

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 April 2018 at 7.30pm

**PRESENT:**

Councillors: Jane Costello (Chair), R Bird, A Shelton, J Stockwood and F Purdue-Horan

Also in attendance: Councillor M Stockwood

Officers: S Pyke (Town Clerk) and J Riddle (Deputy Clerk).

1. **APOLOGIES FOR ABSENCE**

An apology for absence was received and accepted from Councillor Sue Hull due to a prior commitment.

2. **DECLARATIONS OF INTEREST**

No declarations of interest were received.

3. **MINUTES - POLICY AND RESOURCES**

**RECOMMEND:** that the minutes of 20 February 2018, Folio 8818-8868 were taken as read, approved and signed by the Chair as a true record.

4. **BANK RECONCILIATIONS - FOLIOS 8892 TO 8897**

- The Reconciliation Report up to 28 February 2018 was presented to Councillors and it was agreed to **RECOMMEND:** approval of the Reconciliation Report.
- The Reconciliation Report up to 31 March 2018 was presented to Councillors and it was agreed to **RECOMMEND:** approval of the Reconciliation Report.

5. **ACCOUNTS PAID REPORT – FOLIOS 8898 TO 8900**

Accounts paid were presented and it was agreed to **RECOMMEND:** approval of £62,597.93

6. **UNAUDITED FIGURES FOR YEAR ENDING 31 MARCH 2018 – FOLIOS 8901 TO 8904**

The unaudited figures were noted.

7. **RECOMMEND PAYMENTS IN EXCESS OF £2,000**

**RECOMMEND:** payment of £4,248 to M.R.J Faulkes for the hedge laying and clearance at Wallenfells.

8. **GDPR UPDATE**

- Data Audit – The Committee was updated that an initial data audit had been completed with further work underway.
- Data Protection Officer – The current advice from NALC is to continue to prepare for GDPR, further guidance will follow on the provision of Data Protection Officers.

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- Privacy Notice for Councillors and staff - the privacy notice was presented to the Committee.
- Privacy Notice for members of the public – the privacy notice was presented to the committee.
- Letters – these will be sent out as required by the Town Council.

**9. APPROVAL OF THE FOLLOWING POLICIES – FOLIOS 8905 TO 8920**

The Committee agreed the adoption of new policies:

- **RECOMMEND:** approval and adoption of the Privacy Notice Policy for Councillors and staff
- **RECOMMEND:** approval and adoption of the Privacy Notice Policy for members of the public
- **RECOMMEND:** approval and adoption of the Subject Access Policy
- **RECOMMEND:** approval and adoption of the Mayor’s Allowance Policy subject to the deletion of the costs incurred, e.g venue hire, within the permitted expenditure.

**10. ADOPTING THE FOLLOWING UPDATED POLICIES – FOLIOS 8921 8928**

The Committee agreed the adoption of new policies which would supersede any previous policy.

- **RECOMMEND:** approval and adoption of the Health and Safety Policy
- **RECOMMEND:** approval of the Statement of Internal Control

**11. ADOPTING THE HEALTH AND SAFETY HANDBOOK AND MANUAL**

The Committee asked the Clerk for confirmation that the handbook had provision and policy for the support of disability or special needs. The Clerk to confirm.

**RECOMMEND:** approval and adoption of the Health and Safety Handbook and Manual.

**12. TO RECOMMEND ADOPTING THE NEW MODEL STANDING ORDERS**

The new model standing orders were reviewed and it was agreed that the Clerk would complete the blank options and these be presented to the meeting of the Council on 1 May. The Clerk is to circulate to all Councillors at the earliest opportunity.

**RECOMMEND:** approval and adoption of the New Model Standing Orders 2018 with the blank options to be initially completed by the Clerk.

**13. RECOMMENDATIONS & UPDATES TO THE FOLLOWING POLICIES – FOLIOS 8929 - 8930**

- The Financial Regulations were reviewed and no alterations were requested.
- The Media Recording Policy would need to be altered and brought back to Committee for review.

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- The Freedom of Information publication scheme was presented to the Committee and this would be published to the website and continuously updated by the Clerk.
- **RECOMMEND:** deletion of the Information Security Policy as this policy has been superseded by GDPR, enhanced IT security and the Council's Handbook.
- **RECOMMEND:** two alterations to the Parish Travelling and Subsistence Allowance Policy, the deletion of the words 'second class' before rail travel to allow for full comparability and the tax rules section to be deleted as this is the personal responsibility of the Councillor.
- Publication Scheme – this item was discussed with the Freedom of Information publication scheme.

14. **DATES OF PROPOSED COUNCIL AND COMMITTEE MEETINGS FOR FORTHCOMING CIVIC YEAR – FOLIOS 8931 TO 8933**

**RECOMMEND:** the proposed dates with the deletion of the Community and Environment meeting on 30 April 2018 and the Full Council following the 2019 elections to be held on 14 May 2019.

15. **TO CONSIDER THE UPDATED QUOTATIONS RECEIVED TO REPAIR THE CEMETERY FENCE**

**RECOMMEND:** acceptance of the updated quote for £1,400 for replacement of the fence including concrete post and boards.

16. **REVIEW OF THE COUNCIL'S LEGAL ADVICE SERVICES**

The Committee noted that the Council's legal services had remained with the same provider for a number of years and it was considered time for a review of their services and to seek out alternate providers for comparison.

**RECOMMEND:** that the Clerk carry out this task and bring the findings back to Committee for review.

17. **GRANT APPLICATION FROM CALVERTON AND BINGHAM SWIMMING CLUB**

**RECOMMEND:** that a grant of £500 be awarded to the Calverton and Bingham Swimming Club to assist with the purchase of new equipment.

18. **RESPONSE TO THE UNAUTHORISED ENCAMPMENT CONSULTATION**

The Committee welcomed the proposals and this item would be referred to Full Council for discussion.

19. **CONFIDENTIAL BUSINESS**

PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960  
PRIOR TO THE COMMENCEMENT OF THE NEXT BUSINESS, THE FOLLOWING RESOLUTION  
WAS PROPOSED, SECONDED AND CARRIED:

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“That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the press and public be temporarily excluded, and they are instructed to withdraw”  
The following matters were discussed:

1. Confidential Notes from the Policy and Resources meeting, 20 February 2018

**RECOMMEND:** that the notes of 20 February be approved.

2. Land possession and Leases

**RECOMMEND:** that the Council proceed with the claim

**RECOMMEND:** subject to the grant funding award and confirmation of the insurance, the waiver letter to be signed

**RECOMMEND:** that advice be sought as to the legal obligations with regards to the grant agreement.

3. **RECOMMEND:** an increase to the member of staff’s Spinal Column Point.

**RECOMMEND:** that the Mayor and Deputy Mayor provide the final paragraph and sign the letter.

**RECOMMEND:** support of the member of staff’s application to become a magistrate and would act as a referee if requested.

Meeting Closed at: 11.02pm

.....CHAIRMAN

Date: .....

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**Bingham Town Council**

<b>Bank Reconciliation at 28/02/2018</b>		
	Cash in Hand 01/04/2017	
		439,168.91
	<b>ADD</b>	
	Receipts 01/04/2017 - 28/02/2018	310,116.33
		749,285.24
	<b>SUBTRACT</b>	
	Payments 01/04/2017 - 28/02/2018	277,664.51
<b>A</b>	<b>Cash in Hand 28/02/2018</b> (per Cash Book)	<b>471,620.73</b>
	Cash in hand per Bank Statements	
	Cash 28/02/2018	105.15
	Nat West Current Account 28/02/2018	26,215.53
	Nat West Reserve Account 28/02/2018	445,300.05
		<b>471,620.73</b>
	Less unpresented cheques As attached	0.00
		471,620.73
	Plus unpresented receipts As attached	0.00
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>471,620.73</b>
<b>A = B Checks out OK</b>		

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**Transactions for Cash**

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashec
			<b>STARTING BALANCE</b>		<b>69.65</b>	
44	03/04/2017	PC	Petty Cash purchases	-5.32	64.33	
45	19/04/2017	PC	Petty Cash purchases	-30.85	33.48	
46	19/04/2017	PC	Petty Cash purchases	-14.90	18.58	
47	20/04/2017	PC	Petty Cash purchases	-10.43	8.15	
106	24/05/2017	PC	Petty Cash purchases	-3.00	5.15	
155	21/06/2017	PC	Petty Cash purchases	-0.94	4.21	
156	28/06/2017	PC	Petty Cash purchases	-1.00	3.21	
157	28/06/2017	PC	Petty Cash postage	-1.30	1.91	
93	20/07/2017		Transfer from Nat West Current Account	98.09	100.00	
210	20/07/2017	PC	Petty Cash purchases	-1.25	98.75	
211	31/07/2017	PC	Petty Cash purchases	-4.98	93.77	
244	03/08/2017	PC	Petty Cash purchases	-3.60	90.17	
245	07/08/2017	PC	Petty Cash purchases	-1.00	89.17	
246	07/08/2017	PC	Petty Cash purchases	-1.59	87.58	
248	07/08/2017	PC	Petty Cash purchases	-3.05	84.53	
247	14/08/2017	PC	Petty Cash purchases	-5.50	79.03	
250	16/08/2017	PC	Petty Cash purchases	-3.75	75.28	
254	16/08/2017	PC	Petty Cash purchases	-100.00	-24.72	
255	16/08/2017	PC	Petty Cash purchases	-50.00	-74.72	
96	17/08/2017		Transfer from Nat West Current Account	150.00	75.28	
249	17/08/2017	PC	Petty Cash purchases	-2.39	72.89	
251	22/08/2017	PC	Petty Cash purchases	-0.79	72.10	
252	31/08/2017	PC	Petty Cash purchases	-3.50	68.60	
253	31/08/2017	PC	Petty Cash purchases	-2.00	66.60	
320	07/09/2017	PC	Petty Cash Boyes Civic Service	-3.99	62.61	
321	12/09/2017	PC	Petty Cash Co-op	-2.00	60.61	
322	20/09/2017	PC	Petty Cash Boyes Civic Service	-3.43	57.18	
323	24/09/2017	PC	Petty Cash Aldi Civic Service	-24.05	33.13	
324	24/09/2017	PC	Petty Cash Civic Service	-4.00	29.13	
325	24/09/2017	PC	Petty Cash Lidl Flowers & Coffee	-12.06	17.07	
384	08/10/2017	PC	Milk/biscuits	-2.99	14.08	
383	09/10/2017	PC	Co-op Milk	-1.00	13.08	
385	09/10/2017	PC	Coffee	-5.85	7.23	
386	01/11/2017		Petty Cash - Job Advert	-6.60	0.63	
100	29/11/2017		Transfer from Nat West Current Account	99.37	100.00	
442	29/11/2017	PC	Milk/biscuits	-4.00	96.00	30/11/2017
443	29/11/2017	PC	Locksmith	-8.54	87.46	30/11/2017
444	30/11/2017	PC	Milk/biscuits	-9.89	77.57	30/11/2017
462	01/12/2017	PC	Staff Food for Christmas Fair	-60.00	17.57	
463	01/12/2017	PC	Coffee	-5.00	12.57	
464	05/12/2017	PC	Milk/biscuits	-0.79	11.78	
465	05/12/2017	PC	Diary	-3.99	7.79	
466	10/12/2017	PC	Milk/biscuits	-2.00	5.79	
467	13/12/2017	PC	Interview refreshments	-4.25	1.54	
102	20/12/2017		Transfer from Nat West Current Account	98.46	100.00	
551	01/01/2018	PC	Iris Blue	-6.72	93.28	
552	03/01/2018	PC	Co-op Milk	-8.55	84.73	
553	03/01/2018	PC	Co-op Milk	-4.64	80.09	
554	10/01/2018	PC	Post Office	-20.16	59.93	
555	10/01/2018	PC	Sainsburys	-12.37	47.56	
558	11/01/2018	PC	Co-op Milk	-1.10	46.46	
559	11/01/2018	PC	Post Office	-3.90	42.56	
556	17/01/2018	PC	Boyes	-13.45	29.11	
557	18/01/2018	PC	Post Office	-13.44	15.67	
563	23/01/2018	PC	Sainsburys	-2.40	13.27	

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**Transactions for Cash**

Voucher	Date	Chq/Rec No.	Description	Total	Balance	Cashed date
			<b>STARTING BALANCE</b>		<b>69.65</b>	
560	24/01/2018	PC	Co-op Milk	-1.69	11.58	
562	27/01/2018	PC	Co-op Milk	-1.00	10.58	
561	29/01/2018	PC	Co-op Milk	-1.00	9.58	
599	08/02/2018	PC	Pett Cash co-op	-2.23	7.35	
107	13/02/2018		Transfer from Nat West Current Account	100.00	107.35	
600	14/02/2018	PC	Petty Cash Sainsburys	-1.10	106.25	
601	27/02/2018	PC	Pett Cash co-op	-1.10	105.15	
			<b>CLOSING BALANCE</b>		<b>105.15</b>	



Bankline

Statement for account [REDACTED] from 01/02/2018 to 28/02/2018

Short name: BING TOWN COUNCIL      Currency: GBP  
 Alias: BING TOWN COUNCIL      Account type: BUSINESS CURRENT  
 BIC: [REDACTED]      Bank name: NATIONAL WESTMINSTER BANK  
 IBAN: [REDACTED]      Bank branch: WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	<b>CLOSING BALANCE</b>				<b>* 26,215.53Cr *</b>
28/02/2018	UTILITY WAREHOUSE 6094729/6094729/98	D/D	873.23		26,215.53Cr
28/02/2018	WASTECYCLE LTD BIN008	D/D	210.38		27,088.76Cr



Bankline

Statement for account [REDACTED] 39 from 30/01/2018 to 02/03/2018

Short name: BINGHAM TOWN CL      Currency: GBP  
 Alias: BINGHAM TOWN CL      Account type: BUSINESS RESERVE ACC  
 [REDACTED]      Bank name: NATIONAL WESTMINSTER BANK  
 [REDACTED]      Bank branch: WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	<b>CLOSING BALANCE</b>				<b>* 445,300.05Cr *</b>
28/02/2018	28FEB GRS 21499039	INT		17.44	445,300.05Cr
13/02/2018	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		445,282.61Cr
31/01/2018	31JAN GRS 21499039	INT		21.53	465,282.61Cr
	<b>OPENING BALANCE</b>				<b>465,261.08Cr</b>
<b>Totals</b>			<b>20,000.00</b>	<b>38.97</b>	

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<b>Bank Reconciliation at 31/03/2018</b>		
Cash in Hand 01/04/2017		
		439,168.91
<b>ADD</b>		
Receipts 01/04/2017 - 31/03/2018		310,971.38
<b>SUBTRACT</b>		
Payments 01/04/2017 - 31/03/2018		750,140.29
		331,809.49
<b>A</b>	<b>Cash in Hand 31/03/2018</b> (per Cash Book)	<b>418,330.80</b>
Cash in hand per Bank Statements		
Cash	31/03/2018	87.19
Nat West Current Account	31/03/2018	33,137.19
Nat West Reserve Account	31/03/2018	385,316.42
		<b>418,540.80</b>
Less unrepresented cheques As attached		210.00
Plus unrepresented receipts As attached		0.00
<b>B</b>	<b>Adjusted Bank Balance</b>	<b>418,330.80</b>
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247	14/08/2017	PC	Petty Cash purchases	-5.50	79.03
250	16/08/2017	PC	Petty Cash purchases	-3.75	75.28
254	16/08/2017	PC	Petty Cash purchases	-100.00	-24.72
255	16/08/2017	PC	Petty Cash purchases	-50.00	-74.72
96	17/08/2017		Transfer from Nat West Current Account	150.00	75.28
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444	30/11/2017	PC	Milk/biscuits	-9.89	77.57
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559	11/01/2018	PC	Post Office	-3.90	42.56
556	17/01/2018	PC	Boyes	-13.45	29.11
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561	29/01/2018	PC	Co-op Milk	-1.00	9.58	
599	08/02/2018	PC	Pett Cash co-op	-2.23	7.35	
107	13/02/2018		Transfer from Nat West Current Account	100.00	107.35	
600	14/02/2018	PC	Petty Cash Sainsburys	-1.10	106.25	
601	27/02/2018	PC	Pett Cash co-op	-1.10	105.15	
678	05/03/2018	PC	Sainsburys	-4.40	100.75	
679	09/03/2018	PC	Co-op Milk	-0.52	100.23	
680	09/03/2018	PC	Co-op Milk	-1.65	98.58	
681	14/03/2018	PC	Post Office	-0.76	97.82	
682	14/03/2018	PC	Co-op Milk	-0.55	97.27	
683	16/03/2018	PC	Co-op Milk	-5.99	91.28	
684	28/03/2018	PC	Boyes	-4.09	87.19	
			<b>CLOSING BALANCE</b>		<b>87.19</b>	



Bankline

Statement for account [REDACTED] from 01/03/2018 to 31/03/2018

Short name:	BING TOWN COUNCIL	Currency:	GBP
Alias:	BING TOWN COUNCIL	Account type:	BUSINESS CURRENT
BIC:	[REDACTED]	Bank name:	NATIONAL WESTMINSTER BANK
IBAN:	[REDACTED]	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	<b>CLOSING BALANCE</b>				<b>33,137.19Cr</b>
29/03/2018	UTILITY WAREHOUSE 6094729/6094729/98	D/D	873.61		33,137.19Cr
29/03/2018	WASTECYCLE LTD BIN008	D/D	83.76		34,010.80Cr



Bankline

Statement for account [REDACTED] from 01/03/2018 to 31/03/2018

Short name:	BINGHAM TOWN CL	Currency:	GBP
Alias:	BINGHAM TOWN CL	Account type:	BUSINESS RESERVE ACC
BIC:	[REDACTED]	Bank name:	NATIONAL WESTMINSTER BANK
IBAN:	[REDACTED]	Bank branch:	WEST BRIDGFORD (A)

Date	Narrative	Type	Debit	Credit	Ledger balance
	<b>CLOSING BALANCE</b>				<b>385,316.42Cr</b>
29/03/2018	29MAR GRS 21499039	INT		16.37	385,316.42Cr
28/03/2018	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		385,300.05Cr
09/03/2018	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		405,300.05Cr
02/03/2018	BING TOWN COUNCIL TRANS TO CURRENT	EBP	20,000.00		425,300.05Cr
	<b>OPENING BALANCE</b>				<b>445,300.05Cr</b>
	<b>Totals</b>		<b>60,000.00</b>	<b>16.37</b>	

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22/02/2018	Bankline	WAGES M11	WAGES m11	3,312.52
22/02/2018	Bankline	WAGES M11	WAGES m11	397.54
22/02/2018	Bankline	WAGES M11	WAGES m11	3,974.91
28/02/2018	DD	Trade Waste	Wastecycle Ltd	210.38
28/02/2018	DD	Gas/elec bill	Utility Warehouse	775.92
28/02/2018	DD	Mobile phone charges	Utility Warehouse	15.00
28/02/2018	DD	Cem Elec bill	Utility Warehouse	7.09
28/02/2018	DD	Depot Alarm bill	Utility Warehouse	17.64
28/02/2018	DD	Phone/broadband bill	Utility Warehouse	57.58
08/02/2018	PC	Pett Cash co-op	Petty Cash	2.23
14/02/2018	PC	Petty Cash Sains	Petty Cash	1.10
27/02/2018	PC	Pett Cash co-op	Petty Cash	1.10
28/02/2018	9875	VAN MOT & repairs	Saxondale Garage	-54.00
28/02/2018	9845	VAN repairs	Saxondale Garage	-289.00
06/03/2018	Bankline	Timber	Handicentre (Bingham) Ltd	133.76
06/03/2018	Bankline	Miscellaneous	Handicentre (Bingham) Ltd	98.82
06/03/2018	Bankline	Drive Shaft	J R Mowers	74.22
06/03/2018	Bankline	HR Consulting	Ellis Whittam	3,270.00
06/03/2018	Bankline	Election fees	RBC	8,191.71
09/03/2018	Bankline	Keyholding	Gener8 Finance Ltd	42.00
09/03/2018	Bankline	Building Work	Heritage Preservation	4,925.20
09/03/2018	Bankline	Re-wiring	RJM Electrical	160.00
09/03/2018	Bankline	Grave digging fees	A Buckingham	760.00
09/03/2018	Bankline	Superann M11	NCC Pension Fund	1,436.62
09/03/2018	Bankline	Superann M11	NCC Pension Fund	351.41
09/03/2018	Bankline	Superann M11	NCC Pension Fund	97.60
09/03/2018	Bankline	PAYE M11	HMRC	893.32
09/03/2018	Bankline	PAYE M11	HMRC	1,050.48
09/03/2018	Bankline	Cables	Arcsus	2,062.63
09/03/2018	Bankline	Installation of IT	Arcsus	476.39
09/03/2018	Bankline	IT equipment	Arcsus	311.98
09/03/2018	Bankline	Membership	NNAM	246.00
13/03/2018	Bankline	Cloud Backup	Arcsus	35.72
13/03/2018	Bankline	Managed Server	Arcsus	90.00
13/03/2018	Bankline	Honours Board Letters	Spencers Signs	84.00
13/03/2018	Bankline	Emptyin of bins	Streetwise Environmental	234.00
13/03/2018	Bankline	Emptying of Cemetery bags	Streetwise Environmental	648.00
13/03/2018	Bankline	Online Services	Microsoft	5.06
06/03/2018	Bankline	Stationery	Espo	146.59
13/03/2018	Bankline	Training course	SICC	118.80
13/03/2018	Bankline	VAN repairs	Saxondale Garage	289.00
13/03/2018	Bankline	VAN MOT & repairs	Saxondale Garage	54.00
09/03/2018	Bankline	Training course	NNAM	480.00

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21/03/2018	Bankline	Clothing	Alexandra	86.76
21/03/2018	Bankline	Clothing	Alexandra	38.16
21/03/2018	Bankline	Clothing	Alexandra	18.36
21/03/2018	Bankline	Tree removal	AT2 Tree Surgery	1,250.00
21/03/2018	Bankline	Copier lease	Reprotec Connect For	66.42
21/03/2018	Bankline	Miscellaneous	Handicentre (Bingham) Ltd	72.50
21/03/2018	Bankline	Keys	Handicentre (Bingham) Ltd	18.50
21/03/2018	Bankline	Miscellaneous	Handicentre (Bingham) Ltd	108.88
21/03/2018	Bankline	Town Guide dist	National Leaflet Company	490.82
21/03/2018	Bankline	Taxi Fare	Bingham Cabs	110.00
21/03/2018	Bankline	Training course	LRALC	105.00
21/03/2018	Bankline	Tractor repairs/parts	Platts Harris Ltd	1,027.83
21/03/2018	Bankline	Clothing	J R Mowers	341.50
21/03/2018	Bankline	Keyholding	Gener8 Finance Ltd	67.20
21/03/2018	Bankline	Sundries	Streetwise Environmental Ltd	43.50
21/03/2018	Bankline	Phone cases	J Riddle	28.88
21/03/2018	Bankline	Grant aid	Friends of Linear Park	117.60
21/03/2018	Bankline	Seasonal Illuminat	Eon	51.92
21/03/2018	Bankline	Safe Relocation	BDB Lock and Safe	390.00
21/03/2018	Bankline	Grant aid	BHTA	1,000.00
01/03/2018	9886	Memorial Fee re-imb	AW Lymn Funerals	40.00
29/03/2018	9887	Grant aid	Toot Hill School	210.00
15/03/2018	9888	Grant aid	Bingham Royal British Leg	200.00
29/03/2018	Bankline	CCTV Moving/maint	Central Security Systems	726.91
29/03/2018	Bankline	Equipment Servicing	JR Mowers	1,198.09
29/03/2018	Bankline	Radiators new office	Rowlson Plumbing	1,248.00
29/03/2018	Bankline	Heating Repairs	Rowlson Plumbing	404.66
29/03/2018	Bankline	Office furniture	Espo	669.60
29/03/2018	Bankline	Civic Awards Leaf	Printwise	118.80
29/03/2018	Bankline	Replacmt Dog Bins	Streetwise Environmental	275.40
29/03/2018	Bankline	Legal fees	Nelsons	780.00
29/03/2018	Bankline	Data Entry	Hrunk	23.00
29/03/2018	Bankline	Window cleaning	DHazzle	25.00
29/03/2018	Bankline	Mileage Costs	J Riddle	22.50
29/03/2018	Bankline	PAYE M12	HMRC	1,401.35
29/03/2018	Bankline	PAYE M12	HMRC	818.29
29/03/2018	Bankline	Superann M12	NCC Pension Fund	1,941.53
29/03/2018	Bankline	Superann M12	NCC Pension Fund	354.30
29/03/2018	Bankline	Superann M12	NCC Pension Fund	101.08
15/03/2018	DD	Fuel Account	Allstar Business Solutions	23.47
15/03/2018	Bankline	Bank fees	Nat West	8.40
29/03/2018	DD	Trade Waste	Wastecycle Ltd	83.76
29/03/2018	Bankline	WAGES m12	WAGES m12	4,657.11
29/03/2018	Bankline	WAGES m12	WAGES m12	2,808.30
29/03/2018	Bankline	WAGES m12	WAGES m12	411.72

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05/03/2018	PC	Sainsburys	Petty Cash	4.40
09/03/2018	PC	Co-op Milk	Petty Cash	0.52
09/03/2018	PC	Co-op Milk	Petty Cash	1.65
14/03/2018	PC	Post Office	Petty Cash	0.76
14/03/2018	PC	Co-op Milk	Petty Cash	0.55
16/03/2018	PC	Co-op Milk	Petty Cash	5.99
28/03/2018	PC	Boyes	Petty Cash	4.09
29/03/2018	DD	Gas/elec bill	Utility Warehouse	749.75
29/03/2018	DD	Mobile	Utility Warehouse	46.20
29/03/2018	DD	Cem Elec bill	Utility Warehouse	6.33
29/03/2018	DD	Alarm charges	Utility Warehouse	17.64
29/03/2018	DD	Phone/broadband	Utility Warehouse	53.69
06/03/2018	DD	Re-calculated VAT	Utility Warehouse	2,501.00
				62,597.93

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Receipts 31 March 2018	<b>ALLOTMENTS</b>	2017/18 BUDGET		Payments as at 31.03.17
£ 1,479.76	ALLOTMENT RENTS	£	360.00	£ 704.00
	WATER CHARGES	£	500.00	£ -
	MAINTENANCE	£	500.00	£ 1,250.00
		£	1,360.00	£ 1,954.00
	<b>CEMETERY</b>			
	RATES	£	650.00	£ 635.00
	WATER/DRAINAGE	£	270.00	£ 275.67
	GRAVE DIGGING	£	1,750.00	£ 1,900.00
	ELECTRICITY	£	250.00	£ 78.31
	MAINTENANCE	£	4,000.00	£ 9,870.00
£ 11,230.50	MEMORIALS & FEES	£	600.00	£ 1,229.10
		£	7,520.00	£ 13,988.08
	<b>COMMUNITY</b>			
	CCTV MAINTENANCE	£	700.00	£ 416.58
	NOTICE BOARDS	£	550.00	£ -
	TRANS TO COMM RESERVE	£	-	£ -
		£	1,250.00	£ 416.58
	<b>DEPOT</b>			
£ 475.00	EQUIPMENT SERVICE & MAIN	£	4,000.00	£ 6,127.35
	DEPOT MAINTENANCE	£	100.00	£ 53.70
	HAND TOOLS AND EQUIP	£	100.00	£ 493.05
	CLOTHING	£	250.00	£ 646.22
	ALARM	£	220.00	£ 176.40
	MOBILE TELEPHONES	£	250.00	£ 204.88
	WAGES	£	50,000.00	£ 61,709.04
£ 170.23	VEHICLE TAX/INSURANCE	£	1,500.00	£ 1,556.12
	FUEL	£	3,000.00	£ 2,118.57
	TRANS TO DEPOT RESERVE	£	5,600.00	£ 5,600.00
£ 3,029.10	GRASS CUTTING	£	8,000.00	£ 3,610.00
		£	73,020.00	£ 82,295.33

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	<b>ENVIRONMENT</b>		
	GENERAL MAINTENANCE	£ 300.00	£ -
	TOWN AND FLORAL DISPLAY	£ 3,000.00	£ 3,314.60
	LITTER & DOG BINS	£ 750.00	£ 1,134.03
	TRANS TO ENV RESERVE	£ -	£ -
		£ 4,050.00	£ 4,448.63
	<b>FINANCE</b>		
	SALARIES INC EMP COSTS	£ 72,000.00	£ 71,539.83
	AUDIT	£ 1,000.00	£ 738.27
£ 1,851.78	OFFICE EXPENSES	£ 5,500.00	£ 7,703.38
	SUBSCRIPTIONS	£ 3,000.00	£ 1,855.94
	TRAVEL/MILEAGE STAFF	£ 300.00	£ 351.15
	CIVIC EXPENSES	£ 1,000.00	£ 778.53
	INSURANCE	£ 3,500.00	£ 3,388.64
	ADVERTISING	£ 700.00	£ -
	GRANT AID	£ 5,000.00	£ 4,477.60
	TRANS TO PROP & LAND	£ -	£ -
	TRANS TO RISK MANAGEM	£ -	£ -
	ELECTIONS	£ 4,000.00	£ 16,392.27
£ 122.42	INVESTMENT INCOME	£ -	£ -
	RBC TRANS RELIEF	£ -	£ -
	TRAINING	£ 2,000.00	£ 1,703.00
	MILEAGE MEMBERS	£ 100.00	£ -
	WEBSITE/IT	£ 1,400.00	£ 2,453.21
	RECRUITMENT	£ 2,000.00	£ 88.60
		£ 101,500.00	£ 111,470.42
	<b>MAYORS CHARITY</b>		
£ 324.16	MAYORS CHARITY	£ -	£ 360.22
		£ -	£ 360.22

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	<b>OLD COURT HOUSE</b>				
	CARETAKERS WAGES	£	6,000.00	£	6,111.04
	INSURANCE	£	1,200.00	£	466.81
	WATER RATES	£	950.00	£	1,044.79
	NON DOMESTIC RATES	£	6,000.00	£	6,220.37
	GAS/ELEC	£	5,000.00	£	4,641.80
	REPAIRS/MAINTENANCE	£	5,500.00	£	12,834.63
	EQUIPMENT	£	-	£	-
	TRANSFER TO OLD COURT	£	1,000.00	£	1,000.00
£ 6,338.53	TENANTS RENT	£	-	£	-
£ 3,902.53	ROOM HIRE	£	-	£	-
		£	25,650.00	£	32,319.44
	<b>PROMOTIONS &amp; EVENTS</b>				
£ 2,081.00	TOWN FAIR	£	6,000.00	£	3,341.27
£ 1,920.00	CHRISTMAS FAIR	£	6,000.00	£	7,173.90
	CHRISTMAS LIGHTS	£	6,500.00	£	6,789.85
	OTHER PROMOTIONS	£	-	£	-
	CHRISTMAS TREE	£	500.00	£	495.16
	TOWN NEWS/LEAFLETS	£	1,500.00	£	591.00
	TOWN GUIDE/PROMO	£	1,000.00	£	1,944.02
	MARKET CELEBRATIONS	£	-	£	-
	WW1 COMMEMORATION	£	-	£	-
		£	21,500.00	£	20,335.20
	<b>PROPERTY DEVELOPMENT</b>				
	PROPERTY DEVELOPMENT	£	16,350.00	£	16,350.00
		£	16,350.00	£	16,350.00
	<b>RECREATION</b>				
	PLAY AREA/OPEN SPACE MAINT	£	8,000.00	£	3,320.76
	FEES	£	-	£	-
£ 581.00	RENT	£	175.00	£	275.00
£ 3,067.00	SPORTS PITCH MAINTENANCE	£	8,000.00	£	2,457.65
£ 218.46	WAYLEAVES	£	-	£	-
	TRANS TO RECREATION RESER	£	10,000.00	£	10,000.00
	TREE/SHRUBBERY MAINT	£	4,000.00	£	3,968.00
		£	30,175.00	£	20,021.41



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<b>RESERVES</b>			
COMMUNITY RESERVE	£	-	£ -
PROMOTIONS RESERVE	£	-	£ -
RECREATION RESERVE	£	-	£ -
ALLOTMENT RESERVE	£	-	£ -
CEMETERY RESERVE	£	-	£ -
ENVIRONMENT RESERVE	£	-	£ -
DEPOT RESERVE	£	-	£ 14,387.00
PROPERTY & LAND RESERVE	£	-	£ -
RISK MANAGEMENT RESERVE	£	-	£ -
OLD COURT HOUSE RESERVE	£	-	£ -
GENERAL RESERVE	£	-	£ 5,021.53
	£	-	£ 19,408.53
		<b>BUDGET</b>	<b>ACTUAL</b>
<u>£ 36,791.47</u>		£ 282,375.00	£ 323,367.84
		Payments minus Recs	£ 286,576.37
		Precept	£ 251,908.00
		Overspend	£ 34,668.37
Creditors	£	5,103.11	
Debtors	£	3,099.87	
		Reserves at 31 March 2018	
		Community	£ 2,820.00
		Environment	£ 2,500.00
		Recreation	£ 100,191.00
		Depot	£ 25,246.00
		Old Court House	£ 6,265.00
		Risk Management	£ 13,500.00
		Land & Property Development	£ 138,519.00
		General Reserve	£ 137,248.40
		<b>Reserve Totals</b>	<b>£ 426,289.40</b>
		General Reserve Ringfenced	
		Playparks	£ 25,000.00
		Former Allotments Site	£ 25,000.00
		Neighbourhood Dev Plan	£ 5,000.00
		<b>General Reserve minus Ringfenced</b>	<b>£ 82,248.40</b>

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**Bingham Town Council**

**PRIVACY NOTICE**

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

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

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

**Your personal data – what is it?**

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

**Who are we?**

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

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

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

**What data do we process?**

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

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**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.

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We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

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

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

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

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

- We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:
  - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
  - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
  - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
  - In limited circumstances, with your explicit written consent.
  - Where we need to carry out our legal obligations.
  - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
  - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

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

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

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- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

**Information about criminal convictions**

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- 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.

**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 Town Council including administrative support or if processing is necessary for compliance with a legal obligation.

**Sharing your personal data**

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/payroll functions, or to maintain our database software;
- Other persons or organisations operating within the 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

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### **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 Town Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your responsibilities**

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

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

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

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

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

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

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

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

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

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

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

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

#### **5. *The right to data portability***

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on Tuesday 17 April 2018 at 7.30pm

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6. ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
  - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7. ***The right to lodge a complaint with the Information Commissioner's Office.***
  - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

### **Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

### **Further processing**

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

### **Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on our website. This Notice was last updated in May 2018.

### **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, Bingham Town Council

Email: [info@bingham-tc.gov.uk](mailto:info@bingham-tc.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.

Prepared by: Sharon Pyke  
Town Clerk/Responsible Financial Officer  
01 May 2018

This General Privacy Notice was considered by Bingham Town Council at its Annual Town Council meeting on 01 May 2018 and approved by the Town Council.

Minute Reference:





**Bingham Town Council**

**GENERAL PRIVACY NOTICE**

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

**Who are we?**

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

**Other data controllers the Town Council works with:**

- Local authorities
- Local community groups
- Charities
- 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 Town 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.

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
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on Tuesday 17 April 2018 at 7.30pm

**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 the Town 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 the hire of a meeting room, 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.

**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.

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**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.

**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 Town 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 Town 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.

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

The Town 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 Town 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 Town Council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the Town 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 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.

### **Sharing your personal data**

This section provides information about the third parties with whom the Town 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.

### **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 Town Council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

### **Your 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.

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

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

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

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

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

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

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

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

**5) *The right to data portability***

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

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

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

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

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

**Transfer of Data Abroad**

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

**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.

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
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**Changes to this notice**

We keep this Privacy Notice under regular review and we will place any updates on our website. This Notice was last updated in May 2018.

**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, Bingham Town Council

Email: [info@bingham-tc.gov.uk](mailto:info@bingham-tc.gov.uk)

Prepared by: Sharon Pyke  
Town Clerk/Responsible Financial Officer  
01 May 2018

This General Privacy Notice was considered by Bingham Town Council at its Annual Town Council meeting on 01 May 2018 and approved by the Town Council.

Minute Reference:

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
held in the Council Chamber at The Old Court House, Church Street, Bingham,  
on Tuesday 17 April 2018 at 7.30pm



**Bingham Town Council**

**Subject Access Request (SAR) Policy**

**1. Upon receipt of a SAR**

- (a) Verify whether you are controller of the data subject's personal data. If you are not a controller, but merely a processor, inform the data subject and refer them to the actual controller.
- (b) Verify the identity of the data subject; if needed, request any further evidence on the identity of the data subject.
- (c) Verify the access request; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not: request additional information.
- (d) Verify whether requests are unfounded or excessive (in particular because of their repetitive character); if so, you may refuse to act on the request or charge a reasonable fee.
- (e) Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
- (f) Verify whether you process the data requested. If you do not process any data, inform the data subject accordingly. At all times make sure the internal SAR policy is followed and progress can be monitored.
- (g) Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.
- (h) Verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.

**2. Responding to a SAR**

- (a) Respond to a SAR within one month after receipt of the request:
  - (i) If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month;
  - (ii) if the council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- (b) If a SAR is submitted in electronic form, any personal data should preferably be provided by electronic means as well.

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- (c) If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:
- (i) the purposes of the processing;
  - (ii) the categories of personal data concerned;
  - (iii) 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>1</sup> or EU model clauses<sup>2</sup>;
  - (iv) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
  - (v) 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;
  - (vi) the right to lodge a complaint with the Information Commissioners Office (“ICO”);
  - (vii) if the data has not been collected from the data subject: the source of such data;
  - (viii) 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.
- (d) Provide a copy of the personal data undergoing processing.

Prepared by: Sharon Pyke  
Town Clerk/Responsible Financial Officer  
01 May 2018

This Subject Access Request (SAR) Policy was considered by Bingham Town Council at its Annual Town Council meeting on 01 May 2018 and approved by the Town Council.

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<sup>1</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 organisation's head quarters is located. In the UK, the relevant regulator is the Information Commissioner's Office.

<sup>2</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.

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**Bingham Town Council**

**Mayor's Allowance Policy**

The Mayor's allowance exists to help defray the cost to the Mayor whilst undertaking his or her duties for the civic year. Bingham Town Council is committed to accountability and transparency in respect of all expenditure, including the Mayor's allowance.

**Background**

Each May, the Town Council elect the Mayor for the ensuing year. The job will entail increased responsibility for the Mayor representing the town at various events throughout the County. As a result it is likely that there will be increased expenditure and to defray these extra costs a budget is allocated and will be reviewed annually as part of the Council budget procedure. If the Mayor's allowance is not fully spent by the end of the Mayor's term of office, the remainder of the fund will revert to the general reserves.

**Permitted expenditure**

Whilst representing the town the following list is legitimate expenditure for which there will be reimbursement:

- Mileage to and from events
- Tickets for events
- Raffle/draw tickets
- Donations to charity stalls, etc.
- Telephone, stationery and printing
- Costs incurred, e.g. hire of a venue, in relation to the Mayor's fundraising events for the Mayor's named charity(s)
- Reasonable expenditure required for performing the Mayor's duties in service of the Town.

It is recognised that the Mayor may be accompanied to many formal engagements by his or her spouse or partner. Reasonable expenditure under the above headings in respect of the Mayor's spouse or partner represents legitimate expenditure.

It is expected that where possible receipts will support expenditure. Where it is not possible to provide receipts, signed written details must be provided by the Mayor to substantiate the expenditure.

Prepared by: Sharon Pyke  
Town Clerk/Responsible Financial Officer  
01 May 2018

This Policy was considered by Bingham Town Council at its Annual Town Council meeting on 01 May 2018 and approved by the Town Council.

Minute Reference:



## **Bingham Town Council**

### **HEALTH AND SAFETY POLICY STATEMENT**

The management of Bingham Town Council recognises that it has a legal duty of care towards protecting the health and safety of its employees and others who may be affected by the council's activities, and that managing health and safety is a business critical function.

In order to discharge its responsibilities the management will:

- bring this Policy Statement to the attention of all employees
- carry out and regularly review risk assessments to identify proportionate and pragmatic solutions to reducing risk
- communicate and consult with our employees on matters affecting their health and safety
- comply fully with all relevant legal requirements, codes of practice and regulations at International, National and Local levels
- eliminate risks to health and safety, where possible, through selection and design of materials, buildings, facilities, equipment and processes
- encourage staff to identify and report hazards so that we can all contribute towards improving safety
- ensure that emergency procedures are in place at all locations for dealing with health and safety issues
- maintain our premises, provide and maintain safe plant and equipment
- only engage contractors who are able to demonstrate due regard to health & safety matters
- provide adequate resources to control the health and safety risks arising from our work activities
- provide adequate training and ensure that all employees are competent to do their tasks
- provide an organisational structure that defines the responsibilities for health and safety
- provide information, instruction and supervision for employees
- regularly monitor performance and revise policies and procedures to pursue a programme of continuous improvement.

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This Health and Safety Policy will be reviewed at least annually and revised as necessary to reflect changes to the business activities and any changes to legislation. Any changes to the Policy will be brought to the attention of all employees.

**Signed:**

**Dated:**

**Name:**

**Position:**

**Minute reference:**

Minutes of a meeting of the Policy & Resources Committee of Bingham Town Council  
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**Bingham Town Council**

**Statement of Internal Control and Annual Review of Effectiveness of Internal Control**

**1.0 Overview**

- 1.1 Regulation 4 of the Accounts and Audit Regulations, 2003 as amended, imposes a duty on local councils to ensure “that the financial management of the body is adequate and effective and that the body has a sound system of internal control.”
- 1.2 Local councils are required, at least once a year, to conduct, in accordance with proper practices, a review of the effectiveness of its system of internal control. The Town Council is required to sign the Annual Governance Statement (on the Annual Return submitted to the external auditor) to evidence that this review has been undertaken.
- 1.3 In order for the Town Council to review the effectiveness of the internal control system there needs to be clarity on the internal controls in place.
- 1.4 Some internal controls are listed in the Financial Regulations document, but the system of controls goes beyond this. A Statement of Internal Controls has therefore been prepared and this is included following this report.

**2.0 RECOMMENDATION**

- 2.1 That the Town Council consider the attached Statement of Internal Controls, reviewing it to consider whether the controls currently in place are effective.

Prepared by: Sharon Pyke  
Town Clerk/Responsible Financial Officer  
01 May 2018

The following statement of internal control was considered by Bingham Town Council at its meeting of 01 May 2018 and approved by the Town Council as a true statement of the course of events undertaken by the Town Clerk/RFO.

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Statement of Internal Control

Financial Regulations & Standing Orders

- The Parish Council has adopted Financial Regulations and Standing Orders, based on the model versions prepared by NALC/SLCC. The Financial Regulations and Standing Orders are reviewed for continued relevance at least annually and amended where necessary by the Responsible Financial Officer with any proposed amendments subject to approval by the Town Council.

Budgetary controls

- The budget is prepared by the Town Clerk and presented to the Policy and Resources Committee and then approved by Full Council, as evidenced by reports and minutes in advance of the start of the financial year.
- The precept is set on the basis of the budget and submitted in advance of the deadline set by Rushcliffe Borough Council.

Order/Tender controls

- The Financial Regulations list the number of estimates, quotes or full tenders that must be invited depending on the value and nature of the work.
- Official orders/letters are issued to suppliers for services which are not regular in nature.

Payment controls

- Depending on the nature of the supply, the Responsible Financial Officer or Deputy Clerk checks the purchase invoice to indicate that the supply has been received, that the supply has not previously been paid and that the invoice calculations are correct.
- Purchase orders/emails/letters ordering the work are matched to purchase invoices where applicable.
- Payment processing is checked by two members of staff.
- Payments will be listed in cheque number order in the accounts files.
- Payments over £2,000 (exclusive of VAT) to be identified separately for payment approval so that a corresponding minute is recorded.

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- All invoices for payment are listed on the report tabled at the Policy and Resources Committee meeting where the expenditure is to be verified for payment.
- Payments are subject to scrutiny at the Policy and Resources Committee meeting
- Payments made are included in the minutes of the Policy and Resources Committee meeting.
- Original invoices are available to the Councillors signing the cheques and also available to other Councillor members to view.
- Cheques will be signed by two Councillors, who are authorised to sign on the Town Council's bank mandate.
- The Responsible Financial Officer and Deputy Clerk are authorised to transfer funds from one Town Council account to another Town Council account.
- The Responsible Financial Officer maintains control of the cheque book at all times, cheques will only be issued and signed for payments approved in Council meetings except for special circumstances whereby two Councillors from the bank mandate have authority to sign.
- When invoices are paid by cheque, they are identified by the cheque number and referenced in the cashbook by the cheque number. This is cross checked with the bank statements.
- Changes to bank account details of suppliers are checked before being acted upon.
- On-line payments made via Bankline are restricted to the Responsible Financial Officer or Deputy Clerk.
- The Town Council maintains a petty cash float in accordance with its Financial Regulations.
- The petty cash float is reconciled every month and is part of the banking reconciliation reports sent to Policy and Resources Committee meetings for approval and reported to Full Council.

Income controls

- The Responsible Financial Officer ensures that precept amount received is correct in accordance with the precept demand made to Rushcliffe Borough Council.
- The Responsible Financial Officer ensures that the precept instalments are received when due.
- The Responsible Financial Officer ensures that other receipts (deposit interest, room hire charges, leases, sports rental, wayleaves and cemetery fees) are received when due and correctly calculated.

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- Receipts are issued for cash received and a copy kept.
- Income is banked promptly.

VAT repayment claims

- The Responsible Financial Officer ensures that all invoices are addressed to the Town Council.
- The Responsible Financial Officer ensures that proper VAT invoices are received where VAT is payable.
- The Responsible Financial Officer maintains a VAT account to show that the correct amount of VAT is reclaimed in the year.
- VAT is reclaimed on a quarterly basis.

Payroll controls

- Staff contracts are prepared by the Town Clerk and agreed by the Policy and Resources Committee and approved by Full Council. They are reviewed and amended where necessary by the Town Clerk and approved by the Council.
- The Town Clerk's contract is prepared by the Town Clerk with the direct involvement of at least two members of the Policy and Resources Committee. The Policy and Resources Committee to agree the contract with approval being sought from Full Council.
- All employees are paid under PAYE as an employee and the necessary system for HMRC RTI is in place.
- All employees' salaries are set by the Town Council and a minute is prepared to show the agreed salary.
- Salaries are paid by bank transfer.
- The Responsible Financial Officer will ensure that all the necessary payroll returns are made to HMRC and will retain evidence that this has been done.

Staff expenses

- Staff submit a request for reimbursement of monies owing by way of an expense account. The Town Clerk will approve the reimbursement of the monies owed which will then be included in the accounts for payment schedule sent to Policy and Resources Committee meeting for approval.

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- The expenses cover any out of pocket expenses as well as motoring expenses as laid down by joint SLCC/NALC guidelines.
- Expenses are paid by bank transfer with the salary.

#### Cash Book/Bank Reconciliations

- The cash book is kept electronically, maintained up to date from original documents (cash received, invoices, payments (standing orders, direct debits and bank transfers) made and cheques as they are prepared).
- The cash book is reconciled to the bank statement monthly.
- Reconciled accounts are presented at every cycle of the Policy and Resources meeting for reference.
- The bank reconciliation is reported to Full Council.
- The latest financial position and movements of the Town Council can be traced back to the expenditure approved at previous meetings.

#### Financial reporting

- A budget control, comparing actual receipts and payments to the budget is prepared on a quarterly basis and presented to the Policy and Resources Committee meeting.

#### Asset Control

- The Responsible Financial Officer maintains a full asset register.
- The existence and condition of assets is checked on an annual basis by the Town Clerk.
- The adequacy of insurance of the Parish Council's assets is considered annually in advance of the insurance renewal.

#### Risk Assessment

- A Risk Assessment is carried out annually by the Town Clerk and presented to the Resources and Policy Committee meeting where it is recommended for approval and minuted as approved by the Council.

#### Payments made under section 137 of the 1972 LGA ("The Free Resource")



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Bingham Town Council has the General Power of Competency, if this power lapses the Town Council will return to operating payments under S.137 as instructed below.

- A separate s137 account will be maintained
- The Responsible Financial Officer will calculate the maximum amount of s137 expenditure able to be made each year and will ensure that it is not exceeded. The amount will be confirmed to the Town Council.
- The corresponding legal power will be identified in advance of any expenditure.
- Where requests for expenditure from s137 are made, it will be made clear at the Policy and Resources meeting where the payment is to be approved.
- A minute authorising expenditure from s137 will be recorded on each occasion.

Internal Audit

- The current cycle of internal audit review is on an annual basis following the end of the financial year.
- The internal auditor produces a written report after completion of their audit review which will highlight any deficiencies in the internal controls and make recommendations or confirming that the Town Council's internal controls are sufficiently robust.
- This report will be considered by Full Council with approved recommendations being implemented at the earliest opportunity.
- The Town Clerk will keep the Policy and Resources Committee updated on the adoption of the auditor's recommendations.

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**PARISH TRAVEL AND SUBSISTANCE ALLOWANCES**

**Travel Expenses**

The Council will pay, on request, to both elected and co-opted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any of the following duties:

- The attendance at a meeting or function authorised by the Council (or if urgent, by the Mayor, or in their absence the Deputy Mayor, in consultation with the Town Clerk) which takes place outside of the Bingham boundary. This may include councillor training and development;
- The attendance at a meeting of any association of authorities of which the council is a member, if held outside the Bingham boundary;
- The performance of duties in connection with any formal council processes which require travel outside of the Bingham boundary;
- The carrying out of any other duty outside of the Bingham boundary authorised by the Council (or if urgent authorised by the Mayor, or in their absence the Deputy Mayor, and the Town Clerk).

For any functions authorised in line with above, travel can be authorised for journeys by public transport (bus or second class rail travel) car, or non-motorised device:

Rates will be paid as follows:

- Bus or rail travel – cost of journey subject to receipt or ticket being provided to the Town Clerk
- Car – the Council will pay for authorised journeys at a rate of £0.45 per mile (HMRC rate)
- Non- motorised transport (eg: bicycle) – £0.10 per mile (HMRC rate)

Payment will not normally be paid for travel within the Bingham boundary unless the Town Clerk and Mayor consider that there are extenuating circumstances.

**Subsistence Allowances**

Subsistence will only be paid in respect of an authorised duty outside of the Bingham boundary (see above) and will be paid at the following rates and only on provision of an appropriate receipt:

Breakfast - max £5.00 (£6.00 if purchased in London)

Lunch – max £6.00 (£7.50 if purchased in London)

Dinner – max £10.00 (12.50 if purchased in London)

**Tax Rules**

There are special tax rules for travel and subsistence allowances. They are not taxable if:

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- The expenses were necessarily incurred in the performance of the duties of the employment; or
- They relate to the employee's attendance at a place of work; and
- They are not expenses of private travel or ordinary commuting.

It is accepted that councillors normally have two places of work – at home and where the council usually holds its meetings. This means, for example, that travelling allowances are not taxable if they are paid for travel:

- Between home and the council's office (provided the councillor does undertake duties on behalf of the council at home) or
- Between the council's office and some other place on council business.

Adopted: 18 August 2015

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**BINGHAM TOWN COUNCIL**

**2018-2019 CALENDAR**

**2018**

Tuesday	<b>April</b>	3	Recreation & Amenities
Tuesday		10	
Tuesday		17	Planning/Policy & Resources
Tuesday		24	
Tuesday	<b>May</b>	1	<b>Full Council</b>
Monday		7	May Day Holiday
Tuesday		8	
Tuesday		15	Planning/Community & Environment
Tuesday		22	
Monday		28	Spring Holiday
Tuesday		29	Recreation & Amenities
Tuesday	<b>June</b>	5	
Tuesday		12	Policy & Resources
Tuesday		19	
Tuesday		26	<b>Full Council</b>
Tuesday	<b>July</b>	3	
Tuesday		10	Planning/Community & Environment
Tuesday		17	
Tuesday		24	Recreation & Amenities
Tuesday		31	
Tuesday	<b>August</b>	7	Planning/Policy & Resources
Tuesday		14	
Tuesday		21	<b>Full Council</b>
Monday		27	Late Summer Holiday
Tuesday		28	
Tuesday	<b>September</b>	4	Planning/Community & Environment
Tuesday		11	

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Tuesday		18	Recreation & Amenities
Tuesday		25	
Tuesday	<b>October</b>	2	Planning/Policy & Resources
Tuesday		9	
Tuesday		16	<b>Full Council</b>
Tuesday		23	
Tuesday		30	Planning/Community & Environment
Tuesday	<b>November</b>	6	
Tuesday		13	Recreation & Amenities
Tuesday		20	
Tuesday		27	Planning/Policy & Resources
Tuesday	<b>December</b>	4	
Tuesday		11	<b>Full Council</b>
Tuesday		18	
Tuesday		25	Christmas Day
Wednesday		26	Boxing Day

**2019**

Tuesday	<b>January</b>	1	New Year's Day
Tuesday		8	Planning/Community & Environment
Tuesday		15	
Tuesday		22	Recreation & Amenities
Tuesday		29	
Tuesday	<b>February</b>	5	Planning/Policy & Resources
Tuesday		12	
Tuesday		19	<b>Full Council</b>
Tuesday		26	
Tuesday	<b>March</b>	5	Planning/Community & Environment
Tuesday		12	
Tuesday		19	Recreation & Amenities
Tuesday		26	
Tuesday	<b>April</b>	2	Planning/Policy & Resources

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Tuesday		9	
Tuesday		16	<b>Full Council</b>
Friday		19	Good Friday
Monday		22	Easter Monday
Tuesday		23	
Tuesday		30	Planning/Community & Environment
Thursday	<b>May</b>	2	Town Council Elections
Tuesday		7	<b>Full Council* - Option 1</b>
Tuesday		14	<b>Full Council* - Option 2</b>
Tuesday		21	
Tuesday		28	

\*In an election year the Annual Town Council meeting must take place on the day when Councillors take office, or within 14 days thereafter.