in August while production fell by 0.7% and the construction sector by 0.5%. The annual rate of consumer price inflation (CPI) growth in the UK remained flat in September, at 6.7%. The core inflation rate, which ignores volatile components such as food and energy, was also little changed, coming down from 6.2% to 6.1%. Prices for food and non-alcoholic beverages fell back between August and September, for the first time in two years, however the rising cost of motor fuel was the main factor preventing inflation overall from falling further. Despite the persistence of inflation, the Bank of England's monetary policy committee refrained from raising its policy rate above the current 5.25% at its meeting on 2 November. However, the Bank's Chief Economist, Huw Pill, set out a clear expectation that rates would remain 'higher for longer' with his memorable description of the likely pattern of rates in the coming years as being much more like Table Mountain than the Matterhorn.

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## Key facts

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,120m
Fitch money-market fund rating	AAAmmf
Weighted average maturity	41.79 days
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.08% (see note 6)

## Please Contact

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Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

**Please refer to <https://www.ccla.co.uk/glossary> for explanations of terms used in this communication. If you would like the information in an alternative format or have any queries, please call us on 0800 022 3505 or email us at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).**

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## Risk warning and disclosures

This document is a financial promotion and is for information only. It does not provide financial, investment or other professional advice. The market update contained in this document represents CCLA's house view and should not be relied upon to form the basis of any investment decisions. To make sure you understand whether our product is suitable for you, please read the key investor information document and the prospectus and consider the risk factors identified in those documents. CCLA strongly recommend you get independent professional advice before investing. Under the UK money market funds regulation, the Public Sector Deposit Fund (PSDF) is a short-term low volatility net asset value money market fund. You should note that purchasing shares in the PSDF is not the same as making a deposit with a bank or other deposit taking body and is not a guaranteed investment. Although it is intended to maintain a stable net asset value per share (where £1 invested in the PSDF remains equal to £1 in value in the PSDF), there can be no assurance that it will be maintained. The value of the PSDF may be affected by interest rate changes. The PSDF does not rely on external support for guaranteeing the liquidity of the fund or stabilising the net asset value per share. The risk of loss of principal is borne by the shareholder. Past performance is not a reliable indicator of future results. The value of investments and the income from them may fall as well as rise. You may not get back the amount you originally invested and may lose money. Any forward-looking statements are based on our current opinions, expectations and projections. We may not update or amend these. Actual results could be significantly different than expected. The PSDF is authorised in the United Kingdom and regulated by the Financial Conduct Authority as a UK UCITS Scheme and is a Qualifying Money Market Fund. Issued by CCLA Investment Management Limited (registered in England and Wales, number 2183088, at One Angel Lane, London EC4R 3AB) who is authorised and regulated by the Financial Conduct Authority. For information about how we collect and use your personal information please see our privacy notice, which is available at <https://www.ccla.co.uk/our-policies/data-protection-privacy-notice>.

## Proposal - To deliver a village fete

Following the last Amenities Committee, Cllrs Bracegirdle, Buxton, Callingham, Elson, Moore, Sellars and the clerk discussed ideas for a fete for the full council to consider when meeting on December 13<sup>th</sup> 2023.

*Members are asked whether they wish to proceed with delivering this event. If so, consideration is requested to delegate expenditure to the clerk of up to £1000 to deliver the event. Should full council agree, we will look to local companies in the area to sponsor the event to offset the costs.*

The following section gives an overview of the proposed event.

### Brief outline

1. Date Sunday 14<sup>th</sup> July 2024
2. Time 12pm to 4pm (Set up from 10am, Target for tidy up to be completed 5.30pm)
3. Celebration of Balderton and the community.
4. Invite local clubs to attend e.g. Boys Brigade, Brownies, Guides, School choirs, Grove Angling Club, village sports clubs etc
5. Food vendors - % commission to be agreed.
6. Teas and coffees – local group to be asked to serve.
7. Small business/craft stalls £10 each
8. Charity stalls £5 each
9. Police to be invited – Bike stamping/Report It campaign/Safer Streets.
10. Sponsorship to be sought to cover cost where possible.
11. Bouncy castles – estimated cost £500 if volunteers (councillors) man – Charge £1 per go to offset costs.
12. Newark Community First Aid – suggested donation £200
13. Estimated cost £1000 plus staff overtime (where possible we will use TOIL)

**Proposal for meetings regarding this event:** It is proposed that whenever possible councillors working on this event, meet straight after the Amenities Committee Meeting to update on the progress of this project. Updates on the event could also be delivered to the Amenities Committee.



# Balderton Parish Council Amenities Committee

## Minutes of meeting held on Wednesday 29<sup>th</sup> November 2023 at 7pm

### Attendees:

**Balderton Parish Councillors:** Vanessa Bracegirdle, Jane Buxton, Karen Callingham, Mandie Elson (Chairman), Roy Fairbairn, Jean Hall, Mac Mallard and Debbie Moore (Vice Chairman)

**Staff:** Marion Fox Goddard (Parish Clerk), Jim Brown (Head Groundsman)

**Public:** 4 members of Grove Anglian Club, 1 member of Balderton Cricket Club and 1 PhD researcher

### 1. Declarations to record the meeting

The clerk recorded the meeting.

### 2. Apologies for absence

Apologies were received from Councillors Forde and Marshall.

### 3. Declarations of interest

Roy Fairbairn – Allotment holder, Jean Hall – District Councillor.

### 4. Public Open Forum

Members of Grove Angling Club raised queries regarding:

- Anti-poaching signage that they had asked parish council staff to put up (see item 8a).
- Maintenance near fishing pegs (Jim explained this has been done twice this year and more will be done in the new year; anglers were requested to report issues/rather than tackle themselves).
- AE fishery advice regarding curly pond weed.
- Concern regarding how long the parish council has taken to deal with the duckweed.

These concerns were noted and the members of the club were asked to email the clerk regarding any issues that need to be addressed. (Also see item 8)

A PhD student explained that she was attending the meeting to research the needs of the community and to aid her evaluation of the YMCA.

A member of Balderton Cricket Club explained the basis on which they had sent an application for funding to Skanska/National Highways:

- For an artificial wicket to go on the end of the wicket closest to the village hall.

- Funding to go to the parish council; wicket to be owned, insured and maintained (minimal) by Balderton Parish Council.
- Balderton Cricket Club will project manage the installation.
- Balderton Cricket Club will seek funding for a replacement at the end of the new wicket's life.

Once funding has been agreed, Balderton Parish Council and Balderton Cricket Club will meet to discuss the details of how this will work.

A resident raised concerns regarding flooding on London Road near Highfields school, frustrated that this has been raised with councillors and the issue not resolved. It was explained that this is not in Balderton Parish Council's jurisdiction although the clerk has written to the local county councillor to see if there are any further updates. The local county and district councillors attend the Balderton Parish Council's Full Council meeting, the next one being on December 13<sup>th</sup>, it is hoped the county/district councillor for the area will be able to provide an update then.

## 5. Minutes of the Amenities Committee held on October 18<sup>th</sup> 2023

The minutes were unanimously<sup>9</sup> approved as an accurate record and Councillor Elson duly signed them.

## 6. Clerk's update

The following report was noted. (*Note: Italics indicate where report has been updated since agenda pack issued*).

	Item	Update
1	Artificial Cricket Wicket	Following the last meeting we have received a copy of the quote that Balderton Cricket Club have obtained and their application to National Highways for funding. The proposal is for the council to buy and own the wicket. Once we know whether the funding bid has been successful, this item will be brought to either the Amenities Committee/Full Council so the council can discuss the finer details of this project.
2	Replacement dog bins	Full council agreed to replace dog bins when needed and to make budgetary provision for this each year. Replacement bins have been ordered for those needing replacement this year. An application has been sent to Via for the new bin on Staple Lane –this has been agreed in principle but we need to wait for final sign off before installation.
3	Signage regarding parking on Heron Way	Full Council opted to post notices in the noticeboard to encourage drivers to park in Heron Way carpark. This is now in the noticeboard. We will also raise the issue of cars parked on the bend of Rowan Way with the angling club.
4	Jubilee Clock	Full Council agreed to shelve this project, divert grant money received to another project such as the millennium clock.
5	Millennium Clock	Councillors have begun to look for funding options. Approval being sought from land owner before this is moved forward.
6	Lake	Litter and vermin posters are in place.
7	Memorial Tree	A Silver birch has been planted at the lakeside in memory of Tom Scott.
8	Regular user keys/fobs	The alarm company due in to program alarm fobs. Once done keys/fobs will be issued.
9	Bulbs for Coronation Street playing field.	500 crocuses have been delivered from the Long Bennington Rotary (polio campaign). 200 Daffodils, 200 Bluebells and 200 Aconites has also been ordered and <i>the planting will co-ordinated and done by parish councillors.</i>
10	Fencing around Heron Way carpark	Work to replace this has been delayed due to rainfall and the holes being full of water. Once it is dry enough the grounds staff will complete this work.

<sup>9</sup> Unanimous decision of the councillors who had attended the last meeting.

	Item	Update
11	Woodland Trust Saplings	We have taken receipt of Woodland Trust saplings. The grounds staff plant these temporarily near Balderton Village Centre to bring them on for planting elsewhere on parish council land. More trees will be ordered as they are offered.
12	Coronation Street Park Cradle swings	Due to wear on the chains, these <i>were</i> temporarily taken down. <i>New chains have now been installed.</i>

## 7. An update on the safer streets bid

The clerk and Cllr Buxton outlined what is included in the bid<sup>10</sup> and a suggestion of suitable bins and life buoy containers handed around. The clerk is working on the project delivery team with the target of installing bins, youth shelters and life buoy boxes by the end of this financial year.

## 8. Balderton Lake

- a. The Grove Angling Club had requested:
  - i. Signage in the water near the moonstone – the head groundsman explained that the signage will not be put in the water but will be close by.
  - ii. Increasing membership numbers and removing the restriction of members living within a 10 mile radius – a decision on this was deferred (see item 8e)
- b. Cormorants being deterred from settling at the lake through the use of lasers – Councillors asked members of Grove Angling Club not to do this or to use any other means to deter wildlife.
- c. Report from the Environment Agency –the committee unanimously agreed to consider this report once a broader report has been received (See 8d).
- d. Long term management of the lake – The committee unanimously agreed to seek costings for commissioning a report for the long term management of the lake.
- e. Grove Angling Club lease – It was unanimously agreed to review this including making provision for regular communications between Balderton Parish Council and the angling club.
- f. Soil has been left near the lake for use around the lake – It was noted that staff are reviewing where this is stored/how to process this.
- g. Bin replacement required near the point following vandalism - It was unanimously agreed to use Safer Streets 5 funding to replace this so all bins can be replaced together.

## 9. Allotments

The following actions were unanimously agreed upon:

- a. to join the Allotment Society;

<sup>10</sup> Bins and improved signage for lakeside and Coronation Street Park. Improved CCTV at Balderton playing field and review of CCTV at Lakeside Shopping Centre. CCTV and lighting at Heron Way car park. Lifebuoys with lockable boxes around the lake. Youth shelter at Coronation Street playing field. Water safety day and neighbourhood watch scheme for Balderton.

- b. to commission a HI AB to remove the waste at the allotments rather than bonfires, look to get a shredder<sup>11</sup> in the new year (estimated cost £3000) and if available use grant funding to pay for this;
- c. to introduce bays for storage of waste before collection (approximately every 6 months). (Also look at similar bay at cemetery). Metal waste/items left elsewhere on parish council land will not be taken to the allotments (quick disposal to be arranged rather than waiting for this to be built up);
- d. reduced plot sizes (quarter plots preferable but whether necessary half plots) to be decided by clerk and head groundsman on a case by case basis dependent on what is on vacated sites;
- e. to introduce improved signage;
- f. to review the tenancy agreement and bring it in line with best practice including bond payments from new tenants. (This will be introduced for new tenants before the current vacant plots are let and rolled out to existing tenants before August);
- g. defer making a decision on whether to install a bike rack at the allotments as it is unclear how many allotment holders would use it. (Consultation poster is in the notice board).

## 10. Events

- a. D-day 80 – The committee unanimously agreed not to light a beacon;
- b. Macmillan coffee morning, including agencies that can advise attendees on a range of issues – December 14<sup>th</sup>, 10am – noon at Balderton Village Centre. Everyone welcome. Councillor Mallard agreed to draw up a list of where posters could be posted - all councillors to send ideas to Cllr Mallard so distribution can be arranged.
- c. Fete Working Group meeting – it was agreed to meet after the amenities meeting to discuss ideas for the fete so a proposal could be taken to full council for discussion/approval.

## 11. Balderton Village Centre

- a. User request for projector and amplification/sound system – decision to be deferred until the Village Centre Sub Committee looks at reviewing the centre and how we can maximise use.
- b. Litter posters – it was noted that new litter posters have been put up and agreed rather than have posters regarding not picking flowers, in the Spring, use the Facebook page to pass on a positive message regarding the flowers and leaving them for everyone to enjoy.
- c. The following members were agreed upon for the village hall subcommittee: Cllrs Buxton, Elson, Mallard and Moore. First meeting to be held after the Macmillan Coffee morning on 14<sup>th</sup> December.
- d. Members noted the legionella risk assessment had been received and that the clerk and head groundsman are working on the actions required. As the water fountain in the changing rooms needs to be replaced, a water bottle filler will be installed instead.

## 12. St Giles Church wall

It was unanimously agreed to proceed with the recommendations of the report:

- a. Request a meeting with N&SDC to seek advice;
- b. Commission a survey to assess what work is required;
- c. Get 3 quotes for work required.
- d. Contact the Parochial Council/St Giles regarding options for funding this work.
- e. Start looking for funding opportunities.

<sup>11</sup> Shredder to make more waste suitable for composting/to be left at site where it originated for mulching down etc.

### **13. Update on the defibrillator at Chuter Ede School**

The clerk had contacted the headmaster and the school is looking at getting power back to the building the defibrillator used to be powered from. For now, the defibrillator has been taken off the network. Once the school has power again, we will get this up and running and back on the network.

### **14. Planter for local school**

It was unanimously agreed £250 (each) can be sent to the three schools that have come back with what they would like to buy with the funding offered to commemorate the coronation. Proof of purchase will be requested. Cllr Sellars will contact the schools.

### **15. Phone and Broadband contract**

The committee unanimously agreed to amend the phone/broadband contract with the current supplier as the proposal supplied in the agenda pack: 5 year contract avoiding early cancellation charges for the 2 contracts that we have, whilst also delivering a saving of £284.92 per year. This will include 1 landline, 3 mobile phones and superfast broadband.

### **16. Book Swap at Balderton Village Centre**

It was unanimously agreed to set this up on a small bookshelf in reception.

### **17. Items of correspondence and information**

- a. Reminder to councillors to let Cllr Forde know suggested areas for WISE officers (litter). Cllr Callingham has provided details. Other councillors encouraged to do so.

### **18. Items for consideration on future agendas - None**

The meeting closed at 8.55pm.

#### **Future parish council meetings – open to the public**

Full Council Meeting: Wednesday 13<sup>th</sup> December, 7pm

Planning Committee: Monday 18<sup>th</sup> December, 7pm (Subject to there be applications to consider)

Amenities Committee Meeting: Wednesday 10<sup>th</sup> January, 7pm

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## **Coronation Commemoration**

**Item 17b**

Earlier in 2023 Balderton Parish Council agreed to donate to the local schools so the Coronation could be marked. Three schools have come back with the following requests regarding this:

Chuter Ede School and Newark Academy would like fruit trees and John Hunt School would like a planter.

Members are requested to confirm that they are happy for £250 to be allocated to each school so they can buy these.

**From:**

**Sent:** 29 November 2023 14:18

**To:**

**Subject:** RE: Balderton MacMillan Coffee Morning and Cost of Living support event Thursday 14th December 2023:  
Would you like to attend?

**CAUTION: This email was sent by an external email address. Please do not click on any links or download any attachments unless you know it originates from a trusted source.**

Hi,

Just been doing some thinking about your event coming up in a few weeks. We run a 'Making your money stretch' course here at Inspire. This is a 5 week course and covers the following:

- Personal budgeting, knowing where your money goes
- Meal planning to minimise waste and save money
- Saving on fuel whether it is petrol, gas, electric or water
- General money saving tips day to day
- Knowing your benefits and entitlements
- Where to get help and support if needed

We have offered this course at our libraries but we can also put it on for free in the community. Do you think it would benefit the Balderton community if I planned this course for January at the Village centre? That way we could signpost people to it at the event if they are interested.

Let me know your thoughts and If it's something you think people would be interested in, I can look at tutor/room availability and get it booked in.

Many thanks,

Learning Engagement Officer

Inspire: Culture, Learning and Libraries

Dear Town / Parish Clerk

Following the recent floods experienced during Storm Babet, Newark and Sherwood District Council would be grateful for any assistance you can offer in addressing the two issues set out below. .

### 1. Sandbags / Sacs.

During Storm Babet many thousands of sand bags or sandbag alternatives were issued either directly from the Local Authority or from community 'Resilience Stores'. Newark and Sherwood District Council utilise water activated sacs that expand upon contact with water as alternatives to sandbags. . This is because they can be stored and transported easily.

In order to restock and prepare for future flood events ,the Council is seeking to identify how many sacs or sand bags were used from local resilience stores. We will endeavour to ask local Flood Wardens, but this has not always proven to be an effective way to obtain an answer.

May I ask that as a parish council you seek to identify how many sacs were used from any stores within your community and let me know this figure as soon as possible.

The District Council (NSDC) know how many sacs we distributed during this flood event. Also, a number of these sacs were provided to residents of villages that do not currently have resilience stores. I would be interested to hear from any parishes that were impacted by the floods and would be prepared to receive and store an amount of sacs to increase local preparedness.

It should be stressed that the District Council is not under a duty to provide sandbags either before or during a flood event and communities and individuals are encouraged to seek their own protective measures. However, we may be able to obtain some grant support to restock and ensure a level of preparedness.

### 2.Places of Safety

In the event that a local emergency causes local residents to evacuate their homes and seek safe shelter it is desirable to pre-identify the locations that could be utilised within local communities. This information can be included in local and district emergency response plans.

During the recent flood efforts were made to identify such locations. Again, the District council would be grateful if you could consider premises within your communities that you believe would be suitable. Below I have included a description of a ' Place of Safety' extracted from one of the county wide emergency plans.

***Across Nottinghamshire Local Authorities consider a Place of Safety as follows;***

***A place of safety may be used by the emergency services in the initial phase of an evacuation.***

***They are usually the nearest place to the incident in which people can shelter safely. A place of safety is likely to be used for all immediate response evacuations that take place. A place of safety is likely to be a community centre, village hall, pub, or other suitable local community building. However, if the number of evacuees deem it necessary, a larger building could be used, such as a leisure centre, but should not be confused with a rest centre which would be opened and managed by the local authority .***

***The place of safety will be used as an assessment centre to determine the number of evacuees involved in the incident who have not self-evacuated to friends or family, or who have nowhere else to stay. The number of evacuees, or the nature of the incident, will determine whether it is necessary to 'scale up' and open a rest centre.***

Please contact me directly if you wish to discuss or clarify these matters. I look forward to hearing from you in due course.

Yours sincerely

Emergency Planning and CCTV Officer, Public Protection Department, Newark and Sherwood District Council