

Tibberton Parish Council

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NOTICE OF ORDINARY MEETING

The next meeting of Tibberton Parish Council will be held on
Thursday 12th January 2023 starting at 7.30pm at Tibberton Parish Hall

The meeting is open to members of the public who are welcome to address the council at agenda item 5 (public forum) at which point comments and questions may be put to the Parish Council regarding this agenda or for future consideration. Individual speaking time may be restricted at the discretion of the chairman. No further representations may be made at any other time in this meeting unless invited.

Summons

Tibberton Parish Councillors are hereby summoned to attend this meeting at Tibberton Parish Hall for the purpose of transacting the business detailed on the following pages.

Signed: *G Lungley*
Gill Lungley, Support Officer / Acting Clerk

Date: 5th January 2023

AGENDA

1. **Chairman's welcome.**
2. **Apologies.** To receive apologies from absent members and record the reason for absence.
3. **Declarations of Interest**
Members are reminded that to ensure transparency and retain public confidence in the council's decisions they are required to –
 - a) Keep their Register of Interests form up to date
 - b) Declare any Disclosable Pecuniary Interests (DPI), any Other Registerable Interests (ORI) and any Non-Registerable Interest (NRI) relating to items on the agenda and the nature of those interests.
4. **To consider written requests from councillors seeking a dispensation.** Having declared an interest in any agenda item councillors may only stay in the meeting when that item is discussed if the council permits dispensation to a) stay, or b) stay and speak, or c) stay, speak and vote. Written requests for the granting of a dispensation must be made to the Clerk in advance of the meeting.
5. **Public Forum**
 - a) An opportunity for parish residents to raise matters of interest or concern.
 - b) To receive the report of the County Councillor – for information
 - c) To receive the report of the District Councillor – for information
 - d) To receive the report from the local Police Officer – for information
6. **To approve the draft minutes** of the council meetings held on 6th December and 21st December 2022, to be signed as a true record by the Chairman. (Circulated separately).
7. **To receive the reports of Councillors and Clerk's update**
 - a) Neighbourhood Watch (ML)
 - b) Community Speed Watch (MR)

- c) Tibberton Community Land Trust (RG)
- d) County Association of Local Councils (MR)
- e) Telephone Kiosk Working Group (DN)
- f) Web Site (RG) and update from Clerk, see p3.
- g) White Gates (Clerk) see attached p3.
- h) Public Rights of Way (RG)
- i) Lengthsman (Clerk)
- j) Additional general administration updates not covered elsewhere (Clerk).

8. Planning

- a) To note the council's response to the SWDPR Regulation 19 Consultation, submitted by deadline date 23/12/2022.
- b) To consider response to Wychavon Design Code consultation, as attached (p4).
- c) To note no new planning application consultations have been received.

9. Finance

- a) To note the latest bank reconciliation, as attached (p5).
- b) To approve the payments schedule, as attached (p5).
- c) To review the budget to date, identify any earmarked reserves and agree budget for 2023/24 (pp5-8).
- d) To agree precept for 2023/24 (pp5-8).
- e) To note progress made regarding:
 - i. Opening new bank account.
 - ii. Review of accounts

10. Committees

- a) To approve setting up a Finance Committee with terms of reference as attached (p9).
- b) To appoint members to the Finance Committee (minimum of three)
- c) To appoint the Finance Committee Chairman and arrange date of first meeting.
- d) To note updates from the Human Resources Committee.

11. Document retention and record management policy

To consider the adoption of a policy relating to the retention, recording and disposal of documents. Example attached (pp10-13).

12. Tibberton Village Hall (New)

To be updated on progress to date regarding:

- a) Arrangements for maintenance work which is required before leasing the Hall including heating system adjustments, routine servicing of fire and burglar alarm systems and fire extinguishers, clearing gutters and cleaning windows.
- b) Lease arrangements with Tibberton Community Land Trust.
- c) The landscaping contract.

13. Correspondence and other matters for consideration and information.

14. Items for inclusion on the next or future agenda

- 15. The council will resolve to close** the meeting to the public under the Public Bodies (Admission to Meetings) Act 1960 to allow for discussion of confidential matters relating to staff. Information provided to members as a separate attachment.

16. Date of Next Meeting

The next ordinary meeting of Tibberton Parish Council will be held on Thursday 2nd February 2023 at 7:30pm in Tibberton Parish Hall.

- 7f. **New website.** The website provider is taking steps to set up the gov.uk emails for the clerk and all councillors. The Support Officer is filling up the pages on the draft site ready for publication.

All members are asked to provide a short biography to accompany a passport-style photo please, introducing yourselves to the parish community. Please also advise what contact details you would like to be shown on the website. If you prefer to be contacted only via the clerk then the PC contact details will be shown instead.

- 7g. **White gates.** Following council minute #10, 6/12/2022, TPC's order for 4 white gates had been placed at a total cost of £2,502.24 (£625.56 each) in line with the quote provided in September 2022. Glasdon have replied stating "Many thanks for this order, the quotation is no longer valid, we had a price increase on 1st November 2022, the current price is £719.39 per unit." Thus the new total price would be £2,877.56, however, after some discussion, Glasdon are offering a 5% discount, meaning the new total will be £2,733.68.

The council is asked whether to proceed with the new price. The minutes record that county councillor will cover the cost by way of his divisional fund.

**To consider response to Wychavon Design Code consultation.
NB. Tibberton is included in the Wychavon Central Area.**

Sent: 16 December 2022 10:34

To: Undisclosed recipients:

Subject: Wychavon design code consultation

Hello all

We are currently consulting on a new design code for Wychavon and consultations for the Wychavon Central area (Evesham, Pershore and surrounding areas) and Wychavon North areas (Droitwich Spa and surrounding areas) are now live. Below is some text that explains a bit more about what a design code is and how people can get involved in the consultation. If you could put this on your website or share with any local newsletters in your area that will be distributed before the consultation ends on 1 February 2023 that would be much appreciated.

The Wychavon South design code consultation has already taken place.

Many thanks, Ian Dipple, Head of Marketing and Communications
Wychavon District Council

STARTS

Design code consultation - Wychavon Central and North

Wychavon is working with Create Streets to come up with a design code for the district. This is a chance for you to influence how your town, village or street is developed.

Design codes will become an important part of the planning system in the future. They will set out to developers, housebuilders and architects what is required, in detail, from their proposed plans before they are even submitted, guaranteeing standards are upheld and removing the uncertainty which can lead to delays in the planning process.

The codes can include everything from the type of material that can be used to whether buildings should avoid being north-facing so it's easier to install solar panels on them.

Having a design code will not replace the need for planning permission or remove the rights of residents to object or comment on individual planning applications. But by requiring developers to build to the design code, it means planners can ensure new development is better suited to towns and villages and is good quality, sustainable and helps communities flourish.

Input from residents is critical to the process of producing the code and consultations for the Evesham, Pershore and Droitwich Spa areas are now live. The Evesham South consultation took place in the autumn of 2022.

Using the links below, you can visit the Create Streets interactive map where you can comment on different buildings and aspects of current design in your area, as well as make your own suggestions about good design you would like to see more of in the future.

The deadline to have your say is 1 February 2023. If you are unsure which area you fit in then click on the links and the areas covered by that consultation will be shaded in red on the map.

[Take the Wychavon Central \(Evesham, Pershore and surrounding areas\) design code consultation.](#)

[Take the Wychavon North \(Droitwich Spa and surrounding areas\) design code consultation.](#)

Wychavon District Council

good services, good value

Visit our website www.wychavon.gov.uk

TPC Bank Reconciliation to 10/11/2022				
Cash in hand at 31/03/2022, all accounts	67,148.39			
Opening bank balances		£67,148.39	+	
Add receipts for year 04/21 - 11/22, all accounts	38,754.40			
Total receipts for year to date		£38,754.40	+	
Less payments for year to date via bank statements, all accounts	18,038.88			
Total payments for year to 10/11/2022		£18,038.88	-	
Cashbook balance as at 10/11/2022			£87,863.91	A
Bank balances as at 10/11/2022				
Community account (1)	13,793.38			
Business Money Manager	21,445.68			
Community account (2)	46,357.49			
Cambridge Building Society	6,267.36			
Bank balance, via statements, as at 10/11/2022 (B)		£87,863.91	£87,863.91	B

A = B

Agenda item 9b

Payments for approval

Invoice ref	Payee	Reason for payment	Gross amount	VAT re-claimable
#2595	Mr R Grimer	Website production via NetWiseUK	£1,060.80	£176.80
7/12/22	E-on	Village hall electric, 2wks Nov	£77.54	£3.89
TBC	C Brassington	Lengthsman, November	£120.00	0.00
ICO	Information Commissioners Office	Annual Data Protection registration fee	£40.00	0.00
TBC	Mrs R Mullett	Acting Clerk fee, December	£348.50	0.00

Agenda item 9c

Reserves If the council is to continue on current trajectory with no unexpected expenditure to end of this financial year, then as there is currently £87,863 in the bank and an expected total expenditure to 31/03/2023 of possibly not more than £30,000 with no further income, then the end-of-year reserves will be IRO £74,000. However this is not all available to spend due to capital expenditure required to pay for landscaping (IRO £20,000) and ongoing new hall maintenance and management. The council therefore needs to set aside an Earmarked Reserve for this expenditure.

The Practitioner’s Guide states ‘The authority needs to have regard to the need to put in place a General Reserve Policy and have reviewed the level and purpose of all Earmarked Reserves’ and ‘The generally accepted recommendation with regard to the appropriate minimum level of a smaller authority’s general reserve is that this should be maintained at between three and twelve months of net revenue expenditure... the smaller the authority, the closer the figure may be to 12 months expenditure’.

Agenda item 9c To agree the budget for 2023/24 (& thereby the precept, agenda item 9d).

DRAFT BUDGET	Actual 2021/22 R&P	Budget 2022/23	Actual 2022/23 to 10/11/2022	Likely position at year end	Budget 2023/24	Comment
RECEIPTS						1
Precept	36,069.00	36,509.00	36,509.00	36,509.00		2
Council tax support grant	711.00	711.00	711.00	711.00	711	3
Community Infrastructure Levy (C	2,018.44					4
Lengthsman Scheme grant	660.00	1,849.20	1,361.25	1,361.25	1,850	5
Interest received	17.97		23.15	35.00	30	6
Miscellaneous			150.00	150.00		7
WCC divison member's grant				2,735.00	-	8
From reserves				5,000.00		9
Total	39,476.41	39,069.20	38,754.40	46,501.25	2,591	10
PAYMENTS						
Chairman's allowance	-	60.00	-	-	-	11
Public Works Loan Board repay	13,816.50	14,500.00	6,847.50	13,847.00	14,000	12
Audit	1,090.00	1,000.00	75.00	1,000.00	800	13
Bank Charges	82.00		142.00	180.00	80	14
Staffing, salary costs	4,792.97	7,200.00	3,572.09	9,500.00	7,800	15
Admin expenses	548.48	700.00	380.89	1,500.00	700	16
Lengthsman	1,672.50	1,849.20	945.00	1,600.00	1,850	17
Training, staff and councillors	-	250.00	-	250.00	500	18
Elections	-	2,000.00	-	50.00	2,000	19
Equipment	-	210.00	101.14	210.00	300	20
Insurance	2,329.00	3,500.00	1,409.60	2,584.25	2,600	21
Subscriptions	411.36	1,200.00	377.84	600.00	600	22
Hire of meeting room		-	-	-	150	23
Village Hall energy	4,116.69	-	2,369.93	3,000.00	4,000	24
Village Hall landlord obligations	150.00	3,100.00	-	3,100.00	500	25
Village Hall equipment	768.00	-	-	-	-	26
Village Hall contingencies		-	-	-	1,000	27
Professional services	-	1,000.00	950.00	5,000.00	2,000	28
VAS equipment and road safety	-	2,000.00	-	2,735.00	500	29
Grants and donations	-	350.00	600.00	600.00	600	30
Contingencies	-	100.00	-	-	-	31
s137	-	50.00	-	50.00	50	32
subtotal	29,777.50	39,069.20	17,770.99	45,806.25	40,030	33
VAT	1,078.46		267.89			34
Capital Expenditure from reserve				10,000.00	10,000	35
Total	30,855.96	39,069.20	18,038.88	55,806.25	50,030	36

The first column of figures shows the actual receipts and payments for 2021/22; the second column shows the budget for the current financial year; the third column shows actual receipts and payments up to 10th November 2022. The 4th column shows the likely outturn by 31/03/2023. The 5th column shows possible receipts and payments for the next financial year, starting 1st April 2023 through to 31st March 2024, all subject to discussion as this is very much a first draft.

The Council Tax Base (CTB) for 2023/24 will be 322.72, (last year it was 327.25; the difference has been imposed by WDC to cover an increase in local council tax support claims and non-payments). CTB can be used to show the impact on the Tibberton council taxpayer of whatever precept is decided.

The comments column is expanded on next page...

Comment #	Cost centre	Comment
1	RECEIPTS	Tibberton PC is allowed to prepare its accounts on a receipts and payments basis, rather than 'income and expenditure'.
2	Precept	This is to be agreed at the council meeting 12/01/2023.
3	Support grant	Wychavon DC (WDC) pass on this discretionary government support to its parish council taxpayers.
4	CIL	This is paid by WDC to parishes where new development has taken place, from funding paid by the developer to support the local infrastructure.
5	Lengthsman	Worcestershire County Council (WCC) manage the Lengthsman scheme whereby parish councils are paid to maintain ditches, drains, pavements, road signs etc. The annual allocation is based on the number of highway miles in the parish.
6	Interest received	The new bank account will not pay interest; any interest will be from the building society unless that too is closed.
7	Miscellaneous	It is not possible to budget for these amounts.
8	Division member	
9	Reserves	For the year to 31/03/2022 it may be necessary to use some reserves to cover all payments. Depending on discussion, the council may want to make use of funds in general reserves to ease any rise in precept impact on the council taxpayers.
10	Total receipts	Will depend on the council's agreed precept figure and use of reserves.
PAYMENTS		
11	Chair's allowance	This is a discretionary payment by the council towards the additional expenses incurred during the year by the chairman as the civic face of the council.
12	PWLB	The Public Works Loan Board repayments have been agreed for the 50-year life period of the loan and will gradually decrease over time.
13	Audit	Council has agreed to pay for an interim review of the accounts before the end of this financial year and the External Auditor has yet to submit a bill for this financial year, hence increase for this year. Next year should be less but the budget amount continues to be high in case of further investigation.
14	Bank charges	The new bank account will charge £6 pcm + additional costs for cheques and cash receipts / payments.
15	Staffing / salary	The expected outturn for year to 31/03/2023 has been increased to reflect the current position. For 23/24, the salary scale and hours of work for the new clerk have yet to be agreed, but ballpark figure of 8 hours p/w @ £15 p/hr would give £6,240. A new clerk will need extra hours to learn the job. Pension and employers NI may need to be included.
16	Admin expenses	This heading covers many items such as postage, stationery, home-working allowance, telephone. The new clerk will need a council laptop to ensure GDPR compliance, a printer / scanner and mobile phone (to be purchased before 31/03/2023). Heading also includes annual website charges.
17	Lengthsman	Lengthsman costs may not always be covered by the amount allocated by WCC, but in this instance it looks like TPC does not exceed its annual allocation.

18	Training	The budget for next year has been doubled due to expected new clerk needing training and members' training requirements following the election on 4/5/2023.
19	Elections	If the council has budgeted £2000 each year then there should be £6,000 in earmarked reserve to pay for any election in 2023? A more specific idea of costs is to be requested from WDC.
20	Equipment	This heading might relate to notice boards. A new noticeboard will cost IRO £800 - £1,200.
21	Insurance	The council insurance includes the new village hall
22	Subscriptions	Sub recorded this year are for annual WorcsCALC and NALC support (£377.84) and CPRE (£40). The new clerk's SLCC membership (c£150) may be supported by the parish council.
23	Meeting room hire	No cost has been allocated to this heading for many years.
24	Energy, village hall	All energy costs are increasing, therefore budget figure is a guess based on current trends.
25	Landlord oblig^{ns}	Maintenance costs need o be paid to end 03/23. What is expected beyond 03/23?
26	VH equipment	Unknown.
27	VH contingencies	In the likelihood that there will be some costs beyond 03/23 a figure of £1000 has been included in the budget.
28	Professional serv^{cs}	Solicitor's fees, and support officer fees to year-end; budget for 23/24 shows a lesser figure.
29	Road safety	The cost of the white gates has been added into this year's payments (but will be covered by grant from division member). A nominal figure of £500 has been included for 23/24 budget.
30	Grants	TPC may support local groups by awarding grants on an as and when basis.
31	Contingencies	It is good practice to include a nominal amount to cover unseen costs within the General Reserve. From the Practitioner's Guide: 'The general reserve of an authority comprises its cash flow and contingency funds to cover unexpected inflation, unforeseen events and unusual circumstances.'
32	S137	From the Local Government Act 1972, s137, this power allows the council to spend money on doing something that will benefit the parish community when there is no other power to allow it. For 2022/23 the allowance is capped at £8.82 per parish elector.
33	Subtotal	This figure will change should the amounts be changed during discussion.
34	VAT (paid)	Not included on this budget since VAT paid will be reclaimed and the equal amount would be shown as a receipt.
35	Capital exp.	Some work has yet to be carried out regarding landscaping etc. Likely to be £20,000 in total, half in 2022/23 and half in 2023/34. This amount is already held by the council as an earmarked reserve.
36	Total	The council must not set a deficit budget, ie the receipts total must equal or exceed the payments total. If it agrees to use some of its general reserves to reduce the impact of any precept increase on the council taxpayer, then that amount must be shown as a receipt although it is coming from within the organisation.

Tibberton Parish Council
Finance Committee Draft Terms of Reference
Diana Nutting 17/12/2022

1. Authority

The Finance Committee is appointed by and is solely responsible to Tibberton Parish Council. The committee duties are defined and agreed by the main council who may vote, at any time, to modify the committee's powers.

2. Membership

All members of the committee will be elected councillors. The committee will consist of no fewer than three elected councillors. A quorum at the committee's meetings will consist of no fewer than three elected members. The committee will meet monthly with the responsible financial officer in attendance but can also be convened to deal with special events as they occur.

3. Record of Proceedings

Written minutes will be taken to record the committee's decisions and actions which will be circulated to all councillors with recommendations for the next full council meeting.

4. Responsibilities

- a. The committee's primary purpose is to oversee the council's financial resources and to recommend strategy and action on policy and operational matters concerned with council's finances.
- b. The finance committee will have the following specific duties:
 - i. To liaise with the responsible financial officer in the preparation of budgets and recommendations for precept.
 - ii. To monitor income and expenditure against budget on a monthly basis
 - iii. To ensure adequate financial controls are in place to utilise and protect the council's finances and assets
 - iv. To ensure that the council is observing financial regulations
 - v. To monitor and effect compliance with internal and external audit and other financial procedures, regulations and statutes.
 - vi. To monitor the council's financial risk assessments and recommend changes where necessary.

Tibberton Parish Council

Retention of Documents and Records Management Policy

Document Control		
Adopted date		Minute reference:
Next review date		Minute reference: TBC

1. Introduction

Tibberton Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Parish Council. This document provides the policy framework through which this effective management can be achieved and audited and includes a Retention Schedule.

2. Legal position

Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specific period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, the council will keep for the longest of the limitation periods.

3. Scope of the policy

This policy applies to all records created, received or maintained by the Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically.

A small percentage of the Parish Council's records may be selected for permanent preservation as part of the Council's archives and for historical research.

4. Responsibilities

The Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for implementation of this policy is the Clerk to the Council who is required to manage the council's records in compliance with this policy and so that relevant information can be retrieved easily in a timely manner and disposed of appropriately.

Parish Councillors are required to pass all documents and records whether received electronically or in a hard copy to the Parish Clerk for retention in accordance with this policy. In the event of a Parish Councillor resigning or failing to retain their post following the election process, it is the Parish Councillor's responsibility to ensure anything remaining within their possession which is related to the business of the Parish Council is passed to the Parish Clerk within ten working days of ceasing to hold the position of a Parish Councillor.

Documents and records are retained by the Parish Clerk in secure conditions.

5. Relationship with existing policies

This policy will relate to the council's:

- Freedom of Information policy
- Publication Scheme (based on the Information Commissioner's Office model)
- Data Protection Policy.

6. Retention schedule

Under the Freedom of Information Act 2000, the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business.

The retention schedule states the length of time the record needs to be retained and the action to be taken when it is of no further administrative use.

Not all the areas listed below are currently relevant to this parish council.

Document/File	Minimum retention period	Reason
Allotments		
Register and plans	Indefinite	Audit, Management
Burial Grounds		
Register of burials	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI. 204)
Register of fees collected		
Register of purchased graves		
Applications for internment		
Applications for right to erect memorials		
Register of reserved plots		
Register of memorials		
Register/plan of grave spaces		
Disposal certificates		
Copy certification of grant of exclusive right of burial		
Contractors		
Timesheets	Last completed audit year	Audit, Legal
Councillor Information		
Declaration of Acceptance of Office	Term of Office + 1 year	Legal
Declarations of Interest	Indefinite	Legal
Register of Members interests	Duration of Office + 1 year	Legal
Contact details	Duration of Office	Management
Members allowances register	6 years	Tax, Limitation Act 1980 (as amended), Audit
Finance and Payroll		
Annual Accounts	Indefinite	Archives
Annual Return (Audit)	Indefinite	Archives
Asset register	Indefinite	Archives
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Quotation and tenders	6 years	Audit, Limitation Act 1980 (as amended)
Paid invoices	6 years	Audit, VAT
Sent invoices	6 years	Audit, VAT
Bank paying in books	Last completed audit year	Audit
Purchase Orders	6 years	Audit/VAT
Paid cheques	6 years	Limitation Act 1980 (as amended), Audit
Receipt books of all kinds	6 years	VAT
Investments	Indefinite	Audit, Management

Receipt & Payment Accounts (or Income & Expenditure)	Indefinite	Archives
Payroll, wages books, Tax and NI Records	12 years	Audit, HMRC, Superannuation
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)
Scale of fees and charges	6 years	Management
VAT Records	6 years generally but 20 years for VAT on rents	Audit, VAT
Halls, Centres and Recreation Grounds		
Application to hire	6 years	VAT
Lettings diaries		
Copies of bills to hirers		
Record of tickets issued		
Health and Safety		
Accident/incident reports	20 years	Potential claims, Legal, Management
Risk Assessment	3 years from last assessment	Management
Playground Inspections	21 years	Legal, insurance
Premises inspection records	25 years	Management
Insurance		
Certificate for insurance against liability for employees	40 years	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI.2753), Management
Insurance policies/schedules	While valid	Management
Insurance company names and policy numbers	Indefinite	Management
Insurance Claim Records	7 years after closure (allowing for claimant to reach age of 25)	Legal, Management
Legal		
Deeds, conveyances, leases, agreements and contracts	Indefinite	Audit, Management, Limitation Act 1980 (as amended)
Documents for legal purposes <ul style="list-style-type: none"> • Breach of Trust • Contract • Defamation • Leases • Negligence • Personal injury • Rent • Sums recoverable by statute • To recover land 	Category Limitation period <ul style="list-style-type: none"> • None • 6 years • 1 year • 12 years • 6 years • 3 years • 6 years • 6 years • 12 years 	Legal
Trust documents	Indefinite	Audit, VAT
Minutes and Correspondence		
Minute Books	Indefinite	Archives
Draft/rough/notes of minutes taken at meetings	Until minutes are approved	Management
Agendas	5 years	Management
Emails/general correspondence and information (those not covered within the retention policy)	6 months or for as long as relevant/useful	Management

Other Information		
Complaints	2 years after conclusion	Management
FOI requests	2 years after conclusion	Management
Documents, plans, maps or articles having local or historic interest	For as long as relevant/useful	Archives
Magazines, journals, advertising material published by or on behalf of the Parish Council	For as long as relevant/useful	Management
Reports and Newsletters	For as long as relevant/useful	Management
Press Releases	6 years	Management
Public Consultation: surveys/questionnaires	5 years	Management
Personnel		
Application Forms (unsuccessful)	6 months	Management, Discrimination Acts
Application Forms (successful)	6 years after ceasing employment	Management, Discrimination Acts
Personnel Records, Contracts	6 years after ceasing employment	Management
Training Records	Term of Office or period of employment plus 6 months	Management
Staff appraisals	6 years after ceasing employment	Management
Pension investment policies	12 years after benefit ends	Management, Legal
Records of ex-pensioners	6 years after benefit ends	Management, Legal
Timesheets	Last completed audit year	Audit
Planning		
Planning application correspondence received from residents	1 year	Management
Planning applications	All planning applications and relevant documents and decision notices are retained by and available from the local planning authority.	
Parish and Neighbourhood Plans and similar documents	For as long as they are in force plus 2 years	Management

General correspondence will be retained for as long as is relevant, the minimum period is one year. An annual review of all documentation should be carried out and the items that have reached their deletion or destruction date will be deleted/destroyed and the remainder will be considered for archiving.

7. Disposal Procedures

All documents that are no longer required for administration purposes will be shredded and destroyed.

~End~