**Minutes of a Meeting of Brundall Parish Council - Advisory and Scrutiny Committee**

**13th November 2019, Brundall Memorial Hall (small room)**

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| Present: Chairman G Nurden, Cllr J Mickelburgh, Parish Clerk: S Smyth  |
| *Minute* | *Details* | *Action* |
| **AC108** | **Apologies for Absence** Cllr Warne and Claudia Dickson (Deputy Clerk) |  |
| **AC109** | **Declarations of Interest - None** |  |
| **AC110** | **Minutes of the Last Meeting 13th August 2019 – Minutes approved** |  |
| **AC111** | **Matters Arising - None** |  |
| **AC112** | **Public Participation –** No public were present |  |
| **AC113** | **Amendments to Gifted Benches Policy (formerly Memorial Benches Policy)**The word gifted was added to the document title and the word Memorial was removed. |  |
| **AC114** | **Staffing Committee Terms of Reference** Item deferred as the new staffing Committee had only just met one day earlier. |  |
| **AC115** | **Standing Orders**One amendment – SO 23 amend from 22a to 23a due to a reorder previously of the Standing Order numbering. |  |
| **AC116** | **Pension Policy**No suggested amendments. |  |
| **AC117** | **Risk Management Policy**Whilst the Risk Management Policy was acceptable it was recommended that a Risk Register was implemented which can be incorporated into the current Risk Assessments to grade the risks. |  |
| **AC118** | **Records Management and Retention Policy****Wording added to Responsibilities section:**The person withoverall responsibility for this policy is the Clerk to the Parish Council.Appropriate contingency plans and procedures are in place to replicate records should a disaster occur.**Wording added to Relationship with Existing Policies:**• GDPR May 2018 (Data Protection guidelines)**The Data Controller/Processor (the Clerks) will**:- • provide assistance and guidance in implementing and complying with this Policy; • assist in the completion of information audits; • advise on strategies for reducing the amount of physical records held; • liaise between teams to make best use of available space and off-site storage facilities; • carry out compliance audits to ensure Brundall Parish Council’s statutory obligations are met and agree corrective action where required.**Wording added to Retention Schedule**Members of staff and Councillors are expected to manage their current record keeping systems using theretention schedule…**See table below under item AC122 for table of amendments.** |  |
| **AC119** | **Freedom of Information Policy****Sound Recordings**.Add in yellow highlighted:A digital sound recording is made of every Meeting of Brundall Parish Council, any of its Committees or Sub Committees and that recording will be deleted after confirmation of the Minutes. |  |
| **AC120** | **Equalities Policy Statement**Add in yellow highlighted:We are committed to eliminating discrimination and encouraging diversity in all our dealings with individuals whether they are Members, employees, contractors and residentsWhere employees are referred to add in Membersthroughout document. |  |
| **AC121** | **Safeguarding Children Information**Item deferred. |  |

**AC122 Table of Amendments Records Management and Retention Policy**

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| Receipt Books | 6 years |
| Bank Statements | Last completed Audit |
| Bank Paying in Books | Last completed Audit |
| Cheque Books Stubs | Last completed Audit |
| Quotations and Tenders  | 12 years/Indefinite Statute of Limitations |
| Paid Invoices | 6 years |
| Paid cheques | 6 years Statute of Limitations |
| VAT records | 6 years 20 on rents |
| Salary records | 12 years |
| Insurance Policies | ~~6 years~~ while valid |
| Cert of Employers Liability | ~~50~~ 40 years Legal requirement |
| Cert of Public Liability | 21 years Legal requirement |
| Investments | Indefinite Audit |
| Title/Trust Deeds, leases, agreements, contracts | Indefinite Audit |
| Members allowances | 6 years Statute of Limitations |
| Sound recordings | Destroyed after confirmation of Minutes |
| General Correspondence | 6 Years/at Clerk’s discretion |
| Allotments, Register and Plans | Indefinite |
| **Burial Grounds:** |  |
| Fees, plots, Exclusive Rights, Memorials right to erect, Interment forms, Burial Register, disposal certificates | Indefinite |
| Internal Audit | 3 years |
| Accident books/Incident reports | 20 years from date of entry or, if children, when they reach the age of 21. Civil claims have to be made within 6 years. |
| Parental leave | 5 years from birth/adoption or 18 years if child receives disability allowance |
| Employee working time records, | 2 years from date of entry |
| Employee – applications | 1 year |
| Assessments under H&S regulations and records of consultations with safety representatives | Permanently |
| Investments policies | 12 years from end of any benefit payable |
| Pensioners’ records | 12 years after benefit ceases |
| Personnel files/training records/SSP/sick certificates | 6 years after employment ceases |
| Redundancy records | 6 years from the date of redundancy |

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| **AC123** | **Items for the next Agenda (not for discussion)** Safeguarding Children InformationNew Risk Register to add into Risk Assessments Terms of Reference for new Staffing CommitteeCommittee Structures and Relationships |  |
| **AC124** | **Date of Next meeting – TBA – Meeting Closed at 6.10pm** |  |
|  | Signed as a true record……………………………………………….. Date…………………………… |   |