### BRADLEY STOKE TOWN COUNCIL

**Full Council**

Minutes of the Annual General Meeting of Bradley Stoke Town Council held at Bradley Stoke Jubilee Centre, Savages Wood Road, Bradley Stoke, on 9 May 2018 at 8.25pm.

PRESENT:

Councillors: Tom Aditya

Roger Avenin

Keith Cranney

Tony Griffiths

Gurmit Gupta

Daniel Hardwick

Elaine Hardwick

Paul Hardwick

Brian Hopkinson

Franklin Owusu-Antwi

Ben Randles (Chair)

Andy Ward

Marion Ward

Sharon Petela (Town Clerk)

Rachel Pullen (Responsible Finance Officer)

Graham Baker (Youth Participation & Development Worker)

Councillor Andy Ward welcomed everyone to the meeting and invited the two recipients of the Mayor’s Charity for 2017/18 to receive their cheques.

A total of £8,763.95 had been raised over the past year to be split between the **Cardiomyopathy UK** (£4,381.98 – 50%) and **Freewheelers Emergency Voluntary Service** (£4,381.97 – 50%).

Councillor Andy Ward proposed payment of both Cardiomyopathy UK and Freewheelers Emergency Voluntary Service amounts as detailed above, seconded by Councillor Elaine Hardwick, carried unanimously.

Representatives from both groups accepted the cheques.

## Apologies for absence

Councillors John Ashe and Arthur Lau.

**2 Election of Mayor/Chair of Council for 2018/19 and Signing of Declaration of Acceptance of Office**

Councillor Brian Hopkinson proposed that Councillor Tom Aditya serve as Mayor and Chair of the Council for the ensuing year, seconded by Councillor Keith Cranney.

Councillor Elaine Hardwick proposed that Councillor Ben Randles serve as Mayor and Chair of the Council for the ensuing year, seconded by Councillor Tony Griffiths.

*Councillors Tom Aditya and Ben Randles declared an interest and left the meeting.*

A vote was taken, Councillor Tom Aditya – 5 votes, Councillor Ben Randles – 6 votes.

Councillor Ben Randles was duly elected as Chair of Council/Mayor for 2018/19.

*Councillors Tom Aditya and Ben Randles rejoined the meeting.*

Councillor Ben Randles thanked all councillors for his nomination and then took the Chair of the Meeting after signing his Declaration of Acceptance of Office as Chair.

**3 Election of Vice-chair**

Councillor Ben Randles proposed Councillor Tony Griffiths to act as Vice-chair of the Council for the coming year, seconded by Councillor Elaine Hardwick.

Councillor Brian Hopkinson proposed Councillor Franklin Owusu-Antwi to act as Vice-chair of the Council for the coming year, seconded by Councillor Roger Avenin.

*Councillors Tony Griffiths and Franklin Owusu-Antwi declared an interest and left the meeting.*

A vote was taken, Councillor Tony Griffiths – 6 votes, Councillor Franklin Owusu-Antwi – 5 votes. Councillor Tony Griffiths was duly elected as Vice-chair of Council for 2018/19.

*Councillors Tony Griffiths and Franklin Owusu-Antwi rejoined the meeting.*

**4 Applications for Dispensations by Councillors**

Applications have been received from the following councillors: Tom Aditya, Roger Avenin, Keith Cranney, Tony Griffiths, Gurmit Gupta, Daniel Hardwick, Elaine Hardwick, Paul Hardwick, Brian Hopkinson, Franklin Owusu-Antwi, Ben Randles, Andy Ward and Marion Ward to allow them to take part in discussions and voting relating to 2018/19 Budget and 2019/20 Budget/Precept setting process. The Dispensation will run from 9th May 2018 until 15th May 2019.

Councillor Franklin Owusu-Antwi proposed that the Dispensation relating to Budget and Precept Setting be granted to all councillors named above, to run from 9th May 2018 until 15th May 2019, seconded by Councillor Elaine Hardwick, carried unanimously.

**5 Declarations of Interest**

None

**6** **Approval of Standing Committees & Amendment to Standing Orders**

**6.1 Approval of Standing Committees and appointment of members to serve on Standing Committees**

Councillor Franklin Owusu-Antwi proposed, seconded by Councillor Andy Ward and carried unanimously that the following Standing Committees be continued.

6.1.1 Finance

6.1.2 Planning & Environment

6.1.3 Leisure, Youth & Amenities

Members were allocated to the Standing Committees as follows. (The Chair and Vice-chair are *ex-officio* members with voting rights on every committee.)

**6.1.1. Finance Committee**

John Ashe Paul Hardwick Franklin Owusu-Antwi Andy Ward

Councillor Andy Ward proposed that the councillors named above are allocated to the Finance Committee, seconded by Councillor Roger Avenin, carried unanimously.

**6.1.2 Planning & Environment Committe**e

Roger Avenin Keith Cranney Elaine Hardwick

Paul Hardwick Franklin Owusu-Antwi Andy Ward Marion Ward

Councillor Andy Ward proposed that the councillors named above are allocated to the Planning & Environment Committee, seconded by Councillor Marion Ward, carried unanimously.

**6.1.3 Leisure, Youth & Amenities Committee**

Elaine Hardwick Paul Hardwick Brian Hopkinson

Franklin Owusu-Antwi Andy Ward Marion Ward

Councillor Tony Griffiths proposed that the councillors named above are allocated to the Leisure, Youth & Amenities Committee, seconded by Councillor Andy Ward, carried unanimously.

**7 To Resolve that Bradley Stoke Town council continues to meet criteria to exercise the General Power of Competence**

Councillor Franklin Owusu-Antwi proposed that: as of 9th May 2018, Bradley Stoke Town Council meets the following conditions to be able to award itself the General Power of Competence:

* Two thirds or more of councillors have been elected, rather than co-opted or appointed; and
* The Clerk to the Town Council holds the Certificate of Higher Education/First Level of the Foundation Degree in Community Engagement & Governance awarded by the University of Gloucestershire; and
* The Clerk to the Town Council has completed the relevant training (i.e. training in the exercise of the general power of competence in accordance with the national training strategy for parish councils adopted by NALC)

The resolution was seconded by Councillor Daniel Hardwick, carried unanimously.

**8 Council Representatives**

**8.1 Almondsbury Charity**

Councillor Andy Ward appointed by Full Council on 9th March 2016 for a period of 4 years.

**8.2 Avon Local Councils Association (2: Town Clerk + 1 councillor)**

Councillor Paul Hardwick proposed that The Town Clerk and Councillor Tony Griffiths be appointed and dispensation given to vote on behalf of the Town Council, seconded by Councillor Franklin Owusu-Antwi. A vote was taken, 12 in favour, 1 abstention, proposal carried.

**8.3 SG Area Avon Local Councils Association group (3: Town Clerk + 2 councillors)**

Councillor Daniel Hardwick proposed that the Town Clerk and Councillors Franklin Owusu-Antwi and Andy Ward be appointed and dispensation given to vote on behalf of the Town Council, seconded by Councillor Tony Griffiths, carried unanimously

**8.4 Friends of Bradley Stoke Library**

Representatives no longer required due to SGC Library reorganisation

**8.5 Patchway, Filton & The Stokes Communities Against Hate Crime Group (2: Town Clerk + 1 councillor)**

Councillor Elaine Hardwick proposed that Councillor Tony Griffiths and the Town Clerk be appointed, seconded by Councillor Marion Ward, carried unanimously.

**8.6 Friends of Jubilee Green**

Councillor Daniel Hardwick proposed that Councillor Brian Hopkinson be appointed, seconded by Councillor Andy Ward, carried unanimously.

**8.7 Press Spokesperson (in conjunction with the Town Clerk)**

Councillor Ben Randles proposed that Councillor Elaine Hardwick be appointed as Press Spokesperson, seconded by Councillor Tony Griffiths. A vote was taken, 11in favour, 2 abstentions, proposal carried.

**8.8 Responsible Finance Officer**

Councillor Elaine Hardwick proposed that the Rachel Pullen continue in this role, seconded by Councillor Andy Ward, carried unanimously.

**8.9 Splatts Abbey Wood Conservation Group**

Councillor Daniel Hardwick proposed that Councillor Andy Ward be appointed, seconded by Councillor Roger Avenin. A vote was taken, 12in favour, 1 abstention, proposal carried.

**8.10 Town & Parish Councils Forum**

Councillor Ben Randles proposed that the Town Clerk and Chair of Council (or his representative) be appointed, seconded by Councillor Daniel Hardwick, carried unanimously.

**8.11 Twinning Association (2)**

Councillor Ben Randles proposed that Councillors Andy Ward and Marion Ward be appointed, seconded by Councillor Franklin Owusu-Antwi, carried unanimously.

**8.12 Patchway, Filton & The Stokes Volunteer Centre Steering Group (2: Town Clerk + 1 councillor)**

Councillor Franklin Owusu-Antwi proposed that The Town Clerk and Councillor Tony Griffiths be appointed, seconded by Councillor Elaine Hardwick, carried unanimously.

**9 To approve the following Resolution in respect of the main account and the petty cash account of Bradley Stoke Town Council; that**

9.1 The Barclays Bank plc ("the Bank") shall continue as our primary bankers;

9.2 The Bank shall be authorised to honour all cheques, debit card and internet transactions or other orders for payment drawn, made or accepted on our behalf including bills of exchange and promissory notes, even if any such payment causes any accounts to be overdrawn or increase any existing overdraft, provided that such documents are signed by any two (and any one in respect of the petty cash account) in accordance with the specimen signatures;

9.3 The Bank shall act on all specimen signatures in accordance with any instructions, notice, request or other document in writing concerning our account (including the opening of new accounts), affairs or property;

9.4 The Bank shall be sent a copy of any future resolutions that affect the terms of the above resolutions;

9.5 The Bank shall be sent a copy of any changes in Rules and Regulations or Byelaws;

9.6 The Bank shall be notified of any change of Committee Members;

9.7 The Bank shall be notified in writing of any change of officials authorised to sign on our behalf;

9.8 The Bank shall otherwise continue to operate our accounts in accordance with the mandate.

The above resolution will also apply to the Lloyds Bank account should the financial situation change and/or Council approve changing the primary banker in line with The Financial Regulations.

Councillor Franklin Owusu-Antwi proposed acceptance of all the above items (9.1 – 9.8 plus reference to Lloyds Banks), seconded by Councillor Keith Cranney. A vote was taken, 12 in favour, 1 abstention, proposal carried.

**10 Authorised Signatories**

Rachel Pullen, RFO informed the meeting that, in view of the fact that nearly all payments are now issued from the main account via internet banking which negates the need for cheque signatures at council meetings and in view of the amount of work involved and lengthy mandate processing timescales associated with resetting bank mandates, she suggests maintaining the existing signatories, as detailed below:

**Barclays & Lloyds Bank**

Sharon Petela, John Ashe, Roger Avenin, Paul Hardwick, Andy Ward & Brian Hopkinson and Ben Randles (any 2 to sign)

**Cambridge & Counties Bank**

Sharon Petela & Andy Ward are the Authorised Officials with Marion Ward + Franklin Owusu-Antwi as other signatories (any 2 to sign).

**United Trust Bank Ltd**

Sharon Petela & Andy Ward are the Authorised Officials with Marion Ward + Franklin Owusu-Antwi as other signatories (any 2 to sign).

**CCLA Local Authorities Property Fund**

Sharon Petela & Andy Ward are the Authorised Officials with Marion Ward + Franklin Owusu-Antwi as other signatories (any 2 to sign).

Following discussion Councillor Roger Avenin proposed that existing bank account signatures be maintained as detailed above, seconded by Councillor Gurmit Gupta, carried unanimously.

**11 Appointment of Auditors**

**11.1 Note Appointment of External Auditor**

It was NOTED that PKF LittleJohn LLP had been appointed for the next 5 years 2017 – 2022 following council’s decision to opt in to the SAAA procurement exercise for a 5-year period as approved by Full Council on 9th March 2016 (minute 11.1.3).

**11.2 Note Appointment of Internal Auditor to the Town Council**

It was NOTED that South Gloucestershire Council had been appointed as Internal Auditors in 2016/17 on a rolling contract due to the specialised work involved as approved by Full Council on 9th March 2016 (minute 11.1.2) and this will continue for 2017/18.

**12 2017/2018 Year End Figures (unaudited) and Adjusted Forward 5 Year Budget Plan**

Rachel Pullen (RFO) informed the meeting that The Summary of the 2017/18 year-end position as at 1st May 2018 has been incorporated within the 5 Year Forward Plan (see Appendix A) and is only very slightly different to that reported to April Finance.

The current position shows a 2017/18 year-end surplus of approximately £65.4K, and no other year-end adjustments are currently envisaged at this stage although a final review will be completed over the next few weeks and The Financial Statement will be set on Monday 24th May 2018 ready for the annual internal audit on 5th & 6th June.

The 5 Year Forward Plan (as at 11th April 2018) was duly adjusted and reported to April Finance and encompassed a larger than projected 2017/18 year-end surplus with the largest underspends being individually identified to members.

The current 5 Year Budget Plan (as at 1st May 2018) does include one change to the 2018/19 reserves as any unspent income received from projector/ flipchart and screen hire (N/C 4109) is transferred into reserves to fund future replacements. Following this council directive N/C 3010 has been increased from £774.87 to £1,560 as no replacements were required during 2017/18 against N/C 9050.

In addition, the projection has been moved on a year to encompass 2022/23, thus spanning the required five year period as from 2018/19. This projection indicates a drop in the projected 2022/23 year-end balance to £6.7K as the Future Budget Reserve has been utilised in the prior years to support the budget and stabilise the precept. It should of course be remembered that this is merely a projection, based upon a frozen precept for the 5 year period and historically the actual year-end figures have outperformed the Forward Plan.

Based upon these up to date figures, the Forward Plan clearly shows that council continues to be financially well placed to maintain services through an uncertain period of possible rising inflation although a precept increase may be required at some point during the term of the plan, subject to performance and economic conditions.

The final 2017/18 audit position will be presented at June 2018 Finance Committee with the formal adoption of the pre-audit figures and completion of The Annual Return taking place at Full Council on 27th June 2018.

Following discussion, Councillor Ben Randles proposed a vote of thanks to Rachel Pullen for all her hard work over the past year, seconded by Councillor Tony Griffiths, carried unanimously.

**13 Statutory Instruments**

The Health and Safety General Statement of Policy (including Health & Safety, Fire, Manual Handling, Lone Working, Play Area Inspection, Smoke Free and Stress Policies) was approved for acceptance by Councillor Andy Ward, seconded by Councillor Daniel Hardwick, carried unanimously. The Statement was then signed by Councillor Ben Randles and the Town Clerk as Proper Officer. (see Appendix B attached)

*The meeting was adjourned for the next agenda item*

*Councillors Tom Aditya, Gurmit Gupta and Brian Hopkinson left the meeting at this point*

**14 Public Question Time**

14.1 A resident from Bluebell Gardens asked for an explanation as to why a representative was no longer required for the Library Committee and what could be done about the poor internet connection at the Library. Councillor Andy Ward explained that when SGC reorganised the Libraries recently, the Friends Group ceased to exist. The Library are aware of the internet problem and are trying to find a solution.

14.2 A resident from Bluebell Gardens raised concerns that some town councillors had left the meeting when they should have stayed to listen to public comments as they are supposed to represent the view of those who elected them, also about difficulty in hearing what was happening in the meeting. Councillors explained about the use of the sound equipment for the meeting.

14.3 A representative from the Edge Church gave details of a charity event which is taking place on 26th May 2018.

14.4 A resident from Bluebell Gardens commented that it is good to hear about councillors connections to local charities and wondered whether those connections continued if councillors were no longer elected. Councillors said that it would be down to individual councillors if they still wished to be involved with the groups if they were no longer councillors.

14.5 A resident from Bluebell Gardens asked who the South Gloucestershire Ward Councillors were at the meeting.

*The meeting was then reconvened*

## 15 Minutes of Previous Full Council Meeting

The Minutes of the Full Council Meeting held on 14 March 2018 were proposed for acceptance by Councillor Elaine Hardwick, seconded by Councillor Marion Ward. A vote was taken, 9 in favour, 1 abstention, proposal carried. The minutes were then signed as a correct record.

**16 Review of Standing Orders and Financial Regulations**

Discussion took place on the Code of Conduct and the implications of voting.

**16.1 To recommend any amendments to Standing Orders**

No amendments required, proposed by Councillor Paul Hardwick, seconded by Councillor Andy Ward, carried unanimously.

**16.2 To agree alterations to Financial Regulations**

The 2018/19 Financial Regulations have been updated to account for the new regulations requiring an Investment Strategy and Policy which was approved by the Finance committee in April 2018.

In view of this new requirement, item 8.3 within the Loans and Investments section on page 10, will be updated to the wording below.

8.3 The council shall have an Investment Strategy and Policy which shall be in accordance with relevant and up-to date regulations, proper practices and guidance, as an important part of council’s risk management and governance obligations.

1. The Investment Strategy and Policy shall be reviewed by the council at least annually and approved by Full Council and/or the Finance Committee.
2. Such a strategy will assess the investment risk of sectors, as specified within the regulations, to allow council to format an investment plan for the year ahead although longer term plans may also be included subject to compliance with the statutory regulations and guidance.
3. Long term investments are defined as having a maturity in excess of 12 months and are classed as capital expenditure which reduces the available balances and reserves for future general expenditure. (This excludes interest bearing bank and building society accounts.)
4. The investment strategy shall be available to the public via the council website, or in paper format or by email upon request.

This replaces the previous wording as detailed below:

*8.3 The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance Any Strategy and Policy shall be reviewed by the council at least annually.*

1. *Such a policy will be required for long term investments exceeding £500,000.*

1. *A long term investment is defined as having a maturity in excess of 12 months but excludes interest bearing bank and building society accounts.*
2. *A long term investment is classed as capital expenditure which reduces the available balances and reserves for future general expenditure.*

Following discussion, Councillor Ben Randles proposed acceptance of the new wording for Financial Regulation 8.3 (a – d) as detailed above, seconded by Councillor Roger Avenin, carried unanimously.

**17 Matters arising from the Minutes of meeting held on 9th March 2017**

**17.1 Brook Way Activity Centre site grounds redevelopment**

The Town Clerk informed the planning application is being discussed at the forthcoming SGC Development Control West committee meeting on 17th May 2018.

**17.2 New Booking System for all Site Bookings**

Ongoing.

**17.3 Strategic Planning Recommendations**

**17.3.1 Security of Open Spaces in Bradley Stoke**

Ongoing

**17.3.2 Installation of MUGA at Jubilee Centre**

Ongoing

**17.3.3 Beautification of Bradley Stoke**

Ongoing

**17.3.4 Provision of Activities for Older members of the Community**

Afternoon tea party booked for 22nd June 2018 – upper limit of 64 places, 62 tickets already handed out.

**17.4 Installation of Flagpole at Jubilee Centre**

The Town Clerk informed the meeting that planning permission has now been received and the flagpole purchased to be installed over the next few weeks.

**18 Finance Committee**

The Minutes of the Finance and Leisure Committee held on 18th April 2018 were received.

**19 Planning and Environment Committee**

The Minutes of the Planning and Environment Committee meetings on 28th March and 25th April 2018 were received.

**20 Leisure, Youth and Amenities Committee**

The Minutes of the Leisure, Youth and Amenities Committee meeting on 16th April 2018 were received.

**21 Miscellaneous Matters**

**21.1 General Data Protection Regulations**

**21.1.1 Adoption of new Information & Data Protection Policy**

Documentation circulated to councillors (see Appendix C).

Following discussion, Councillor Daniel Hardwick proposed adoption of new Information & Data Protection Policy, seconded by Councillor Paul Hardwick. A vote was taken, 9 in favour, 1 abstention, proposal carried.

**21.1.2 Adoption of new General Privacy Notice**

Documentation circulated to councillors.

Following discussion, Councillor Tony Griffiths proposed adoption of new General Privacy Notice, seconded by Councillor Keith Cranney. A vote was taken, 9 in favour, 1 abstention, proposal carried.

**21.1.3 Adoption of new Privacy Notice (staff, councillors & role holders)**

Documentation circulated to councillors.

Following discussion, Councillor Daniel Hardwick proposed adoption of new Privacy Notice (staff, councillors & role holders), seconded by Councillor Andy Ward, carried unanimously.

**21.1.4 Adoption of new Email Contact Privacy Notice**

Documentation circulated to councillors.

Following discussion, Councillor Roger Avenin proposed adoption of new Email Contact Privacy Notice, seconded by Councillor Marion Ward. A vote was taken, 9 in favour, 1 abstention, proposal carried.

**21.1.5 Adoption of new Hirers Privacy Notice**

Documentation circulated to councillors.

Following discussion, Councillor Daniel Hardwick proposed adoption of new Hirers Privacy Notice, seconded by Councillor Elaine Hardwick, carried unanimously.

**21.1.6 Update/Review of CCTV Policy**

Documentation circulated to councillors.

**21.1.7 Update/Review of Communication Policy**

Documentation circulated to councillors.

**21.1.8 Update/Review of Risk Management Policy**

Documentation circulated to councillors.

**21.1.9 Update/Review of Safeguarding Children and Vulnerable Adults Policy**

Documentation circulated to councillors.

Following discussion, Councillor Keith Cranney proposed acceptance of updated policies 21.1.6 – 21.1.9 as above, seconded by Councillor Roger Avenin, carried unanimously.

**21.2 To Approve Bills & Direct Debits for Payment**

The following Bills and Direct Debits were approved for payment (and include VAT where appropriate) by Councillor Keith Cranney, seconded by Councillor Daniel Hardwick, carried unanimously.

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **BRADLEY STOKE TOWN COUNCIL** | | | | | | | | | |  |
| **MONTHLY EXPENDITURE - 9th May 2018** | | | | | | | | | |  |
| All Bank Faster Payments Are Highlighted In Blue In The Gross Column | | | | | | | | | |  |
| All Other Payments Are Highlighted In Green In The Gross Column | | | | | | | | | |  |
| **SALARIES & BANK CHARGES** | | | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 08/05/2018 | | Bank charges | | Bank charges 13/3/18 - 12/4/18 (Excludes 20% loyalty discount) | | 60.00 | | 0.00 | 60.00 | |
|  |  |  |  |  |  |  |  |  |  |  |
| **Supplier Expenditures** | | | | | |  |  | |  | |
|  | | A1 Maintenance Ltd | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 23/04/2018 | | 649 | | BC - Annual maintenance contract 1/6/18 - 31/5/19 | | 6721.92 | | 1344.38 | 8066.30 | |
| 23/04/2018 | | 649 | | Bw - Annual maintenance contract 1/6/18 - 31/5/19 | | 3633.98 | | 726.80 | 4360.78 | |
| 23/04/2018 | | 649 | | JC - Annual maintenance contract 1/6/18 - 31/5/19 | | 4542.48 | | 908.50 | 5450.98 | |
| 23/04/2018 | | 649 | | JC CR - Annual maintenance contract 1/6/18 - 31/5/19 | | 3270.58 | | 654.12 | 3924.70 | |
|  | | | | | **Account Totals:** | 18168.96 | | 3633.80 | 21802.76 | |
|  | | ALTODIGITAL NETWORKS LTD | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 23/04/2018 | | 3200338 | | Office - 1/4ly Cartridge contract | | 124.63 | | 24.93 | 149.56 | |
|  | | | | | **Account Totals:** | 124.63 | | 24.93 | 149.56 | |
|  | | AMBIENCE LANDSCAPES LTD | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 30/04/2018 | | 7818 | | JC - April ground maintenance | | 1193.36 | | 238.67 | 1432.03 | |
| 30/04/2018 | |  | | BW - April ground maintenance | | 153.99 | | 30.80 | 184.79 | |
| 30/04/2018 | |  | | BC - April ground maintenance | | 729.53 | | 145.91 | 875.44 | |
| 30/04/2018 | | 7819 | | April - Street maintenance | | 998.34 | | 199.67 | 1198.01 | |
|  | | | | | **Account Totals:** | 3075.22 | | 615.05 | 3690.27 | |
|  | | MATTERS MAGAZINES | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 24/04/2018 | | 15/1640 | | Deliver 2017/18 Annual Reports | | 685.00 | | 137.00 | 822.00 | |
|  | | | | | **Account Totals:** | 685.00 | | 137.00 | 822.00 | |
|  | | BRALEY BUSINESS SYSTEMS | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 17/04/2018 | | 66969 | | JC - Step ladder | | 129.00 | | 25.80 | 154.80 | |
| 17/04/2018 | | 66969 | | Maintenance - Glue tub | | 42.00 | | 8.40 | 50.40 | |
| 20/04/2018 | | 66990 | | BC - 3 Round tables (additionals) | | 477.00 | | 95.40 | 572.40 | |
| 20/04/2018 | | 66994 | | BW - Office chair (replacement) | | 69.68 | | 13.94 | 83.62 | |
|  | | | | | **Account Totals:** | 717.68 | | 143.54 | 861.22 | |
|  | | BWBSL | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 01/05/2018 | | 11676557 | | BC - Water 28/10/17 - 30/4/18 | | 1284.02 | | 0.00 | 1284.02 | |
|  | | | | | **Account Totals:** | 1284.02 | | 0.00 | 1284.02 | |
|  | | MR J BUDD | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 09/05/2018 | | May | | Office - May window clean internal + external | | 40.00 | | 0.00 | 40.00 | |
| 09/05/2018 | | May | | JC - May window clean | | 20.00 | | 0.00 | 20.00 | |
|  | | | | | **Account Totals:** | 60.00 | | 0.00 | 60.00 | |
|  | | CAPRICORN CLEANING | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 03/05/2018 | | 161 | | JC - June cleaning | | 533.31 | | 0.00 | 533.31 | |
| 03/05/2018 | | 161 | | BW- June cleaning | | 460.18 | | 0.00 | 460.18 | |
| 03/05/2018 | | 161 | | BC - June cleaning | | 533.31 | | 0.00 | 533.31 | |
| 03/05/2018 | | 161 | | Office - June cleaning | | 214.87 | | 0.00 | 214.87 | |
| 04/05/2018 | | 162 | | May - All sites cleaning supplies | | 307.50 | | 0.00 | 307.50 | |
|  | | | | | **Account Totals:** | 2049.17 | | 0.00 | 2049.17 | |
|  | | Bradley Stoke Cricket Club | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 07/05/2018 | | BC042018 | | BC - April cricket wicket maintenance | | 720.00 | | 0.00 | 720.00 | |
|  | | | | | **Account Totals:** | 720.00 | | 0.00 | 720.00 | |
|  | | GREENHAM TRADING LTD | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 09/05/2018 | | 18/586510 | | CF - Hazard + fencing tape + other supplies | | 154.88 | | 30.97 | 185.85 | |
| 24/04/2018 | | 18/586815 | | CF - Rope | | 30.24 | | 6.05 | 36.29 | |
|  | | | | | **Account Totals:** | 185.12 | | 37.02 | 222.14 | |
|  | | JARMANS GARDENING SERVICES | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 23/04/2018 | | 204 | | BC - Cricket safety netting for carpark + play area | | 625.00 | | 0.00 | 625.00 | |
| 23/04/2018 | | 205 | | BC - Trim hedgerow + tree line | | 195.00 | | 0.00 | 195.00 | |
|  | | | | | **Account Totals:** | 820.00 | | 0.00 | 820.00 | |
|  | | KIMBOLTON FIREWORKS LTD | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 09/05/2018 | | 0000011348 | | 2018 - Firework display deposit | | 982.00 | | 196.40 | 1178.40 | |
|  | | | | | **Account Totals:** | 982.00 | | 196.40 | 1178.40 | |
|  | | **ONE OFF SUPPLIERS - BY INTERNET PAYMENT** | | | |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 29/04/2018 | | 61852394 | | Local World - Town Assembly public notice | | 147.40 | | 29.48 | 176.88 | |
|  |  |  |  |  |  |  |  |  |  |  |
| 21/04/2018 | | 0638 | | Rance Regalia - Black ribbon for mayoral chains | | 44.00 | | 0.00 | 44.00 | |
|  |  |  |  |  |  |  |  |  |  |  |
| 24/04/2018 | | 2018/19 | | M Swistowska - Blakeney Rd allotment funding | | 40.00 | | 0.00 | 40.00 | |
|  |  |  |  |  |  |  |  |  |  |  |
| 08/05/2018 | | 2017/18 | | Freewheelers - 2017/18 Mayors donation | | 4381.97 | | 0.00 | 4381.97 | |
|  |  |  |  |  |  |  |  |  |  |  |
| 08/05/2018 | | 2017/18 | | Cardiomyopathy - 2017/18 Mayors donation | | 4381.98 | | 0.00 | 4381.98 | |
|  | | | | |  |  | |  |  | |
|  | | Police & Crime Commissioner For Avon & Somerset | | | |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 30/04/2018 | | 60633510 | | April - Dedicated police officer funding | | 1225.58 | | 245.12 | 1470.70 | |
|  | | | | | **Account Totals:** | 1225.58 | | 245.12 | 1470.70 | |
|  | | RE- ENERGIZE | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 06/05/2018 | | 3870 | | Community Festival - 2018 Event management | | 2100.00 | | 420.00 | 2520.00 | |
|  | | | | | **Account Totals:** | 2100.00 | | 420.00 | 2520.00 | |
|  | | SHRED-IT | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 09/05/2018 | | 9502872495 | | Office - Paper shredding + recycling | | 67.10 | | 13.42 | 80.52 | |
|  | | | | | **Account Totals:** | 67.10 | | 13.42 | 80.52 | |
|  | | TAILOR MADE OFFICE SUPPLIES LTD | | |  |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 30/04/2018 | | IN00167515 | | Youth - Insulated cup supplies for youth projects | | 48.25 | | 9.65 | 57.90 | |
| 30/04/2018 | | IN00167514 | | Office - Stationery | | 45.33 | | 9.07 | 54.40 | |
|  | | | | | **Account Totals:** | 93.58 | | 18.72 | 112.30 | |
|  | | | | | **Report Totals:** | 41353.41 | | 5514.48 | 46867.89 | |
| **PLEASE BE AWARE THE FOLLOWING MAINSTREAM INVOICES WILL BE COLLECTED BY DIRECT DEBIT ON 14TH MAY 2018** | | | | | | | | | | |
|  | | MAINSTREAM | | | |  |  |  |  |  |
| **Date** | | **Ref** | | **Details** |  | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 30/04/2018 | | 862686 | | Office - New phone system | | 2810.00 | | 562.00 | 3372.00 | |
| 30/04/2018 | | 862686 | | Office - Upgraded data switch for new phone system | | 215.00 | | 43.00 | 258.00 | |
| 30/04/2018 | | 862687 | | Office - 1/4ly Phone maintenance 3/4 - 2/7/18 | | 75.00 | | 15.00 | 90.00 | |
|  | | | | | **Account Totals:** | 3100.00 | | 620.00 | 3720.00 | |
| **DIRECT DEBITS TO 9TH MAY 2018** | | | | | | | | | | |
| **Date** | | **Supplier** | | **Details** | | **Net Amount** | | **Tax Amount** | **Gross Amount** | |
| 01/05/2018 | | Aviva | | Insurance policy (non motor) - Monthly instalment | |  | 917.59 | 0.00 |  | 917.59 |
| 06/05/2018 | | Inty Ltd | | March - Office 365 monthly licence & Cloud protection | |  | 146.65 | 29.33 |  | 175.98 |
| 01/05/2018 | | Public Works Loan Board | | Capital and interest repayments on fixed rate loan | |  | 13055.40 | 0.00 |  | 13055.40 |
| 04/05/2018 | | SSE | | JC - March electricity + Office electricity 21/3 - 27/3/18 | |  | 389 | 77.80 |  | 466.80 |
| 08/05/2018 | | Sth Glos | | All sites rates | |  | 3626.00 | 0.00 |  | 3626.00 |
| 01/05/2018 | | TV LICENCE | | JC - TV Licence 1/5/18 - 30/4/19 | |  | 150.50 | 0.00 |  | 150.50 |
| 30/04/2018 | | VIRIDOR | | All sites - Monthly refuse collections | |  | 221.10 | 44.22 |  | 265.32 |

**22 Dates of forthcoming meetings**

22.1 23 May Planning & Environment Committee

22.2 18 June Leisure, Youth & Amenities Committee

22.3 20 June Finance Committee

22.4 27 June Extra Full Council Meeting

22.5 27 June Planning & Environment Committee

The Meeting closed at 9.35pm

**APPENDIX A**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **2018/19 -APPROVED BUDGET AND 5 YEAR FORWARD PLAN - 1.5.18 with Confirmed Staff Changes + NJC Restructure - APPENDIX A** | | | | | | | | | | | | | | | | | |  | | |  | | |  | | | | |  | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | | |  | | | | |  | | |
|  |  |  | **2016/17 Actuals** | **% change** | **2017/18 Actuals @ 1/5/18** | **% change** | **Approved Budget 2018/19 @ April 2018** | **% change** | **Projected Budget 2019/20** | **% change** | **Projected Budget 2020/21** | **% change** | **Approved Budget 2021/22** | **% change** | **Approved Budget 2022/23** | | **% change** | |  | | |  | | | | |  | | |
| **INCOME** |  | | |  | | | | |  | | |
| Bank Interest/Investment/Grant Income |  |  | £18,999 | -92% | £12,852 | -32% | £11,825 | -8% | £5,912 | -50% | £6,001 | 1% | £6,091 | 1% | £6,182 | | 1% | |  | | |  | | | | |  | | |
| Public Works Loan |  |  | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | | 0% | |  | | |  | | | | |  | | |
| Activity Centres Income |  |  | £130,530 | 1% | £131,424 | 1% | £133,250 | 1% | £136,581 | 3% | £139,996 | 3% | £143,496 | 2% | £147,083 | | 2% | |  | | |  | | | | |  | | |
| Training & Other Income |  |  | £1,207 | -30% | £5,386 | 346% | £270 | -95% | £270 | 0% | £270 | 0% | £270 | 0% | £270 | | 0% | |  | | |  | | | | |  | | |
| **Total Income (exc. precept etc)** |  |  | **£150,735** | **-60%** | **£149,662** | **-1%** | **£145,345** | **-3%** | **£142,764** | **-2%** | **£146,267** | **2%** | **£149,857** | **2%** | **£153,536** | | **2%** | |  | | |  | | | | |  | | |
| **EXPENDITURE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | | |  | | | | |  | | |
| Non Activity Centre Costs |  |  | £541,805 | -1% | £564,650 | 4% | £676,136 | 20% | £676,760 | 0% | £694,128 | 3% | £710,718 | 2% | £704,109 | | -1% | |  | | |  | | | | |  | | |
| Community/ Firework Events |  |  | £28,756 | -1% | £33,391 | 16% | £34,960 | 5% | £31,626 | -10% | £31,900 | 1% | £32,182 | 1% | £32,472 | | 1% | |  | | |  | | | | |  | | |
| Grants and Other Funding |  |  | £40,406 | -3% | £37,876 | -6% | £62,627 | 65% | £66,627 | 6% | £66,627 | 0% | £66,627 | 0% | £66,627 | | 0% | |  | | |  | | | | |  | | |
| **Office Expenditure** |  |  | **£610,967** |  | **£635,917** |  | **£773,723** |  | **£775,013** |  | **£792,655** |  | **£809,526** |  | **£803,208** | |  | |  | | |  | | | | |  | | |
| Bradley Stoke Jubilee Centre |  |  | £72,725 | -20% | £72,383 | 0% | £93,414 | 29% | £95,595 | 2% | £98,708 | 3% | £102,554 | 4% | £106,597 | | 4% | |  | | |  | | | | |  | | |
| Brook Way Activity Centre |  |  | £34,854 | 2% | £29,007 | -17% | £46,120 | 59% | £47,030 | 2% | £48,554 | 3% | £50,601 | 4% | £52,741 | | 4% | |  | | |  | | | | |  | | |
| Baileys Court Activity Centre |  |  | £74,663 | -6% | £83,080 | 11% | £89,980 | 8% | £92,217 | 2% | £95,290 | 3% | £98,965 | 4% | £102,793 | | 4% | |  | | |  | | | | |  | | |
| **Activity Centres Running Costs** |  |  | **£182,242** |  | **£184,470** |  | **£229,513** |  | **£234,842** |  | **£242,551** |  | **£252,119** |  | **£262,132** | |  | |  | | |  | | | | |  | | |
| New Assets |  |  | £14,634 | 14% | £17,741 | 21% | £18,800 | 6% | £18,800 | 0% | £18,800 | 0% | £18,800 | 0% | £18,800 | | 0% | |  | | |  | | | | |  | | |
| Planned Projects |  |  | £45,992 | 0% | £15,597 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | 0% | £0 | | 0% | |  | | |  | | | | |  | | |
| **Total Expenditure as per budget overleaf** |  |  | **£853,835** | **-24%** | **£853,724** | **0%** | **£1,022,036** | **20%** | **£1,028,655** | **1%** | **£1,054,006** | **2%** | **£1,080,446** | **3%** | **£1,084,140** | | **0%** | |  | | |  | | | | |  | | |
| Adjustments to/from Reserves at Year End |  |  | £104,270 |  | £97,911 |  | -£69,215 |  | -£61,000 |  | -£70,500 |  | -£75,500 |  | -£26,000 | |  | |  | | |  | | | | |  | | |
| **Total budget + reserve adjustment** |  |  | **£958,105** | **-19%** | **£951,635** | **-1%** | **£952,821** | **0%** | **£967,655** | **2%** | **£983,506** | **2%** | **£1,004,946** | **2%** | **£1,058,140** | | **5%** | |  | | |  | | | | |  | | |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | | |  | | | | |  | | |
| **SHORTFALL** |  |  | Projected Budget 2016/17 | % change | Projected Budget 2017/18 | % change | Projected Budget 2018/19 | % change | Projected Budget 2019/20 | % change | Projected Budget 2019/20 | % change | Projected Budget 2020/21 | % change | Projected Budget 2021/22 | | % change | |  | | |  | | | | |  | | |
| Difference Between Income and Expenditure |  |  | £807,370 | 0% | £801,973 | -1% | £807,476 | 1% | £824,891 | 2% | £837,239 | 1% | £855,089 | 2% | £904,604 | | 6% | |  | | |  | | | | |  | | |
| **LESS/PLUS:** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | | |  | | | | |  | | |
| **Previous confirmed year end C/fwd** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | | |  | | | | |  | | |
| Confirmed/Estimated Previous Year End Balance C/FWD |  |  | **£53,557.35** |  | **£60,256.66** |  | **£65,401.32** |  | **£59,817.04** |  | **£60,321.44** |  | **£61,213.81** |  | **£58,728.94** | |  | |  | | |  | | | | |  | | |
| Full Budget Funding Shortfall |  |  | **£753,812.34** |  | **£741,716.68** |  | **£742,074.78** |  | **£765,074.18** |  | **£776,917.61** |  | **£793,874.98** |  | **£845,875.39** | |  | |  | | |  | | | | |  | | |
| **Less Local Council Tax Scheme Grant Funding** confirmed/projected by Sth Glos reduced to 0% p/a wef 2016/17 |  |  | **£19,073.00** | -52.67% | **£11,130.00** | -41.65% | **£6,599.00** | 0.00% | **£0.00** | 0.00% | **£0.00** | 0.00% | **£0.00** |  | | | 2018.19 LCTR Confirmed by SGC. Provisional figures are £2751 for 2019/20 + £0 thereafter but £0 applied for 2019/20 onwards . | | | | | | | |
| Approved/Estimated Precept per Band D property |  |  | **£115.20** | **1.50%** | **£115.78** | **0.50%** | **£115.78** | **0.00%** | **£115.78** | **0.00%** | **£115.78** | **0.00%** | **£115.78** | 0.00% | **£115.78** | | 0.00% | | **Precept forecast @ 0% wef 2019/20** | | | | | |
| Approved/Estimated Sth Glos Tax Base |  |  | **6901** |  | **6875** |  | **6869** |  | **7129** |  | **7239** |  | **7364** |  | **7364** | | 2018/19 Confirmed tax base 6869 reduced from 7095 + SGC indicative figures to 2021/22 as published 5/12/17 | | | | | | | |
| **Approved/Estimated Total Precept Income** |  |  | **£794,996.00** |  | **£795,988.00** |  | **£795,292.82** |  | **£825,395.62** |  | **£838,131.42** |  | **£852,603.92** |  | **£852,603.92** | |  | |  | | |  | | | | |  | | |
| Approved/Projected Total Precept and Local Tax Grant Funding |  |  | £814,069.00 |  | £807,118.00 |  | £801,891.82 |  | £825,395.62 |  | £838,131.42 |  | £852,603.92 |  | £852,603.92 | |  | |  | | |  | | | | |  | | |
| **Projected year end position to C/FWD (excluding shortfall funding from year end reserves)** |  |  | **£60,256.66** |  | **£65,401.32** |  | **£59,817.04** |  | **£60,321.44** |  | **£61,213.81** |  | **£58,728.94** |  | **£6,728.53** | |  | |  | | |  | | | | |  | | |
|  |  | | The tax base and LCTR figures are based upon approved figures provided by Sth Glos in January 2016. The precept was approved by Council in November 2015 with final approval in January 2016. | | The tax base and LCTR figures are based upon approved figures provided by Sth Glos in Dec 16. The final precept was approved by Council January 2017 with a 0.5% increase (equivalent to 58p per band D property p/a). | | The tax base figure is based upon approved figures from Sth Glos in Dec 2017. The LCTR figure is still to be approved by Sth Glos. The final precept was approved by council January 2018 with a 0% increase. | | This projection assumes a 0% precept increase for 2019/20 and + a Sth Glos projected tax base and projected reduced LCTR for 2019/20- These assumptions will be considered by SGC & BSTC in January 2019 when finalised figures are available | | This projection assumes a 0% precept increase for 2020/21 and + Sth Glos projected tax base for 2020/21 + SGC projection of a £0 LCTR - These assumptions will be considered by Council in January 2020 when finalised figures are available | | This projection assumes a 0% precept increase for 2021/22 and + Sth Glos projected tax base for 2020/21 c/fwd + SGC projected £0 LCTR - These assumptions will be considered by Council in January 2021 when finalised figures are available | | | This projection assumes a 0% precept increase for 2022/23 and + Sth Glos projected tax base for 2020/21 c/fwd + SGC projected £0 LCTR - These assumptions will be considered by Council in January 2022 when finalised figures are available | | | |  | | |  | | | | |  | | |
| **NOTE** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | |  | |  | | |  | | | | |  | | |
| This projection is partly based upon estimated annual percentage increases and as a living document does not represent a firm future position or intention. Council carefully consider the full budget position on an annual basis prior to approval and use this document as a guideline only to ensure that Council's aims and objectives are included within acceptable margins which would not produce large year end shortfalls. Any surplus funds remaining at year end are placed within the unallocated earmarked reserves in order to fund future projects or to subsidise future precept levels. It should also be noted that council are making the assumption, for this projection, that the Local Council Tax Grant will be withdrawn totally after 2018/19 although SGC project the withdrawal to be implemented in 2020/21. Minimal amounts are involved which will not impact the Forward Plan. | | | | | | | | | | | | | | | | | | | | | | | | | |

**APPENDIX B**



**BRADLEY STOKE TOWN COUNCIL**

**HEALTH & SAFETY**

**General Statement of Policy**

It is the policy of Bradley Stoke Town Council to comply with the terms of the Health & Safety at Work etc Act 1974, the Management of Health & Safety at Work Regulations 1999 and all and any subsequent legislation and to provide and maintain a healthy and safe working environment. Bradley Stoke Town Council’s health and safety objective is as follows.

To be aware of all aspects of Risk on the premises operated by them; and to minimise the number of instances of Risk, Occupational Accidents and Illnesses, ultimately achieving a safe and accident free workplace.

All employees will be provided with such equipment, information, training and supervision as will be necessary to implement the policy and achieve the objective.

Bradley Stoke Town Council recognise and accept their duty to protect the health and safety of all visitors to the Council, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

Whilst Bradley Stoke Town Council will take all reasonable care to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the Council. It is the duty of each employee to take reasonable care of their own and other people’s welfare and to report any situation which may pose a threat to the wellbeing of any other person.

Bradley Stoke Town Council will provide employees with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task, or feels it would be dangerous to perform a specific job, then it is their immediate duty to report this to their supervisor or to the Town Clerk.

An effective health and safety Programme requires continuous communication between employees at all levels and the Town Council. It is therefore, every employee’s responsibility to report immediately any situation that could jeopardise their wellbeing or that of any other person.

ALL injuries, however small, sustained by a Bradley Stoke Town Council employee at work or any person on Bradley Stoke Town Council controlled property must be reported to the Town Clerk, or a delegated representative. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Bradley Stoke Town Council’s health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of the Town Council’s operations occur.

Specific arrangements for the implementation of the policy and the personnel responsible should be constantly kept under evaluation and the new Chair of Bradley Stoke Town Council should sign this statement annually on the occasion of the Council’s AGM, together with the Town Clerk.

Signed: ……………………………………………………………..

# TOWN CLERK

Signed: ……………………………………………………………..

# CHAIR Bradley Stoke Town Council

**DATE**: 9 May 2018

Council Office, Jubilee Centre, Savages Wood road, Bradley Stoke, BS32 8HL

**APPENDIX B**

**BRADLEY STOKE TOWN COUNCIL** 

**HEALTH & SAFETY**

**GENERAL STATEMENT OF POLICY**

# SAFETY PERSONNEL

Personnel with individual responsibilities for health and safety within Bradley Stoke Town Council are as shown in Annex A.

# CONSULTATION

Bradley Stoke Town Council is aware that communication between all employees is an essential part of effective health and safety management. Consultation will be facilitated by means of the Planning and Environment Committee, which meets every month. A Health & Safety report is submitted quarterly to this committee and any urgent concerns will be reported separately as necessary. The health & safety responsibilities of the Planning and Environment Committee are outlined in Annex B.

The purpose of the Committee is to provide a forum in which information may be transmitted and employee questions on health and safety issues may be satisfied. These meetings are also an effective way of assessing, reviewing and updating the continuing effectiveness of the health and safety policy.

# COMMUNICATION

Bradley Stoke Town Council will endeavour to communicate effectively to employees their commitment to safety and to ensure that all employees are familiar with the Council health and safety policy. Bradley Stoke Town Council’s normal channels of communication with employees are:

* orally, in the form of directions and statements
* in writing, in the form of contracts, working directives and this policy statement

and

* by training and example.

# CO-OPERATION AND CARE

Co-operation between employees is fundamental to a successful health and safety policy leading to a healthy and safe working environment.

All employees are expected to co-operate with the safety officer, and to accept their individual duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

**APPENDIX B**

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by the operations of the Council.

There is a Policies & Procedures Folder and a Risk Assessment Folder on each site which all employees are expected to be familiar with. These contain Policies, Procedures and Risk Assessments. Employees have a duty to report any health and safety concerns, or information they consider to be incorrect or missing to Bradley Stoke Town Council.

# SAFETY TRAINING

Bradley Stoke Town Council regards safety training as an indispensable ingredient of an effective health & safety programme. It is essential that employees in the organisation be trained to perform their job effectively and safely. Bradley Stoke Town Council will endeavour to train all employees in safe working practices and procedures, prior to being allocated any new role.

Training sessions will be held at regular intervals and will provide another opportunity for workers to express any concerns they might have regarding their jobs. The Premises Manager is responsible for effective on-going safety training on a day-to-day basis. If any employee is aware of any area of training that is required that is not being implemented it is their duty to take this to the Premises Manager as a matter of urgency.

# ACTIVITY CENTRE INSPECTIONS

The Premises Manager will conduct regular inspections of all Bradley Stoke Town Council workplaces; in addition, risk assessments and subsequent inspections will be conducted in the relevant areas whenever necessary or where there are significant changes in the nature and/or scale of operations. Bradley Stoke Town Council complies with the Equality Act 2010. Premises have been audited and reasonable adjustments made.

# WORK EQUIPMENT AND PERSONAL PROTECTIVE EQUIPMENT

With regard to work equipment and personal protective equipment it is the policy of Bradley Stoke Town Council to comply with all relevant legislation and to comply with the law as laid out in the Provision and Use of Work Equipment Regulations 1998. The Town Council will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is being used and will be maintained in good working order and repair. All workers will be provided with adequate information and training to enable them to use work equipment safely and to be protected where relevant.

# MANUAL HANDLING OPERATIONS

Bradley Stoke Town Council’s policy is to comply with relevant legislation as laid down in the Manual Handling Operations Regulations 1992. All possible steps will be taken to assess any Risk (taking into account the task, the load, the working environment and the capability of the individual involved) to ensure that the risk of personal injury is reduced to the lowest possible level.

**APPENDIX B**

# CONTROL OF HAZARDOUS SUBSTANCES

It is the policy of Bradley Stoke Town Council to comply with the law as laid down in the Control of Substances Hazardous to Health Regulations 2002 (COSHH). A Risk Assessment will be conducted of work involving exposure to substances considered hazardous to ensure that the exposure of ALL employees to hazardous substances is minimised and adequately controlled. All employees likely to come into contact with such substances will receive all necessary training and information on the relevant health and safety issues.

# ELECTRICITY AT WORK REGULATIONS

It is the policy of Bradley Stoke Town Council to comply with the law as set out in the Electricity at Work Regulations 1989 in order to ensure that all employees’ exposure to the risk of electricity is minimised and adequately controlled in all cases. The electrical installation and all portable electrical appliances will be tested on an annual basis. An independent electrical contractor or ‘competent person’ as defined in the 1989 Regulations is to person to carry out the tests, although some equipment may be tested in house on an ongoing basis or plugged into a residual-current device (RCD) (eg sounds systems brought in by hirers, etc).

# FIRE SAFETY

It is the policy of Bradley Stoke Town Council to comply with the law as set out in the Regulatory Reform (Fire Safety Order) 2005.

A separate Fire Safety policy has been drawn up and implemented. A Fire Safety Officer/Leisure Assistants assist in establishing good routines, housekeeping and any special hazards on each site.

The Fire Safety Officer and all staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing practices and procedures, and for advising on safe practices and procedures. A policy has been established and implemented. Personnel with specific responsibilities for the maintenance and testing of fire alarms, firefighting equipment and emergency fire procedures will be identified and shown on Annex A.

The Town Clerk and the Chair are responsible for ensuring the safe provision and maintenance of fire prevention and detection equipment, and their efficient use, on all sites.

A Fire Log Book is located on each site which all employees are expected to be familiar with. This contains information and statutory testing records.

# ACCIDENT REPORTING AND FIRST AID

Bradley Stoke Town Council will make all efforts to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR). Council have a duty to ensure that in the case of death, injury or accident to any person involved in the premises a full report must be completed in line with the statutory regulations and within the prescribed time scale. Because of the seriousness of this, a full description of the accident procedure is set out in Annex C.

**APPENDIX B**

Basic details of First Aid are also detailed in Annex C and it is the responsibility of all staff to ensure that they are aware of the location of both the accident book and the first aid kit on all sites. Emergency procedures for each site are located at each site and should be followed.

# DUTY OF CARE

Bradley Stoke Town Council is aware that its duty of care extends to all hirers of its facilities, members of the public and all other people. Risk assessments and inspections will be conducted in the relevant areas whenever necessary or where there are significant changes in the nature and/or scale of operations. Bradley Stoke Town Council complies with the Equality Act 2010. Premises have been audited and reasonable adjustments made.

ANNEX A

## Overall Responsibility for Health and Safety Implementation

The Chair and the Town Clerk

## Delegated Overview, Daily Implementation Overview and Recording

Premises Manager

Administrator (Health & Safety)

**Actioning, recording and reporting on a daily basis**

All Employees, either as directed, or in the course of their normal daily duties.

EMPLOYEES WITH SPECIFIC RESPONSIBILITIES AS SHOWN BELOW

## FIRE SAFETY

Premises Manager

Administrator (Health & Safety)

All Employees, either as directed, or in the course of their normal daily duties.

ANNEX B

# Bradley Stoke Town Council

**BRADLEY STOKE TOWN COUNCIL**

**THE AREA OF COMPETENCE OF COMMITTEES**

All committees have delegated power to act on behalf of the Council within their Terms of Reference, subject to Council’s Standing Orders.

**PLANNING AND ENVIRONMENT COMMITTEE**

**The Area of Competence of the Planning and Environment Committee includes:**

To consider, report and ensure implementation of all Health & Safety Issues and matters for which Council is responsible. The Committee acts as a vehicle to consider, discuss, and recommend solutions to Health & Safety Issues affecting Bradley Stoke Town Council.

**APPENDIX B**

ANNEX C

### Accident Investigation & Reporting and First Aid

It is the policy of Bradley Stoke Town Council to comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR).

ALL accidents must be logged in the accident book on each individual site and countersigned by the Premises Manager, or the Town Clerk in his absence, as soon as possible after the accident has been reported. Once the accident form has been completed it is to be forwarded to the office as soon as is possible.

Bradley Stoke Town Council sees accident investigation as a valuable tool in the prevention of future incidents. In the event of an accident which is considered serious a report will be drawn up by the Town Clerk, or a person appointed by the Town Clerk, to the Council detailing:

* The circumstances of the accident including photographs and diagrams wherever possible
* The nature and severity of the injury sustained
* The identity of any eyewitnesses
* The time, date and location of the incident
* The date of the report

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable and anyone required to give an official statement has the right to have an appropriate representative present for support.

Details of all accidents and following action will be reported the Planning and Environment Committee as part of the quarterly Health & Safety report. Any significant accidents or incidents will be reported separately as required.

**First Aid Boxes**

First aid boxes are located at:

Brook Way Activity Centre Office

Bradley Stoke Jubilee Centre Office

Changing Rooms

Baileys Court Activity Centre Office

Changing Rooms

Bowler’s Store

Town Council Office Kitchen (under sink)

BSTC Vehicles BSTC Flat Bed Van

BSTC Astra Van

Detached Youth Worker Mobile

Youth Cabin at the Skate Park

All first aid boxes are clearly marked and are easily accessible by all employees during all working hours.

**APPENDIX B**

All Leisure Assistants and at least one of the office staff are trained in First Aid

The Premises Manager is responsible for reporting all cases of accident and disease to the Town Clerk, who is responsible for onward notification to the Chair. Accident records are compiled and stored by the Administrator (Health & Safety) in the Bradley Stoke Town Council Office. All sites have an Accident Report Book, which is kept with the First Aid Kit. All staff should be aware of the location of this book on each site. The Town Clerk is responsible for reporting cases of accident and disease to the relevant enforcing authority under the RIDDOR Regulations where applicable.

*Reviewed 14 April 2018*

**APPENDIX C**

**BRADLEY STOKE TOWN COUNCIL**

**INFORMATION & DATA PROTECTION POLICY**

**Introduction**

In order to conduct its business, services and duties, Bradley Stoke Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

* Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
* Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
* Confidential information about other organisations because of commercial sensitivity.
* Personal data concerning its current, past and potential employees, Councillors, and volunteers.
* Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Bradley Stoke Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town’s communities. Details of information which is routinely available is contained in the Council’s Publication Scheme which is based on the statutory model publication scheme for local councils.

**Protecting Confidential or Sensitive Information**

Bradley Stoke Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which become law on 25th May 2018 and will, like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

**The policy is based on the premise that Personal Data must be:**

• Processed fairly, lawfully and in a transparent manner in relation to the data subject.

• Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.

• Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.

• Accurate and, where necessary, kept up to date

• Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.

**APPENDIX C**

• Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

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| **Data Protection Terminology**  **Data subject** - means the person whose personal data is being processed.  That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.  **Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.  It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.  **Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.    **Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.  **Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.  **Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:  • organising, adapting or altering it  • retrieving, consulting or using the information or data  • disclosing the information or data by transmission, dissemination or otherwise making it available  • aligning, combining, blocking, erasing or destroying the information or data. regardless of the  Technology used. |

Bradley Stoke Town Council processes **personal data** in order to:

* fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
* pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
* monitor its activities including the equality and diversity of its activities
* fulfil its duties in operating the business premises including security
* assist regulatory and law enforcement agencies
* process information including the recording and updating details about its Councillors, employees, partners and volunteers.
* process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
* undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
* undertake research, audit and quality improvement work to fulfil its objects and purposes.
* carry out Council administration.

**APPENDIX C**

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

**The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:**

* The individual has consented to the processing
* Processing is necessary for the performance of a contract or agreement with the individual
* Processing is required under a legal obligation
* Processing is necessary to protect the vital interests of the individual
* Processing is necessary to carry out public functions
* Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

* Explicit consent of the individual
* Required by law to process the data for employment purposes
* A requirement in order to protect the vital interests of the individual or another person

|  |
| --- |
| **Who is responsible for protecting a person’s personal data?**  The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.   * Email: [town.clerk@bradleystoke.gov.uk](mailto:town.clerk@bradleystoke.gov.uk) * Phone: 01454 205020 * Correspondence: The Town Clerk, Bradley Stoke Town Council, Council Office, Jubilee Centre, Savages Wood Road, Bradley Stoke, South Glos BS32 8HL   The Town Council will also appoint an external Data Protection Officer to ensure compliance with Data Protection legislation |

**Diversity Monitoring**

Bradley Stoke Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential.  It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

**APPENDIX C**

**Information provided to us**

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Bradley Stoke Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

**The Councils Right to Process Information**

General Data Protection Regulations (and Data Protection Act) 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.

Processing is necessary for the legitimate interests of the Council.

**Information Security**

The Town Council cares 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 policies and technical measures (such as clear desk/screen protection principles and what is expected of staff when taking assets offsite i.e. *keep on person at all times, not leaving equipment in vehicles and ensuring restriction from shoulder surfing when on public transport*).

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.

**Children**

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

**Rights of a Data Subject**

**Access to Information:** an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk or Data Protection Officer:

**Information Correction:** If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.

**Information Deletion:** If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

**Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk or Data Protection Officer.

The Town Council does not use automated decision making or profiling of individual personal data.

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, Data Protection Officer or the Information Commissioners Office [**casework@ico.org.uk**](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

**APPENDIX C**

The Council will always give guidance on personnel data to employees through the Staff handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request (see Appendix A – Subject Access Request form).

**Making Information Available**

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in September each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council’s Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

**Disclosure Information**

The Council will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage,

**APPENDIX C**

handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

**Data Transparency**

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

**Demand led:** new technologies and publication of data should support transparency and accountability

**Open:** the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

**Timely**: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. (Your Council Name) exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

* All transactions
* End of year accounts
* Annual Governance Statements
* Internal Audit Reports
* List of Councillor or Member responsibilities
* Details of public land and building assets
* Draft minutes of Council and committees within one month
* Agendas and associated papers no later than three clear days before the meeting.

**APPENDIX C**

**APPENDIX A**

**BRADLEY STOKE TOWN COUNCIL**  
**SUBJECT ACCESS REQUEST FORM**

|  |  |  |  |
| --- | --- | --- | --- |
| Process to Action |  | | |
| Name of requester  (Method of communication)  Email Address  Phone number  Postal Address |  | | |
| Date Subject Access Request made |  | | |
| Is the request made under the Data Protection Legislation | Yes | | No |
| Date Subject Access Request action to be completed by  (One month after receipt time limit) |  | | |
| Extension to the date of reply requested  (An extension of another two months is permissible provided it is communicated to the subject within the one month period) | Yes | No | |
| Extension date advised to the Subject Requester and method of contact |  | | |
| Identification must be proven from the below list:  Current UK/EEA Passport  UK Photo card Driving Licence (Full or Provisional)  EEA National Identity Card  Full UK Paper Driving Licence  State Benefits Entitlement Document  State Pension Entitlement Document  HMRC Tax Credit Document  Local Authority Benefit Document  State/Local Authority Educational Grant Document  HMRC Tax Notification Document  Disabled Driver’s Pass  Financial Statement issued by bank, building society or credit card company  Utility bill for supply of gas, electric, water or telephone landline  A recent Mortgage Statement  A recent council Tax Bill/Demand or Statement  Tenancy Agreement  Building Society Passbook which shows a transaction in the last 3 months and their address |  | | |
| Verification sought that the Subject Access request is substantiated | Yes | No | |
| Verification received | Yes | No | |
| Verification if the Council cannot provide the information requested | Yes | No | |
| Is the request excessive or unfounded? | Yes | No | |
| Request to be actioned | Yes | No | |
| Fee to be charged  (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge) | Yes | No | |
| If the request is to be refused, action to be taken and by whom. |  | | |
| Changes requested to data/ or removal |  | | |
| Complaint Process  (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint) |  | | |
| Completion date of request |  | | |
| Date complaint received by requested and details of the complaint |  | | |
| Date complaint completed and outcome |  | | |

Categories of Data to Check

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Data | Filing Cabinet | Laptop | Checked | Corrected/Deleted | Actioned by |
| HR |  |  |  |  |  |
| Democracy |  |  |  |  |  |
| Statutory Function |  |  |  |  |  |
| Business |  |  |  |  |  |
| Legal requirement |  |  |  |  |  |
| General Data |  |  |  |  |  |
| Consultation Data |  |  |  |  |  |
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**Adopted by Bradley Stoke Town Council – 9th May 2018**