



SOUTH WOODHAM FERRERS
TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

AGENDA

**For a Meeting to be held at 8.00p.m. on
Tuesday 11th February 2020**

**at Champions Manor Hall Community Centre,
South Woodham Ferrers**

Membership:

**Councillor A Shearring (Chairman)
Councillor J Birch (Vice-Chairman)**

Councillor D Eley
Councillor A John

Councillor I Roberts
Councillor M O'Brien

Councillor R Crosbie
Councillor K Bentley

Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. At the beginning of the meeting there is an opportunity for you to make representations, answer questions and give evidence in respect of any item of business on the agenda. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321817. Please join us.

**Karen Hawkes BSc (Hons)
South Woodham Ferrers Town Clerk
4th February 2020**

1. Apologies for absence

To RECEIVE and ACCEPT any apologies for absence.

2. Dispensation considerations

To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

3. Declarations of Interest

Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.

4. Confirmation of Minutes

To APPROVE the minutes of the meeting held on 3rd December 2019 as a true record of the meeting.

5. Public Questions

In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.

6. Budgetary Positions

6.1 To receive the budgetary positions as at 31st January 2020 for this Committee and Champions Manor Hall to be circulated prior to the meeting.

7. Financial Matters

7.1 To receive and note the Council's bank balances as at 31st January 2020:

- Current Account £ 54,163.88
- Reserve Account £ 408,818.32

7.2 To receive and note the following bank transfers as at 31st January 2020:

- 13th December 2019 £60,000

7.3 To note details of financial transactions for December and January.

8. Grants to be Considered

To consider the following:

1. Action of family Carers, £1000 - £7498 for hall hire.
2. South Woodham Ferrers Railway Station Adopters, £778.80 for a bench at the station.
3. S.A.F.E. (Supporting Asperger Families in Essex) £500 support for families with autistic members, also work with William De Ferrers School.

9. 4th Site at Uniformed Youth Road

Councillor Crosbie to provide a verbal report on the Essex Shed Network. Recommendation from the Leisure the Committee that the Policy and Resource committee consider allowing the Essex Shed Network create a Community shed on the 4th vacant site at the Uniformed Youth Site.

10. Crouch Valley Medical Centre Transport Provision

Deputy Town Mayor Councillor Birch to provide a verbal report following a meeting with Provide on 4th February 2020. £16,000 budget allocated towards travel provision.

11. Champions Manor Hall Review of Contracts

To note that the following contracts will be reviewed at the April Policy and Resource meeting:

- Cleaning
- Maintenance

12. Telephone Box, Heralds Way

Committee to consider correspondence from Chelmsford City Council regarding the removal of the telephone box in Herald Way. Options are to support removal or suggest to Chelmsford that the Town Council adopt and install a defibrillator.

13. Meeting Schedule 2020 - 2021

To consider for approval, the meeting schedule 2020 – 21. Please note this schedule does not include Masterplan and Neighbourhood Plan Committee as these are dependent on the status of the plans and consultations.

14. Reviews

To consider and adopt the following reviews:

14.1 Financial Risk Assessment

To consider the Town Council's current Financial Risk Assessment as attached to the agenda.

14.2 The Effectiveness of Internal Control

To consider the attached Effectiveness of Internal Control as outlined in the report attached to the agenda and to appoint the . and to appoint the Internal Auditor Heather Heelis.

14.3 Health and Safety Policy

14.4 Press and Social Media Policy

14.5 Data Protection Policy – no recommended changes

15. Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee:

a. Essex Association of Local Councils – Karen Hawkes

b. Larger Local Councils Forum – Councillor A John

c. Chelmsford Association of Local Councils – Councillor A John

16. Report to Council

To agree items for report to the next Council meeting on 10th March 2020.

17. Media Contact

To consider whether any items on this Agenda warrant a media release and if so, to agree a Councillor to comment, if applicable.

18. Next Meeting

The next meeting of the Policy and Resources Committee will be on 15th April 2020.

Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Champions Manor Hall						
Main Hall Hire	19,827	22,000	2,173			
Multi Purpose Room Hire	21,532	30,000	8,468			
Conference Room Hire	5,110	5,000	(110)			
Meeting Room Hire	3,251	3,000	(251)			
Annual Storage Charge	24	0	(24)			
Car park	520	0	(520)			
Rent from ESO Depot	34,100	1,100	(33,000)			
Rent from Office Use	(15,400)	17,600	33,000			
	68,964	78,700	9,736			0
Champions Manor Hall :- Income						
Electricity	6,035	7,000	965		965	
Gas	186	1,600	1,414		1,414	
Water	474	700	226		226	
Sewerage	0	350	350		350	
Rates	9,663	9,500	(163)		(163)	
Cleaning	9,572	15,000	5,428		5,428	
Maintenance	16,900	18,000	1,100		1,100	1,311
Major Repair Fund	6,779	5,000	(1,779)		(1,779)	
Administration	1	1,000	999		999	
PRS Licence	546	485	(61)		(61)	
Hall refund and expenses	100	0	(100)		(100)	
Photocopier	410	500	90		90	
Postage	58	250	192		192	
Telephone	480	500	20		20	
Sanitary Contract	397	0	(397)		(397)	
Security	746	550	(196)		(196)	
Fire Maintenance	788	0	(788)		(788)	
Insurance	1,435	1,476	41		41	
Contingencies	1,412	2,000	588		588	
Champions Manor Hall :- Indirect Expenditure	55,982	63,911	7,929	0	7,929	1,311
Net Income over Expenditure	12,981	14,789	1,808			
plus Transfer from EMR	1,311					
Movement to/(from) Gen Reserve	14,292					

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Office Costs</u>						
Electricity	3,081	2,000	(1,081)		(1,081)	
Rent for Office	17,658	17,600	(58)		(58)	
Gas	121	550	429		429	
Water	220	200	(20)		(20)	
Sewerage	0	100	100		100	
Rates	5,435	5,200	(235)		(235)	
Cleaning	5,901	7,500	1,599		1,599	
Maintenance	5,279	4,800	(479)		(479)	
PRS Licence	307	500	193		193	
Equipment	37	500	463		463	
Office Supplies	720	500	(220)		(220)	
Photocopier	429	1,500	1,071		1,071	
Postage	159	900	741		741	
Card Processing	870	900	30		30	
Telephone	1,079	1,350	271		271	
Sanitary Contract	47	200	153		153	
Security	284	400	116		116	
Mobiles	195	300	105		105	
IT Work/Support	832	2,000	1,168		1,168	
Fire Maintenance	443	0	(443)		(443)	
Contingencies	76	0	(76)		(76)	
Neighbourhood Plan	58	0	(58)		(58)	
Office Costs :- Indirect Expenditure	<u>43,235</u>	<u>47,000</u>	<u>3,765</u>	<u>0</u>	<u>3,765</u>	<u>0</u>
Net Expenditure	<u>(43,235)</u>	<u>(47,000)</u>	<u>(3,765)</u>			

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Policy & Resources General</u>						
Precept	428,885	348,065	(80,820)			
Interest Received	1,191	1,000	(191)			
Leases & Wayleave	549	550	1			
CIL Money Received	14,323	0	(14,323)			14,323
Neighbourhood Plan - Income	9,000	0	(9,000)			
	453,948	349,615	(104,333)			14,323
Policy & Resources General :- Income						
Electricity	214	0	(214)		(214)	
Cleaning	1,349	0	(1,349)		(1,349)	
Maintenance	(374)	0	374		374	
Photocopier	524	0	(524)		(524)	
Postage	120	0	(120)		(120)	
Sanitary Contract	45	0	(45)		(45)	
Security	136	0	(136)		(136)	
Salaries	98,235	150,000	51,765		51,765	
Employer's NI	32,827	23,000	(9,827)		(9,827)	
Superannuation	32,076	40,000	7,924		7,924	
Payroll Contract	639	1,000	361		361	
Petty Cash	0	100	100		100	
Staff Uniform & Travel	641	1,000	359		359	
Training	697	3,000	2,303		2,303	
Training - Councillors	259	2,000	1,741		1,741	
Recruitment	172	450	278		278	
Subscriptions	2,027	2,500	473		473	
Publications	79	200	121		121	
Marketing	58	500	442		442	
Audit	2,346	2,500	154		154	
Insurance	2,551	3,445	894		894	
Civic Budget	392	1,200	808		808	
Member's Expenses	(0)	300	300		300	
Member's Basic Allowance	7,317	10,320	3,003		3,003	
Loan Repayment	22,882	23,626	744		744	
IT Contract & Equipment	2,922	6,000	3,078		3,078	
Elections	308	850	542		542	
Earmarked Grants	300	2,250	1,950		1,950	
Grants	250	10,000	9,750	2,650	7,100	
Project Fund	0	28,563	28,563		28,563	
Litter Control	1,100	1,100	0		0	
Contingencies	779	1,500	722		722	
Professional Fees	797	2,000	1,203		1,203	

Detailed Income & Expenditure by Budget Heading 31/01/2020

Month No: 11

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Neighbourhood Plan	42,731	0	(42,731)		(42,731)	
Policy & Resources General :- Indirect Expenditure	<u>254,399</u>	<u>317,404</u>	<u>63,005</u>	<u>2,650</u>	<u>60,355</u>	<u>0</u>
Net Income over Expenditure	<u>199,549</u>	<u>32,211</u>	<u>(167,338)</u>			
plus Transfer from EMR	39,981					
less Transfer to EMR	14,323					
Movement to/(from) Gen Reserve	<u>225,207</u>					
Grand Totals:- Income	522,911	428,315	(94,596)			
Expenditure	353,617	428,315	74,698	2,650	72,048	
Net Income over Expenditure	<u>169,295</u>	<u>0</u>	<u>(169,295)</u>			
plus Transfer from EMR	41,293					
less Transfer to EMR	14,323					
Movement to/(from) Gen Reserve	<u>196,264</u>					

Financial Transactions December - January 2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/12/2019	IDENTILABEL LTD	301662	123.9	Plaques
01/12/2019	BAL002 dep refund	301652	100	BAL002 dep refund
02/12/2019	AHEAD4 LTD	DD02122019	169	Ahead4 Computer
02/12/2019	CHELMSFORD CITY COUNCIL	DD	1510	16/10/16/10/CHELMSFORD CITY CO
06/12/2019	Wave - Anglian Water	DD323.70	323.7	Aug - Nov Water
10/12/2019	CASHBACS INTERNATIONAL LTD	DD10122019	12	Nov Card Payments
11/12/2019	BRITISH TELECOM PLC	DD11122019	371.83	Nov Phone Usage
12/12/2019	Wave - Anglian Water	DD12122019	6.69	May - Nov Water G of R
13/12/2019	Adams Catering	301664	250	Senior Citizens Xmas Party
13/12/2019	Angie Gilby	301666 CQ.	130	Angie Gilbey-Senior Xmas Ent.
13/12/2019	Angie Gilbey Rev	301666 REV	-130	Angie Gilbey Reverse Payment
13/12/2019	Angie Gilby	301666	130	XMAS DEC 2020/Angie Gilby
13/12/2019	The Party Entertainer Ltd.	301665	225	Xmas Party - Sam Tastic
13/12/2019	Document Office Technology Ser	DD13122019	105.94	Purchase Ledger Payment
17/12/2019	J W DAVIS ENTERPRISES LTD	301668	1910	Open Space Contract to Oct 19
19/12/2019	NPOWER LTD	DD19122019	1210.01	Nov electricity usage
19/12/2019	O2	DD19122019	23.48	Purchase Ledger Payment
24/12/2019	NPOWER LTD	DD24122019	50.01	Aug - Oct Gas
27/12/2019	AHEAD4 LTD	DD27122019	48	Ahead4
27/12/2019	BARCLAYCARD COMMERCIAL	DD27122019	150.55	Dec 2019 Barclaycards
27/12/2019	27122019 DD 27 DEC		9.4	Bank Charges
31/12/2019	Unity Bank Charges	DD31122019	11	Bank Charges
31/12/2019	Unity Bank Charges	DD31DEC	2.4	Unity Bank Charges
31/12/2019	Bank Charges	DD31ST DEC	47.1	Bank Charges
31/12/2019	PAYMENTSSENSE LTD	DDPaySense	18	Purchase Ledger Payment
01/01/2020	DAISY COMMUNICATIONS	301671	152.39	Nov usage
02/01/2020	AHEAD4 LTD	DD 02/01	169	IT Monthly Labour
02/01/2020	CHELMSFORD CITY COUNCIL	DD 02 JAN	1510	Purchase Ledger Payment
03/01/2020	CF CORPORATE FINANCE LTD	DD JAN	212.4	Photocopier lease 2020
06/01/2020	DISPOSABLE CATERING	301672	79.21	Towels
06/01/2020	ROWLAND BROTHERS TRADE	301675	95.09	Plaque-Barry Jones
06/01/2020	GREEN RECYCLING LTD	301676	454.72	December Waste Collection
06/01/2020	J W DAVIS ENTERPRISES LTD	301678	2171	Open Space Period to 30th Nov
06/01/2020	M AND G FIRE PROTECTION	301679	906	Replace manual call points
06/01/2020	PETAN ASSOCIATES	301680	834	Bowling Green Treatment
06/01/2020	Thames Security Shredding Ltd	301682	64.08	General Waste
06/01/2020	Troy Hayes Planning Limited	301683	1500	Ongoing November
06/01/2020	NPOWER LTD	301681	324	Metering Charge Sep19-March20
06/01/2020	The Eatery	301673	140	Children's Xmas Party Buffet
06/01/2020	J W DAVIS ENTERPRISES LTD	301678b	0.6	Soil & Seed G of R
10/01/2020	Info. Com. Office	I.C.O.LISC	35	Info. Com. Office License
10/01/2020	Essex Wildlife Trust	JAN LIC	40	Essex Wildlife Trust
10/01/2020	CASHBACS INTERNATIONAL LTD	DD	12	Cashbacs - Payroll
14/01/2020	ATLAS HOUSE CONSULTANCY	301684	7330.09	Bandstand electrics / Disabled w/c repair&kit water
14/01/2020	CHELMSFORD CITY COUNCIL	301686	258	replacement bins Scholars Walk
14/01/2020	KEMPCO LTD	301688	82.22	Stationery
14/01/2020	JAMES TODD AND CO	301689	274.86	Payroll Quarterly
14/01/2020	JAMES TODD AND CO	301690	231.66	Quarterly Payroll Invoice
14/01/2020	DAISY COMMUNICATIONS	301691	72.06	Mobiles
14/01/2020	ELITE ENTRANCE SYSTEMS LTD	301692	390	Supply & Fit Arm on Door
14/01/2020	J W DAVIS ENTERPRISES LTD	301693	1910	Open Space contract Dec
14/01/2020	IDENTILABEL LTD	301694	52.8	Plaque
14/01/2020	M AND G FIRE PROTECTION	301695	408	Fir Alarm & Emergency Lightsq
14/01/2020	National Society of Allotment	301696	66	Membership
14/01/2020	SAFE I.S. LTD	301697	65.94	Goods/Services
14/01/2020	GARTEC LTD	301687	1573.68	Emergency phone - Lift
14/01/2020	ROWLAND BROTHERS TRADE	301698	187.44	Plaque - Wissa
14/01/2020	SOUTH WOODHAM FERRERS	301699	256.73	Electricity Jan-Jan 2020
14/01/2020	Troy Hayes Planning Limited	301700	3300	NPL ongoing work
14/01/2020	Document Office Technology Ser	DD 14/01	48.96	Photocopying Ink
16/01/2020	FDMS Jan Charge	JAN FDMS	30.53	FDMS Jan Charge
17/01/2020	Unity Bank	102051	6	Bank Charge for bounced cheque
20/01/2020	NPOWER LTD	DD 20/01	1204.58	Electricity
21/01/2020	O2	DD 21/01	23.39	Jan 2020 O2 Mobile

27/01/2020	AHEAD4 LTD	DD 27/01	48	Purchase Ledger Payment
27/01/2020	BARCLAYCARD COMMERCIAL	DD 27 JAN	611.34	Purchase Ledger Payment
28/01/2020	Edwards Business Support	302101	631.84	January 2020
28/01/2020	CT Services Group Ltd	302102	4497.6	Dec 2019 Cleaning
28/01/2020	Link CCTV Systems	302103	11183.2	New CCTV System V.H. & C.M.H.
28/01/2020	CT Services Group Ltd	302102 X	-4497.6	Purchase Ledger Payment
28/01/2020	CT Services Group Ltd	302104	4497.6	Purchase Ledger Payment
29/01/2020	Unity Bank Charges	JAN 2020	10.8	Unity Bank Charges
31/01/2020	ESSEX MEMORIALS LTD	302192 X	-117.6	Purchase Ledger Payment
31/01/2020	ESSEX MEMORIALS LTD	301641	117.6	Purchase Ledger Payment
31/01/2020	PAYMENTSSENSE LTD	DD 31/01	18	Card processing
			79,172.84	



Grant Application Form 2019 - 2020

Please complete the form clearly in black ink and **BLOCK CAPITALS**. Continue on another sheet of paper if necessary.

Q1. You or Your Organisation	
Name of You/Organisation and location	Action for Family Carers, Brickhouse Farm, Maldon. CM9 6NG
Summary of aims and objectives: Action for Family Carers, is a non-profit charity supporting unpaid carers within local communities across Essex. As part of our support service we offer a Day Centre Respite Service for the 'cared for'. These days give the carer some respite from their caring role.	
Age groups specifically catered for, if any	All age groups over 18
Are you or the organisation a non-profit making body?	Yes
Are you or the organisation a Registered Charity? If so please give registration number	1127164
Are you registered for VAT?	No
Number of members	Approximately 4786 Active Adult Carers across Essex
Number of members resident in South Woodham Ferrers	Approximately 389 Active Adult Carers residing in the South Woodham Ferrers area.
Is membership restricted in any way? If so please specify	Open to all Carers and their Cared for.
Do you charge a membership fee or charge for access to your activities? Please give details	The clients pay an amount per session to cover the daily overheads such as food, activities and staff costs.



Q2. Details of Grant Applied For

Purpose for which the grant is required:

Action for Family Carers currently runs an Outreach Day Care Centre at Champions Hall. This centre runs every Wednesday except the first one of the month and every Friday. The Centre is a very valuable service for our Carers, giving them a break from their caring role.

We would like to apply for funding to cover some or all of the cost of the rent for the Hall.

Please give full details, including how the project meets a local need and there is community support for the project, evidence must be provided:

The Day Centre has been running since 13/1/2017 and has always been busy. Some of the Carers that use the service have said that the Day Centre provides them with time away from their caring role that they would otherwise not have.

The service provides a safe space for the 'cared for' giving the Carer peace of mind. The Day Centre is open to all of the residence in the South Woodham Area and helps to reduce isolation, improve Mental Health and Physical Health of both the Carer and the Cared For.

The project should improve and/or protect the social, environmental or economic wellbeing of the locality where the funding is being spent. How will residents of South Woodham Ferrers benefit?

The Day Centre actively improves the health and wellbeing of its users and their families. We provide social interaction for the clients as well as a healthy nutritious lunch in a safe environment with fully trained care staff. The lunch is cooked fresh on the premises. We provide opportunities for the clients to take part in activities such as games, arts and craft, knitting, table tennis, seated exercises and quiz's. We often take the clients on trips to local places of interest and have local entertainers in to offer a more varied experience for the clients.

We provide social interaction for other local people who kindly volunteer to help at the Day Centre.

Total cost of project

£ 34369.00



Fund request from the Town Council Cost of the Hall for 1 year from 1/4/2020 approx £7498.59 We will be grateful for any amount that can be contributed.	£ 1000 - £7498
Funds available from your/organisation's own resources	£ 1500

2

Funds granted from other bodies: (evidence must be supplied)	£ 0	Pending/Agreed
Essex County Council	£ 0	Pending/Agreed
Chelmsford City Council	£ 0	Pending/Agreed
Fund Raising Organisations	£ 0	Pending/Agreed
Private Sector	£ 0	Pending/Agreed
Others (please specify)	£ 0	Pending/Agreed

Do you receive any other financial contribution from the Town Council? If so, please provide the details N/A

Please give details of any fund raising event that you are undertaking for this project:
None planned for the foreseeable future

Please state if the grant is awarded how publication of the grant will be made: ie logo on uniform / equipment / press release etc

Press release, social media and logo on paperwork for the local area.

Q3. Financial Information Required

Details of all costs. Please provide copies of appropriate estimates or price lists	Attached No Estimate made from last year's invoices for the hall hire plus the 17% increase.
Evidence that at least three estimates have been obtained for projects over £1,000	Attached N/A
A copy of your yearend audited accounts Please give reasons if not available	Attached Yes
Please supply a budget for the event.	Attached N/A



SOUTH WOODHAM FERRERS
TOWN COUNCIL

Q4. Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q3.)**

I confirm, on behalf of ...Action for Family Carers.....(insert name of organisation).

That I am authorised to sign this declaration on its behalf and that, to the best of knowledge and belief, all replies are true and accurate.

I confirm that I have read the Town Council's Grants Policy which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant for the purpose specified in this application and will have to comply with the Policy.

Post held in organisation ...Respite Centre Manager.....

Signed:

Q5. Signature of Person Completing the Application

This must be the signature of the person named in Q3 as the main contact and **not be the same person who has signed in Q4.**

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed

Date

23/01/2020

Grant Application Form 2019 - 2020

**Please complete the form clearly in black ink and BLOCK CAPITALS.
Continue on another sheet of paper if necessary.**

Q1. You or Your Organisation	
Name of You/Organisation and location	South Woodham Ferrers Railway Station Adopters
Summary of aims and objectives	Our basic aim is to maintain and enhance the environment of South Woodham Ferrers railway station. This particular grant aims to support our next 'major' project which will greatly enhance the station environment.
Age groups specifically catered for, if any	All
Are you or the organisation a non-profit making body?	Yes
Are you or the organisation a Registered Charity? If so please give registration number	No
Are you registered for VAT?	No
Number of members	7
Number of members resident in South Woodham Ferrers	7
Is membership restricted in any way? If so please specify	No
Do you charge a membership fee or charge for access to your activities? Please give details	No



Q2. Details of Grant Applied For

Purpose for which the grant is required:

The grant is required to purchase and install a re-cycled plastic bench in what will be our 'new' and much improved community garden.
(see quote and attached sheet)

Please give full details, including how the project meets a local need and there is community support for the project, evidence must be provided:

As we continue to make steady progress and improvements at the station we are increasingly 'thanked' by members of the local community.
In addition the fact that Daniel Windsor Brett Paving and Travis Perkins are all prepared to give their services for 'free' illustrates the support we have.

The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is being spent. How will residents of South Woodham Ferrers benefit?

The project will greatly improve our community garden which will be enjoyed by rail users, people passing through the station car park on their way to the town centre and locals who simply want to sit, relax, enjoy our garden and watch our 'busy' bird feeders!

Total cost of project	£ 778-80p
Fund request from the Town Council	£ 778-80p
Funds available from your/organisation's own resources	£ 200-00p (for launch and publicity)

Funds granted from other bodies: (evidence must be supplied) Essex County Council (E.S.S.C.R.P) (Lynda Stone) Chelmsford City Council For a 'big launch and lots of Fund Raising Organisations publicity. Private Sector Others (please specify)	£ Pending/Agreed £ 200 Pending/Agreed £ Pending/Agreed £ Pending/Agreed £ Pending/Agreed
Do you receive any other financial contribution from the Town Council? If so, please provide the details We receive an annual grant from the Turf Council for ongoing basic maintenance.	
Please give details of any fund raising event that you are undertaking for this project: Please state if the grant is awarded how publication of the grant will be made: ie logo on uniform / equipment / press release etc (see attached sheet)	

Q3. Financial Information Required

Details of all costs. Please provide copies of appropriate estimates or price lists	Attached Yes/ No
Evidence that at least three estimates have been obtained for projects over £1,000	Attached Yes /No/Not applicable
A copy of your year end audited accounts Please give reasons if not available	Attached Yes /No/Not applicable
Please supply a budget for the event.	Attached Yes /No/Not applicable

Name of person making application	
Address for correspondence	
Post code	
Daytime Telephone Number	
Email address	



Q4. Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary. They must read the application and sign below. **(This must not be the main contact name in Q3.)**

I confirm, on behalf of S.W.F. Station Adopters.....(insert name of organisation).

That I am authorised to sign this declaration on its behalf and that, to the best of knowledge and belief, all replies are true and accurate.

I confirm that I have read the Town Council's Grants Policy which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant for the purpose specified in this application and will have to comply with the Policy.

Organisation address:

South Woodham Ferrers.....

Q5. Signature of Person Completing the Application

This must be the signature of the person named in Q3 as the main contact and **not be the same person who has signed in Q4.**

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed

Date

Attached Sheet

As a group we have been extremely fortunate in that we have been approached by our local landscape gardener, Daniel Windsor, about a project he is prepared to carry out for us at the station for 'free'!

Daniel's supplier Brett Paving, is celebrating 150 years of trading in 2020. As a result they want to carry out various community/charity works and are prepared to supply all their latest materials and products also for 'free'! We also understand Travis Perkins will be involved but to a lesser extent.

In return all parties involved want lots of publicity about the project plus 'free' advertising at the station which Greater Anglia has agreed to. However in addition they would like us to arrange for a re-cycled plastic bench with the names and logos of Daniel Windsor Landscapes, Brett Paving and hopefully S.W.F. Town Council on it! (hence the two slats of engraving in the quote). The bench will be incorporated into the overall project layout.

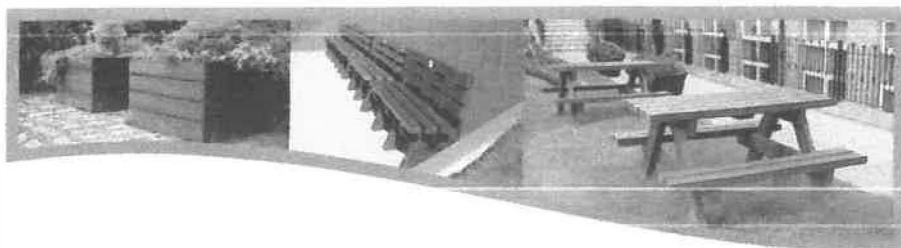
In order to maximise publicity we intend to have a 'big' launch with all parties and their representatives present plus V.I.P.s, local press articles in The Focus and Greater Anglia's newsletter. E.S.S.C.R.P. will support the venture through its website, Facebook and Twitter accounts.

We believe this to be a superb one off opportunity which will greatly enhance the station environment. I enclose a quote from Ark Plastics, a company we have very successfully used before.

Bob Barnes, 23-01-2020.



Plastics engineered to last
Including Ark Carpentry and Joinery



Official Quotation

1off 1.5 Baxenden Bench	£299.00
2off Engraving	£140.00
1off Fixing Kit	£ 30.00
Delivery	£180.00
Total	£649.00
Vat@20%	£129.80
Total	£778.80

All costs are exclusive of Vat, Vat will be charged at the current rate of 20%.

All our work has a 12 month guarantee. We will comply with all public liability recommendations for schools and public buildings.

This quote is valid for 30 Days

Signed: James Hayhurst

Designation: Director

UTR 8333019843

VAT Registration No 130751346

Ark Plastics Ltd Company No 5655588

Plastics engineered to last

Unit 6, Charter Mill, Fairfield Street, Accrington, Lancashire BB5 0LD

Sales and information: 08448 120275 Accounts: 01254 397435 www.arkplastics.net email: info@arkplastics.net

The Baxenden Bench

Baxenden is a village on the outskirts of Accrington and is the original home of Ark Plastics Limited.

Smart,
stylish benches

With all the wonderful features of a plastic bench and offering exceptional value for money. It wouldn't look out of place in any outdoor space or sports club.

Available with black legs and matching slats, or with black legs and brown slats.

1.5 metres Baxenden Bench

2 metres Baxenden Bench

Sizes may vary slightly



Baxenden Coloured Bench

Why not brighten up your outdoor space with a coloured bench!

Available in four different colours: red, blue, yellow and green, ideal for schools, nurseries etc.





Grant Application Form 2019 - 2020

Please complete the form clearly in black ink and BLOCK CAPITALS. Continue on another sheet of paper if necessary.

Q1. You or Your Organisation	
Name of You/Organisation and location	SAFE (SUPPORTING ASPERGER FAMILIES IN ESSEX)
Summary of aims and objectives	SAFE WORKS WITH AND SUPPORTS INDIVIDUALS WITH AUTISM (BUT NO LEARNING DISABILITY) AND THEIR FAMILIES.
Age groups specifically catered for, if any	ALL AGES
Are you or the organisation a non-profit making body?	YES
Are you or the organisation a Registered Charity? If so please give registration number	YES - 1095075
Are you registered for VAT?	NO
Number of members	220+
Number of members resident in South Woodham Ferrers	?
Is membership restricted in any way? If so please specify	NO
Do you charge a membership fee or charge for access to your activities? Please give details	£20 PA MEMBERSHIP (£10 FOR THOSE IN RECEIPT OF WELFARE

GENERATION).

NO CHARGE FOR GROUPS.

Q2. Details of Grant Applied For

Purpose for which the grant is required:

SAFE HAS BEEN WORKING WITH WILLIAM LE FERRERS SCHOOL AND HAS DEVELOPED A PROJECT FOR YOUNG PEOPLE IN MID ESSEX WHO ATTEND MAINSTREAM SCHOOL AND HAVE A DIAGNOSIS (OR ARE AWAITING ASSESSMENT FOR) OF AUTISM.

Please give full details, including how the project meets a local need and there is community support for the project; evidence must be provided:

THIS IS THE ONLY GROUP WHICH SPECIFICALLY MEETS THE NEEDS OF YP IN THE AREA AND WE KNOW FROM SAFE MEMBERS AND THE SCHOOL SENDO THAT THIS IS THE ONLY SAFE PLACE THESE YP HAVE TO ATTEND

The project should improve and/or protect the social, environmental or economic well-being of the locality where the funding is being spent. How will residents of South Woodham Ferrers benefit?

SOUTH WOODHAM FERRERS IS THE PERFECT LOCATION TO RUN SUCH A GROUP AND WE ARE ABLE TO SERVE LOCAL YP AND THEIR FAMILIES PLUS OTHERS FROM SURROUNDING AREAS. THERE IS NO OTHER LOCAL GROUP SUCH AS THIS.

Total cost of project	£ 5,006
Fund request from the Town Council	£ 500
Funds available from your/organisation's own resources	£ ACTIVELY FUNDRAISING TO CONTINUE THIS GROUP.



Q4. Declaration

Please give details of a senior member of your organisation. For example, this may be your Chairperson, Treasurer or Secretary.. They must read the application and sign below. **(This must not be the main contact name in Q3.)**

I confirm, on behalf of **SAFE**(insert name of organisation).

That I am authorised to sign this declaration on its behalf and that, to the best of knowledge and belief, all replies are true and accurate.

I confirm that I have read the Town Council's Grants Policy which accompanied this application and further confirm that this application is made on the basis that if successful, the organisation will be bound to use the grant for the purpose specified in this application and will have to comply with the Policy.

Post held in organisation .. **CHAIRMAN** ..

Title....

Organisation address: **S**

..... Post Code:

Telephone:

Signed:

Q5. Signature of Person Completing the Application

This must be the signature of the person named in Q3 as the main contact and **not be the same person who has signed in Q4.**

I confirm that, to the best of my knowledge and belief, all the information in this application form is true and correct. I understand that you may ask for additional information at any stage of the application process.

Signed	
Date	



* PREVIOUSLY FUNDED BY THE BIG LOTTERY

Funds granted from other bodies: (evidence must be supplied)	£	Pending/Agreed
Essex County Council	£	Pending/Agreed
Chelmsford City Council	£	Pending/Agreed
Fund Raising Organisations	£	Pending/Agreed
Private Sector	£	Pending/Agreed
Others (please specify)		

N/A

Do you receive any other financial contribution from the Town Council? If so, please provide the details

NO

Please give details of any fund raising event that you are undertaking for this project:

FUNDING RAISED AT LOCAL PLAY GROUP

Please state if the grant is awarded how publication of the grant will be made: ie logo on uniform / equipment / press release etc

Q3. Financial Information Required

Details of all costs. Please provide copies of appropriate estimates or price lists	Attached <u>Yes/No</u>
Evidence that at least three estimates have been obtained for projects over £1,000	Attached <u>Yes/No/Not applicable</u>
A copy of your year end audited accounts Please give reasons if not available	Attached <u>Yes/No/Not applicable</u>
Please supply a budget for the event.	Attached <u>Yes/No/Not applicable</u>

Name of person making application	
Address for correspondence	
Post code	
Daytime Telephone Number	
Email address	

**South Woodham Ferrers Town Council
MEETINGS SCHEDULE 2020/21**

MAY 2020	5		NOVEMBER	3	
	12	Annual Council		10	Council
	19			17	
	26	Planning Leisure		24	Planning Leisure (B)
JUNE	2		DECEMBER	1	Policy & Resources (B)
	9	Policy & Resources		8	
	16	Council		15	
	23			22	Planning Environment
	30	Planning Environment	2021		
			JANUARY	5	
JULY	7			12	Planning Council
	14	Policy & Resources		19	
	21			26	Planning Leisure
	28	Planning Leisure			
			FEBRUARY	2	
AUGUST	4			9	Policy & Resources
	11			16	
	18			23	Planning Environment
	25	Planning Environment			
			MARCH	2	Annual Town Meeting
SEPTEMBER	1			9	Council
	8	Council		16	
	15			23	
	22	Planning Leisure		30	Planning Leisure
	29				
OCTOBER	6		APRIL	6	
	13			13	Policy & Resources
	20	Policy & Resources		20	
	27	Planning Environment (B)		27	Planning Environment

Notes; (total 36)

1. No. Meetings – Council 6, Environment 6, Leisure 6, Planning 13, Policy & Resources 6
2. "(B)" denotes meetings to consider committee budgets
3. Meetings are to commence at 8.00pm with the exception of the Planning Committee at 7.00pm

Financial Risk Assessment

<i>Subject</i>	<i>Risk</i>	<i>Impact</i>	<i>Control Measures</i>	<i>Comments/Recommendations</i>
Loss of monies/goods	Low	Medium	Robust systems for tracking and accounting for income. Processes subject to regular independent audit review. Insurance cover provided for Council monies. Effective asset/inventory lists maintained and regularly checked. From September 2019 no cash payments are accepted for Hall hire. Cash is only excepted for film club and adhoc events .	
Fraudulent cheque payments	Low	High	Payments only authorised by nominated elected members. Effective systems to account for payments. Bank transactions subject to quarterly reconciliation and periodic inspection by independent audit.	
Bank error	Low	Low	Bank statements regularly checked and subject to periodic sampling by Finance Officer and Independent Auditor	
Maintaining value for money with goods/services purchase	Low	Low	Procedures to market test purchasing provided for within the adopted Financial Regulations. Larger contracts/purchases subject to detailed review by elected members	
Cash flow management	Low	Medium	Cash levels subject to continuous review including the level of available	

			<p>reserves. Financial information systems assist in tracking anticipated expenditure and income.</p> <p>VAT refund applications are completed each quarter. The Council's financial information system is able to process data for VAT refunds.</p>	
Insurance provision	Medium	High	<p>Insurance is regularly reviewed with an annual update of the Schedule completed each year or when adjustments are required. Staff regularly attend the annual LCAS Seminars and receive regular advice from insurers and LCAS.</p> <p>Insurance policy is reviewed:</p> <ul style="list-style-type: none"> • Annually; • when assets are purchased or disposed of; • Changes in business activity changes which has an implication on insurance provision. <p>Details of insurance are subject to review both by elected members and by the Council's auditor.</p>	
Payroll and pension systems	Low	Medium	<p>Specialist contractors are used to provides payroll and pension services all documents are forwarded in a format which cannot be amended by</p>	

			the Town Council. Annual Review /reconciliation of pensions completed by Essex County Council. All payroll and pension systems are subject to regular review by the Council's auditor.	
Ultra Vires expenditure	Low	Medium	Experienced and qualified (CiLCA) staff are employed to assist the Council with help manage this risk. The Council now has extensive opportunities now it has adopted use of the General Power of Competence (Localism Act 2011).	
Unexpected major costs or loss of income	Low	High	Risk management approach is adopted by the Council. Significant levels of reserves are maintained by the Council for contingencies. Insurance is provided for loss of business and business income. Earmarked Reserves are maintained for a number of key services that will/may require significant investment to maintain. This provides the opportunity to spread anticipated costs over a number of years.	
Effective budget setting	Low	High	A well structured approach is in place for the setting of budgets and calculation of precepts that includes both reference to performance in previous and current years and ensures that the Council's	

			<p>Committees are able to consider both ongoing costs and income as well as identify supported projects/service developments in the year ahead. Final budget setting by the full Town Council is at a subsequent meeting in public scheduled to coincide with the billing authority's timescales to ensure Precept demands are provided in good time.</p>	
--	--	--	---	--

Completed by:	Karen Hawkes Town Clerk
Date:	19 th February 2020
Review date:	February 2021

Adequate and effective system of Internal Control and Internal Audit

In line with the Regulation 6 of the Accounts and Audit Regulations 2015

The Council's internal controls include the following:

- Safe and efficient arrangements to safeguard public money
- Regular scrutiny of financial records and proper arrangements for the approval of expenditure
- Recording in the minutes the precise powers under which expenditure is being approved
- Regular employer returns to HM Revenue and Customs
- Regular returns of VAT; training the responsible officer in matters of VAT and other taxation issues as necessary
- Regular budget monitoring statements
- Procedures for dealing with and monitoring grants or loans made or received
- Minutes properly numbered and paginated with a master copy kept in safekeeping
- Documented procedures to deal with enquiries from the public
- Documented procedures to deal with responses to consultation requests
- Documented procedures for document receipt, circulation, response, handling and filing
- Procedures in place for recording and monitoring Members' interests and Gifts and Hospitality received
- Adoption of codes of conduct for members and employees

Internal Audit Assurance:

Internal audit testing may include:

- Review of the internal controls in place and their documentation
- Review of the minutes to ensure legal powers in place, recorded and correctly applied
- Testing of income and expenditure from minutes to cashbook, from bank statements to cashbook, from minutes to statements etc. including petty cash transactions
- Review and testing of arrangements to prevent and detect fraud and corruption
- Testing of disclosures
- Testing of specific internal controls and reporting findings to management

Independence

The present Internal Auditor is Heelis & Lodge.

- they are completely independent of the Town Council
- they play no part in the Council’s management, control or decision making.
- they are a professional company with experience of local government and a good understanding of local councils
- they have no input into other Council financial matters e.g. accounting, financial statements, annual return (other than signing Section 4, Annual Internal Audit Report)

Competence

After each visit the Internal Auditor submits a report which is considered by the Policy and Resources Committee, actioned where appropriate and recorded in the minutes. The Town Council has been fully satisfied with the independent services provided by the Internal Auditor.

Responsible Officer	Town Clerk	Date effective from	February 2020	Review date	February 2021
----------------------------	------------	----------------------------	---------------	--------------------	---------------

Health and Safety Policy

This is the statement of general policy and arrangements for:

Overall and final responsibility for health and safety is that of:

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

South Woodham Ferrers Town Council

The Town Clerk

The Town Clerk

Statement of general policy	Responsibility of (Title)	Action / Arrangements
To prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities.	The Town Clerk	<p>Risk assessments are completed and actions arising are implemented. Risk assessments and the Town Council's safety policy are reviewed at least every year, or more frequently if working conditions, services or functions are altered. Risk assessments are recorded in writing and are kept in the Town Council's office.</p> <p>Volunteers, contractors or other providing services for the Town Council will be provided with appropriate health and safety information and briefings. Providers of specialist services shall be required to provide details of their work in method statements and provide risk assessments for the activities to be completed and reviewed before commencement will be approved.</p> <p>Fully equipped First Aid box within the office accessible for employees, defibrillator located in ground floor foyer for all hall users, employees and Councillors. Staff have received training for defibrillator use but this is not essential for using the equipment.</p>
To provide adequate training to ensure employees are competent to do their work	The Town Clerk	Staff are provided with appropriate health and safety induction and ongoing training and exercises to maintain and develop competencies. Town Council budget for training requirements of staff and Councillors.
To engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health	The Town Clerk	<p>Staff are regularly consulted on health and safety issues when the issues arise and at staff team meetings. Communication methods in place to ensure that all staff are informed and able to communicate concerns or problems.</p> <p>Written detailed policies are provided to staff to provide guidance and support with key health issues.</p>
To implement emergency procedures - evacuation in case of fire or other significant incident.	The Town Clerk	<p>A detailed separate fire risk assessment and fire safety policy are provided and regularly reviewed in accordance with the Regulatory Reform (Fire Safety) Order 2005.</p> <p>Signage, fire fighting equipment and detection/alarm systems are provided</p>

Statement of general policy	Responsibility of (Title)	Action / Arrangements
		and regularly inspected or tested. Evacuation drills are held and staff are provided with written instructions to ensure they are familiar with their roles. Written records of fire drills, false alarms, genuine incidents and equipment/system issues are maintained in a fire safety log kept in the Handyman's store room.
Public and commercial use of council facilities and buildings are to be provided with appropriate information to operate safely and to notify the Town Council of any incidents or accidents	The Town Clerk	Written guidance is provided to users of the Council's facilities including written information on emergencies and health and safety issues. Regular evacuation drills include occasions when hirers of facilities are on site. On site signage is considered carefully to help visitors or users to the site. Emergency contacts are provided on site for reporting of any incidents.
To maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage / use of substances	The Town Clerk in conjunction with staff support	The building was designed and is maintained in a suitable condition with appropriate facilities for toilets, washing and drinking water provided. Visual checks carried out and recorded Monday – Friday morning by staff member, any concerns raised to the office to be addressed. Mechanical and Electrical checks carried out bi-weekly and recorded. Appropriate information and systems are in place for safe handling/use of substances. Limited use of machinery is made. Where appropriate staff are required to inspect equipment and machinery and report any defects or concerns to the Town Clerk. Appropriate specialist training is provided where required. Staff training records are maintained to ensure that adequate records are available. COSHH data is recorded in a written format and maintained in the Town Council offices. Data for the materials used by the cleaning contractor is kept in the locked cleaning cupboard. Regular (at least annual) reviews are completed to ensure the COSHH information is current and up to date.

Note: The Town Council's general policy applies equally to both paid staff, temporary staff, contractors and volunteers.

Health and safety law posters are displayed:	In the Town Council office and the Environmental Services Operatives depot.		
<p>First-aid box and accident book are located within the office:</p> <p>Defibrillator located within the main foyer</p> <p>Accidents and ill health at work reported under RIDDOR: (Reporting of Injuries, Diseases and Dangerous Occurrences Regulations)</p>	<p>A First Aid box is maintained in the Town Council office. The Town Clerk is responsible for ensuring that appropriate supplies and materials are maintained in this facility for the use of staff not hirers of Champions Manor Hall facilities. Written records of accidents are maintained by the Town Clerk in the Town Council office. All office staff trained in Emergency First Aid at Work</p> <p>Regular maintenance checks carried out to ensure unit is ready to be used if required. Staff trained in its use although this is not a requirement</p>		
Signed: (Employer)		Date:	11/2/2020
Subject to review, monitoring and revision by:	The Town Clerk	Every:	12 Or as work activity or legislation changes

Paragraph in red: Town Clerk would recommend that this is removed, there has been recent occasions where members have made comments in the press and a balanced view has not been presented, this has given an unjust view of the Council. Due to this paragraph there is very little that the Town Clerk can do when contacted by others members stating that they are unhappy with what has been published in the press.

PRESS AND MEDIA POLICY

1. Introduction

The purpose of this policy is to define the roles and responsibilities within the Council for working with the media and deals with the day-to-day relationship between the Council and the media.

It is not the intention of this policy to curb freedom of speech or to enforce strict rules and regulations. Rather, it provides guidance on how to deal with issues that may arise when dealing with the media.

2. Key Aims

The Council recognises that appropriate use of the media promotes the efficient operation of Town Council business.

3. Contact with the Media

Members may be approached by the media or may wish to comment through them. Members dealing with the media or using their own social media accounts must remember that they are legally responsible for the content of any messages or comments and that the requirements and principles associated with the adopted Code of Conduct shall remain in force.

Members must not make public representation in the name of the Council unless authorised.

Members have the right to express personal opinions on local issues using the media but they must make it clear that such comments do not necessarily reflect the views or policies of the Council or its Committees. Members should be mindful to ensure that they do not bring the Council into disrepute.

Be aware that, in practice, any remarks made in the media by Members may be taken as an official statement of the Council.

If a Member is unaware of Council policy on any matter they should seek the advice of the Town Clerk.

Confidential documents, exempt Minutes, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur,

an investigation will take place to establish who was responsible and appropriate action taken.

When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's solicitor before any response is made.

Statements made by the Town Mayor and the Town Clerk should reflect the Council's opinion.

There are occasions when it is appropriate for the Council to submit a letter, for example to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Town Clerk.

Should a Member decide to submit a letter to the press on any subject they should not use the term 'Town Councillor' or give the impression, directly or implied, that they are writing on behalf of the Council.

4. Press Releases

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Town Clerk and Members to look for opportunities where the issuing of a press release may be beneficial.

All press releases must be issued by the Town Clerk in order to ensure that there is consistency of style across the Council and that the use of the press release can be monitored.

SOCIAL MEDIA POLICY

1. Introduction

The Town Council will maintain formal Facebook accounts to promote the services and functions of the Town Council to encourage greater public awareness and involvement

2. Administration

The day to day administration and use of the facility shall be the responsibility of the Town Clerk and Councillor Officers to address the following key target areas:

- Promotion of Council events and public meetings;
- To inform the public of progress with works to street furniture and equipment owned and maintained by the Town Council;

- To be able to upload other groups/organisations events to the Town Council Facebook Page;
- To be able to post events and items of interest on the South Woodham Ferrers Facebook Page;
- To share the Town Council posts to other South Woodham Ferrers Facebook pages to increase engagement;

In addition, the facility will be used to provide other information specifically agreed by the Council or its Committees for release on the Council's Facebook page. Town Council staff / officers will not engage in commenting on Facebook posts due to resources, Facebook will be used as a notification method not as a form of 2-way communication.

The use of social media shall not replace other forms of communication, but should be complementary to it.

The account will be updated and monitored as and when required and care will be exercised to avoid risks associated with conflict with current legislation including the Data Protection Act 1998, Human Rights Act 1998 and the Equality Act 2010.

The facility will not be used to represent the political views of any individual member or group or members of the Council and any negative comment received through social media links be responded to with factual information. On-line arguments are to be avoided.

Members' Own Accounts – Members of the Council may wish to provide their own media accounts and comments. Members must remember that they are legally responsible for the content of any messages and that the requirements and principles associated with the adopted Code of Conduct shall remain in force.

Responsible Officer	Town Clerk	Date effective from	February 2020	Review date	February 2021
----------------------------	------------	----------------------------	---------------	--------------------	---------------

Data Protection Policy & Information Security Policy

Definitions:

Personal Data

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Data Controller

A natural or legal person, Public Authority, Agency or other body which, alone or jointly with others, determines the purposes and means of the processing of personal data.

South Woodham Ferrers Town Council (SWFTC) is the “data controller” for your data.

Data Subject

The identified (directly or indirectly) person to which the data refers.

Introduction

SWFTC recognises its responsibility to comply with the General Data Protection Regulation (GDPR) 2018 which replaces the EU Data Protection Directive of 1998 and regulates the use of personal data.

Data Protection Principles

As a local authority, SWFTC has a number of procedures in place to ensure that it complies with the GDPR when collecting, using, retaining, transferring, disclosing and destroying personal information.

Staff and Councillors must ensure that they adopt the following principles:

1. Lawfulness, Fairness and Transparency

Personal Data shall be processed lawfully, fairly and in a transparent manner in relation to the data subject. This means, SWFTC must tell the data subject what processing will occur (transparency), the processing must match the description given to the data subject (fairness), and it must be for one of the purposes specified in the applicable data protection regulation (lawfulness).

2. Purpose Limitation

Personal Data shall be collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes. This means SWFTC must specify exactly what the personal data collected will be used for and limit the processing of that personal data to only what is necessary to meet the specified purpose.

3. Data Minimisation

Personal data shall be adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed. This means SWFTC must not store any personal data beyond what is strictly required.

4. Accuracy

Personal data shall be accurate and, kept up to date. This means SWFTC must have in place processes for identifying and addressing out-of-date, incorrect and redundant personal data.

5. Storage Limitation

Personal data shall be kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data is processed. This means SWFTC must, wherever possible, store personal data in a way that limits or prevents identification of the data subject. The length of time personal data is kept is outlined in the Council's Retention Policy.

6. Integrity & Confidentiality

Personal data shall be 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. SWFTC must use appropriate measures to ensure the integrity and confidentiality of personal data is maintained at all times and that personal data is only accessed by Council staff and Councillors.

7. Accountability

The data controller shall be responsible for all personal data and must be able to demonstrate compliance. This means SWFTC must demonstrate that the principles (outlined above) are met for all personal data for which it is responsible.

Privacy Notices

A 'Privacy Notice' is available on the Town Council website which details who we share personal data with, how we use and store personal data, the purposes for which we use personal data and your rights to your personal data.

Subject Access Requests

SWFTC is aware that people have the right to access any personal information that is held about them. If a person requests to see any data, a procedure is in place to help staff facilitate this.

A response to each request will be provided within 30 days of the receipt of the written request from the Data Subject. Appropriate verification must confirm that the requestor is the Data Subject or their authorised legal representative. Data Subjects shall have the right to require SWFTC to correct or supplement erroneous, misleading, outdated, or incomplete Personal Data. If SWFTC cannot respond fully to the request within 30 days, the Office of Data Protection shall nevertheless provide the following information to the Data Subject, or their authorised legal representative within the specified time:

- An acknowledgement of receipt of the request.
- Any information located to date.
- Details of any requested information or modifications which will not be provided to the Data

Subject, the reason(s) for the refusal, and any procedures available for appealing the decision.

- An estimated date by which any remaining responses will be provided.
- An estimate of any costs to be paid by the Data Subject (e.g. where the request is excessive in nature).*
- The name and contact information of the staff member who the Data Subject should contact for follow up.

*No administration fee will be charged for considering and/or complying with such a request unless the request is deemed to be unnecessary or excessive in nature.

Data Breaches

Any Town Council staff member or Councillor who suspects that a personal data breach has occurred e.g. due to the theft or exposure of personal data must immediately notify the Information Commissioners Office (ICO) no more than 72 hours after becoming aware of it and provide a detailed description of what occurred. The ICO will then investigate the matter. Procedures are in place for Council staff and councillors to notify and record any data breaches.

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.

Responsible Officer	Town Clerk	Date effective from	February 2020	Review date	February 2021
----------------------------	------------	----------------------------	---------------	--------------------	---------------