

# St Albans Parish Council

3 Jackson Court, Farndon, Newark, Notts, NG24 3TS  
T: 07857774847, E: [clerk@stalbanpspc.org](mailto:clerk@stalbanpspc.org), W: <https://stalbanpspc.org/>

Wednesday, 20 February 2019

**Notice:** You are invited to a meeting of St. Albans Parish Council which will be held at The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG5 9PJ on **Tuesday 26 February 2019 at 7.00 pm**. Please see the agenda below for the business to be transacted.

Belina Boyer PSLCC

Clerk to the Council

	Welcome by Chair
SAPC 19-026	To receive and resolve to approve apologies for absence.
SAPC 19-027	To receive questions and petitions from the public – for information only.
SAPC 19-028	To receive a report from the County and District Councillors.
SAPC 19-029	To receive disclosures of pecuniary and non-pecuniary interests.
SAPC 19-030	To determine which items on the agenda, if any, require the exclusion of public and press under the Public Bodies (Admissions to Meetings) Act 1960 1 (2) and to resolve to exclude public and press for these items.
SAPC 19-031	To receive and approve the minutes of the previous St. Albans Parish Council meeting.
SAPC 19-032	To receive updates resulting from the previous meeting's minutes and action sheet not covered elsewhere on the agenda. (for information only)
SAPC 19-033	To consider what action to take regarding 20m/h signs and speeding in these speed restricted areas.
SAPC 19-034	To consider a grant application from Friends of Bestwood Country Park for £500.
SAPC 19-035	To receive quotations for skip hire for use by the lengthsman (to be tabled) and consider the option of a brown bin for the disposal of green waste from April.
SAPC 19-036	Finance: a) To receive the bank reconciliation to 31 January 2019. b) To receive a receipts and payments over budget report. c) To approve the payment schedule for February and sign it d) To consider approval of any additional payments to be made and add to schedule. e) To approve and sign the ICO Direct Debit form.
SAPC 19-037	To receive a report and time table on local council elections in May.
SAPC 19-038	To review the grants policy adopted July 2018 and adopt a revised policy
SAPC 19-039	To consider options for village gateway signs (to be tabled).



SAPC 19-040	To consider adopting the following documents: <ul style="list-style-type: none"> <li>• Subject Access Request Policy and Procedure</li> <li>• Councillor Contact Privacy Notice</li> <li>• Reserves Policy</li> </ul>
SAPC 19-041	To formally approve the LIS application for funding for two defibrillators.
SAPC 19-042	To consider what format the Annual Parish Meeting scheduled for 23 April 2019 should take, taking into account the requirements of pre-election Purdah and the timing just after the Easter Break.
SAPC 19-043	To consider the date for the Annual Meeting of the Parish Council in May and the requirement to hold a meeting within 14 days of the new councillors taking office.
SAPC 19-044	To consider an outdoor/street furniture risk assessment.
SAPC 19-045	To note that the HMRC approved payroll software will start charging £50 per annum from April. The Clerk is looking into alternatives.
SAPC 19-046	Planning: <ul style="list-style-type: none"> <li>a) To review the planning application process as adopted June 2018 and adopt an amended process.</li> <li>b) To consider the following planning applications: None this month</li> <li>c) To note the following planning decisions: <ul style="list-style-type: none"> <li>• 2018/1114   Construct two storey side extension.   8 Larch Close Bestwood NG5 8SB– <b>application permitted</b></li> <li>• 2018/0911   Land to be developed with the construction of 3 x detached dwelling houses and 1 x detached bungalow.   Land At South Of 64 Woodchurch Road Bestwood Nottinghamshire– <b>application permitted</b></li> </ul> </li> </ul>
SAPC 19-047	To note the following correspondence (for information only): <ul style="list-style-type: none"> <li>• Deep Clean and Litter Pick</li> <li>• NALC - Points of Light</li> <li>• Making Tax digital</li> <li>• The Beat</li> <li>• NALC – Funding Bulletin</li> </ul>
SAPC 19-048	To consider who should attend the walkabout with the GBC Chief officer at 14.30 on 21 March 2019.
SAPC 19-049	To receive Items for Notification to be included on next month's agenda. (for information only).
SAPC 19-050	To confirm date of next meeting scheduled meeting for Tuesday, 26 March 2019 at 19.00 The Oakwood Academy, Enterprise Centre next to the Sports Hall Bewcastle Road, NOTTINGHAM, NG5 9PJ.



## Purpose

To determine what action the Council want to take over repeater signs for the 20m/h speed limit

## Background

Following observations that the 20m/h speed limit on both Muirfield and Bewcastle Road are not adhered to Cllr Robinson reviewed possible positions for "20 is Plenty" signs. Enquiries with the highways department confirmed that these signs would not be permitted. Small repeater signs might be possible, but the lamp posts would need to be checked by NCC staff for suitability. If unsuitable, separate posts would need to be installed at cost.

The 20m/h zones start on Nottingham City Council territory and therefore any requests as to improving the initial signs would have to be made to them. There is likely to be a cost involved in changing any of the signs. Due to their location they could not refer to St Albans.

The County Council does not currently "investigate any non-compliance with 20mph zones as it is understood that they rely heavily on the public buying into the concept rather than enforcement."

"The Department for Transport's current guidance is set out in DfT Circular 01/2013, which encourages traffic authorities to consider the introduction of more 20mph limits and zones, over time, in urban areas and builtup village streets that are primarily residential to ensure greater safety for cyclists and pedestrians. The guidance sets out that the purpose of 20mph areas is to create conditions in which drivers naturally drive at around 20mph as a result of traffic calming measures or the general nature of the location." (ROSPA 2017).

Studies have found that introducing speed limits alone will not significantly reduce the average speed of cars travelling in the area (a reduction of 1m/h was quoted by the Guardian in2015).

St Albans is a "dead end area", thus most traffic is by local drivers.

## Considerations

- Whether to request a quote for 7 repeater signs
- Whether to investigate other measures such as the purchase of a mobile illuminate speed sign, speed watch group, local awareness campaign involving schools or traffic calming measures

## Recommendation

To obtain a quote form NCC but investigate other possibilities which may be as or more cost effective and produce better results.



# APPLICATION FOR PARISH COUNCIL GRANT

If you have any difficulty in completing this form then please contact the Clerk by email:  
[clerk@stalbanpc.org](mailto:clerk@stalbanpc.org)

## DETAILS OF ORGANISATION

Full Name: (by which the individual or organisation is commonly known)	Friends of Bestwood Country Park	
Correspondence Address:	Personal Data	an Hill,
Telephone number:	Redacted.	
Email:		om
Contact Name:	BB	

## PROJECT DETAILS AND GRANT REQUESTED

Please provide full details of the project requiring financial assistance:  
 (This can be attached as a separate page if preferred or if insufficient space below)

Our volunteers work on the Japanese Water Gardens in Bestwood Country Park one day most months. Usually we concentrate on litter clearance, and keeping at bay brambles, leaves, weeds and self seedings so that the design of the gardens can still be seen by visitors, rather than disappearing under leaf mould as it did previously.

The Japanese garden design was neglected for many years, and only uncovered in the early years of this century. Much of the original planting has been lost. The garden was commissioned by the Duke of St Albans family in Edwardian times, whose seat Bestwood Hall then was.

Archaeologists from the County Council were funded to help our volunteers uncover parts of the design. Friends group also successfully bid for funding for path improvement. But in recent years, there has been no funding available.

We would like now to take on a more positive project, as well as keeping the design clear we wish to enhance the gardens by some new planting in the flowerbeds which run alongside the main stone pathway. Our Park Ranger has researched plants that would provide year-round interest, as well as being appropriate for the Japanese design.

Attached is a note of the plants he identified – he chose Burncoose Nursery as they are able to provide all of them.

Our volunteers, with help and advice from our knowledgeable Park Ranger, will maintain the new planting as well as continuing their other activities.

Total cost of project:	£501.74
Amount raised so far (if applicable):	N/A
Amount of Grant applied for:	£500



## PREVIOUS APPLICATIONS

Have you previously applied for a grant? What was this grant for?	Yes. It was for a contribution towards our Appeal Fund to help refurbish Andy's Adventure Playground in the centre of the park.
When was this? What was the outcome?:	October 2018. Good. It was approved, and added in to our Fund. Since then a successful bid was made to WREN by the County Council. With that, and our appeal fund, work can go ahead very soon.
Amount of Grant awarded:	£ 500

### Declaration:

I/we declare that the information provided within this grant application is correct and that any grant received will be used solely for the project detailed above.

Name: GILLIAN COSTELLO  
(block capitals)

Position: TREASURER.  
(e.g. Secretary/Treasurer)

Signed: Gillian E Costello

Date: 16 February 2019

-----  
For office use only:

Date received:	Approved: Yes/No
SAPC Meeting Date:	Amount granted: £
S PC Minute No:	Cheque No:



### Purpose

To decide whether or not to award the grant requested

### Background

See application

### Considerations

- Is awarding grant legal – yes LGA 1972 S144 and 145 (promoting tourism and providing “entertainment” would be applicable.
- Would residents of St Albans benefit – yes
- Is there a budget provision – currently no. But given that the year is much advanced already it is not likely that the £1800 allocated for the installation and refilling of grit bins will be required. £750 could be vired to Grants without affecting service provision.

### Recommendation

To agree virements from the Gritting Budget and award the grant.

### Purpose

To consider provision for green waste removal for current and coming financial year

### Background

The lengthsman estimated that an 8ft skip would be sufficient to complete the tasks discussed on the walkabout. The cost around £275 (incl. VAT) to hire from most local companies so well within the £250 excl. VAT budget provision.

A GBC brown bin would cost £36 per annum. However, the Council has no address to store it at. A local resident may be willing to allow the Council's bin to be stored on their land and to put the bin out for emptying with their own.

### Recommendation

Since most local skip companies charge more or less the same price precedence should be given to availability at time required and local reputation when ordering the skip.

If a volunteer “host” could be found getting one or two brown bins would be the most cost effective green waste solution.



Bank Reconciliation

as of 31/01/2019

Cash book balance

£ 31,356.66

Unpresented items

£ -

Bank balance should be

£ 31,356.66

Unity Bank

£ 31,356.66

Old Co-op Account

£ -

TOTAL BANK BAL

£ 31,356.66

DIFFERENCE

£ -



# Statement of your account

rec'd

08/02/2019



Customer Services Centre, Nine Brindleyplace  
Birmingham B1 2HB

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please send us a letter, signed in accordance with your mandate, advising the correct details.

For foreign payments -

Swift Code (BIC): [REDACTED]

IBAN Number: GB[REDACTED]

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit [www.FSCS.org.uk](http://www.FSCS.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [www.unity.co.uk/fscs](http://www.unity.co.uk/fscs)

Contact us -

Tel. 0345 140 1000

Email: [utb@unity.co.uk](mailto:utb@unity.co.uk)

Web: [www.unity.co.uk](http://www.unity.co.uk)

Name of account: St. Albans Parish Council

Date: 31 January 2019

Statement 007 (page 1 of 1)

Account number: [REDACTED]

Bank sort code: 608301

Type of account: Current T1

Date	Details	Payments	Receipts	Balance
31 DEC 18	Balance brought forward			34,561.64 *
4 JAN 19	B/P to: HMRC Cumbernauld	95.20		34,466.44 *
31 JAN 19	B/P to: Notts ALC	483.88		
31 JAN 19	B/P to: B Boyer	81.90		
31 JAN 19	B/P to: Belina Boyer	[REDACTED] 0		
31 JAN 19	B/P to: Streetscape LTD	2,208.00		31,356.66 *
	Balance carried forward			31,356.66 *

You can ask us to send you details of our rates and how we work them out.  
Abbreviations: \* credit balance DR overdrawn S Sub total (intermediate balance)

Registered Office: Unity Trust Bank plc, Nine Brindleyplace, Birmingham B1 2HB. Registered in England and Wales number 1713124

**ST ALBANS PARISH COUNCIL****Receipts and Payments Summary at 31 March 2019**

Income	ACTUALS	REVISED BUDGET JANUARY 19	Available to spend	Comment
VAT reclaimed	1,495	1,495.00	1494.91	
Bank Int	1	1.00	0.63	
Precept	26,662	26,662.00	26662	
Grant assistance	1,380	1,380.00	1380	
Other Income	66	66.00	1380	
Spare	-	-	0	
	<u>29,604</u>	<u>29,604.00</u>		
<b>Expenditure</b>				
VAT on Purchases	526.32	550.00	23.68	
Insurance	314.89	315.00	0.11	
Audit	194.86	195.00	0.14	
Legal and Professional Fees	3,002.08	3,002.00	- 0.08	
Staff Costs	812	1,700.00	888.00	
Christmas Event (WAG)	1,920	1,920.00	-	
Firework display (WAG)	1,800	1,800.00	-	
Subscriptions	500.88	510.00	9.12	
Hall Hire	-	50.00	50.00	
Telephone	-	15.00	15.00	
Councillor Training	339.40	345.00	5.60	
Other Training	-	100.00	100.00	
Councillor Mileage	-	30.00	30.00	
Grants	500	500.00	-	virement required
Domestic Allowance	-	0.00	-	
Locum Clerks mileage	81.99	30.00	- 51.99	virement required
Office expenses	8.45	50.00	41.55	
Office Equipment	714.58	711.00	- 3.58	virement required - CAB £105
Website	192	192.00	-	
Bank charges	36	54.00	18.00	
not allocated	-	0.00	-	
Miscellaneous	-	50.00	50.00	
Gritting	-	1,800.00	1,800.00	unlikely to be spent in full
Plants	-	0.00	-	
Chairmans Allowance & Expenses	-	200.00	200.00	
Skip hire/license – green waste	-	250.00	250.00	
Signage	-	1,610.00	1,610.00	
Install notice board & benches	1,840	1,840.00	-	
Advertising & Legal	-	50.00	50.00	
Election costs	3,376.21	3,376.00	- 0.21	
Special Projects	8,250	8,250.00	-	
Grit bins	-	-	-	
	<u>£ 24,409.66</u>	<u>29,495.00</u>	<u>5,085.34</u>	February payments: £1,036.12
<b>BANK ACCOUNTS</b>				
Opening Balance 1 April	26,162.78			4,049.22
Add receipts	29,603.54			To spend in March
Less Payments	24,409.66			
Current cash book balance	<u>£ 31,356.66</u>			
	£ 31,356.66			



St Albans Parish Council

FINANCIAL STATEMENT AND BILLS FOR PAYMENT IN

February

Ref:

SAPC 19-036c)

CASH POSITION BEFORE ANY PAYMENTS ARE MADE				
Unity Trust Bank Current		31/01/2019	£	
Other			31,356.66	
			-	
			31,356.66	
BILLS FOR PAYMENT				
Method	Ref	Supplier	Description	Total
BACS	38	B Boyer	Office expenses, phone	15.44
BACS	39	B Boyer	Salary	0.83
BACS	40	FBCP	Grant	500.00
DD	41	ICO	Annual Subscription	35.00
BACS	42	Oakwood Academy	Printing (awaiting invoice)	18.75
BACS	43	SLCC	Charles Arnold Baker	108.79
			Excl. Vat	14.61
			VAT	0.83
			Total	31,356.66
			Total	1,034.49
			Total	1,036.12

Notes:

Later additions to schedule

Signed Chair of relevant meeting

Date

### Purpose

To note the elections timetable circulated by email 08/02/2019 and the requirements of Purdah following the official notification.

### Background

Following the official notification of local elections local councils including parish councils should not engage in any activities which might promote one candidate or political party over another. Whilst this is unlikely to affect the day to day running and decision making it will impact on promotional activities such as the "Deep Clean" or the Annual Parish Meeting.

It is each individual's own duty to obtain, complete and submit nomination forms if they want to stand. This should not be done by the clerk.

### Considerations

None

### Recommendation

To note the requirements and consult the clerk if in any doubt.



## TIMETABLE FOR ELECTIONS 2019

Event	Working days before poll	Date
Publication of notice of election	Not later than 25 days	26 March
Delivery of nomination papers	From the date stated on the notice of election on the nineteenth working day before the election (4pm)	From the date stated on the notice of election on 3 April (4pm)
Deadline for withdrawals of nomination	19 days (4pm)	3 April (4pm)
Publication of first interim election notice of alteration	19 days	3 April
Publication of statement of persons nominated	Not later than 18 days (4pm)	4 April (4pm)
Deadline for receiving applications for registration	12 days	12 April
Deadline for receiving new postal vote and postal proxy applications, and for changes to existing postal or proxy votes	11 days (5pm)	15 April (5pm)
Deadline for receiving new applications to vote by proxy (not postal proxy or emergency proxies)	6 days (5pm)	24 April (5pm)
Publication of second interim election notice of alteration	18 days - 6 days	Between 4 April and 24 April (inclusive)
Publication of notice of poll	Not later than 6 days	24 April
Publication of final election notice of alteration	5 days	25 April
Deadline for notification of appointment of polling and counting agents	5 days	25 April
First date that electors can apply for a replacement for lost postal votes	4 days	26 April
Polling day	0 (7am - 10pm)	Thursday 2 May
Last time that electors can apply for a replacement for spoilt or lost postal votes	0 (5pm)	2 May (5pm)
Deadline for emergency proxy applications	0 (5pm)	2 May (5pm)

### Purpose

To review the grants policy adopted in July 2018

### Background

The 2018 grants policy refers to grants to individuals. Local Councils are prohibited from providing grants or donations to individuals.

St. Albans Parish Council in the current financial year has spent already in excess of £12,000 on grants and donations, just over 40% of its annual budgeted income. The current grants policy has no mechanism to ensure good governance, financial prudence or indeed financial need for the organisations requesting funds.

### Considerations

The Council is responsible for the efficient and effective use of public money, without having any control how the money is spent or to get it back if the project does not go ahead.

There has to be a balance between the amounts claimed and the securities provided to the Council. Applying for a grant should not be too arduous but provide the Council with a satisfactory record how the money has been spent. Whilst currently a number of councillors are also members of the main beneficiary group, this may not be the case in future and transparency could be lost altogether.

Under the current regime a "rich" organisation with a healthy bank balance could be awarded a grant over a new group who needs an initial investment to start their activities.

### Recommendation

The Council should adopt the amended policy presented as it removes the potential award to individuals and asks for reasonable reassurances that public money is sensibly spent without being over burdensome.



## St. Albans Parish Council

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Email: [clerk@stalbanpc.org](mailto:clerk@stalbanpc.org) Mobile: 0785 7774847

# GRANT APPLICATION POLICY

## Introduction

St Albans Parish Council is committed to supporting local organisations and groups whose work benefits some or all of the residents of the St Albans Parish Council area. A grant is any payment or gift made by the Parish Council to an organisation for a specific purpose that will benefit the Parish, or residents of the Parish, and which is not directly controlled or administered by the Parish Council. The law requires that Section 137 grants must be "in the interests of or will directly benefit the area or its inhabitants, or of part of it, or some of it" and "the direct benefit should be commensurate with expenditure". Similar considerations will apply when considering applications for other grants.

## Policy

The Parish Council awards grants, at its absolute discretion, to organisations which can demonstrate a clear need for financial support to achieve an objective which will benefit the Parish by:-

- Providing a service, • Enhancing the quality of life, • Improving the environment, and promoting the Parish of St Albans in a positive way.

The Parish Council will NOT award grants to:-

- Private individuals, • Commercial organisations, • Purposes for which there is a statutory duty upon other authorities to fund or provide, • "Upward funders". ie.local groups where fund-raising is sent to a central HQ for redistribution. • Political parties, • Religious organisations: unless for a purpose which does not discriminate on grounds of belief.

This list is not exclusive, and may be added to at the Council's discretion.

A grant can be used in various ways, for example: • purchase of new or improved equipment/facilities • supporting a specific event • improving the environment.

The Council will consider applications for grants between £50 and £5000.

All applications for grants are considered by the Parish Council with each application assessed on its own merits.

Once a decision has been made it is final, with no appeals. No further identical or similar applications will be considered for 12 months unless the Council accepts that exceptional circumstances apply.

Ongoing commitments to award grants in future years will not be made. A fresh application will be required each year..

Grants will not be awarded retrospectively.

Adopted 26/02/2019 SAPC

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### Who is eligible?

Local voluntary or charitable groups (clubs, societies and organisations) whose work benefits some or all of the residents within the St Albans Parish Council area.

### Those NOT eligible

The Parish Council will NOT award grants to:-

- Private individuals,
- Commercial organisations,
- Purposes for which there is a statutory duty upon other local or central government departments to fund or provide,
- "Upward funders". ie.local groups where fund-raising is sent to a central HQ for redistribution.
- Political parties,
- Religious organisations: unless for a purpose which does not discriminate on grounds of belief
- Organisations who discriminate against anybody with protected characteristics..

This list is not exclusive, and may be added to at the Council's discretion.

### Procedure

Funding applications may be submitted at any time during the financial year. In order to be considered at the Council meeting following submission, the application has to be complete and received by the Clerk not less than 7 working days before a scheduled meeting. All applications require:

- A completed application form
- The number, or percentage, of members that belong to the organisation and that live within the St Albans Parish Area
- Details of any restrictions placed on who can use/access their services
- Confirmation (on the application form) that it agrees with the Parish Council's Equality and Diversity Policy, or provide a copy of their own policy
- Confirmation and details of an active Youth Policy – where applicable.
- Organisations will be expected to have clear written aims and objectives, a written constitution, and a separate bank account controlled by more than one signatory.

All applications in excess of £500 must be accompanied by the organisation's previous year's accounts. The Council reserves the right to request further financial and governance documentation before making a decision.

All grants awarded will be subject to regular 'report back' to St Albans Parish Council as to progress and/or community benefit.



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### Assessment Procedure

At the Parish Council's annual budgeting meeting an amount will be set from which grants will be awarded during the following financial year. A decision upon an award will remain for approval by the Parish Council at the appropriate meeting following the application.

Once the grants budget is exhausted, the Parish Council will only consider emergency requests for assistance, and generally only from organisations with whom it has close links.

An emergency grant request, once received in writing, will be considered at the next available meeting of the Parish Council.

Each application will be assessed on its own merits..

The Parish Council may make the award of any grant or subsidy subject to such additional conditions and requirements as it considers appropriate. The applicant will confirm in writing that these conditions will be met before any payment will be made. The Parish Council reserves the right to refuse any grant application which it considers to be inappropriate, or against the objectives of the Council.

Nothing contained herein shall prevent the Parish Council from exercising, at any time, its existing duty or power in respect of providing financial assistance or grants to local or national organisations under the provisions of the Local Government Act 1972, Section 137.

### Successful Applications

A grant award must only be used for the purpose stated on the application. If the organisation is unable to use the money, or any part of it, for the purpose stated, then all monies, or unexpended part of such monies must be returned to the Parish Council. The Parish Council may request proof of expenditure.

Organisations receiving grants are required to advise their users/members that the grant or equipment has been received from St Albans Parish Council. Where appropriate, the Parish Council may require a notice to be affixed.

Where equipment is gifted to an organisation, The Parish Council requires that it be insured and maintained at the expense of the user.

## St. Albans Parish Council

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Email: [clerk@stalbanstpc.org](mailto:clerk@stalbanstpc.org) Mobile: 0785 7774847

# Grant Application Form

Name of Organisation
Contact Details
Position within Organisation
Telephone
Email
Is your organisation a registered charity?
If yes, charity number
Project for which grant is required?
Total Cost
Have any funds been requested from other sources?
Success/failure of application, and amount requested
Amount of grant requested from St Albans Parish Council.
When are the funds required?



## St. Albans Parish Council

3 Jackson Court, Farndon, Newark, Notts, NG24 3TS [clerk@stalbanpc.org](mailto:clerk@stalbanpc.org)  
0785 7774847

# Subject Access Request Procedure

This procedure is to be followed when an individual contacts St. Albans Parish Council to request access to their personal information held by the Council. Requests must be completed within 1 month, so it should be actioned as soon as it is received. SAR's should be provided free of charge, however, you can charge a 'reasonable fee' when a request is manifestly unfounded or excessive, particularly if it is repetitive.

The steps below should be followed to action the request:

1. Is it a valid subject access request?
  - a) The request must be in writing (letter, email, social media or fax).
  - b) Has the person requesting the information provided you with sufficient information to allow you to search for the information? (You are allowed to request for more information from the person if the request is too broad.)
2. Verify the identity of the requestor.
  - a) You must be confident that the person requesting the information is indeed the person the information relates to. You should ask for the person to attend the office with their passport/photo driving licence and confirmation of their address (utility bill/bank statement).
3. Determine where the personal information will be found
  - a) Consider the type of information requested and use the data processing map to determine where the records are stored. (Personal data is data which relates to a living individual who can be identified from the data (name, address, email address, database information) and can include expressions of opinion about the individual.)
  - b) If you do not hold any personal data, inform the requestor. If you do hold personal data, continue to the next step.
4. Screen the information
  - a) Some of the information you have retrieved may not be disclosable due to exemptions, however legal advice should be sought before applying exemptions.  
Examples of exemptions are:
    - References you have given
    - Publicly available information
    - Crime and taxation
    - Management information (restructuring/redundancies)

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- Negotiations with the requestor
  - Regulatory activities (planning enforcement, noise nuisance)
  - Legal advice and proceedings
  - Personal data of third parties
5. Are you able to disclose all the information?
- a) In some cases, emails and documents may contain the personal information of other individuals who have not given their consent to share their personal information with others. If this is the case, the other individual's personal data must be redacted before the SAR is sent out.
6. Prepare the SAR response (using the sample letters at the end of this document) and make sure to include as a minimum 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;
  - 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.

Be sure to also provide a copy of the personal data undergoing processing.

All SAR's should be logged to include the date of receipt, identity of the data subject, summary of the request, indication of if the Council can comply, date information is sent to the data subject.



## St. Albans Parish Council

3 Jackson Court, Farndon, Newark, Notts, NG24 3TS [clerk@stalbanpspc.org](mailto:clerk@stalbanpspc.org)  
0785 7774847

### **Sample letters:**

#### 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 6(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"

#### 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

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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 6(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]*.

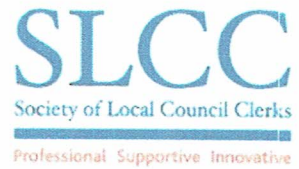
[Examples include where one of the exemptions under the data protection legislation applies. For example the personal data might include personal data is 'legally privileged' because it is contained within legal advice provided to the council or relevant to on-going or preparation for litigation. Other 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"



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# ***Councillor Privacy Notice***

When you sign your acceptance of office and take your seat on  
ST. ALBANS PARISH COUNCIL

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. (The Council ask that you provide a dedicated email address for conducting Council business). Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

## When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

## The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

## Information Security

St. Albans Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by St. Albans Parish Council at any time).

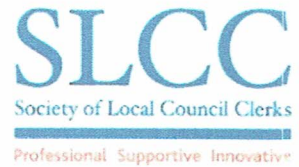
## Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: The Clerk,

Adopted 26/02/2019

## St. Albans Parish Council

3 Jackson Court, Farndon, Newark, Notts, NG24 3TS [clerk@stalbanstpc.org](mailto:clerk@stalbanstpc.org)  
0785 7774847



### Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: The Clerk, St. Albans Parish Council, The Village Hall, Church Road, St. Albans, Mansfield, NG21 9DF to request this.

### Information Deletion

If you wish St. Albans Parish Council to delete the information about you please contact: The Clerk, St. Albans Parish Council, 3 Jackson Court, Farndon, Newark, Notts, NG24 3TS to request this.

### Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact The Clerk, St. Albans Parish Council, 3 Jackson Court, Farndon, Newark, Notts, NG24 3TS to object.

### Rights Related to Automated Decision Making and Profiling

St. Albans Parish Council does not use any form of automated decision making or the profiling of individual personal data.

### Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to St. Albans Parish Council Data Information Officer: The Clerk, St. Albans Parish Council, 3 Jackson Court, Farndon, Newark, Notts, NG24 3TS, [clerk@stalbanstpc.org](mailto:clerk@stalbanstpc.org), 0785 7774847 and the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113

### Summary:

In accordance with the law, St. Albans Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. St. Albans Parish Council do not use profiling, we do not sell or pass your data to third parties. St. Albans Parish Council do not use your data for purposes other than those specified. St. Albans Parish Council make sure your data is stored securely. St. Albans Parish Council delete all information deemed to be no longer necessary. St. Albans Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).



# ***Reserves Policy***

## **INTRODUCTION**

### **Purpose**

The Parish Council is required to maintain adequate financial reserves to meet foreseeable needs and commitments and also to have money available in an emergency.

### ***General Reserves***

The use of this is not restricted. It can be used to smooth the impact of uneven cash flows, offset the budget requirement, or can be used to cope with unexpected events or emergencies.

It is intended to maintain the General Reserve at a level equivalent to approximately six/twelve months precept income, but at all times sufficient to cover staff salaries to cover for long term sickness or the resignation of the Clerk, whereby the services of a locum clerk may be required.

If the balance is drawn down, replenishment will be provided for in the next annual budget.

If the General Reserve is exhausted due to extreme circumstances, the Council may make emergency borrowings from Earmarked Reserves, which will be replaced in the following financial year(s) by relevant allocations in the budget.

### ***Earmarked Reserves***

These are set up to meet known or anticipated future liabilities.

Examples of Earmarked Reserves include:

- Future projects such as refurbishment of council owned premises, skate park etc.
- Maintenance of land owned by the Council
- Urgent non-anticipated maintenance such as fallen/dangerous trees, fencing / gate repairs
- Elections
- Events – any profit generated by events will be earmarked for use by the events group in future financial years

### ***Procedure***

Any decision to set up an earmarked reserve must be made by the Council.

The Council will consider the following when making recommendations for each reserve:

- The reason for / purpose of the reserve
- A process and timescales for review of the reserve to ensure continuing relevance and adequacy

Expenditure from reserves can only be made by the Council and the Council will review the earmarked reserves as part of the annual budgeting process.

## Earmarked reserves as approved SAPC 19-XXX:

### Earmarked reserves

as of 01/04/2019

	Amount	Purpose	comment
NONE			

### Proposed earmarked reserves

as of 01/04/2019

	Amount	Purpose	Comment
Election			
Capital Project			
Lengthsman contingency			

\*The amounts for the next financial year will need to be decided at the March council meeting.



Arrangements For April and May meetings

### Purpose

To clarify the format, dates and times of the Annual Parish Meeting, the April Parish Council Meeting and the Annual Parish Council Meeting in May following the elections.

### Background

**Annual Parish Meetings** can be an ideal opportunity to invite members of the public to a less formal meeting. This is not a parish council meeting! The only councillor who has a function other than being a resident is the chairman. The chairman will usually give a report on the activities of the council to the meeting. In many communities Annual Parish meetings show case local talent, allow local groups and the schools to report to their communities. However, this is an election year and the meeting date falls within the Purdah period. It is also timetabled on the day following the Easter Break.

**April Parish Meeting** is timetabled on the same day as the Annual parish Meeting. The Council need to be aware that these are not one and the same.

At the April meeting the Council would normally be presented with a first draft of the year end accounts, sometimes ready to be signed off at that meeting.

**Annual Parish Council Meeting** following elections must be held within 14 days of elected councillors taking office. This is irrespective whether candidates were returned unopposed or not. This year the meeting therefore must be held between Tuesday 7<sup>th</sup> and Tuesday 21<sup>st</sup> respectively due to the bank holiday. The agenda for any Annual Meeting of a Council is always full with formal and statutory functions, following an election this is even more the case.

All pre-election parish councillors (except for chair and vice chair) automatically retire on the fourth day after the election. New councillors take up their new role on the fourth day, unless this is a Bank Holiday, which this year it is.

### Considerations

The Clerk will not be available to attend a meeting 14 May.

The Council will need to decide whether it wants to appoint a locum to attend a meeting 14<sup>th</sup> May, hold the meeting 7<sup>th</sup> May and ensure all nominees are summonsed but understand they will not need to attend if not elected, or hold the meeting 21<sup>st</sup> May.

Elected councillors should be available to attend as they will have to sign their declaration of acceptance of office at the meeting.

### Recommendation

To hold the meeting 7<sup>th</sup> or 21<sup>st</sup> May.

# St Albans Parish Council

## Risk Assessment - Street Furniture adopted 26/02/2019 - SAPC 19-044

<b>Activity</b>	<b>Risk/Hazards identified</b>	<b>H/M/L</b>	<b>Existing control/management</b>	<b>Review/re-assess</b>	<b>Responsible for control</b>
Provision of public benches	injury by damaged or unsuitable material	L	Benches professionally installed and bolted to concrete base. Inspected weekly by named councillors. Any Hazards removed and repaired.	annually, incident	named Councillor (reporting), Clerk (emergency action)
Provision of notice boards	injury by damaged or unsuitable material	L	Notice boards professionally installed and bolted to concrete base. Inspected monthly by named councillors. Any Hazards removed and repaired.	annually, incident	named Councillor (reporting), Clerk (emergency action)
Provision of blue grit bins	injury by damaged or unsuitable material, empty when icy, theft	L	Dedicated containers of suitable approved material professionally installed by GBC, regular inspection and refill as required by GBC staff	annually, incident	GBC staff (reporting and refill) Clerk (emergency action)



### Purpose

To review procedure adopted June 2018

### Background

The current procedure effectively delegates the chairman – a member – to make a decision on behalf of the council. However the Council can only delegate to a committee, subcommittee or an officer (LGA 1972 s101 (1) a) , not a member. An individual member must not make a decision on behalf of the council. You can delegate to the clerk, but not the chair.

The current procedure allows representations by the Council to be made before a council meeting. This may take away a member of the public's ability to present their objection to the council. Likewise, developers sometimes like to talk to the Council and residents if present.. Items should be on the agenda. You could have a policy that the Council will not comment or take a neutral stance unless objections had been received. The Clerk will always try to get an extension for comment. In case of emergency you should call a separate meeting, particularly if the application is likely to be contentious. This could be a 10 minute affair in the daytime, as long as you are quorate – or delegate to your officer.

### Considerations

Allow all members of the public to be represented by the council.

Facilitate legal delegation of decisions.

### Recommendation

To adopt the amended procedure.