

TWYFORD PARISH COUNCIL

16th February 2024

Dear Councillor,

I hereby summon you to attend a meeting of the Twyford Parish Council, on **Thursday 22nd February 2024 at 7.30pm**, to be held at the Gilbert Room, Twyford Parish Hall, Hazeley Road, Twyford, SO21 1QY.

Yours sincerely,



Jamie Matthews
Clerk to the Council

Meeting of the Twyford Parish Council

22nd February 2024

AGENDA

Members of the public and press are invited to attend except for the specific items marked confidential on the agenda. The press and public may not speak when the Council is in session, but they can make points or ask questions in the allocated time during the questions from members of the public item on the agenda. Please contact the Clerk to the Council before 12 noon on the day of the meeting if you wish to register to speak.

Item	Agenda Item
1	Chairman's comments
2	To receive and approve apologies for absence
3	To consider the granting of a dispensation under Section 33 of the Localism Act 2011 to enable members to participate in and vote on an item of business on the agenda where they would otherwise have a disclosable pecuniary interest and to confirm how long this dispensation may have effect.
4	To receive and record Declarations of Interest. Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in an item of business on the agenda no later than when the item is reached. Unless dispensation has been granted, members may not participate in any discussion, of or vote on, or discharge any function related to any matter in which they have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. Councillors must withdraw from the room when the meeting discusses and votes on the matter.
5	To approve as a correct record and authorise the signing of the minutes of the Meeting of Twyford Parish Council held on 23 rd November 2023.
6	Public Representation – Councillors to receive representation, including on agenda items, from members of the public provided they have given notice of their intention to the Clerk no later than 12 noon of the day of the meeting. The maximum time limit allowed per person is 3 minutes and the maximum time designated for this agenda item is 15 minutes. Questions shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written or oral response be given.
7	<u>To receive the County Councillor's report.</u>
8	<u>To receive the District Councillors' report.</u>

- 9 [To receive the Clerk's report.](#)
- 10 **To consider** the co-option of members to Council
- 11 [To receive the draft minutes from the Planning Committee meeting and approve recommendations contained therein.](#)
There are no Recommendations.
- 12 [To receive the draft minutes from the Finance Committee meeting and approve recommendations contained therein.](#)
Recommendation F24/23 - that the weekly Working at Home allowance for the Assistant Clerk be set at £6 and backdated to 1st August 2023.
- 13 [To receive and approve the Schedule of Payments for January & February 2024](#)
- 14 [To receive and note the bank balances as of 31st January 2024](#)
- 15 [To receive and consider the Internal Auditor's Report for Q3 2023/24.](#)
- 16 [To receive and consider a report on the revaluation of the role of Twyford Parish Clerk](#)
- 17 [To receive and agree the Calendar of Meetings 2024/25](#)
- 18 **To confirm** the date of the 2024 Annual Parish Meeting
- 19 [To review the Financial Risk Assessment](#)
- 20 [To receive and consider a CCTV Policy & Code of Practice](#)
- 21 [To review the Publication Scheme](#)
- 22 **To receive a verbal update** from the Hazeley Road Development Area Advisory Cttee.
- 23 **To receive a verbal update** from the Traffic Solutions Advisory Committee.
- 24 **To receive a verbal update** from the Climate Advisory Committee.
- Confidential Item**
- 25 **To receive and consider** a report on tenancy matters

Agenda Item 7

COUNTY COUNCILLOR ROB HUMBY'S REPORT

FEBRUARY 2024

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New County Council Cabinet Portfolios

Adult's Health and Care:

- Executive Lead Member, Cllr Liz Fairhurst; and
- Executive Member, Cllr Jan Warwick

Children's Services:

- Executive Lead Member, Cllr Edward Heron; and
- Executive Member, Cllr Steve Forster
-

Universal Services:

- Executive Lead Member, Cllr Nick Adams-King; and
- Executive Member, Cllr Russell Oppenheimer

Hampshire 2050 and Corporate Services

- Leader, Cllr Rob Humby; and
- Deputy Leader, Cllr Roz Chadd

HR, Performance, Communications and Inclusion and Diversity

- Executive Member, Cllr Kirsty North

PLEASE DO NOT FORGET TO PROVIDE YOUR VIEWS ON THE FUTURE OF SOME LOCAL SERVICES AS STEPS BY THE AUTHORITY TO HELP MEET A £132 MILLION BUDGET SHORTFALL BY APRIL 2025

[Residents' views sought on proposals for future services in Hampshire | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/Residents-views-sought-on-proposals-for-future-services-in-Hampshire)

VIEWS WANTED ON PROPOSED UPDATED HAMPSHIRE MINERALS AND WASTE PLAN

Residents, businesses, public organisations, the voluntary sector and other stakeholders are being asked to comment on an updated Hampshire Minerals and Waste Plan – the 'Proposed Submission Plan' – ahead of the Plan's examination by the Government's Planning Inspectorate

[Views wanted on proposed updated Hampshire Minerals and Waste Plan | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/Views-wanted-on-proposed-updated-Hampshire-Minerals-and-Waste-Plan)

TRANSFORMING COUNTY COUNCIL IN-HOUSE RESIDENTIAL AND NURSING CARE

Final recommendations have been published relating to proposals to transform the County Council's in-house residential and nursing accommodation for older people to better meet the future requirements of a growing elderly population with increasing needs, including complex dementia and nursing care

[Transforming County Council in-house residential and nursing care | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/Transforming-County-Council-in-house-residential-and-nursing-care)

GREEN LIGHT FOR CHANGES TO SCHOOL AND POST-16 TRANSPORT POLICIES

Changes designed to make Hampshire County Council's School Transport Policy more flexible and responsive to individual children's needs have been given the seal of approval. Councillor Edward Heron, the County Council's Cabinet Lead Member for Children's Services, agreed the changes at his Decision Day on Friday 19 January

[Green light for changes to School and Post-16 Transport Policies | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/Green-light-for-changes-to-School-and-Post-16-Transport-Policies)

MORE THAN 5,000 NEW SCHOOL PLACES ON HORIZON FOR HAMPSHIRE OVER NEXT THREE YEARS

A proposed major investment of £242 million could create 5,312 extra school places in Hampshire by September 2027

[More than 5,000 new school places on horizon for Hampshire over next three years | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/More-than-5,000-new-school-places-on-horizon-for-Hampshire-over-next-three-years)

LOVING HOMES NEEDED IN HAMPSHIRE FOR CHILDREN SEEKING REFUGE

Hampshire County Council is renewing its call for vitally needed foster carers to support vulnerable children seeking refuge in the UK

[Loving homes needed in Hampshire for children seeking refuge | Hampshire County Council \(hants.gov.uk\)](https://www.hants.gov.uk/news/Loving-homes-needed-in-Hampshire-for-children-seeking-refuge)

WORK SET TO START SOON ON WALKING AND CYCLING IMPROVEMENTS AT ROMSEY ROAD JUNCTION WITH CLIFTON TERRACE, WINCHESTER

A package of measures to make it easier and safer for people to walk and cycle at a busy Winchester junction will be installed from early February. This includes a new traffic signal-controlled 'puffin' pedestrian crossing on the Romsey Road junction with Clifton Terrace

[Work set to start soon on walking and cycling improvements at Romsey Road junction with Clifton Terrace, Winchester | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE COUNTY COUNCIL SETS OUT £2.6BN SPENDING PLANS FOR LOCAL SERVICES IN 2024/25

Spending proposals for 2024/25, totalling £2.6bn, to keep delivering hundreds of local services to Hampshire's 1.4 million residents will be considered by Hampshire County Council's Cabinet

[Hampshire County Council sets out £2.6bn spending plans for local services in 2024/25 | Hampshire County Council \(hants.gov.uk\)](#)

TIME TO TALK DAY : LET'S 'CHAT ABOUT' MENTAL HEALTH

Hampshire County Council is taking the opportunity of Time to Talk Day to remind residents about its Chat About scheme in libraries, which aims to help people connect with others to alleviate loneliness and improve wellbeing

[Time to Talk Day: Let's 'Chat About' mental health | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE COUNTY COUNCIL CHAMPIONS NATIONAL APPRENTICESHIP WEEK 2024

Hampshire businesses are being offered practical advice and support to ensure their workforce is equipped with skills that will be needed for the future by accessing funded training and in developing high quality apprenticeships

[Hampshire County Council champions National Apprenticeship Week 2024 | Hampshire County Council \(hants.gov.uk\)](#)

HAMPSHIRE SCHOOLS SQUASH VEG MYTHS IN FOOD CHALLENGE

Primary school children across Hampshire are being encouraged to put their gnashers to work defeating vegetables - one big bite at a time

[Hampshire schools squash veg myths in food challenge | Hampshire County Council \(hants.gov.uk\)](#)

GREEN AND THRIFTY FORTNIGHT – LEARN HOW TO SAVE MONEY AND HELP THE PLANET TOO!

Hampshire Library Service is launching its first ever Green and thrifty Fortnight this month (10-24 February), with lots of free climate-friendly events designed to help save money

[Green and Thrifty Fortnight – learn how to save money and help the planet too! | Hampshire County Council \(hants.gov.uk\)](#)

HAVE YOUR SAY – HOUSEHOLD WASTE RECYCLING CENTRE PROPOSALS

A statement from Councillor Rob Humby, Leader of Hampshire County Council, encouraging residents to give their views on the Future Services Consultation, including proposals on Household Waste Recycling Centres

[Have your say - Household Waste Recycling Centre proposals | Hampshire County Council \(hants.gov.uk\)](#)

APPLICATIONS NOW OPEN FOR COMMUNITY PANTRY GRANTS

Hampshire County Council is inviting funding applications from organisations wishing to open community pantries in areas in need, or to support an existing community pantry that helps provide families with food

[Applications now open for community pantry grants | Hampshire County Council \(hants.gov.uk\)](#)

Services provided by Hampshire County Council include:

- [Education and Learning](#) including supporting Hampshire schools. (excluding privately run Academy Schools)
- [Services for children and families](#) including adoption and fostering, safeguarding, and support for young people.
- [Maintenance of Hampshire's roads](#) (except motorways and trunk roads which are the responsibility of National Highways), [licensing](#) for providers who need to work on the highway, and support for operators of [public transport](#).
- [Planning](#) applications for mineral extraction, waste management and public buildings.
- Provision of [social care and health](#) in Hampshire.
- The [Hampshire Library Service](#).
- The [Countryside Service](#), looking after [rights of way](#), and many of the county's [important green spaces](#)
- [Household Waste Recycling Centres](#) where residents can dispose of unwanted items. (District, borough or city councils manage kerbside household waste collections)
- [Trading Standards](#), ensuring fair trading in Hampshire, by supporting the county's businesses and protecting Hampshire consumers.

District, borough and city councils

District, borough and city councils provide services such as

- Household waste collection
- Domestic planning applications
- Council Tax collection
- Housing

[Find your local district or borough council](#)

Parish, community and town councils

These councils operate at a level below district and borough councils and in some cases, unitary authorities.

They are elected and can help on a number of local issues, like providing:

- allotments
- public clocks
- bus shelters
- community centres
- play areas and play equipment
- grants to help local organisations
- consultation on neighbourhood planning

Agenda Item 8

District Councillors' Report to Twyford Parish Council

Item to follow

Agenda Item 9



Twyford Parish Council

Clerk's Report

Councillors are reminded that the items within this report are provided for information only and not available for debate. If it is considered that an item listed within the report should be debated fully by members, then it will be placed on the next appropriate committee or council agenda. Any member wanting clarification or further information on any aspect of items within the report please contact me in advance of the meeting.

General reading and information.

The following publications have been received and available for members to read:

- Rural Service Network – Rural Bulletin 6th February
- WCC Parish Connect - February
- WCC Your Council News – February
- HCC – Your Hampshire newsletter - February
- South Downs News – February

Other information

- 1) All members need to be aware of the disclosable pecuniary interest forms and consider whether there have been any changes since it was last written. If there was a need for any change to be made, please contact me and I will supply fresh document for completion.
- 2) Information on training sessions available to Councillors has been circulated.
- 3) WCC have confirmed that street nameplates for Cox's Hill will be ordered.
- 4) Discussions are continuing with HCC over the plans to install the RPTI displays at the two bus stops. The design of the bus shelters complicates matters somewhat.
- 5) Both of the Speed Limit Reminder (SLR) signs are currently with the supplier for a service and recalibration. They are expected to return within a couple of weeks.
- 6) The Lenghtshman quarterly visit is due to take place w/c 26th February 2024

Jamie Matthews
Parish Clerk
16th February 2024

Agenda Item 11

[Planning Committee Meeting Minutes](#)

Agenda Item 12

[Finance Committee Meeting Minutes](#)

Agenda Item 13

Schedule of Payments – January 2024 & February 2024

Recommendation:

Council to **approve** the schedule of payments for January and February 2024

January 2024

Tx No.	Gross	Vat	Net	Details
276	8.44	1.41	7.03	1&1 IONOS - Web hosting support
267	3.00	0.00	3.00	Lloyds Bank (Card) - Monthly charges
53	66.00	0.00	66.00	Winchester City Council - Business rates - January
262	575.00	0.00	575.00	Arbor-Eco Consultancy - Visual Tree Assessments Northfields, Hunter Park, Berry Meadow
281	181.08	30.18	150.90	Philspace Ltd - Toilet Hire - Dec & Jan
283	2,073.44	345.58	1,727.86	Green Smile Ltd - Monthly grounds maintenance
263	390.91	65.15	325.76	HP Inc UK Limited - Laser Printer for Clerk
288	97.50	4.64	92.86	Octopus Energy - Electricity - Pavilion
264	702.36	0.00	702.36	Wyatt Electrical - Caretakers invoice October, November, December 2023
265	360.00	0.00	360.00	Wyatt Electrical - Remove, supply and replace 6 x emergency light fittings
289	36.00	6.00	30.00	Vodafone - Mobile Telephones - January
268	658.84	0.00	658.84	HCC Pensions - January Pension Contributions
269	2,045.87	0.00	2,045.87	Employee Salaries - January Salaries
270	522.04	0.00	522.04	HMRC - PAYE and NI
271	24.89	0.00	24.89	Sue Nias - December mileage.
272	112.00	0.00	112.00	J.P. Matthews - December Mileage
286	260.00	0.00	260.00	Winchester City Council - Dog bin & general waste emptying - Q3
273	40.20	6.70	33.50	Edge IT - Additional Concurrent user
274	135.83	22.64	113.19	Shoreland Network Solutions - December cricket ground maintenance
275	50.00	0.00	50.00	Twyford Community Centre - Deposit for room hire for Defib awareness training 18.04.2024
280	149.90	24.98	124.92	Screwfix - Timber Screws
277	12.98	2.16	10.82	Toolstation - Stopcock Key
278	631.84	105.31	526.53	Mole Valley Farmers Ltd - Fencing rails and nails
279	814.65	135.78	678.87	Mole Valley Farmers Ltd - Fencing rails (tranche 2), staples and compost
282	243.00	0.00	243.00	Society of Local Council Clerks (SLCC) - Annual subscription
284	117.60	19.60	98.00	HALC - Councillor Training 2
285	117.60	19.60	98.00	HALC - Coouncillor Training 1
287	1,806.00	301.00	1,505.00	RS Fencing and Agriculture Ltd - Berry Meadow stakes and driving
	£12,236.97	£1,090.73	£11,146.24	

February 2024

Tx No.	Gross	Vat	Net	Details
291	497.26	14.90	482.36	Wyatt Electrical - Caretaking - January 2024
292	36.22	6.04	30.18	Hampshire County Council - Cleaning supplies
293	8.44	1.41	7.03	1&1 IONOS - Web hosting support
300	2,073.44	345.58	1,727.86	Green Smile Ltd - Monthly grounds maintenance
302	269.73	43.95	225.78	Viking - Stationery
299	185.84	8.85	176.99	Octopus Energy - Electricity - Pavilion
297	36.20	6.03	30.17	Plus Net - Phone & Broadband
298	36.00	6.00	30.00	Vodafone - Mobile Telephones - February
294	2,087.88	0.00	2,087.88	Employee Salaries - February Salaries
295	650.48	0.00	650.48	HCC Pensions - February Pension Contributions
296	508.91	0.00	508.91	HMRC - PAYE and NI
301	105.60	17.60	88.00	Geosphere Ltd - Annual Subscription Parish Online
303	214.00	0.00	214.00	Winchester Downs Cluster - Annual Membership
304	130.26	21.71	108.55	Philspace Ltd - Toilet Hire - February (inc delivery)
305	106.15	17.69	88.46	RS Components - Cabling /consumables for CCTV
	£6,946.41	£489.76	£6,456.65	

Agenda Item 14



Twyford Parish Council

Full Council – 22nd February 2024

Bank Balances as of 31st January 2024

Recommendation:

Council to **note** the report.

Ordinary Accounts		Interest rate
Unity Trust C/A	£7,697.21	0.0%
Nationwide	£1,478.02	0.00%
Redwood (35 day notice)	£84,761.26	3.20%
Unity Trust (Instant Access)	£4,851.33	2.75%
Short Term Investment Accounts		Interest rate
Cambridge & Counties Bank	£50,000.00	4.2%
Total	£148,787.82	



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26th January 2024

E-mail: [REDACTED]

Mr J Matthews
Clerk to Twyford Parish Council
PO Box 741
WINCHESTER
HANTS
SO23 3QA

Dear Jamie

Twyford Parish Council 2023/24, Interim Audit (10/23 to 12/23)

I have now completed the second interim Internal Audit of the Council for 2023/24, as at 31/12/23 & am pleased to report that the overall internal control procedures are adequate to meet the needs of the AGAR Practitioner's Guide 2024 and the Accounts & Audit Regulations 2015 (as amended).

A series of test checks on the Council's financial records, vouchers, documents, minutes, policies, insurance & assets register were done to ascertain efficiency & effectiveness of the Council's systems.

Any attached Audit comments & recommendations will only enhance the current processes and procedures. This report should be noted & taken to the next meeting of the Council for discussion & formal minuting. I confirm that the final audit for 2023/24 is set for Tuesday 23rd April 2024, to cover 1/24 to 3/24 & the Year-end AGAR process.

I would like to thank you for your help in enabling the audit to be performed remotely. I look forward to hearing your comments in due course.

Yours sincerely

PAUL REYNOLDS, FMAAT

AAT
ASSOCIATION
OF ACCOUNTING
TECHNICIANS

Audit Recommendations

1. I am pleased to report that the Composite Cashbook for the five Accounts held by the Council, has been fully agreed to the Bank reconciliations at an overall total of **£158,095.98**, as at 31/12/23.
2. Precept now fully received for 2023/24 at £113,696. Also received in December were £895.47 & £3,273.95 from RPA.
3. VAT claim for Qtr 2 was refunded by HMRC on 30/10/23 at £3,122.49. Qtr 3 claim due at £2,770.57. These regular, quarterly claims greatly assist the Council's cashflow.
4. RPA grants totalling £4,169.42 were received in December 2023.
5. PWLB loan repayment of £710.25 made on 1/12/23.
6. A new investment for £50,000 with expected interest of £1,052.88 on 16/4/24, has been made with Cambridge & Counties. Interest on the other 3 accounts was received in Qtr 3 at £927.87.
7. The Asset register now has serial nos. added for all IT equipment & any other electrical items. This will provide the required data for Hiscox Insurance should any claims arise for these items.
8. The new waste bin purchased in December 2023 can now be added to asset register at Net cost, ready for AGAR asset total in Box 9.
9. Current insurance policy 9658714 is held with Hiscox Insurance (via Gallaghers) from 1/10/23, which covers the standard Local Council aspects. It is recommended that Cyber cover is reviewed, as malware attacks are now becoming more commonplace on Local Councils as stated in recent NAO report on Cyber-crime in UK.
10. The recommended Play area inspections are being conducted regularly, & notes kept with any action needed. This will help mitigate any litigation claims on the Council.
11. All Council risk assessments should be completed & minuted before 31st March 2024, to meet External Audit requirements.
12. It is noted that the Clerk & Asst Clerk have revised hours as approved at the 27/7/23 Council meeting. Also noted that the Clerk's role & scale point are being reviewed.

Agenda Item 16

Review of the Twyford Parish Council's Profile as a means of setting the clerk's salary.

The profile helps councils set their clerk's salary when either advertising for a replacement or undertaking a review of the role. It is to be treated as an administrative exercise and not in any form a kind of appraisal of the current clerk.

The most common method of remunerating the clerk is for a council to adopt the procedures outlined by the NALC and apply the national spinal pay scale. The pay scale is extensive catering for the entire range of clerks from those running small village parishes to large town councils. The package includes pension rites, annual cost of living increases as agreed by the government and yearly incremental rises up spinal pay scale. Twyford Parish Council has followed this procedure for many years.

The Parish's profile is the means of setting the parameters of the clerk's salary on the scale from the lowest to highest points and that is done by evaluating the role. To enable parishes establish their profile, of which there are four, NALC/SLCC provide guidance. Profile 1 suits a small village parish council with a budget of about £25k whereas a town council operating with a significant sums of money, numerous employees on roll and undertaking diverse operations would be placed in Profile 4. It may not be possible to make an exact fit when placing a council within a profile, so straddling two profiles is acceptable as the spinal salary scale caters for overlaps. Most parish councils in UK are to be found in Profiles 1 and 2 with Twyford Parish Council operating inconsistently between Profiles these two without a formal analysis made in recent times.

In the last few years changes have occurred in the running of the Council that hassled to additional responsibilities being placed on successive clerks. In brief there has been an increase in committees, an assistant clerk appointed managing two important roles, additions made to asset register and a number of projects undertaken requiring careful control and significant expenditure. It is therefore timely for the Parish Council to undertake a formal review its profile, evaluate and confirm the clerk's role and set the salary parameters on the NALC pay scale. No reference is to be made to the current clerk in a personal manner in any form and the evaluation is to be undertaken on the basis of what the Parish Council believes the role should be.

To assist the Council in its decision making I have circulated reference documents which offer information and guidance. I would be grateful if the Council would read the papers in preparation to discuss and agree the profile at the next meeting.

- SLCC How to Evaluate the Clerk's Job
- Description of roles in determining LC2 and LC3
- Recent advertised vacancies for a clerk.

Cllr. W. D. Lawton

Agenda Item 17



Twyford Parish Council

Full Council Meeting – 22nd February 2024

Twyford Parish Council – Calendar of Committee Meetings 2024/ 2025

	May	Jun	Jul	Sep	Oct	Nov	Dec	Jan-25	Feb-25	Mar-25	Apr-25	May-25
Planning Committee	2 nd	8 th	4 th	5 th	3 th	7 th	5 th	2 nd	6 th	6 th	10 th	1 st
Finance Committee	2 nd		4 th			7 th			6 th			1 st
Recreation Committee	16 th			12 th		14 th			13 th			15 th
Full Parish Council	23 rd Annual Meeting	27 th	25 th	26 th	24 th		12 th	30 th	27 th	27 th	24 th	29 th



Twyford Parish Council

Financial Risk Assessment

Risk assessment is a systematic general examination of working conditions, workplace activities and environmental factors that seeks to enable the Parish Council to identify and mitigate its potential inherent risks. The Parish Council, based on this recorded assessment, will take all practical and necessary steps to reduce or eliminate the risks, insofar as is practically possible.

This document has been produced to enable Twyford Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to mitigate them.

Last approved: 30th March 2023, minute 222/22

FINANCIAL AND MANAGEMENT

Subject	Risk(s) identified	H/M/L Likelihood	Management/Control of Risk	Review/Assess Frequency
Reserves & Precept	Inadequacy of existing funds and precept levy, preventing the Council from carrying out its statutory duties	L / H	<p>Expenditure is monitored against the approved budget for the year; any unbudgeted commitments are approved after an assessment of their impact on existing reserves.</p> <p>To determine the precept amount required for the next year, the Council receives previous year receipts and payments data, a forecast for the current year and a draft budget for the next year that reflects ongoing costs and any proposed changes of expenditure including that for any ad hoc projects.</p> <p>With this information, the Council considers the required monies for ongoing costs and any special projects for the following year and allocates specific amounts to budget headings. Consideration is also given to any other income sources and the level of the Council's existing reserves. The level of precept needed is then agreed and resolved to be the precept amount to be requested from Winchester City Council (WCC). The figure is submitted to WCC by the Clerk in writing before the specified deadline.</p> <p>The Council's policy is to maintain reserves, one of which is a General Reserve not less than £20,000.</p>	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p> <p>Restrictions: The Council must balance the public's desire for services with the ability to pay for them.</p>
Grants	Proper transparency and accounting of grants.	L / L	Grants made and received are separately accounted for with clear ring fencing where necessary.	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p>

Subject	Risk(s) identified	H/M/L Likelihood	Management/Control of Risk	Review/Assess Frequency
Financial Records	Inadequate records. Records that provide insufficient transparency and information to enable users to form an adequate opinion of the financial position of the Council.	L / H	<p>The Council has Financial Regulations that set out its requirements.</p> <p>The Council has adopted the National Association of Local Councils (NALC) model Standing Orders and Financial Regulations that specify authorisation and approval thresholds for expenditure within budget. Full Council must approve expenditure outside the budget.</p> <p>The Council has adopted a Receipts and Payments accounting record based on a NALC template.</p> <p>The Council's Finance Committee and subsequently Full Council receive quarterly accounts (including bank reconciliation) and the Full Council considers and approves all payments monthly. The Full Council annually considers the adequacy of the Council's financial systems and controls and considers reports from its Internal and External Auditors. All recommendations are assessed and agreed recommendations are monitored to ensure they are implemented.</p> <p>Note: R&P accounting has inherent limitations but notes are provided to help aid understanding.</p>	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p>

Subject	Risk(s) identified	H/M/L Likelihood	Management/Control of Risk	Review/Assess Frequency
Fraud - General	Inadequate checks	L / M	<p>The Council has Financial Regulations that set out its banking requirements.</p> <p>There is no petty cash.</p> <p>Internet banking performed by the Clerk is subject to system based controls and all activity can be monitored by the Chair of the Finance Committee.</p> <p>The Clerk's expenses are reviewed by the Chair of the Finance Committee.</p> <p>Regular bank reconciliation is carried out by the Clerk with monthly checks by the Chair of the Finance Committee.</p> <p>Payments using account information supplied only by email will be verified over the telephone.</p> <p>Debit card details are not stored on any online purchasing websites. Any online accounts are to be set up as Twyford Clerk, and debit card not used under personal details.</p>	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p> <p>Look into setting up second tier authorisation on internet payments</p>
Fraud - payroll	Inadequate checks	L / L	<p>Clerk maintains payroll records including RTI for PAYE/NI.</p> <p>Clerk's salary is based on SLCC scales and reviewed/approved annually in budget process</p> <p>Monthly salary payments (together with deductions for HMRC and pension) are reviewed and approved by Full Council.</p> <p>The Chair of the Finance Committee periodically reviews HMRC records to ensure all payments up to date.</p>	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p>
Clerk and Assistant Clerk	Appointment of Assistant Clerk and access to finance system could create confusion and potential increase risk of fraud	L / M	<p>The regular financial reporting and checks will highlight if there are any errors or irregularities in transaction</p>	<p>Review and assess annually.</p>

Subject	Risk(s) identified	H/M/L Likelihood	Management/Control of Risk	Review/Assess Frequency
Best value accountability	Work awarded inappropriately. Overspend on services.	L / L M / L	Normal Parish Council practice would be to seek, if possible, 3 quotes for any orders over £750. For major work, competitive tenders would be sought. If problems are encountered with a contract the Clerk would investigate the situation and report to the Council.	Review and assess annually. Existing procedure adequate.
VAT	Failure to levy and pay on VAT when required, incorrect treatment of VAT incurred, loss of income to parishioners by failure to claim recoverable VAT	L / L	Included in Financial Regulations. Cash Accounting basis adopted in 2016. External advice taken and review of prior 4 years undertaken; adjustments recorded and effected in quarter to 30 September 2016. VAT claim submitted quarterly; reconciled to cash book. Review whether external advice is required when commencing new project / initiative which requires donations and grants and / or generates income.	Review and assess annually. Existing procedure adequate.
Legal powers	Ultra vires activities or payments	M / M	All activity and payments are assessed to confirm they are within the powers of the Parish Council, they are resolved at Full Council meetings and reviewed by Internal Auditor. Where necessary advice sought from HALC or another external independent source. Clerk receives HALC newsletters and invitations to seminars on new requirements. Clerk and Councilor training budget exists.	Continued monitoring by Clerk and Chairs of Finance Committee and Full Council. Existing procedure adequate.
Inadequate insurance cover	Loss of capital or income to parishioners (due to costs paid to 3 rd parties or loss to Council not recovered).	L / H	Annual review undertaken by Clerk and reviewed by Finance Committee. Public liability insurance (£10m) Libel & Slander (£250k) assets covered at replacement value. Presented to and confirmed by Full Council. Periodic and specific risk assessments carried out e.g. play equipment inspections.	Review and assess annually. Existing procedure adequate.

Subject	Risk(s) identified	H/M/L Likelihood	Management/Control of Risk	Review/Assess Frequency
Electronic records	Loss of vital information including failure to meet statutory retention requirements	L / L	Drive is stored on Cloud, so always accessible. April 2019 commence digital financial recording, which will all be kept on a server with Edge IT.	Review and assess annually.
Legal records	Inadequate application of, or loss, of rights arising from contracts and title to property due to inability to locate legal documents	H / L	Clerk maintains recent files of contracts and title at home.	Review and assess annually. <u>Consider:</u> identification and collation of key historic documents.
Website and Information service	Inadequate or outdated information and lack of public engagement with use of website and email and Facebook information services.	H/L	Website (WordPress) and Information Service (Mail Chimp) maintained by Clerk and updated as necessary. Ensure the website software is updated regularly, with software provider security updates.	Review and assess quarterly. <u>Consider</u> 1) review of security including passwords; and 2) training (or contracting out) to improve website format.
Elections costs.	By-elections or full elections may be both necessary and costly.	L / M	Funds are maintained at a level sufficient to meet election costs.	Review and assess annually. Existing procedure adequate.
Annual Returns.	Return submitted late.	L / L	Annual Returns completed by the end of April. Annual Return approved by whole Council before submission. Employers PAYE & P60 returns submitted to HMRC.	Review and assess annually. Existing procedure adequate.

Subject	Risk(s) identified	H/M/L Likelihood	Management/Control of Risk	Review/Assess Frequency
Non availability of Clerk/RFO	Ineffective administration of Council	M / L	Temporary cover possible via use of locum. Potential to use HALC to assist.	Review and assess annually. Consider adequacy of reserves on quarterly basis to cover locum costs for 6 months.
Council Minutes	Lack of transparency, no proper, timely and accurate reporting of council business in the minutes	L / L	Draft meeting minutes promptly circulated by e-mail and Clerk notified of any proposed amendments; draft adopted at next meeting of the FPC or committee then signed and dated by the Chair.	Review and assess annually. Existing procedure adequate.
Conflicts and gifts	Inadequate identification and control of conflicts of interest.	L / M	Conflicts declarations (Code of Conduct and Acceptance form) reviewed and revised at the Annual Parish Council meeting. Copied and sent to be filed at WCC. Chair seeks declaration of any conflicts at each meeting and enforces participation restrictions appropriately.	Review and assess annually. Existing procedure adequate.
Access to Funds	Inability of Council to promptly access banked funds due to failure to update authorised signatories or for those persons to provide satisfactory ID verification documents to the bank.	M / M	Four authorised Councilor signatories plus the Clerk to be maintained to ensure sufficient cover for the requirement for 2 signatories. Authorised signatories list reviewed annually by Finance Committee to ensure it remains up to date. Bank statements checked monthly to ensure Council address details are up to date.	Review and assess annually. Existing procedure adequate.

Subject	Risk(s) identified	H/M/L Likelihood	Management/Control of Risk	Review/Assess Frequency
Notices	Failure to receive communications for the attention of the Council	L / M	<p>clerk@twyfordhants.org.uk is a generic address that enables immediate transfer to any new clerk, locum or other cover. It can also be monitored by a second person.</p> <p>The website and WCC records show the postal address for communications.</p> <p>Financial records with invoices enable identification of suppliers who can be contacted and requested to change the address for further communications.</p> <p>The PO Box 741 is a generic address that enables immediate transfer to any new clerk, locum or other cover.</p>	Review and assess annually.
Business disruption	<p>Loss of income due to inability to provide access to the Pavilion or sports pitches.</p> <p>Failure of a third party to provide services.</p>	L / M	<p>Non Precept income is not material to the Council's financial standing.</p> <p>Alternative suppliers of services can be contracted (e.g. for grass and hedge cutting).</p> <p>Essential services suppliers (e.g. electricity, water, telephone/internet) have robust business recovery for disaster scenarios.</p>	<p>Review and assess annually.</p> <p>Existing procedure adequate.</p>
Electronic Data Storage	Risk of storing personal details on file is non-compliant with new legislation, GDPR in effect May 2018	M	<p>Clerk to attend courses required to stay up to date with the new legislation, and to make recommendations to the FPC to implement in accordance with requirements.</p> <p>All Councillors have Cllr specific email addresses, and link to shared drive to be utilized rather than email attachments</p>	Review annually

PHYSICAL ASSETS

Loss or damage to physical assets	Loss of use or capital loss to parishioners	H / L	Annual review of Asset Register ensures all assets are identified for insurance purposes; and for budgeting for repair or replacement. Hunter Park equipment is in locked metal containers. Pavilion key code is changed periodically	Review and assess annually. Existing procedure adequate
Maintenance of assets	Loss of use of, or injury to, parishioners	M / H	Annual review of assets apart from play areas (grounds maintenance contractors review play and other areas regularly; and Meads (reviewed more regularly). PAT testing of pavilion electrics & fire extinguishers. Play areas reviewed by independent assessor annually. Clerk reviews play area on a periodic basis. Tennis Court maintenance is responsibility of Tennis Association under user agreement.	Review and assess annually. Existing procedure adequate.

Agenda Item 20



Twyford Parish Council

Twyford Parish Council

CCTV Policy and Code of Practice

Adopted: 22nd February 2024

Next Review:

Introduction

Closed circuit television (CCTV) is installed at the Council premises at Hunter Park for the purpose of staff, public and premises security. Cameras are located at various places, and images from the cameras are recorded.

The use of CCTV falls within the scope of the Data Protection Act 1998, the General Data Protection Regulation and the Data Protection Act 2018. In order to comply with the requirements of the law, data must be:

- Fairly and lawfully processed
- Processed for limited purposes and not in any manner incompatible with those purposes
- Adequate, relevant and not excessive
- Accurate
- Not kept for longer than is necessary
- Processed in accordance with individuals' rights
- Secure

Data Protection Statement

1. Twyford Parish Council are the Data Controllers under the Act.
2. CCTV is installed for the purpose of staff, public and premises security.
3. Access to stored images will be controlled on a restricted basis within the Council.
4. Use of images, including the provision of images to a third party, will be in accordance with the Councils Data Protection registration.

5. CCTV may be used to monitor the movements and activities of staff and visitors whilst on the premises.
6. CCTV images may be used where appropriate as part of staff counselling or disciplinary procedures.
7. External signage is displayed on the premises stating of the presence of CCTV and indicating the names of the Data Controllers and a contact number during office hours for enquiries.

Retention of Images

Images from cameras are recorded a secure hard drive ("the recordings"). Where recordings are retained for the purposes of security of staff and premises, these will be held in secure storage, and access controlled. Recordings which are not required for the purposes of security of staff, public and premises, will not be retained for longer than is necessary this being twenty one days.

The system may have an automatic power backup facility which may operate in the event of a main supply power failure.

Access to Images

It is important that access to, and disclosure of, images recorded by CCTV and similar surveillance equipment is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved, but also to ensure that the chain of evidence remains intact should the images be required for evidential purposes.

Access to Images by Council Staff

Access to recorded images is restricted to the Data Controllers, who will decide whether to allow requests for access by data subjects and/or third parties (see below).

Viewing of images must be documented as follows:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The name(s) of the person(s) viewing the images (including the names and organisations of any third parties)
- The reason for the viewing
- The outcome, if any, of the viewing
- The date and time of replacement of the recordings

Removal of Images for Use in Legal Proceedings

In cases where recordings are removed from secure storage for use in legal proceedings, the following must be documented:

- The name of the person removing from secure storage, or otherwise accessing, the recordings
- The date and time of removal of the recordings
- The reason for removal
- Specific authorisation of removal and provision to a third party

- Any crime incident number to which the images may be relevant
- The place to which the recordings will be taken
- The signature of the collecting police officer, where appropriate
- The date and time of replacement into secure storage of the recordings

Access to Images by Third Parties

Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at Appendix 1).

The data controller will assess applications and decide whether the requested access will be permitted. Release will be specifically authorised. Disclosure of recorded images to third parties will only be made in limited and prescribed circumstances. For example, in cases of the prevention and detection of crime, disclosure to third parties will be limited to the following:

- Law enforcement agencies where the images recorded would assist in a specific criminal enquiry
- Prosecution agencies
- Relevant legal representatives
- The press/media, where it is decided that the public's assistance is needed in order to assist in the identification of victim, witness or perpetrator in relation to a criminal incident. As part of that decision, the wishes of the victim of an incident should be taken into account
- People whose images have been recorded and retained (unless disclosure to the individual would prejudice criminal enquiries or criminal proceedings)

All requests for access or for disclosure should be recorded. If access or disclosure is denied, the reason should be documented as above.

Disclosure of Images to the Media

If it is decided that images will be disclosed to the media (other than in the circumstances outlined above), the images of other individuals must be disguised or blurred so that they are not readily identifiable.

If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

Access for Data Subjects

This is a right of access under the 1998 Act, the GDPR and the DPA 2018. Requests for access to images will be made using the 'Application to access to CCTV images' form (which is at Appendix 1). The requester needs to provide enough information so that they can be identified in the footage,

such as a specific date and time, proof of their identity and a description of themselves. Any footage provided may be edited to protect the identities of any other people.

Procedures for Dealing with an Access Request

All requests for access by Data Subjects will be dealt with by the Town Clerk/DPO. The data controller will locate the images requested. The data controller will determine whether disclosure to the data subject would entail disclosing images of third parties.

The data controller will need to determine whether the images of third parties are held under a duty of confidence. In all circumstances the Council's indemnity insurers will be asked to advise on the desirability of releasing any information.

If third party images are not to be disclosed, the data controllers will arrange for the third-party images to be disguised or blurred. If the CCTV system does not have the facilities to carry out that type of editing, an editing company may need to be used to carry it out. If an editing company is used, then the data controller must ensure that there is a contractual relationship between them and the editing company, and:

- That the editing company has given appropriate guarantees regarding the security measures they take in relation to the images
- The written contract makes it explicit that the editing company can only use the images in accordance with the instructions of the data controllers
- The written contract makes the security guarantees provided by the editing company explicit

The Data Controller will provide a written response to the data subject within 30 days of receiving the request setting out the data controllers' decision on the request.

A copy of the request and response should be retained.

Complaints

Complaints must be in writing and addressed to the Parish Clerk. Where the complainant is a third party, and the complaint or enquiry relates to someone else, the written consent of the data subject is required. All complaints will be acknowledged within seven days, and a written response issued within 21 days.

Appendix 1

Data Protection Act/General Data Protection Regulation

-Application for CCTV Data Access

All Sections must be fully completed. Attach a separate sheet if needed.

Name and address of Applicant	
Name and address of "Data Subject" -i.e. the person whose image is recorded	
If the data subject is not the person making the application, please obtain a signed consent from the data subject opposite	Data Subject signature
If it is not possible to obtain the signature of the data subject, please state your reasons	
Date on which the requested image was taken	
Time at which the requested image was taken	
Location of the data subject at time image was taken (i.e. which camera or cameras)	
Full Description of the individual or alternatively , attach to this application a range of photographs to enable the data subject to be identified by the operator.	

Please indicate whether you (the applicant) will be satisfied by viewing the image only.	

On receipt of a fully completed application a response will be provided as soon as possible and in any event within 30 days.

Council Use Only	Council Use Only
Access granted:	
Access not granted:	Reason for not granting access:
Data Controller's name: Signature: Date:	

Agenda Item 21

Publication Scheme

Background

The [Freedom of Information Act 2000](#) received Royal Assent on 30th November 2000. The Act defines the public authorities that are covered by the Act and so are required to adopt and maintain a publication scheme. Paragraph 7, Part II of Schedule 1 of the Freedom of Information Act defined a "local council" within the meaning of the Local Government Act 1972 as a public authority.

What is a Publication Scheme?

Under the Act, every public authority is required to adopt and maintain a Publication Scheme. This scheme provides the public with a structured listing of any information released, with authorities undertaking a commitment to make it available to all. The scheme must set out how the Parish Council intends to charge for providing the information. In this scheme, the term "publication" refers to documents available in a variety of formats.

Model Scheme

Twyford Parish Council's publication scheme defines information that the Parish Council holds and which is accessible to members of the public. The Parish Council strives to be as open as possible with local government information and the work it does. The Parish Council wishes to introduce greater openness and to continue to seek ways to make even more information available to the public.

What Charges are there?

Where a member of the public is seeking to obtain a copy of information included in this Parish Council's publication scheme, the council may set reasonable charges for this. Costs are available on application by post to the Clerk and may include photocopying costs, postage (where incurred) and staff time.

Confidentiality Notice

Twyford Parish Council's policy is to be as open as possible and to supply the information requested, but the Parish Council may withhold any information if it considers its release not to be in the public interest and could cause significant harm. Any sensitive and confidential information is exempt from public dissemination. Any exclusions as prescribed by law are referenced in the publication scheme.

Requests for Information

Anyone can request information in writing or by e-mail.

The request must include details of the applicant's address in the Parish and the information sought.

The applicant has two rights, to be told whether the information is held by the Parish Council and to receive the information as a copy or summary, if considered to be in the public interest.

The Parish Council will respond within 20 days of the request. If a fee is required, the Parish Council can extend this period up to 3 months until the fee is paid.

Requests for information should be addressed to:-

The Clerk, Twyford Parish Council

The Pavilion,

Park Lane

Twyford

Hampshire

SO21 1QS

email: clerk@twyfordhants.org.uk

Information available from Twyford Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
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<p>Class 1 - Who we are and what we do</p> <p>(Organisational information, structures, locations and contacts)</p> <p>Current information only</p>	<p>Web site</p>	<p>Free</p>
<p>List of Council members and their responsibilities as well a list of Council Committees</p> <p>Details of any representation on local public bodies</p>	<p>Web site</p> <p>Web site</p>	<p>Free</p>
<p>Postal and email address</p> <p>Contact details for Parish Clerk and Council members</p>	<p>Web site</p> <p>Web site</p>	<p>Free</p>
<p>Location of main Council office and accessibility details</p>	<p>Web site</p>	<p>Free</p>
<p>Staffing structure</p>	<p>Clerk</p>	<p>Free</p>
<p>Class 2 – What we spend and how we spend it</p> <p>(Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	<p>Clerk</p>	<p>£13.93per hour</p>
<p>Statement of accounts and internal audit report in the format included in the Annual Return form</p>	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 Sheet</p>
<p>Finalised budget</p>	<p>Meeting Minutes</p> <p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 Sheet</p>

Precept	Meeting Minutes Website Hard Copy	Free 10p per A4 Sheet
Borrowing Approval letter	Not held	
All items of expenditure above £100	Meeting Minutes Website Hard Copy	Free 10p per A4 Sheet
Financial Standing Orders and Regulations	Website Hard Copy	Free 10p per A4 Sheet
Grants given and received	Website Hard Copy	Free 10p per A4 Sheet
List of current contracts awarded and value of contract	Clerk	£13.70 per hour
Members' allowances and expenses	Clerk	£13.70 per hour
Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	(hard copy or website)	
Annual governance statement in format included in the Annual Return form	Website Hard Copy	Free 10p per A4 Sheet
Parish Plan	Not held	
Annual Report to Parish or Community Meeting	Website Hard Copy	Free 10p per A4 Sheet
Quality status	Not held	

<p>Class 4 – How we make decisions</p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Website	Free
	Hard Copy	10p per A4 Sheet
Agendas of meetings (as above)	Website	Free
	Hard Copy	Free
Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure	Website	Free
	Hard Copy	Free
Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure	Website	Free
	Hard Copy	10p per A4 Sheet
Responses to consultation papers	Clerk	£13.70 per hour
Responses to planning applications	Clerk	£13.70 per hour
Bye-laws	Not held	
<p>Class 5 – Our policies and procedures</p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	Website	Free
	Hard Copy	10p per A4 Sheet

<p>Policies and procedures for the provision of services and about the employment of staff:</p> <ul style="list-style-type: none"> • Internal instructions to staff and policies relating to the delivery of services • Equality and diversity policy • Health and safety policy • Recruitment policies and details of current vacancies • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	<p>Website</p> <p>Hard Copy</p>	<p>Free</p> <p>10p per A4 Sheet</p>
<p>Records management, personal data and access to information policies</p> <p>Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies</p>	<p>Clerk</p>	<p>£13.93 per hour</p>
<p>Class 6 – Lists and Registers</p> <p>Currently maintained lists and registers only.</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Assets register, including details of public land and building assets</p>	<p>Hard Copy</p>	<p>10p per A4 Sheet</p>
<p>Register of members' interests</p>	<p>Hard Copy</p>	<p>10p per A4 Sheet</p>
<p>Register of gifts and hospitality</p>	<p>Hard Copy</p>	<p>10p per A4 Sheet</p>
<p>Class 7 – The services we offer</p> <p>(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)</p> <p>Current information only</p>	<p>(hard copy or website; some information may only be available by inspection)</p>	
<p>Allotments</p>	<p>Website</p>	<p>Free</p>

	Hard Copy	10p per A4 Sheet
Burial grounds and closed churchyards	Not held	
Community centres and village halls	Not held	
Parks, playing fields and recreational facilities	Website	
Seating, litter bins, clocks, memorials and lighting	Hard Copy	10p per A4 Sheet
Bus shelters	Hard Copy	10p per A4 Sheet
Markets	Not held	
Public conveniences	Not held	
Agency agreements	Not held	
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)	Note held	
Additional Information		
Information not itemised in the lists above		
Fees for hire of facilities	Website Hard Copy	Free 10p per A4 Sheet

Schedule of charges

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost. Cost of paper & printing
	Photocopying @ 15p per sheet (colour)	Actual cost. Cost of paper & printing
	Postage	Actual cost of Royal Mail standard 2 nd class
Clerk's Time	£13.95 per hour	Local Government Salary rate. Minimum charge one hour