**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 with  overall 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 the  retention 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 residents  Where 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 Information  New Risk Register to add into Risk Assessments  Terms of Reference for new Staffing Committee  Committee Structures and Relationships |  |
| **AC124** | **Date of Next meeting – TBA – Meeting Closed at 6.10pm** |  |
|  | Signed as a true record……………………………………………….. Date…………………………… |  |