



WHITEHILL TOWN COUNCIL



All Members of WHITEHILL TOWN COUNCIL are summoned to attend a Meeting of WHITEHILL TOWN COUNCIL due to be held on Monday 11th February 2019 at 7.30pm in THE COUNCIL CHAMBER, FOREST COMMUNITY CENTRE, PINEHILL ROAD, BORDON, HAMPSHIRE.

COUNCIL MEMBERS:

| | | | |
|------------------|-----------|------------------------------|-----------|
| Cllr I Georgii | Chase | Cllr T Muldoon | Deadwater |
| Cllr Miss S Pond | Chase | Cllr P Davies | Hogmoor |
| Cllr M Davison | Chase | Cllr C Mitchell | Hogmoor |
| Cllr D Sanders | Pinewood | Cllr R Russell | Hogmoor |
| Cllr L Scott | Pinewood | Cllr A Carew | Walldown |
| Vacant Position | Pinewood | Cllr Mrs L Malikoff-Johnston | Walldown |
| Cllr A Tree | Deadwater | Cllr Mrs L Webber | Walldown |
| Cllr C Leach | Deadwater | | |

The Council requires 5 voting Members to be quorate

(If any Member of the Council is unable to attend the meeting, please advise the office as soon as possible)

A G E N D A

| Item | | Page No |
|--------|---|---------|
| 10.162 | APOLOGIES – Cllr A Tree. | |
| 10.163 | DECLARATIONS OF INTEREST – Members are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business of the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a pecuniary interest as defined by regulations made by the Secretary of State under the Localism Act 2011. You must withdraw from the room or chamber when the meeting discusses and votes on the matter. | |
| 10.164 | CHAIRMAN'S ANNOUNCEMENTS | |
| 10.165 | ADJOURNMENT FOR TEN MINUTE QUESTION TIME Members of the public are invited to ask questions. <i>(Refer to Standing Orders 3d-k. Any public questions should be notified at least two clear working days before the meeting and an answer will be provided at the meeting wherever possible. This will also all give Members the opportunity to raise your questions to guest speakers, where time allows).</i> | |
| 10.166 | TOWN CLERK & RESPONSIBLE FINANCE OFFICER RESIGNATION The Clerk & Responsible Finance Officer has tendered her resignation from the Council. Her resignation has been accepted by the Chairman and with annual leave owing her final day will be Tuesday 12 th February 2019. (Refer to exempt agenda Item 10.175). FOR INFORMATION | |



WHITEHILL TOWN COUNCIL



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|--------|--|--------|
| 10.167 | <p>CONFIRMATION OF MINUTES OF THE PREVIOUS MEETING Minutes of the meeting held on 21st January 2019, previously circulated. With consideration of correspondence from a resident.</p> <p>FOR APPROVAL</p> | 4-7 |
| 10.168 | <p>COMMITTEE MINUTES a) Minutes of the Planning & Highways Committee held on 7th January 2019. Previously circulated.</p> <p>TO BE ADOPTED</p> | |
| 10.169 | <p>APPROVAL OF PAYMENTS To approve the schedule of payments approved by cheque signatories on: a) 21st January 2019. b) 28th January 2019.</p> <p>FOR DECISION</p> | 8 9 |
| 10.170 | <p>EAST HAMPSHIRE DISTRICT COUNCIL – PLANNING APPLICATION - 55587/102 - Bordon Camp and Training Ground, Budds Lane, Bordon, GU35 0JE</p> <p>Proposal: Outline application for a Health Hub (with ancillary cafe and pharmacy) and 70 residential apartments above with associated parking, cycle storage, refuse storage, landscaping and access roads. (Plans can be seen on East Hampshire District Council website www.easthants.gov.uk).</p> <p>FOR DECISION</p> | |
| 10.171 | <p>INTERIM INTERNAL AUDIT REPORT To consider the interim internal audit report carried out on 30th January.</p> <p>FOR ADOPTION</p> | 10-11 |
| 10.172 | <p>UPDATE ON MATTERS RAISED IN THE INTERNAL AUDIT REPORT 30.1.19 To consider the Town Clerk's update on matters raised in the internal audit report, including the recommendations and items for consideration within the report.</p> <p>FOR DECISION</p> | 12-19 |
| 10.173 | <p>TO RECEIVE THE REPORTS/MINUTES ON OUTSIDE BODIES a) Minutes of the Deadwater Valley Trust meeting on 8th January 2019.</p> <p>FOR INFORMATION</p> | 20-24 |
| 10.174 | <p>EXEMPT SESSION Pursuant to paragraph 1 of Part I of Schedule 12A (as amended) to the Local Government Act 1972 Section it is likely, in view of the nature of the business to be transacted, or the nature of the proceedings, that if members of the public are present during that item there would be disclosure to them of exempt information relating to an individual and also relating to business affairs of an individual.</p> | |



WHITEHILL TOWN COUNCIL



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|--------|---|-------|
| 10.175 | STAFFING MATTERS To consider the Town Clerk's report on exempt staffing matters. FOR INFORMATION & DECISION | 25-37 |
| 10.176 | DATES OF MEETINGS (all Monday's unless otherwise noted) 2019 – 18 th March, 15 th April. All at 7.30pm in the Council Chamber, Forest Community Centre, Pinehill Road, Bordon. | |

Enquiries to: - Whitehill Town Council, Council Offices, Forest Community Centre, Pinehill Road, Bordon, GU35 0BS Tel: 01420 473123

Email: info@whitehilltowncouncil.gov.uk, website: www.whitehilltowncouncil.gov.uk

Andrea Mann
Town Clerk

5th February 2019

Andrea Mann

From: [REDACTED]
Sent: 01 February 2019 13:55
To: Andrea Mann
Subject: Re: Accuracy of the Minutes at Council Meeting on 21 January 2019

Dear Andrea

Thank you. It would appear from the action you have taken that a formal complaint is unnecessary at this stage. Therefore, please consider it withdrawn.

Yours sincerely

[REDACTED]
[REDACTED]

From: Andrea Mann <Andrea.Mann@whitehilltowncouncil.gov.uk>
Sent: 01 February 2019 12:25
To: [REDACTED]
Cc: David Melsome
Subject: RE: Accuracy of the Minutes at Council Meeting on 21 January 2019

Dear [REDACTED]

I was just completing the next Council agenda but have fortunately picked up your email in time.

The draft minutes on the website are "DRAFT" and not final until agreed by the Council. Your previous email had already been included in the agenda for consideration with the item "to approve the previous minutes" as I must take any instruction to revise the minutes from the Council. This item will be discussed in accordance with Standing Orders section 12.

Please confirm whether you would like me to continue to include your communication as stated above or whether you wish to raise a formal complaint? As a formal complaint would follow a different Council procedure.

Whitehill Town Council do not record meetings but you are welcome to do so in accordance with Standing Orders Appendix A.

With thanks
Andrea

Andrea Mann PSLCC
Town Clerk

Whitehill Town Council, Forest Community Centre, Pinehill Road, Bordon, Hampshire, GU35 0BS
Tel: 01420 473123
<http://www.whitehilltowncouncil.gov.uk/>
<https://www.facebook.com/whitehilltowncouncil>

From: [REDACTED]
Sent: 01 February 2019 10:47
To: Andrea Mann <Andrea.Mann@whitehilltowncouncil.gov.uk>
Subject: Accuracy of the Minutes at Council Meeting on 21 January 2019

Dear Andrea

I wish to raise a formal complaint with the Council about the inaccuracy of Minute Item 9.152 at the meeting on 21st January 2019. The question I raised was a serious issue regarding EHDC's failure to build sufficient affordable housing in accordance with the Local Plan. There was going to be a shortfall of 480 affordable home to rent or buy for those on low incomes. I have attached a copy of the question which I read out verbatim at the meeting.

I note that both the question and the answer from Cllr Adam Carew have been censored. I would like the minutes and his answer corrected to reflect what was actually said.

Would you please raise this issue at the next full council meeting? I will be in attendance and record the meeting.

Yours sincerely

[REDACTED]
[REDACTED]

From: [REDACTED]
Sent: 25 January 2019 10:28
To: Andrea Mann
Subject: Re: Monday's Council Meeting - Public Question

Dear Andrea

This is most disappointing. Most councils I know tape record council meeting to ensure accuracy in the minutes. Presumably, you do the same. I considered my questions and the detailed answer that Cllr. Carew kindly gave of great interest to the public and should be accurately recorded.

It's little wonder the public rarely attend WTC meetings if the questions they ask are to be censored and the answers sanitised! I would be most grateful if the council would publish in full my question and Cllr. Carew's answer so that the public can read what actually was said. After all, the topic - the loss of their entitlement to a further 480 social and affordable houses under the Local Plan - is a very serious issue to many people in the community.

Yours sincerely

[REDACTED]
[REDACTED]

From: Andrea Mann <Andrea.Mann@whitehilltowncouncil.gov.uk>
Sent: 24 January 2019 13:48

[REDACTED]

Cc: David Melsome
Subject: FW: Monday's Council Meeting - Public Question

[REDACTED]

Thank you for your email which David has forwarded to me.

It is useful to see the full question but we do not generally record the full question on the agenda or is there a need to publish a written, verbatim response. Local Councils seem to manage this differently such as including an overview on the minutes, adding the Q&A details as an agenda attachment or nothing at all.

I am unable to revise the minutes now that the draft has been circulated to Members but we can raise your point at the next full Council meeting for consideration.

With thanks
Andrea

Andrea Mann PSLCC
Town Clerk

Whitehill Town Council, Forest Community Centre, Pinehill Road, Bordon, Hampshire, GU35 0BS
Tel: 01420 473123
<http://www.whitehilltowncouncil.gov.uk/>
<https://www.facebook.com/whitehilltowncouncil>

From: David Melsome <David.Melsome@whitehilltowncouncil.gov.uk>
Sent: 24 January 2019 10:16
To: Andrea Mann <Andrea.Mann@whitehilltowncouncil.gov.uk>
Subject: FW: Monday's Council Meeting - Public Question

From: [REDACTED]
Sent: 23 January 2019 20:08
To: David Melsome <David.Melsome@whitehilltowncouncil.gov.uk>
Subject: Monday's Council Meeting - Public Question

Dear Mr Melsome

I am afraid the draft minutes do not do just to the question I asked or the more detailed answer given by Cllr. Adam Carew according to mine and the reporter's records. The former is my mistake, I should have left you a copy of the question, which I have now attached.

So as not to mislead the public, could you please have the draft minutes corrected to reflect what more accurately took place? Thank you.

Yours sincerely

Whitehill Town Council

Council Meeting 21 January 2019

Question

Affordable Housing. There are 2,400 homes being built in Whitehill & Bordon during this phase. According to the approved Local Plan 35% should be affordable. Official figures reveal that only about 16% will be delivered, a shortfall of 480! The explanation given is that funding was needed for infrastructure, principally the bypass.

I would have thought that with many residents on low incomes more, not less, social and affordable housing was essential! When asked about making up this shortfall Cllr. Cowper, Portfolio Holder for Whitehill & Bordon stated that the 35% was "an arbitrary target."

Where does the Town Council stand on this issue? Is it willing to accept only 360 affordable homes rather than the 840 it should have received if EHDC had complied with the approved Local Plan?



WHITEHILL TOWN COUNCIL



Payments Schedule for Approval - 2018/19 payments

Meeting/Date: Full Council - 21st January 2019

Agenda Item: n/a

| Supplier | Invoice/Ref No. | Gross Amount £ | Invoice Date | Date Paid |
|---|------------------|------------------|--------------|-----------|
| BACS Payments | | | | |
| Jacksons Fencing | 267394 | £304.80 | 11/01/2019 | 23-1-2019 |
| Quality Land Services Limited | INV-2434 | £2,320.15 | 14/01/2019 | 23-1-2019 |
| Quality Land Services Limited | INV-2435 | £151.03 | 14/01/2019 | 23-1-2019 |
| Online Playgrounds (Fenland) | SIN028914 | £140.16 | 16/01/2019 | 23-1-2019 |
| Monitoba (Photographer) | email 17/01/2019 | £79.00 | 17/01/2019 | |
| SLCC Guide Book | email 17/01/2019 | £59.00 | 17/01/2019 | |
| TOTAL FOR BACS PAYMENTS | | £3,054.14 | | |
| Payments by Standing Order/Direct Debits | | | | |
| Allstar | E2010598730 | £89.50 | | |
| BT (Broadband Services) | Q020 KO | £167.40 | | 21-1-2019 |
| Castle Water (Pavilion) | 1632161 | £59.27 | | |
| TOTAL FOR SO/DD PAYMENTS | | £316.17 | | |
| Payments by Cheque | | | | |
| - | | | | |
| TOTAL FOR CHEQUE PAYMENTS | | £0.00 | | |
| TOTAL PAYMENTS | | £3,370.31 | | |

Authorised Signatories

Cllr Name: MARK DAVISON

Signature:

Date: 21st JANUARY, 2019.

Cllr Name:

LESLIE WEBBER

Signature:

Date: 21/01/2019

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WHITEHILL TOWN COUNCIL



Payments Schedule for Approval - 2018/19 payments

Meeting/Date: Planning & Highways - 28th January 2019

Agenda Item: n/a

| Supplier | Invoice/Ref No. | Gross Amount £ | Invoice Date | Date Paid |
|---|-----------------|----------------|--------------|------------|
| BACS Payments | | | | |
| Savills (Landmark) <i>wp</i> | 0298-561815 | £10.00 | 21/01/2019 | 29-1-2019 |
| A&P Garage Doors | 5448 | £180.00 | 21/01/2019 | 29-1-2019 |
| TOTAL FOR BACS PAYMENTS | | £190.00 | | |
| Payments by Standing Order/Direct Debits | | | | |
| Livepay | 47267 | £43.07 | 31/12/2018 | |
| Castle Water (Pavilion) | 01594816 | £56.26 | 07/01/2019 | 22/01/2019 |
| LEX Autolease | MRI8140847 | £294.83 | 16/01/2019 | |
| TOTAL FOR SO/DD PAYMENTS | | £394.16 | | |
| Payments by Cheque | | | | |
| - | | | | |
| TOTAL FOR CHEQUE PAYMENTS | | £0.00 | | |
| TOTAL PAYMENTS | | £584.16 | | |

Authorised Signatories

Cllr Name: MARK DAVIDSON

Signature:

Date: 28th JANUARY, 2019.

Cllr Name: *KEBLIE WEBBER*

Signature:

28/01/2019

Date:

Do the Numbers Limited

Southampton

30th January 2019

Andrea Mann, Clerk
Whitehill Town Council,
Forest Community Centre,
Pinehill Road,
Bordon, GU35 0BS

Dear Andrea,

Subject: Matters arising from interim Internal Audit for the year 2018/19

Further to my visit to the office today, please find below details of the matters arising. The council should aim to resolve most of the matters in advance of the year end and the remainder in advance of the completion of the audit.

| Control area | Issue | Recommended Action |
|--------------------------|--|--|
| Ledger control balances | There are some transactions in the trade debtor and creditor control balances which appear to be historic. | These should be written off / resolved in advance of the year end. |
| Debit cards for officers | The council has resolved to set up debit / credit cards for the proper officer and the facilities manager but this has not yet happened. | The cards should be actioned without delay to allow more efficient working by officers. |
| Budget report | The budget and precept are not currently being calculated using the Omega reports. The uses of spreadsheets increases the risk of calculation and transcription errors. <i>(also raised last year)</i> | Officers should produce the draft budget on the accounts which is then reviewed by each committee and the amended report taken to full council for approval. Spreadsheets increase transcription risk. |
| Standard Documents | The council has not yet in this financial year approved the Financial Regulations, Standing orders and Risk Assessment. | This is a requirement of the audit regime and should be scheduled before March. |
| New Employees | When a new member of staff is employed, their hours, rate of pay and other employment terms should be clearly minuted by the Policy Committee. | This is essential to ensure that there is transparent oversight over the cost of staffing of the council. |
| GPC | The council has GPC status so long as the proper officer has the CiLCA qualification and the required level of elected members. | The council should be aware that if it loses GPC status its grant making powers need to be clearly minuted for each award. |
| Data retention policy | There is an anomaly in the template for document retention that suggest the destruction of bank statements. | Bank statements should, like all accounts related information, be kept for six years. |

37 Upper Brownhill Road SO16 5NG

023 8077 2341

Registered in England No. 7871759


Director: Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

| | | |
|---------------------------|---|--|
| Amenities and maintenance | When notification of any sort of amenities / site maintenance issue is made, it should be accompanied by a photograph to tag time, location and exact details. | If the relevant staff are supplied with simple PAYG camera phones, they will be able to streamline the recording of minor incidents. Members of the public should also be encouraged to send pictures rather than verbal descriptions. |
| Chairman of the council | The council lacks a clear line of responsibility between the Chairman (a role defined in legislation) and the Proper Officer due to the presence of a "leader". The latter role does not exist in legislation. Its holder has no more rights than any other councillor. | Following the May election the council should consider following the best practice of other councils and merging the two roles back into the single legal role This will aid transparency, accountability and governance and clarify lines of reporting and communication. |
| s.106 funds | The council has significant s.106 funds held by EHDC. It is unclear why the district council is setting criteria over and above those of the original agreements for the release of funds. | WTC should check the terms of each tranche of s106 funds available and develop projects to utilise it before expiry. EHDC would then have no power to further intervene in the process. |
| Staffing Committee | It would appear that the staffing committee has met several times during the year without properly issuing agendas and ensuring that proper minutes are kept by an officer. This is ultra vires. | All decisions taken by councillors should be properly recorded and minuted, particularly where they relate to employment law and staffing issues. |
| Advisory Policy Group | This working group appears to operate in a manner similar to a cabinet at a larger authority. Its meetings are not public and agendas are not published. This is not permitted in a parish council. | The decision making of the council should always be centred on the public meeting of the full council. |
| Earmarked Reserves | Some of the earmarked reserves of the council so not meet the criteria of discrete capital projects. | In advance of the year end, all reserves should be reviewed for compliance with the current requirements. |

I will return to the office later in the year to complete my review. If either you or your members have any queries, please do not hesitate to contact me.

Regards



Eleanor S Greene

37 Upper Brownhill Road SO16 5NG
Registered in England No. 7871759

023 8077 2341

Director: Eleanor S Greene

eleanorgreene@thedunnefamily.co.uk

COUNCIL MEETING 11.02.19

UPDATE ON ACTIONS ON MATTERS RAISED IN THE INTERNAL AUDIT REPORT 30.01.19

| Control Area | Issue | Internal Auditor Recommended Action | RFO Comment & WTC Agreed Action | Complete |
|--------------------------|--|--|---|----------|
| Ledger control balances | There are some transactions in the trade debtor and creditor control balances which appear to be historic. | These should be written off / resolved in advance of the year end. | £760 debtors & £758 creditors – to be referred to bookkeeper 08.02.19. | |
| Debit cards for officers | The council has resolved to set up debit / credit cards for the proper officer and the facilities manager but this has not yet happened. | The cards should be actioned without delay to allow more efficient working by officers. | An application form has been obtained but is pending the appointment of an RFO as the card will be issued to a named cardholder. | |
| Budget report | The budget and precept are not currently being calculated using the Omega reports. The use of spreadsheets increases the risk of calculation and transcription errors. (also raised last year) | Officers should produce the draft budget on the accounts which is then reviewed by each committee and the amended report taken to full council for approval. Spreadsheets increase transcription risk. | The final budget has been input into Omega but this programme is not available in the Council Chamber where the draft budget is produced & reviewed at workshops. Note for 2020/21 budget preparation: the budget preparation process should be minimalised so that the RFO prepares the draft budget, committees review the relevant cost centre then the final budget is presented to full Council for consideration. | |
| Standard Documents | The council has not yet in this financial year approved the Financial Regulations, Standing Orders and Risk Assessment. | This is a requirement of the audit regime and should be scheduled before March. | Noted & already identified through the Town Clerk's review of policies. Financial Regulations – required. APG to review Standing Orders 11.03.19 (& added to Council agenda 18.03.19 for adoption). Risk assessment – required. | |
| New Employees | When a new member of staff is employed, their hours, rate of pay and other employment terms should be clearly minuted by the Policy Committee. | This is essential to ensure that there is transparent oversight over the cost of staffing of the council. | Noted. | |

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|---------------------------|---|---|--|--|
| GPC | The council has GPC status so long as the proper officer has the CiLCA qualification and the required level of elected members. | The council should be aware that if it loses GPC status its grant making powers need to be clearly minuted for each award. | Noted. The Grant Aid policy will also need to be revised should the Council lose the GPC. | |
| Data retention policy | There is an anomaly in the template for document retention that suggests the destruction of bank statements. | Bank statements should, like all accounts related information, be kept for six years. | Revised "List of Documents for Retention or Disposal" attached for consideration. | |
| Amenities and maintenance | When notification of any sort of amenities / site maintenance issue is made, it should be accompanied by a photograph to tag time, location and exact details. | If the relevant staff are supplied with simple PAYG camera phones, they will be able to streamline the recording of minor incidents. Members of the public should also be encouraged to send pictures rather than verbal descriptions. | Officers to follow up. | |
| Chairman of the council | The council lacks a clear line of responsibility between the Chairman (a role defined in legislation) and the Proper Officer due to the presence of a "leader". The latter role does not exist in legislation. Its holder has no more rights than any other councillor. | Following the May election the council should consider following the best practice of other councils and merging the two roles back into the single legal role. This will aid transparency, accountability and governance and clarify lines of reporting and communication. | For Council discussion & decision. | |
| s.106 funds | The council has significant s.106 funds held by EHDC. It is unclear why the district council is setting criteria over and above those of the original agreements for the release of funds. | WTC should check the terms of each tranche of s106 funds available and develop projects to utilise it before expiry. EHDC would then have no power to further intervene in the process. | For Council discussion & decision. | |

| | | | | |
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| Staffing Committee | It would appear that the staffing committee has met several times during the year without properly issuing agendas and ensuring that proper minutes are kept by an officer. This is ultra vires. | All decisions taken by councillors should be properly recorded and minuted, particularly where they relate to employment law and staffing issues. | For Council discussion & decision. | |
| Advisory Policy Group | This working group appears to operate in a manner similar to a cabinet of a larger authority. Its meetings are not public and agendas are not published. This is not permitted in a parish council. | The decision making of the council should always be centred on the public meeting of the full council. | For Council discussion & decision. | |
| Earmarked Reserves | Some of the earmarked reserves of the council do not meet the criteria of discrete capital projects. | In advance of the year end, all reserves should be reviewed for compliance with the current requirements. | 2 EMR descriptions revised. P&R to review earmarked reserves list at next meeting on 25.02.19. | |



WHITEHILL TOWN COUNCIL



Whitehill Town Council : Appendix A: List of Documents for Retention or Disposal

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|---|--|--------------------|--|
| Minutes | Indefinite | Archive | Offices | Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority |
| Agendas | 5 years | Management | Offices | Bin (shred confidential waste) |
| Accident/incident reports | 20 years | Potential claims | Offices | Confidential waste (A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations). |
| Scales of fees and charges | 6 years | Management | Offices/electronic | Bin |
| Receipt and payment accounts | Indefinite | Archive | Offices | N/A |
| Receipt books of all kinds | 6 years | VAT | Offices | Bin |
| Bank statements including deposit/savings accounts | 6 years | Audit | Offices | Confidential waste |
| Bank paying-in books | Last completed audit year | Audit | Offices | Confidential waste |
| Cheque book stubs | Last completed audit year | Audit | Offices | Confidential waste |
| Quotations and tenders | 6 years | Limitation Act 1980 (as amended) | Offices | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Paid invoices | 6 years | VAT | Offices | Confidential waste |
| Paid cheques | 6 years | Limitation Act 1980 (as amended) | Offices | Confidential waste |
| VAT records | 6 years generally but 20 years for VAT on rents | VAT | Offices | Confidential waste |
| Petty cash, postage and telephone books | 6 years | Tax, VAT, Limitation Act 1980 (as amended) | Offices | Confidential waste |
| Timesheets | Last completed audit year 3 years | Audit (requirement) Personal injury (best practice) | Offices | Confidential waste |

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| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|--|---|--------------------|--|
| Wages books/payroll | 12 years | Superannuation | Offices/electronic | Confidential waste |
| Insurance policies | While valid (but see next two items below) | Management | Offices | Bin |
| Insurance company names and policy numbers | Indefinite | Management | Offices | N/A |
| Certificates for insurance against liability for employees | 40 years from date on which insurance commenced or was renewed | The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management | Offices | Bin |
| Town Park equipment / play inspection reports | 21 years | | Offices | |
| Investments | Indefinite | Audit, Management | Offices/electronic | N/A |
| Title deeds, leases, agreements, contracts | Indefinite | Audit, Management | Offices | N/A |
| Electoral Registration Listing | 1 year | Re-issued annually | Office | Confidential waste |
| Members' allowances register (<i>not currently paid</i>) | 6 years | Tax, Limitation Act 1980 (as amended) | Offices | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Information from other bodies e.g. circulars from county associations, NALC, principal authorities | Retained for as long as it is useful and relevant | | Offices | Bin |
| Local/historical information | Indefinite -- to be securely kept for benefit of the Parish | Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information). | | N/A |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|--|---|---|-------------------|--|
| Magazines and journals | Council may wish to keep its own publications For others retain for as long as they are useful and relevant. | The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 01.02.04 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds. | Offices | Bin if applicable |
| Record-keeping | | | | |
| To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names General correspondence | The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company. | Management | Offices | Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| | Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests. | Management | Offices | Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |

| Document | Minimum Retention Period | Reason | Location Retained | Disposal |
|---|---|--|-------------------|--|
| Correspondence relating to staff | If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3-6 months. Recommend this period be for 3 years | After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council. | Offices | Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Documents from legal matters, negligence and other torts | | | | |
| 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 specified 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, keep for the longest of the three limitation periods. | | | | |
| Negligence | 6 years | | Offices | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Defamation | 1 year | | Offices | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Contract | 6 years | | Offices | Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations. |
| Leases | 12 years | | Offices | Confidential waste. |
| Sums recoverable by statute | 6 years | | Offices | Confidential waste. |
| Personal injury | 3 years | | Offices | Confidential waste. |
| To recover land | 12 years | | Offices | Confidential waste. |
| Rent | 6 years | | Offices | Confidential waste. |
| Breach of trust | None | | Offices | Confidential waste. |
| Trust deeds | Indefinite | | Offices | Confidential waste. |
| | | | | N/A |

| For Halls, Centres, Recreation Grounds | | | |
|--|---|---------------------|--------------------|
| • Application to hire | 6 years | VAT | Offices |
| • Invoices | | | |
| • Record of tickets issued | | | |
| Lettings diaries | Electronic files linked to accounts | VAT | Offices |
| Terms and Conditions | 6 years | Management | Offices |
| Event Monitoring Forms | 6 years unless required for claims, insurance or legal purposes | Management | Offices |
| For Allotments | | | |
| Register and plans | Indefinite | Audit, Management | Offices |
| Minutes | Indefinite | Audit, Management | Offices |
| Legal papers | Indefinite | Audit, Management | Offices |
| Planning Papers | | | |
| Applications | 1 year | Management | Offices / District |
| Appeals | 1 year unless significant development | Management | Offices / District |
| Trees | 1 year | Management | Offices / District |
| Local Development Plans | Retained as long as in force | Reference | Offices |
| Local Plans | Retained as long as in force | Reference | Offices |
| Town/Neighbourhood Plans | Indefinite – final adopted plans | Historical purposes | Offices |
| CCTV | | | |
| Review requests | 3 years | Data protection | Offices |
| Discs – master and working | For as long as required | Data protection | Site |
| Code of Practice | Destroy on renewal Review annually | Management | Offices |
| | | | Confidential waste |
| | | | Confidential waste |
| | | | Confidential waste |

Minutes of the Deadwater Valley Trust Meeting 153

Phoenix Centre, Bordon

Tuesday, 8th January, 2019 at 3.00pm

Present:

| | | |
|---------------------|---------------|-----------------------|
| Dr. W. Wain (WW) | Vice Chairman | Cllr. C. Leach (CL) |
| Mr. G. Dawkins (GD) | Secretary | Mrs. T. Privetti (TP) |
| | | Mr. P. Charman (PC) |

In Attendance:

Mr. J. Cummins (JC) Senior Countryside Ranger

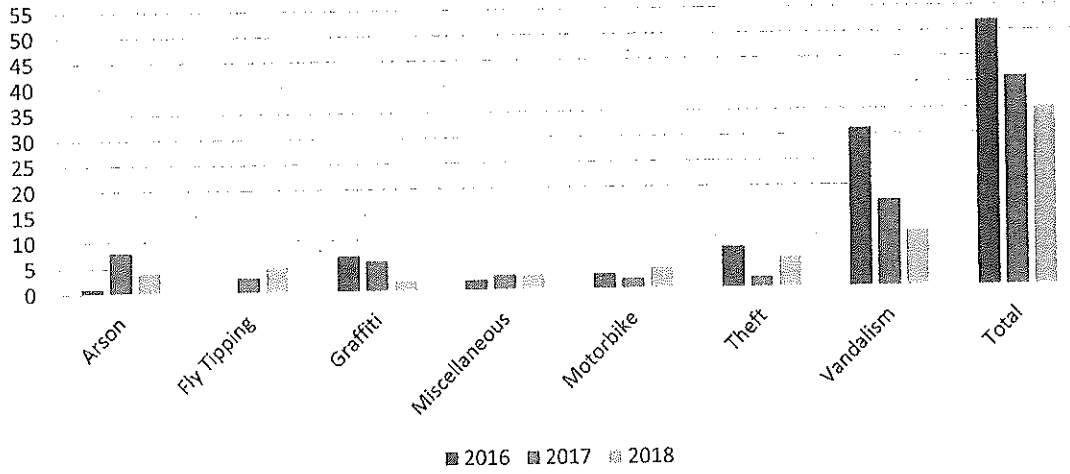
| Item | Subject | Action | Date |
|----------|---|----------|------|
| 1 | Apologies: | | |
| 1.1 | Cllr. R. Russell, Cllr A. Carew, Mr B Collinson, Mrs. M. Aldridge, Mrs N. Dobson, Mr R. Betteley. | | |
| 2 | Confirmation of Minutes from Meeting 152 | | |
| 2.1 | Proposed CL, seconded TP, all agreed. | | |
| 3 | Matters Arising | | |
| 3.1 | Green Loop route of track through the LNR. A meeting with DVT & Town Council should be arranged. A follow up is required. M3-LEP funding has been awarded. No progress. | CL | Asap |
| 3.2 | Trustee's skill's questionnaires to be completed and submitted by January, 2019 Trustee's meeting. Ongoing. | All | |
| 3.3 | Tesco presentation board's installation is ongoing. 11 out of 16 now installed. Ongoing – the Trustees requested that he remaining boards be given more urgency. | JC | |
| 3.4 | SLA's review document to be discussed with WTC on 14 th November, 2018. WTC expressed satisfaction with the review and DVT's conduct. | | |
| 3.5 | BI Management Plan needs updating following study by Thomson Ecology, to be discussed with WTC on 14 th November, 2018. No progress. | WTC/DVT | |
| 3.6 | The DVT Business Plan needs revising to include for HI activities and Thomson Ecology report. No further progress. | ND/JC | |
| 3.7 | Public data information retained by the Trustees to be reviewed. Ongoing. | ND/WW/RB | |
| 3.8 | The perimeter tree survey is nearly completed. Some trees will require removal. | | |
| 3.9 | A Ranger is to be trained in managing the DVT web-site. | JC/AT | |

| | | | |
|----------|---|-------------|--|
| 3.10 | Tool inventory and maintenance records are being updated. Almost completed – to be digitised. | JC/RB | |
| 3.11 | British Horse Society has written querying lack of bridleways in LNR and BI. A response that WTC are discussing the matter to be sent. No progress. | JC/WTC | |
| 3.12 | WW stated that business plan will require policy review and update including for 5 year budget plan and the impact of future contracts. A review has commenced. | ND/WW/GD/RB | |
| 3.13 | WW suggested a seat and plaque be added to Meadow View boardwalk in recognition of CW work. WW to do wording. Completed. | | |
| 3.14 | A joint working party with County Council rangers will be scheduled before the end of the year in LNR. | | |
| 3.15 | Broxhead and Kingsley bird survey report has been issued and will be circulated to Trustees. Done | | |
| 3.16 | S106 application – EHDC have advised that the DVT £32k bid has been successful. | | |
| 3.17 | The ‘Sky at Night’ event in Hogmoor Inclosure was cancelled and a new date of 15 th February has been set. | | |
| 3.18 | Mrs M. Aldridge and Mrs T. Privetti to be given the opportunity for Trustee training at a suitable local venue. Proposed by WW, seconded by PC. | ND | |
| 3.19 | It was recorded that Mr J. Smith has resigned as a Trustee. Mrs T. Privetti was nominated as his replacement. Proposed by WW, seconded by PC. All agreed. | | |
| 3.20 | The requirement for examining or auditing the DVT accounts to be checked. | PC | |
| 4 | Chairperson’s Report | | |
| 4.1 | Due to illness a report was not available. | | |
| 5 | Treasurer’s Report | | |
| 5.1 | See attached spreadsheet statement. | | |
| 5.2 | The annual return to the Charity Commission was submitted on 29 th December. | | |
| 5.3 | A local Masonic lodge has intimated that a donation may be available for a specific project. Suggestions are: 1. Nature reserve ‘D’ shaped entrance signs. 2. Lockable aluminium A3 sized outdoor notice boards. 3. The resurfacing of the Conde Way car park. All agreed option 3 was preferred. | JC | |
| 6 | Secretary’s Report | | |
| 6.1 | Nothing to report. | | |
| 7 | Ranger’s Reports | | |
| 7.1 | WW noted the beneficial work in completing the gorse removal on the Walldown Monument. | | |
| 7.2 | Following the success of DVT community activities at all three sites, there was a query whether this would be included in the proposed WTC tender. | | |
| 7.3 | 70 mixed species saplings were planted by the local Beaver group at the weekend in Bordon Inclosure | | |

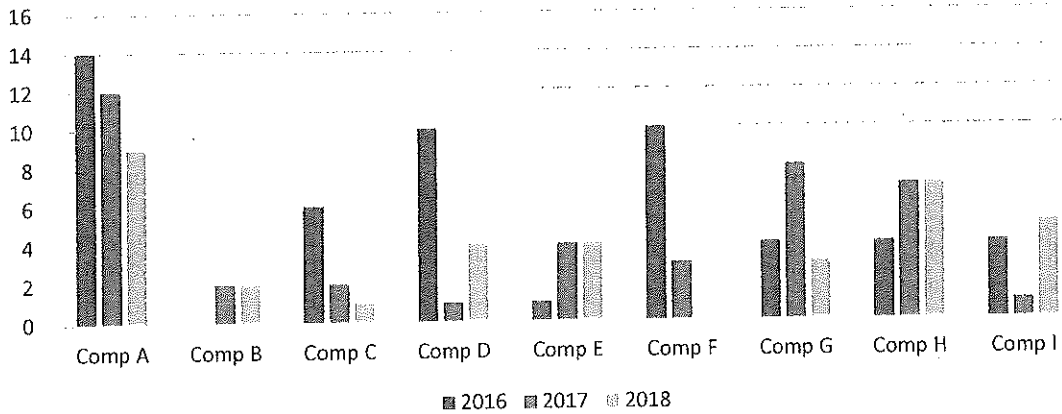
| | | | |
|-----------|--|-----|--|
| 7.4 | JC & TR to attend First Aid refresher course. | | |
| 7.5 | A summary report of Anti-Social Behaviour in Bordon Inclosure was compiled by Adam Taylor. A copy is attached for easy reference. | | |
| 7.6 | Following an internal review of DVT safety procedures when tree felling adjacent to roadways, a ranger is to be sent for suitable Chapter 8 training. | | |
| | | | |
| 8 | Management Plan & Business Plan updates | | |
| 8.1 | It was suggested a 5 year cost spreadsheet should be available for the WTC by August/September this year. | | |
| | | | |
| 9 | Any Other Business | | |
| 9.1 | It has been reported that contaminated dog treats have been left out near the LNR. The Police, EHDC dog warden and WTC have been informed. | | |
| 9.2 | The Heritage Society has been approached regarding WWII Canadian Military activity in BI. A proposal to undertake a metal detector sweep has been received. All agreed to allow this to go ahead. | WW | |
| 9.3 | Following from the intention of WTC to award a contract, after a tendering procedure, the issue of local councillor representative's being present at DVT Trustee's meetings and the potential for a conflict of interest was discussed. It was proposed that the affected Trustees not be present when the contract was discussed. | | |
| 9.4 | Following from the intention of WTC to conducting a tendering procedure for the management of LNR & BI, the issue of local councillor representatives's being present during tender preparation discussions at DVT Trustee's meeting was discussed. It was proposed that the affected Trustees not be present when the tender was discussed. | | |
| | | | |
| 10 | Date of next Trustee's Meeting | | |
| 10.1 | Tuesday 5 th March, 2019 at 3.00pm in the Phoenix Centre. | All | |

Bordon Inclosure ASB

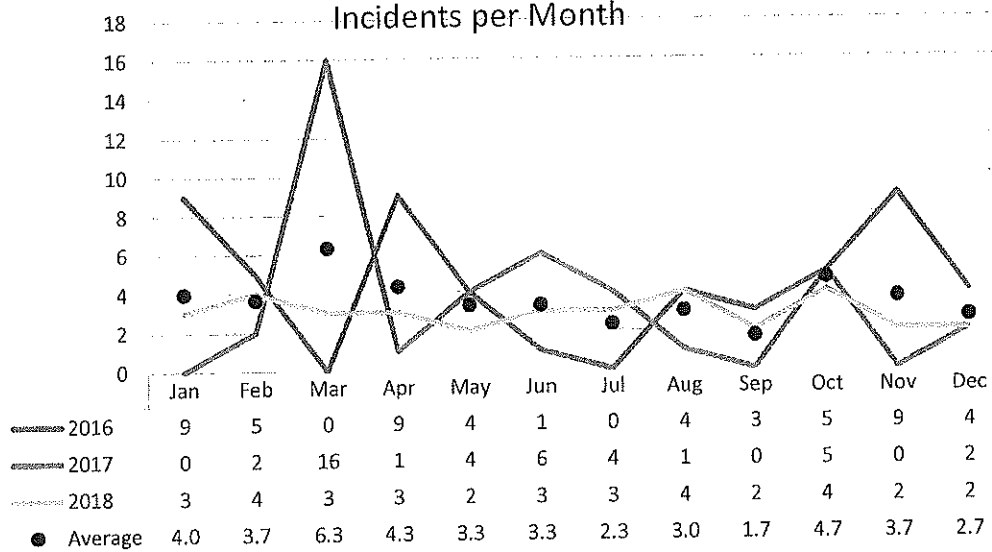
Type of ASB



Location of ASB



Incidents per Month



Deadwater Valley Trust

Receipts and Payments Account for the period ending 31st December 2018

| Receipts | | DVT | B/I | H/I |
|--------------------------|-------------------|-------------------|------------------|------------------|
| Grants | | | | |
| Service Contract WTC | 109,618.00 | 41,264.00 | 40,794.00 | 27,560.00 |
| EHDC | 400.00 | 400.00 | - | - |
| Subscriptions | | 133.00 | - | - |
| Donations | 21.00 | 21.00 | - | - |
| Fund Raising | 432.30 | 432.30 | - | - |
| Sale of Goods | 4,019.93 | 1,535.80 | 782.09 | 1,702.04 |
| | <u>114,624.23</u> | <u>43,786.10</u> | <u>41,576.09</u> | <u>29,262.04</u> |
| | | | | |
| Payments | | | | |
| Labour | 56,350.06 | 30,031.42 | 14,794.99 | 11,523.65 |
| Rent | 1,400.00 | 466.67 | 466.67 | 466.66 |
| Telephone | 368.54 | 129.51 | 129.51 | 109.52 |
| Insurance | 1,951.41 | 745.25 | 1,206.16 | - |
| Office Expenses | 2,032.55 | 427.05 | 415.13 | 1,190.37 |
| Photocopies | 360.90 | 153.43 | 207.47 | - |
| Travel | 366.94 | 190.30 | 176.64 | - |
| Site Maintenance & Tools | 9,822.42 | 983.21 | 2,889.97 | 5,949.24 |
| Vehicle | 2,462.49 | 915.11 | 1,279.26 | 268.12 |
| Training | 1,528.90 | 57.60 | 292.00 | 1,179.30 |
| Uniforms | 686.39 | 72.21 | 23.94 | 590.24 |
| Volunteers | 90.44 | 10.62 | 4.50 | 75.32 |
| Advertising | 40.00 | 40.00 | - | - |
| Sundries | 330.00 | 330.00 | - | - |
| | <u>77,791.04</u> | <u>34,552.38</u> | <u>21,886.24</u> | <u>21,352.42</u> |
| | | | | |
| Nett Receipts/Payments | 36,833.19 | 9,233.72 | 19,689.85 | 7,909.62 |
| Brought F'wd from 2018 | 174,595.87 | 145,582.99 | 17,675.51 | 11,337.37 |
| | <u>211,429.06</u> | <u>154,816.71</u> | <u>37,365.36</u> | <u>19,246.99</u> |
| Transfer to Savings | <u>100,000.00</u> | | | |
| Balance @ Bank | <u>111,429.06</u> | | | |
| | | | | |
| Invested Funds | 101,710.03 | | | |