



WENDOVER PARISH COUNCIL

Address: The Clock Tower, High Street, Wendover,
Aylesbury, Buckinghamshire HP22 6DU
Telephone: 01296 623056
Email: clerk@wendover-pc.gov.uk

PARISH COUNCIL MEETING AGENDA

4th July 2023 at 7.30pm

St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Membership: Councillors Ballantine, Gallagher, Goodall, Lloyd-Evans, Standen, Thornton, Walker, Washington, Williams and Worth.

To all Members:

YOU ARE HEREBY SUMMONED TO ATTEND THE ABOVE-MENTIONED MEETING, WHEN IT IS PROPOSED THAT THE BUSINESS TO BE TRANSACTED SHALL BE AS SET OUT BELOW.

MEMBERS OF THE PUBLIC AND PRESS ARE INVITED TO ATTEND.

AGENDA

1) APOLOGIES FOR ABSENCE

To consider any apologies for absence received:

2) DECLARATIONS OF INTEREST

In accordance with Sections 30(3) and 235(2) of the Localism Act 2011 and the Wendover Parish Council Code of Conduct Councillors with declare their interest in relation to this meeting.

3) MINUTES

Consideration of approval of minutes of the meeting on 6th June 2023. **(Page 1)**

4) CHAIR'S ANNOUNCEMENTS

5) PUBLIC PARTICIPATION - A maximum of 3 minutes per speaker will be allowed.

The Council is committed to community engagement and warmly invites members of the public to contribute. Members of the public should note that the Council is only allowed to take decisions on topics that are publicised on the agenda; items not on the agenda can be carried forward for a response later. Members of the public are asked to respect the fact that this is a meeting to conduct Council business and interruptions during the remainder of the meeting are not permitted.

6) CO-OPTION OF COUNCILLORS

To consider the co-option of a Councillor following a resignation. The decision will be discussed in confidential business.

7) REPORTS FROM BUCKINGHAMSHIRE COUNCIL COUNCILLORS

8) CLERKS REPORT & CORRESPONDENCE **(Page 6)**

9) FINANCE AND PAYMENTS

- a) To consider the list of payments and sign cheques (these will be sent on the day of the meeting to cover as many payments as possible)
- b) To receive the latest I&E reports, EMR reports and Balance Sheet **(Page 9)**

10) REPORTS FROM MEETINGS WITH OUTSIDE BODIES

- a) HS2 Mitigation Action Group **(Page 15)**
- b) Wendover Business Group

11) REPORTS FROM STANDING COMMITTEES

a) AMENITIES

- i) To note the draft minutes of the meeting on 20th June 2023 **(Page 16)**
- ii) To consider the Manor Waste policy as approved by Amenities on 20th June 2023 **(Page 19)**

12) REPORTS FROM WORKING GROUPS

a) Community Action Plan Working Group

To receive an update from the CAP working group

b) Transport Working Group

To receive an update from the Transport working group.

13) OTHER ITEMS

a) Policy Renewal

To consider updating the following policies

- i) Public Privacy Notice **(Page 26)**
- ii) Internal Privacy Notice **(Page 26)**
- iii) Data Protection Policy **(Page 26)**
- iv) Information Security Policy **(Page 50)**

b) Canal Towpath funding **(Page 71)**

14) NEXT MEETING AND AGENDA ITEMS FOR FUTURE MEETINGS

The next Parish Council meeting 7.30pm on Tuesday 1st August 2023

15) CONFIDENTIAL ITEMS

The Public Bodies (Admission to Meetings) Act 1960 makes provision for excluding the public by resolution when confidential business is being considered or there are other special reasons and publicity would be prejudicial to the public interest.

- a) Co-option to Wendover Parish Council (discussion of sensitive personal information)

16) CLOSURE OF MEETING

Signed by *Andy Smith*

Clerk to the Council

Date: 31st May 2023

WENDOVER PARISH COUNCIL

Minutes of the Parish Council Meeting 6th June 2023 at 7:30pm Meeting held at St Annes Hall, Aylesbury Road, Wendover, HP22 6JG

Present: Councillors Ballantine, Goodall, Lloyd-Evans, Standen, Thornton, Washington, Williams (Chair) and Worth.

In attendance: Buckinghamshire Councillor Newcombe. Apologies were received from Buckinghamshire Councillors Strachan and Bowles.

Clerk: Andy Smith

Members of Public: 3

1. APOLOGIES FOR ABSENCE

PC23/036 Apologies were received and **ACCEPTED** from Cllrs Gallagher and Walker

2. DECLARATIONS OF INTEREST

PC23/037 None were declared

3. MINUTES

PC23/038 The minutes of the Parish Council of May 2023 were considered and were **RESOLVED** as a true record and signed by the Chair.

4. CHAIR'S ANNOUNCEMENTS

PC23/039 Councillors were asked to note the RAF Freedom Parade on the 25th June and all Councillors were asked to attend the reception after the event.

We are currently looking to co-opt additional Councillors and are currently looking for 2 councillors with a further councillor at a later date. Councillors are asked to encourage any resident who may be interested to apply.

Abbeyfield Retirement Home is scheduled to close. The Abbeyfield organisation is looking to close 41 homes including the one in Wendover and they are looking to raise funds for legal representation to help prevent the closure. The closure will impact many long term Wendover Residents and whilst the Parish Council cannot get involved in the business affairs of Abbeyfield, it is happy to publicise any fundraising events being held.

5. PUBLIC PARTICIPATION

PC23/040 There was no public participation at this stage.

6. REPORTS FROM BUCKINGHAMSHIRE COUNCILLORS

PC23/041

- Buckinghamshire Council has held it's AGM and there are a few minor personnel changes of relevance to Wendover. Councillor Bowles is now the Chair of the Community Board with Councillor Newcombe remaining as Vice Chair.

- The Council are now making real progress on potholes and it is hoped that residents are noticing the difference.
- At the AGM there was a report on the Community Boards, which Councillors are recommended to read to see what projects are happening around the County. The Community Boards are keen to focus on facilitating improvement rather than being just a funding body. As a part of this contributory funding from the Parish Council, along with how it sits within the Council plans will be important in future bids.

7. CLERKS REPORT & CORRESPONDENCE

PC23/042 The report was noted. There was concern from Council at the level of anti-social behaviour and vandalism in our open spaces. It was noted that a whole community response was needed and that plans would be discussed at Amenities Committee.

8. FINANCE AND PAYMENTS

- PC23/043** The payments to consider, totalling £27,961.90, were **RESOLVED** and signed.
- PC23/044** The financial reports were noted.

9. REPORTS FROM MEETINGS WITH OUTSIDE BODIES

a) HS2 Working Group

PC23/045 The report from the group was NOTED

b) Chiltern Hub

PC23/046 Councillor Gallagher met with a group who are proposing "The Chilterns Hub" which would be developed on land returned by HS2. It was noted that land returned by HS2 will be offered to the original landowners first for purchase and then put on the open market. It was further noted that this will not be for about 10 years so these are very early stages, but it may be advantageous to get into the Buckinghamshire Local Plan. Details of the Hub proposal will be forwarded by the Clerk. There are other parties interested in that land focusing on returning it for community benefit and the Parish Council will be kept updated with those.

10. REPORTS FROM STANDING COMMITTEES

a) PLANNING

PC23/047 The draft minutes of the meeting on 16th May 2023 were noted

b) FINANCE

PC23/048 The draft minutes of the meeting on 16th May 2023 were noted

11. REPORTS FROM WORKING GROUPS

a) Wendover Community Action Plan Working Group

PC23/049 It was noted that at the previous meeting there were two proposals and the one for the Manor Waste took the focus meaning the Community Action Plan was overlooked. The plan is separate to the Manor Waste Policy and has been in place since 2017. The latest revision of the plan was considered, and it was **RESOLVED** unanimously to adopt the latest version of the plan.

b) Transport Working Group

PC23/050 Councillor Goodall reported on the three top priorities for the group.

Wharf Rd/Manor Rd - the group are making progress after some acute issues with irresponsible parking and parents wanting to gain access to the campus. Thames Valley Police have sent letters home through the schools to highlight the issues. The group is engaged with the Active Travel team to develop ideas around a "School Street".

South Street – There is much more interest in progressing this as there is anecdotal evidence of a marked increase in speeding with cars visibly breaking the speed limits. There will be a look at equipment to record speeds and a way to log issues/near misses via the website is nearly ready to go live.

EV charging – the project pilot is progressing and the group are helping to recruit for the pilot

12. OTHER ITEMS

a) Annual Governance and Accountability Return (AGAR) 2023

The documents which comprise the return to the external auditor were reviewed in turn and discussed line by line.

PC23/051 End of Year Internal Audit Report – the report was discussed and the letter explaining items K and L not being relevant to our Council was noted. The audit observations report was reviewed and it was noted there were just 4 observations. Of those 3 have been reviewed by Finance Committee and completed, with observation H1 already partially completed with full completion in June.

PC23/052 Annual Governance and Accountability Return (Form 3) Section 1 – The Annual Governance Statement was considered. Each of the statements in boxes 1 to 9 were considered in turn and agreed that the Council had complied with all of those statements. The Council **RESOLVED** to approve Section 1 of the Annual Governance and Accountability Return.

PC23/053 Annual Governance and Accountability Return (Form 3) Section 2 – The Accounting Statements 2022/23 were considered. Each of the boxes 1 to 11b were considered in turn with any variances between 2022 and 2023 explained to Council. The Council **RESOLVED** to approve Section 2 of the Annual Governance and Accountability Return.

PC23/054 Reports to External Auditor – Explanation of variances and Bank and Cash Reconciliation as at 31 Mar 2023– The reports were considered and it was **RESOLVED** to approve the reports to send to the external auditor.

PC23/055 Exercise of Public Rights – The notice and dates for the exercise of public rights were considered. It was **RESOLVED** that the notice would be announced on Friday 9th June 2023 and that the financial records will be made available on Monday 12th June 2023 and end on Friday 21st July 2023

b) Cricket Club

PC23/056 Changes to the Ground – A member of the public from the Cricket Club was there to support the application. There was a question that the access gate could encourage other traffic onto the ground but the Cricket Club reassured there would be a joint padlock on there so only the Club and WPC would be able to gain access through the gate. Emergency vehicle access would also be considered. The location of the new store was discussed and noted and that the store would be clad in wood to fit in with the conservation area. It was noted that in addition to the papers the Cricket Club would be looking to add solar panels, further add a sympathetic bin store to the pavilion to tidy that area up. The paper included details of the Witchell charter and a map of the Conservation Area which were noted. It was **RESOLVED** unanimously to allow the Cricket Club to make these works on the land and that they could now progress any submissions of planning applications and seek the funding and tenders required.

PC23/057 The money raised by the Coronation event was considered and it was RESOLVED to donate to the Cricket Club. It was noted that the money would be put towards improvements to the square and a new pitch mat.

13. DATES OF FUTURE MEETINGS

PC23/058 To note the next Parish Council meeting Tuesday 4th July 2023

14. CLOSURE OF MEETING

PC23/059 As all business was transacted the meeting was closed at 8.58pm

Signed by
Chair to the Parish Council

Date: Tuesday 6th June 2023

DRAFT

PAYMENTS TO CONSIDER

Jun Parish Council 6th June 2023

Cheques

Date	To	Amount	Payment for
TOTAL CHEQUE AMOUNT		£0.00	

Petty Cash

Date	To	Amount	Payment for
TOTAL Petty Cash AMOUNT		£0.00	

BACS

Date	To	Amount	Payment for
07/06/2023	Heather Thornton	£56.98	Plants, trays and pots for clock tower window
07/06/2023	Phenom Networks	£192.00	Domain name renewal - 2 yr deal www.wendover-pc.gov.uk
07/06/2023	Task 53	£240.00	Specialist clearance of old plate glass and bulky items from allotments
07/06/2023	PawPrint	£140.40	Printer/Copier Costs
07/06/2023	Val Mayland	£80.00	Cleaning
07/06/2023	Marley Design	£475.00	Web and communications
07/06/2023	Numbers	£72.00	Payroll Services
07/06/2023	St Annes Hall Hire	£50.00	Hire of hall for meetings
30/06/2023	Salaries	£8,769.49	Monthly Salaries Bill
30/06/2023	LGPS	£928.34	LGPS Pension Costs
30/06/2023	HMRC	£3,493.24	Payroll Tax and NI
07/06/2023	Worknest	£4,487.38	Professional HR and H&S support including access to elearning units
07/06/2023	Worknest	£145.00	Legal expenses insurance
07/06/2023	BMKALC	£137.00	Arnold Baker Legal guidance on local council administration
07/06/2023	P Kerman	£720.00	Emergency work on trees Castle Park Rd to prevent damage to vehicles
07/06/2023	P Kerman	£2,580.00	H&S Works to trees as agreed at Amenities
07/06/2023	P Kerman	£300.00	Emergency work to cherry brought down by storms
07/06/2023	Chiltern Secure Shredding	£28.80	3 bags of confidential waste
07/06/2023	BMKALC	£350.00	CILCA Training Courses for Clerk
07/06/2023	Farol	£825.00	Replacement strimmer (Best of 4 quotes)
TOTAL BACS AMOUNT		£24,070.63	

CARD

Date	To	Amount	Payment for
01/06/2023	Glasdon	£17.54	firexpire system bin fixings (damps down fire in bins)
30/05/2023	Post Office	£14.80	Stamps for office
25/05/2023	Aldi	£7.76	Office/kitchen supplies
18/05/2023	Lebara Mobile	£5.00	Office mobile
19/05/2023	Land Registry	£3.00	Title search for Walnut Tree Meadow re access and restrictions
17/05/2023	Post Office	£1.60	Postage for bank mandate form
TOTAL Debit Card AMOUNT		£49.70	

DD/SO

Date	To	Amount	Payment for
3 Jun 2023	SIDLEYS CLIENT THE	£135.00	Sidleys garage rent
3 Jun 2023	LEX AUTOLEASE	£444.29	Hilux lease agreement
5 Jun 2023	CASTLE WATER LTD	£5.75	Site Safe Water
6 Jun 2023	BE FUELCARDS LTD	£496.26	BP Fuel Card
7 Jun 2023	SMART PENSION LTD	£18.00	SMART pension admin fee
12 Jun 2023	SMART PENSION LTD	£778.30	SMART pension contributions
15 Jun 2023	BG LITE	£63.24	Manor Waste Electricity
15 Jun 2023	BG LITE	£236.44	Clock Tower Electricity
17/06/2023	DRAX	£1,271.53	Street Light Electricity
01/07/2023	BUCKS COUNCIL RECE	£82.00	Waste Container emptying
20/05/2023	MICROSOFT	£74.70	Microsoft 365 Licenses
28 Jun 2023	CASTLE WATER LTD	£5.59	Clock Tower Water
17/06/2023	BT GROUP PLC	£140.47	Clock tower phone/broadband
5 Jun 2023	BUCKS COUNCIL	£90.00	Manor Waste Market Rates
TOTAL DD & SO		£3,841.57	
TOTAL PAYMENTS		£27,961.90	SIGNED BY COUNCILLORS:
COUNCIL MINUTE NUMBER			

ITEM 8 – CLERKS REPORT AND CORRESPONDENCE

Transport Working Group – Speed Indicator Signs

I have been working with the Transport Working Group to get together the tools they need to be able make progress on their priorities. Wendover Parish Council owns 2 Speed Reminder Signs (that flash when you are speeding). The estates and grounds teams managed to bring the signs to the office, and I was able to connect to the signs to reset the dates and times as well as download any data that was on the unit. The data was quite concerning and although it was not suitable for evidentiary purposes to gain police support (the date and times had reset to a default 1970 date after the battery was changed and both units' data were merged) the results are clear that further action by the Transport Working Group is justified. The data came from Ashbrook Park recording speeds coming into Wendover and South street recording speeds out of Wendover. A table of those people who were speeding (doing over 30mph is as follows)

	Number	Percent of all traffic
Speeding	401079	34.9%
Speeding 35-40 mph	75923	6.6%
Speeding 40-50 mph	13128	1.1%
Speeding +50mph	666	0.1%

The signs record speeds of up to 80mph with 12 instances of vehicles travelling more than 70mph in a 3 month period. As you can see from the table there were 666 instances of vehicles travelling more than 50mph, completely indefensible in the locations where the signs were located.

The near miss reporting form has been designed and will be available this week so we will be looking to publicise this more broadly.

Councillor Recruitment

We are pleased to report that we have two applications for our councillor roles and if any of the new candidates are co-opted we will be looking at an induction and welcome ready for the August meeting. We have just heard back that we don't need to hold an election for the final vacancy and advertising will go up for the final co-option in the next few days

Eco Report update

The Eco report is being worked on by myself in contact with a member of the CAP working group. We have completed many of the tasks, some of the tasks are being done in practice but may need a policy or documentation to support it and some of the tasks I am suggesting are not quite relevant. At the next meeting there will be an ethical and environmental procurement policy coming to Parish Council which will tie together a lot of the actions.

Litter in Parks and general

In the current wonderful weather our parks are providing fantastic spaces for social gatherings but with that comes the issue of litter. The estates and grounds team are just about managing to juggle the rubbish so that it fits in the current containers and emptying cycle but it may be that we need to ask council to increase the spend on keeping the parks clear. There has been complaints into the office about the amount of dog mess in the open spaces. The Council have done publicity campaigns about this before but it is not reaching

certain dog owners, I know the Wendover Facebook groups are also full of complaints about dog mess. The office are looking into options available to Council to reduce the problem, but in reality we feel the best solution will have to come from the community itself.

Freedom Parade

The Freedom Parade happened (on the hottest, most humid day of the year) and the parade itself went very well with a close working relationship between the RAF and Wendover PC. My thanks go to the Estates and Events Manager who co-ordinated the event. There will be a debrief of the event by the office in liaison with the RAF. However we do need to note the impact of the event on the local church services. I have been laising with St Mary's Church and offered apologies for the unintended difficulties that were caused, largely due to the road diversions and the timing of the parade. We will look carefully at both for future events. I think it also highlights the difficulty in closing the High Street for any length of time even on a "quiet" Sunday morning.

Ongoing damage

Sadly there has been ongoing vandalism in the open spaces and the office are keeping a record of the incidents and have discussions with the Police lined up to identify a strategy to reduce the issues. This will be reported back through the Amenities Committee.

St Annes Hall Charge

We have had a communication informing us that the hall hire fee is increasing to £30 per meeting and is totally understandable in the current climate. This will have a minor impact on the budget line but is within tolerance for the total annual budget.

Insulation for site safe

The site safe is about to be insulated in order to protect the staff and equipment from the extremes of temperatures felt in the unit. We are hoping that this will make the site safe a comfortable work space and reduce the impact on our machines and equipment.

Clerks Connections Meeting

I attended a Clerks Connections Meeting with a number of Clerks attending from around the County. There were many issues discussed but the two key issues were:
Local Council Awards Scheme – a standard for local councils to achieve which I think Wendover should be looking ot achieve in the near future
Devolved Services – It looks like devolved services are going to be undergoing a review by Buckinghamshire Council but we won't know some of the key themes and changes until at least September. Therefore any longer term planning for the Estates and Grounds team can't be considered until we know what the devolved services plans are.

Enquiry about Flagstone

I have had yet more Councils asking me about Flagstone and how it is used in the Council. Whilst it does take some of my time to respond and discuss some of the intricacies of the process it is useful networking and results in bouncing ideas around that will help the financial management of Wendover Parish Council. Therefore I will continue to spend time when other Councils make an enquiry about the platform.

Resolution of British Gas meter read issues

As has been reported in a previous Clerks report we have been having issues with the billing for the site safe. The issue came when the meter was replaced by British Gas but the opening read was not recorded. This issue was highlighted in December and has only just been resolved after a lot of messages and phone calls. The account is now billing correctly and we are up to date with payments. An amount was accrued in the accounts for last year and it seems it is roughly in line with the actual bill that has been produced.

Hanging Baskets

We have had a few complaints about the state of the hanging baskets. We contract out the work so that the baskets can be watered every day and updated with appropriate plants for summer and winter. The contractor had stopped watering the baskets so they could be taken down easier, but there was a delay between the baskets being “dried out” and changed. We have raised this issue with the company and the baskets are now changed but we will monitor to see if they are being adequately maintained.

Planning and Neighbourhood

I have been continuing to arrange a planning meeting with Buckinghamshire Council to get the details on why the change of use was granted on the former Esposi shop. It is hoped that we can meet before the next planning meeting.

26/06/2023

Wendover Parish Council Current Year

Page 1

15:55

Detailed Balance Sheet - Excluding Stock Movement**Month 3 Date 26/06/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
	<u>Current Assets</u>		
100	Debtors	203	
105	VAT Control A/c	5,485	
200	Current Bank Account	35,185	
202	Flagstone	311,148	
	Total Current Assets		352,021
	<u>Current Liabilities</u>		
515	Allotment Deposits	1,684	
	Total Current Liabilities		1,684
	Net Current Assets		350,337
	Total Assets less Current Liabilities		350,337
	<u>Represented by :-</u>		
300	Current Year Fund	81,047	
310	General Reserves	130,026	
338	Hampden Pond EMR	7,800	
339	RAF Freedom Parade EMR	7,964	
346	Clock Tower Fountain and Wall	15,000	
347	Site Safe Cladding EMR	6,500	
356	LGPS Cessation EMR	50,000	
357	Skate Park EMR	15,000	
358	Library Extension EMR	8,000	
359	TWG Priorities	10,000	
362	New Cesspit Ashbrook	4,000	
363	Christmas Lights EMR	10,000	
364	Climate Action EMR	5,000	
	Total Equity		350,337

26/06/2023

Wendover Parish Council Current Year

Page 1

15:52

Detailed Income & Expenditure by Budget Heading 26/06/2023

Month No: 3

Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 Amenities Income</u>							
1000 Allotment Rent	0	1,537	1,630	93			
1005 Charter Fair	0	0	220	220			
1010 Cricket Club Lease	75	75	300	225			
1021 Markets - Local Produce	53	263	2,000	1,738			
1022 Markets - Weekly Market	0	888	10,660	9,772			
1030 Other Rental (Ashbrook)	50	150	2,045	1,895			
1035 BCC Devolved Footpaths Income	0	19,198	18,142	(1,056)			
1214 Christmas Trees	0	0	2,000	2,000			
1260 Xmas event income	0	0	500	500			
1261 Rifle Club Lease	0	0	100	100			
Amenities Income :- Income	178	22,111	37,597	15,486			0
Net Income	178	22,111	37,597	15,486			
<u>125 Events Expenditure</u>							
4100 Annual Parish Meeting excl refs	0	512	500	(12)		(12)	
4105 Christmas Decorations	0	0	6,000	6,000		6,000	
4109 Promo Materials	0	221	500	279		279	
4110 Entertainment & Events	106	1,474	5,000	3,526		3,526	
4111 RAF Freedom Parade	36	36	0	(36)		(36)	36
4112 Floral Display	0	0	5,000	5,000		5,000	
4122 Markets - Local Produce	0	0	500	500		500	
4124 Markets - Business Rates	90	268	1,500	1,232		1,232	
4125 Markets - Water	31	31	50	19		19	
4126 Markets - Electric	60	102	300	198		198	
4130 Quiz	0	0	100	100		100	
4132 Christmas Celebration Event	0	0	2,500	2,500		2,500	
Events Expenditure :- Indirect Expenditure	323	2,645	21,950	19,305	0	19,305	36
Net Expenditure	(323)	(2,645)	(21,950)	(19,305)			
6000 plus Transfer From EMR	36	36					
Movement to/(from) Gen Reserve	(287)	(2,608)					
<u>130 Highways Expenditure</u>							
4200 Bus Shelters	0	0	750	750		750	
4210 Refuse Bins	0	0	500	500		500	
4211 Sever weather (salt etc	0	0	500	500		500	
4215 Street Furniture - Purchase	0	0	2,000	2,000		2,000	
Highways Expenditure :- Indirect Expenditure	0	0	3,750	3,750	0	3,750	0
Net Expenditure	0	0	(3,750)	(3,750)			

Continued over page

26/06/2023

Wendover Parish Council Current Year

Page 2

15:52

Detailed Income & Expenditure by Budget Heading 26/06/2023

Month No: 3

Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>135 Street Lighting Expenditure</u>							
4300 Electricity	1,060	2,085	13,000	10,915		10,915	
4305 Maintenance	823	1,105	7,000	5,895		5,895	
4315 New Columns (not LEDs)	0	0	7,000	7,000		7,000	
4320 Streetlighting Inspections	0	0	1,500	1,500		1,500	
Street Lighting Expenditure :- Indirect Expenditure	<u>1,882</u>	<u>3,190</u>	<u>28,500</u>	<u>25,310</u>	<u>0</u>	<u>25,310</u>	<u>0</u>
Net Expenditure	<u>(1,882)</u>	<u>(3,190)</u>	<u>(28,500)</u>	<u>(25,310)</u>			
<u>140 Recreation Expenditure</u>							
4400 Dog Bin Emptying	0	278	2,050	1,772		1,772	
4405 Maintenance - Fences, etc	0	29	1,500	1,471		1,471	
4410 Maintenance - Groundworks	200	268	5,000	4,732		4,732	
4415 Maintenance - Inspections, etc	0	0	1,800	1,800		1,800	
4416 Pond Works	0	0	1,500	1,500		1,500	
4417 Tree Works	3,000	3,000	2,500	(500)		(500)	
4418 Tree Inspections	1,680	1,680	1,800	120		120	
4421 Orchard Maintenance	0	721	600	(121)		(121)	
4425 Capital Expenditure (asset pur	1,058	1,883	10,000	8,117		8,117	
4430 Mower Maintenance	0	0	2,000	2,000		2,000	
4440 Play Equip - Repairs & Maint	0	0	8,000	8,000		8,000	
4450 Premises - Garage Rent	135	405	1,620	1,215		1,215	
4455 Premises - SiteSafe Electrics	157	(93)	200	293		293	
4460 Premises - SiteSafe Rates	80	160	0	(160)		(160)	
4465 Premises - SiteSafe Water, etc	6	17	300	283		283	
4475 Misc - Fuel	414	743	3,000	2,257		2,257	
4480 Misc - Materials & Tools	57	184	2,500	2,316		2,316	
4481 Machinery/Tool Service Repair	0	0	3,500	3,500		3,500	
4485 Misc - Protective Clothing	0	0	400	400		400	
4490 Misc - Refuse Bins	0	144	1,200	1,056		1,056	
4495 Misc - Sundries Recreation	0	49	1,000	951		951	
4497 Defibrillators	0	0	500	500		500	
Recreation Expenditure :- Indirect Expenditure	<u>6,786</u>	<u>9,469</u>	<u>50,970</u>	<u>41,501</u>	<u>0</u>	<u>41,501</u>	<u>0</u>
Net Expenditure	<u>(6,786)</u>	<u>(9,469)</u>	<u>(50,970)</u>	<u>(41,501)</u>			
<u>200 Finance & General Income</u>							
1205 Wltchell Trust Grant	0	65	200	135			
1210 Interest Received ex Deposits	0	154	2,000	1,846			
1215 Miscellaneous Income	0	368	0	(368)			
1250 Precept Received	0	179,539	359,078	179,539			

Continued over page

26/06/2023

Wendover Parish Council Current Year

Page 3

15:52

Detailed Income & Expenditure by Budget Heading 26/06/2023

Month No: 3

Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1266 VAHT Streetlight Income	0	203	600	397			
Finance & General Income :- Income	0	180,329	361,878	181,549			0
Net Income	0	180,329	361,878	181,549			
<u>220 Finance & General Expenditure</u>							
4496 Professional Support (HS2 etc)	0	0	2,000	2,000		2,000	
4550 Communications - Publicity	188	4,382	5,750	1,368		1,368	
4555 Communications - Website	480	1,005	1,500	496		496	
4560 Financial - Bank Charges	0	73	580	507		507	
4565 Financial - Fees - Audit	0	(945)	2,300	3,245		3,245	
4570 Financial - Fees - Legal	0	0	2,000	2,000		2,000	
4575 Financial - Insurance	0	0	5,940	5,940		5,940	
4580 Financial - Software	0	566	800	234		234	
4582 End of Year Support RBS	0	(558)	800	1,358		1,358	
4615 Office - Broadband/Tel/Fax	122	431	1,600	1,169		1,169	
4620 Office - Copier	117	234	1,750	1,516		1,516	
4621 Office - Equipment - Expend	220	1,034	5,500	4,466		4,466	
4625 Office - Equipment Capital	0	0	1,000	1,000		1,000	
4630 Office - Postage & Stationery	0	93	500	407		407	
4640 Office - Testing - Electrical	0	0	75	75		75	
4645 Office - Testing - Fire	0	0	300	300		300	
4650 Office - Utilities - Electric	225	550	2,000	1,450		1,450	
4655 Office - Utilities - Water	0	6	150	144		144	
4660 Property Mgt - Clock Tower	81	241	2,000	1,759		1,759	
4665 Property Mgt - Manor Waste	6	20	1,000	980		980	
4670 Property Mgt - SiteSafe	0	0	5,000	5,000		5,000	
4675 Property Mgt - War Memorial	0	0	500	500		500	
4685 Subscriptions and Donations	69	1,293	2,000	707		707	
4690 Misc - Chairman's Expenses	0	233	1,200	967		967	
4691 Misc - Councillor Expenses	0	0	100	100		100	
4695 Misc - Room Hire	50	150	1,200	1,050		1,050	
4700 Misc Sundry Expenses Finance	0	75	500	425		425	
4705 Misc - Travel Staff & Cllrs	0	0	200	200		200	
4707 H&S	0	0	3,000	3,000		3,000	
Finance & General Expenditure :- Indirect Expenditure	1,557	8,882	51,245	42,363	0	42,363	0
Net Expenditure	(1,557)	(8,882)	(51,245)	(42,363)			

Continued over page

26/06/2023

Wendover Parish Council Current Year

Page 4

15:52

Detailed Income & Expenditure by Budget Heading 26/06/2023

Month No: 3

Income and Expenditure

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>230 Grants out - S137</u>							
4585 Grant - Churchyard Care	0	7,000	7,000	0		0	
4586 Grant - Wendover Youth Centre	0	7,000	7,000	0		0	
4590 Grants Out - Major	0	15,000	15,000	0		0	
4611 Grants Out - Minor	0	0	5,000	5,000		5,000	
Grants out - S137 :- Indirect Expenditure	0	29,000	34,000	5,000	0	5,000	0
Net Expenditure	0	(29,000)	(34,000)	(5,000)			
<u>320 Staffing</u>							
4800 Staffing - Amenities - Wages	5,619	16,539	71,563	55,024		55,024	
4801 Staffing - Amenities - NIC	566	1,655	6,580	4,925		4,925	
4802 Staffing - Amenities-Pension	825	2,363	10,193	7,830		7,830	
4810 Staffing - F&G - Wages	6,007	18,020	97,586	79,567		79,567	
4811 Staffing - F&G - NIC	625	1,874	8,952	7,078		7,078	
4812 Staffing - F&G - Pension	293	879	6,196	5,317		5,317	
4816 Staffing F&G Student Loan	35	105	0	(105)		(105)	
4845 Payroll Charges	60	120	750	630		630	
4855 HR Consultancy Fees	3,350	3,350	3,500	150		150	
4860 Training Staff & Cllrs	1,367	1,457	3,000	1,543		1,543	
4861 Uniform	0	0	500	500		500	
4862 Smart Pension Admin Fee	15	45	240	195		195	
Staffing :- Indirect Expenditure	18,762	46,407	209,060	162,653	0	162,653	0
Net Expenditure	(18,762)	(46,407)	(209,060)	(162,653)			
<u>980 Amenities Reserves</u>							
9126 EMR - New Cesspit Ashbrook	0	6,000	0	(6,000)		(6,000)	6,000
Amenities Reserves :- Indirect Expenditure	0	6,000	0	(6,000)	0	(6,000)	6,000
Net Expenditure	0	(6,000)	0	6,000			
6000 plus Transfer From EMR	0	6,000					
Movement to/(from) Gen Reserve	0	0					
Grand Totals:- Income	178	202,440	399,475	197,035			
Expenditure	29,310	105,593	399,475	293,882	0	293,882	
Net Income over Expenditure	(29,132)	96,847	0	(96,847)			
plus Transfer From EMR	36	6,036					
Movement to/(from) Gen Reserve	(29,096)	102,883					

26/06/2023
15:54

Wendover Parish Council Current Year
Earmarked Reserves

Page 1

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
338 Hampden Pond EMR	0.00	7,800.00	7,800.00
339 RAF Freedom Parade EMR	0.00	7,963.69	7,963.69
346 Clock Tower Fountain and Wall	15,000.00		15,000.00
347 Site Safe Cladding EMR	6,500.00		6,500.00
356 LGPS Cessation EMR	50,000.00		50,000.00
357 Skate Park EMR	15,000.00		15,000.00
358 Library Extension EMR	8,000.00		8,000.00
359 TWG Priorities	10,000.00		10,000.00
362 New Cesspit Ashbrook	10,000.00	-6,000.00	4,000.00
363 Christmas Lights EMR	10,000.00		10,000.00
364 Climate Action EMR	5,000.00		5,000.00
	<u>129,500.00</u>	<u>9,763.69</u>	<u>139,263.69</u>

Wendover Parish Council HS2 Monthly Report, June '23

Works update

- Five weeks of closure of Ellesborough Road are now anticipated to allow the routing of traffic over the temporary bridge in September, but this date is subject to utility providers who are outside of HS2's direct control
- Weekday night-time and a weekend closure (30th June to 3rd July) of the A413 at Small Dean were made to allow underground utilities to be diverted across the road prior to the temporary realignment of carriageways to allow viaduct piling works beside the railway line.
- The Environment Agency has still not approved any significant excavation of the Green Tunnel Cutting pending a robust mitigation plan for the Coombe Hill Aquifer

June WPC activity

- Councillors Williams and Walker met WHS2 and approved the current public issue support and communications activity plans.
- Eight public issues were handled in the month, mainly road safety and one concerning overnight noise from a worksite security post.
- Arrangements are being made for a site visit to allow councillors to see the construction works, and a pre-visit briefing is being planned for 18th July.
- An escalation was made to Bucks Council regarding the urgent need for improved signage of the sharp bend on the Nash Lee Lane diversion following two accidents involving damage to residents' property.

Current Issues

- Analysis of recently released HS2 Ltd monthly air quality reports suggests that the problems at Small Dean have been resolved, with all nine local monitoring points capturing at least 90% of the expected data in March; and no "Significant" dust issues being detected.
- The Public Right of Way between Dobbins Lane and Station Approach is now expected to reopen at the end of August, following agreement of the wayleave for installation of a Thames Water supply pipe to the HS2 Concrete Works over Folly Bridge.

25th June '23

WENDOVER PARISH COUNCIL

Minutes of the Amenities Committee Meeting

20th June 2023 at 7:30pm

St Anne's Hall, Aylesbury Road, Wendover HP22 6JG

Present: Councillors Worth (Chair), Julie Williams, Clive Gallagher, Jennifer Ballantine, Mark Standen & Sam Walker

Absent: Cllr Washington

Clerk & Minutes: Phoebe Sharps

Members of Public: 2

1. ELECTION OF CHAIR

A23.001 Cllr Worth was unanimously elected as chair

2. APOLOGIES FOR ABSENCE

A23.002 Apologies were received from Councillor Washington, and they were accepted.

3. DECLARATIONS OF INTEREST

A23.003 None.

4. MINUTES

A23.004 The minutes of the meeting of 21st March 2023 were **RESOLVED** as a true record and were signed by the Chair.

5. PUBLIC PARTICIPATION

A23.005 It was NOTED that a member of the public raised concerns with adopting the Witchell Car Park Policy as stopping south street residents parking overnight could lead to disruption on roads in Wendover. It was further NOTED that the Council should explore adding EV charging to Witchell Car Park.

6. UPDATE REPORT FROM THE CLERK

A23.006 The report presented by the Clerk was NOTED. It was NOTED that the Clerk gave an update on the site safe insulation, the work is being carried out on Friday 30th June 2023, it was further NOTED that due to increasing difficulties to get a confirmed delivery date to coincide with the insulation we had to go back to the list of companies, and we found one that was available. It was NOTED that the council questioned the need of planning for the Skatepark, but it was recommended by the contractor who will apply for the pre application. It was further NOTED the Open Spaces Working Group are hoping to start a Crowdfunder.

7. FINANCE

To consider the list of payments and sign cheques

A23.007 – The payments to consider totalling £4,127.73 were **RESOLVED** and signed.

8. OPEN SPACES AND HAMPDEN POND

a) Ashbrook Play Park Inspection

To note the remedial work required on Ashbrook Play Park as identified by the inspection and consider approving the contractor to undertake the work.

A23.008 – It was **RESOLVED** to accept the cost and agree for the contractor to undertake the work.

9. OTHER MATTERS

a) Review 10 Year Fixed Index Charge Document

To consider any changes needed to this document.

A23.009 – It was **NOTED** to check the contract for the Thursday Market and if it includes pricing.

- It was **RESOLVED** to keep the prices for both the Local Produce Market and Manor Waste Hire.
- It was **RESOLVED** that the difference in price for markets and hire of the Manor Waste is due to a long-standing historical precedent, but prices will continue to be monitored.

b) Policies up for Renewal

To consider renewing the following policies.

i) Tree Policy

A23.010 – It was **NOTED** the protected tree section needed one amendment. The policy was then further discussed including this amendment and it was **RESOLVED** to renew the Tree Policy.

ii) Open Spaces Hire

A23.011 – It was **RESOLVED** to renew the Open Spaces Hire policy.

iii) Community Emergency Response Plan

A23.012 – It was **NOTED** the restricted appendix h - local skills section needed one amendment. The policy was then further discussed including this amendment and it was **RESOLVED** to renew the Community Emergency Response Plan.

iv) Witchell Car Park Policy

A23.013 – The new policy was not adopted, and it was requested that the office work on signage for the car park and bring that back to the next meeting.

c) Equipment Replacement Policy

To consider adopting an Equipment Replacement Policy.

A23.014 – It was **RESOLVED** for the Equipment Replacement Policy to be reviewed by the Finance Committee to ensure the finances can be in place to support the policy.

d) Local Produce Market Entertainment

To consider authorising the office to book entertainment at the Local Produce Market.

A23.015 – It was **RESOLVED** to agree to authorise the office to book entertainment at the Local Produce Market based on any feedback or recommendations.

e) Wendover Wildbelt Gate

To consider the design of the gate for Wendover Wildbelt.

A23.016 – It was **RESOLVED** to agree to the proposed gate design for Wendover Wildbelt.

f) Local Area Tree Fund

To note that **CLAW** has applied for funding for a tree planting project with support from the office and to consider supporting **CLAW** should they be successful in their bid.

A23.017 – It was NOTED that a walk with amenities committee members and CLAW would be advantageous to look at planting locations in Open Spaces. It was NOTED to send the tree report to CLAW to look at potential planting locations based on the report.

It was **RESOLVED** to support the bid with CLAW by:

- Identify locations for planting.
- Support the purchase of any equipment needed which will be used in the project.
- Purchase equipment that will remain the property of the Parish Council but will be required by the project.

g) Manor Waste Policy

To consider the Manor Waste proposal in light of some of the concerns raised at Full Council.

A23.018 – It was **RESOLVED** to adopt the Manor Waste Policy shown in Appendix A and delegate to the open spaces working group along with the Clock Tower team to implement.

10. ITEMS FOR NEXT AGENDA

A23.019 None

11. DATE OF NEXT MEETING

A23.020 The next scheduled meeting of the Amenities Committee is 18th July 2023.

12. CLOSURE OF MEETING

A23.021 As all business was transacted the meeting was closed at 8.48pm.

Signed by
Chair to the Amenities Committee

Date: 18th July 2023

ITEM 11 a ii) – MANOR WASTE POLICY

BROUGHT BY

Amenities

SUMMARY

The policy was discussed at the May meeting and Council felt it was not ready to approve the policy. Amenities Committee considered the policy in more detail and approved the policy for consideration by Full Council to approve.

PARISH COUNCIL BACKGROUND

Parish Council - May

PC23/001 The proposal from the working group was considered and it was felt that the right balance and tone needed to be struck as the Manor Waste was not a business. There was further concern about structural changes such as the lighting and café seating. It was noted that the questionnaire was a consultation and not a referendum and that there was no need to rush into any changes. Again, it was reaffirmed that we should honour the local history, including the name “Manor Waste” as it is unique and adds to the character. The working group would consider next steps before bringing back to Council.

Amenities – Jun

g) Manor Waste Policy

To consider the Manor Waste proposal in light of some of the concerns raised at Full Council.

A23.018 – It was **RESOLVED** to adopt the Manor Waste Policy shown in Appendix A and delegate to the open spaces working group along with the Clock Tower team to implement.

DETAILS

The paper was discussed and approved by Amenities and it was agreed that the Open Spaces Working Group would be best positioned to take the lead on exploring any changes it requires, to come back to Amenities and then Full Council

FINANCIAL CONSIDERATIONS

- There is nothing in this policy that needs a separate financial consideration

LEGAL AND OTHER IMPLICATIONS

- After checking with the Solicitor dealing with the Title Absolute, whilst this has not yet been concerned this does not prevent us from implementing this policy.

PROPOSAL

To resolve to adopt the Manor Waste Policy shown in Appendix A and delegate to the open spaces working group along with the Clock Tower team to implement.

Appendix A – Manor Waste Policy

Policy Statement

The manor waste plays a significant role in delivering on the Parish Council Mission. The space should be managed according to the following 5 principles:

1. **The Manor Waste space should be welcoming for everyone to meet, chat, socialize and where they feel safe.**
2. **The Council supports the development of a series of vibrant markets that are loved by locals and visitors.**
3. **The Manor Waste should be fully utilized on market days & seasonal events to maximise its community potential.**
4. **The Manor Waste should be a flexible space for community activities and a creative space for everyone to enjoy throughout the year.**
5. **The Manor Waste is for everyone, and the Council must ensure transparency and fairness in its use, ensuring everyone is welcome to be part of the community space.**

Guidance and implementation of the 5 principles

This guidance is to support the Council in adhering to the 5 principles. Where there is no specific guidance then it is the spirit of the principles that apply to any decision that is made.

The Community Action Plan Working Group, Clock Tower Office Staff and Amenities Committee will set out and actions required to implement this policy and progress will be monitored by the Parish Council.

1. The Manor Waste space should be welcoming for everyone to meet, chat, socialize and where they feel safe.

Council should take into consideration:

- A review of the lighting of the space, particularly on dark nights to ensure it is a safe space with lighting that is sensitive to local residents.
- Seating and meeting areas
- Local and tourist information
- Promotion of the history around the name 'Manor Waste'
- Flexible use of the space by local businesses

Projects to improve the space in line with this guidance will be managed by the office team, approved by Amenities and reported to full Council.

2. The Council supports the development of a series of vibrant markets that are loved by locals and visitors.

- Markets are arranged and organised by the Estates and Events Manager and monitored by Amenities.
- Council should seek to develop the market provisions within the Charters, including a Sunday Artisan Market
- Thursday markets:
 - Any market trader can directly or indirectly compete with the existing businesses in the town, however where possible, market traders should seek to bring alternative options within their trade than what is currently available from permanent businesses in the town
 - There can be more than one trader in a defined category on the market at any time at the discretion of the market manager

- Local Produce Markets:
 - Should ensure that there is local provenance to the goods wherever possible
 - There can be more than one trader in a defined category on the market at any time at the discretion of the market manager
- The markets will be permitted within the areas edged by the bollards. The primary paths through the markets will be kept to a minimum width of 1.5m (5 feet) to allow disabled access. Markets must not obstruct the doors to premises and must leave the paved area free between the market and the buildings abutting the main part of the Manor Waste.
- The War Memorial area can only be partially obstructed by protective covering of 2 of the 4 seats.
- The BCC highways team (Highways Buckinghamshire) are responsible for the public path alongside the High Street and markets are reminded that Highways Bucks would expect a minimum 1.2m (4 feet) clear of even temporary obstructions.
- All Markets and Fair rents will be reviewed annually by the Amenities Committee (subject to contract) and recommended to Council.
- All traders must hold the relevant Public Liability Insurance and comply with relevant Health and Safety and Food Standards regulations.
- Any event using the Manor Waste must consider the residents in the adjacent premises. Generators must be sited along the main road with some shielding for residents unless power points are used.

3. The Manor Waste should be fully utilised for markets and events to maximise its community potential

- An annual market and events program should be curated at the discretion of the Events Manager and noted by Amenities Committee. These shall be based on the needs and suggestions of the local community and events happening in and around the areas.
- The calendar of events should include school terms, public holidays and all religious holidays.
- Rental proceeds must be re-invested into further events, activities to be held on the Manor Waste.
- The Charter Fair can be held on the specified Saints days, plus the vigil and the morrow of each (3 days each) and may not be varied. The Charter Market and the Local Produce Market days take precedence if the Saints Day conflicts, in which case the Charter Fair can be held on the vigil and/or the morrow only. Saints Days for the Charter Fairs are: -
 - St Philips/James day – 1st May
 - St Barnabas Day – 11th June
 - St John the Baptist Day – 24th June
 - St Matthews Day – 21st September
- The Full Council have resolved not to allow any applications for permanent catering outlets to trade on the Manor Waste. It is felt the siting of an outlet would not be in keeping with the character of the area and that it would unnecessarily conflict with catering outlets already established within the village.
- Any entertainment will be noted by the Amenities Committee and checks will be made for insurance and any licences that are required.

4. The Manor Waste should be a flexible space for community activities and a creative space for everyone to enjoy throughout the year

The following should be allowed to take place on the Manor Waste:

- Events / Competitions / Concerts
- Exhibitions / Information stands
- Demonstrations (non-political) / speeches & talks (at the discretion of the Clerk)

- Temporary art or creative installations
- Voluntary and/or charity activities / events / promotions

Other events will be at the discretion of the Estates and Events Manager and Amenities Committee.

5. The Manor Waste is for everyone, and the Council must ensure transparency and fairness in its use, ensuring everyone is welcome to be part of the community space

- The Council will host the event calendar on WPC-run 'Welcome to Wendover' website.
- There will be social media presence and advertising across neighbouring villages for all planned events
- The Council will look into fundraising/sponsorships to maintain the activities & curation of exhibitions. Sponsors will be noted by the Amenities Committee and should not impact on the reputation of the Parish Council.
- The Estates and Events Manager will look at using different providers/stall holders for each event to allow different suppliers access to our events.

6. General Maintenance of the Space

- Access – the space should be accessible to all users, so flat surfaces should be maintained, trip hazards dealt with, and the space kept clear of vehicles unless specifically required for an event or market. This requires keeping the space clear and clean and ensuring the bollards are in good repair.
- General amenity – the space should be kept in good order with the planters regularly maintained and the seating clean and maintained. The war memorial needs specific care and maintenance and should not be used for anything other than the purpose it was intended.
- Users who have rights of access should have that access maintained unless given specific consent otherwise.
- Cold Weather – The space shall be kept clear of snow and ice as best as is possible in the cold conditions.
- Should any item be placed on the Manor Waste, without the prior authorisation of the Clerk, the Council will instruct the grounds staff to remove the item(s) which will then be taken to a secure unit. Wendover Parish Council will make reasonable efforts to ascertain the ownership of the articles and advise the owners in writing of the whereabouts of their items, giving 30 clear days to apply for a return of such goods. A charge will be levied for storage of £5 per day. If no response is received the good will be disposed of. Should the owners not be known the goods will be placed with the local police station to be treated as lost property.

7. Review

- This policy shall be reviewed on an annual basis to ensure it remains flexible to changes.

Document History

Drafted by Parish Clerk	03/11/2016	(version 1)
Review Amenities Committee	22/11/2016	(version 1)
Approved	22/11/2016	(version 2)
Reviewed by Amenities	20/03/2018	(version 3)
Updated and reviewed by Amenities	21/05/2019	(version 4)
Reviewed by Amenities	15/06/2021	(version 5)
Reviewed by Amenities	20/06/2023	(version 6)

Appendix B – Current Manor Waste Policy

Management Protocol – Manor Waste

Objectives

The objective of this document is to define the best practice, guidelines, and targets for the management of Manor Waste.

The protocol is managed and agreed by the Amenities Committee and implemented by the Clerk and Groundsmen.

The following guidelines were followed on 2016 construction and will be retained.

1. The paving slabs provide easier walkways, for disadvantaged users.
2. The standard of ground preparation is now designed for market or fairground vehicles.
3. The area that crosses the Manor Waste (between the bollards) was replaced to allow the agreed permitted car and lorry access only (as at 2016 levels)
4. Bollards are provided to designate the permitted access road and to discourage parking on the Manor Waste general access.
5. Drop down bollards will be maintained for access.
6. Power points can be made available for use by the Groundsmen
7. Seating and planters around the War Memorial.
8. Slabs replaced cobbles.
9. Drainage improved by channel down the centre.

Maintenance

1. Authorisation for the repair of any trip hazards, or other such urgent works, will be undertaken by the Clerk using delegated powers under Health and Safety, in consultation with the Chairman of the Amenities Committee or Chairman of the Parish Council.
2. All new works must comply with current legislation for Common Land.
3. Repair and replacement will be on like-for-like basis.
4. Care will be taken to keep open walkways for pedestrian and disabled access to premises land locked by the Common Land.
5. General and non-urgent maintenance will be authorised by the Amenities Committee.
6. To provide winter maintenance of the surface as appropriate
7. Surface cleaning and stain removal.
8. Planting Maintenance.

Parking

1. Parking for all motorised vehicles will not be allowed on any part of the Manor Waste (including the access road), except following specific authorisation from the Council or Clerk. This will generally be granted for: -
 - a) Essential access and building repairs for adjoining premises,
 - b) The set-up and clearance for markets and events,
 - c) Refrigeration units to ensure food safety
 - d) Fairground equipment

- e) Emergency Service Vehicles
2. Disabled buggy parking is always permitted for access to adjoining businesses
3. Bicycle parking points have been provided

Markets and Fairs

1. The markets will be permitted within the areas edged by the bollards. The primary paths through the markets will be kept to a minimum width of 1.5m (5 feet) to allow disabled access. Markets must not obstruct the doors to premises and must leave the paved area free between the market and the buildings abutting the main part of the Manor Waste.
2. The War Memorial area can only be partially obstructed by protective covering of 2 of the 4 seats.
3. Fairs and events will be organised by the Clerk to allow appropriate and similar access.
4. The BCC highways team (TfB) are responsible for the public path alongside the High Street and markets are reminded that BCC would expect a minimum 1.2m (4 feet) clear of even temporary obstructions.
5. The Charter Market is held every Thursday and may not be varied except by agreement of the Amenities Committee.
6. The Charter Fair can be held on the specified Saints days, plus the vigil and the morrow of each (3 days each) and may not be varied. The Charter Market and the Local Produce Market days take precedence if the Saints Day conflicts, in which case the Charter Fair can be held on the vigil and/or the morrow only. Saints Days for the Charter Fairs are: -
 - St Philips/James day – 1st May
 - St Barnabas Day – 11th June
 - St John the Baptist Day – 24th June
 - St Matthews Day – 21st September
7. The Local Produce Market will be held on the third Saturday of each calendar month.
8. All Markets and Fair rents will be reviewed annually by the Amenities Committee (subject to contract) and recommended to Council.
9. All traders must hold the relevant Public Liability Insurance and comply with relevant Health and Safety and Food Standards regulations.
10. Any event using the Manor Waste must consider the residents in the adjacent premises. Generators must be sited along the main road with some shielding for residents unless power points are used.

Entertainment

1. All entertainments will be authorised by the Parish Council Amenities Committee except where the Clerk has delegated powers
2. All entertainers must hold the relevant Public Liability Insurance and Performance Licences
3. The Clerk will issue this protocol to event organisers to ensure that they are aware of the Council's requirements.

Permanent Catering Request

The Full Council have resolved not to allow any applications for permanent catering outlets to trade on the Manor Waste. It is felt the siting of an outlet would not be in keeping with the character of the area and that it would unnecessarily conflict with catering outlets already established within the village.

General Users

It is Council Policy that the Manor Waste may be used by others (not events or fairs) with the approval of the Clerk, however, when that use includes the erection of a table/stall/tent or other items that may fall or present a trip hazard or other safety issue, then the User must provide Public Liability Insurance and ensure that the Council is in no respect liable.

Items Left Without Prior Authorisation

Should any item be placed on the Manor Waste, without the prior authorisation of the Clerk, the Council will instruct the grounds staff to remove the item(s) which will then be taken to a secure unit. Wendover Parish Council will make reasonable efforts to ascertain the ownership of the articles and advise the owners in writing of the whereabouts of their items, giving 30 clear days to apply for a return of such goods. A charge will be levied for storage of £5 per day. If no response is received the good will be disposed of. Should the owners not be known the goods will be placed with the local police station to be treated as lost property.

Communications

The Clerk will advise the Amenities Committee of urgent repair work that has been carried out or of work that is required.

Advertising

Any advertising on Manor Waste may only be displayed if written permission has been granted by Wendover Parish Council. Generally, permission will not be given to advertising benefiting business or private interests, this includes but not limited to, A frame advertising boards, banners or posters.

Document History

Drafted by Parish Clerk	03/11/2016	(version 1)
Review Amenities Committee	22/11/2016	(version 1)
Approved	22/11/2016	(version 2)
Reviewed by Amenities	20/03/2018	(version 3)
Updated and reviewed by Amenities	21/05/2019	(version 4)
Reviewed by Amenities	15/06/2021	(version 5)
Reviewed by Amenities	20/06/2023	(version 5)

ITEM 13 a i-iii) – DATA PROTECTION POLICIES

BROUGHT BY

Office

SUMMARY

The data protection policies and privacy notices need updating in line with latest guidance. Council are asked to approved the new single policy with replaces 3 current policies to simplify the relationship between the 3 policies.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The new policy is shown below. There have been minor amendments to the wording of the policy as follows:

Changes to the introduction for clarification

- A policy statement has been added to make it clear what the policy is for and what the Council's aims are with respect to data protection.
- References to the Information Security Policy
- Clarity over the Clerk as Data Protection Officer
- Guidance around how to use data during recruitment and employment (6.6 -6.8) is deleted as it is covered in privacy notices and will also be included in our Data Processing Records and/or Data Protection Impact Statements
- Privacy Notices have been merged into this one policy (as appendices) so they are clearly connected policies and procedures
- Privacy Notices have had specific names of organisations who are data controllers as required by the 2018 Act rather than the generic list that came with the original template.

PROPOSAL

- To adopt the new Data Protection Policy and lapse the current Data Protection Policy, The General Privacy Notice and Internal Privacy Notice.
- To note that the office will work on the Data Processing Records and any Data Protection Impact Assessments required as per the policy to be noted at the next Council.

Data Protection Policy

Wendover Parish Council (the Council) processes personal data about our employees, clients, customers and other individuals for a variety of business purposes and in the exercise of official authority. This might include names, addresses, telephone numbers etc.

This policy sets out how the Council seeks to protect personal data and ensure that staff and council members understand the rules governing their use of personal data to which they have access in the course of their work.

This policy is underpinned by the Data Protection Act 2018 and the retained EU General Data Protection Regulations (GDPR) and is informed by guidance from the Information Commissioner's Office (ICO).

This policy contains:

- the data protection principles with which the Council must comply;
- what is meant by personal information (or data) and sensitive personal information (or data);
- how we gather, use and (ultimately) delete personal information and sensitive personal information in accordance with the data protection principles;
- where more detailed privacy information can be found, e.g. about the personal information we gather and use about you, how it is used, stored and transferred, for what purposes, the steps taken to keep that information secure and for how long it is kept;
- your rights and obligations in relation to data protection;
- the consequences of failure to comply with this policy.

The appendices contain:

- The privacy notices (for the general public and the staff/Councillors)
- The details of the data we collect, store and process and the legal basis for that

Policy Statement

- Wendover Parish Council in the course of its work will collect, process and store personal data. The Council takes this seriously and is committed to meeting its obligations under the Data Protection Act 2018 and the retained EU General Data Protection Regulations (GDPR)
- Wendover Parish Council will seek to follow best practice for data protection as set out in guidance to the sector and from the Information Commissioners Office.

Other linked policies:

Information Security Policy

Implementation of the policy

1 Introduction

- 1.1 The Council obtains, keeps and uses personal information (also referred to as data) about, for example, job applicants, Councillor contact details, allotment tenants and sets out privacy notices that set out how this data is used and the data table sets out in detail the data we store and process and our legal basis for doing so.
- 1.2 This policy sets out how the Council complies with its data protection obligations and seeks to protect personal information. Its purpose is also to ensure that staff understand and comply with the rules governing the collection, use and deletion of personal information to which they may have access in the course of their work.
- 1.3 The Council is committed to complying with its data protection obligations, and to being concise, clear and transparent about how it obtains and uses personal information relating to its workforce, and how (and when) it deletes that information once it is no longer required.
- 1.4 The Council will nominate a Data Protection Officer (DPO) who will be the Clerk unless otherwise specified. The DPO is responsible for informing and advising the Council and its staff on its data protection obligations, and for monitoring compliance with those obligations and with the Council's policies. If you have any questions or comments about the content of this policy or if you need further information, you should contact the DPO at the Clock Tower.

2 Scope

- 2.1 This policy applies to any personal information that the Council collects, processes and stores as set out in the appendices
- 2.2 Staff should also refer to the Council's Information Security Policy.
- 2.3 The Council will review and update this policy in accordance with its data protection obligations. It does not form part of any employee's contract of employment and the Council may amend, update or supplement it from time to time. The Clerk will circulate any new or modified policy to staff when it is adopted.

3 Definitions

criminal records information	means personal information relating to criminal convictions and offences, allegations, proceedings, and related security measures;
data breach	means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal information;
data subject	means the individual to whom the personal information relates;
personal information	(sometimes known as personal data) means information relating to an individual who can be identified (directly or indirectly) from that information;
processing information	means obtaining, recording, organising, storing, amending, retrieving, disclosing and/or destroying information, or using or doing anything with it;
pseudonymised	means the process by which personal information is processed in such a way that it cannot be used to identify an individual without the use of additional information, which is kept separately and subject to technical and organisational measures to ensure that the personal information cannot be attributed to an identifiable individual;
sensitive personal information	(sometimes known as 'special categories of personal data' or 'sensitive personal data') means personal information about an individual's race, ethnic origin, political opinions, religious or philosophical beliefs, trade union membership (or non-membership), genetics

information, biometric information (where used to identify an individual) and information concerning an individual's health, sex life or sexual orientation.
--

4 Data protection principles

- 4.1 The Council will comply with the following data protection principles when processing personal information:
- 4.1.1 we will process personal information lawfully, fairly and in a transparent manner;
 - 4.1.2 we will collect personal information for specified, explicit and legitimate purposes only, and will not process it in a way that is incompatible with those legitimate purposes;
 - 4.1.3 we will only process the personal information that is adequate, relevant and necessary for the relevant purposes;
 - 4.1.4 we will keep accurate and up to date personal information, and take reasonable steps to ensure that inaccurate personal information are deleted or corrected without delay;
 - 4.1.5 we will keep personal information in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the information is processed; and
 - 4.1.6 we will take appropriate technical and organisational measures to ensure that personal information are kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

5 Basis for processing personal information

- 5.1 In relation to any processing activity the Council will, before the processing starts for the first time, and then regularly while it continues.
- 5.1.1 review the purposes of the particular processing activity, and select the most appropriate lawful basis (or bases) for that processing, i.e.:
 - (a) that the data subject has consented to the processing;
 - (b) that the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
 - (c) that the processing is necessary for compliance with a legal obligation to which the Council is subject;
 - (d) that the processing is necessary for the protection of the vital interests of the data subject or another natural person;
 - (e) that the processing is necessary for the performance of a task carried out in the public interest or exercise of official authority;
 - (f) that the processing is necessary for the purposes of legitimate interests of the Council or a third party, except where those interests are overridden by the interests of fundamental rights and freedoms of the data subject—see clause 5.2 below.
 - 5.1.2 except where the processing is based on consent, satisfy ourselves that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose);
 - 5.1.3 document its decision as to which lawful basis applies, to help demonstrate our compliance with the data protection principles;
 - 5.1.4 include information about both the purposes of the processing and the lawful basis for it in our relevant privacy notice(s);
 - 5.1.5 where sensitive personal information is processed, also identify a lawful special condition for processing that information (see paragraph 6.2.2 below), and document it; and

5.1.6 where criminal offence information is processed, also identify a lawful condition for processing that information, and document it.

5.2 When determining whether the Council's legitimate interests are the most appropriate basis for lawful processing, it will:

5.2.1 conduct a legitimate interest assessment (LIA) and keep a record of it, to ensure that we can justify our decision;

5.2.2 if the LIA identifies a significant privacy impact, consider whether it also needs to conduct a data protection impact assessment (DPIA);

5.2.3 keep the LIA under review, and repeat it if circumstances change; and

5.2.4 include information about its legitimate interests in the relevant privacy notice(s).

6 Sensitive personal information

6.1 Sensitive personal information is sometimes referred to as 'special categories of personal data' or 'sensitive personal data'.

6.2 The Council may from time to time need to process sensitive personal information. It will only process sensitive personal information if:

6.2.1 It has a lawful basis for doing so as set out in paragraph 5.1.1 above, e.g. it is necessary for the performance of the employment contract, to comply with the Council's legal obligations or for the purposes of the Council's legitimate interests; and

6.2.2 one of the special conditions for processing sensitive personal information applies, e.g.:

(a) the data subject has given explicit consent;

(b) the processing is necessary for the purposes of exercising the employment law rights or obligations of the Council or the data subject;

(c) the processing is necessary to protect the data subject's vital interests, and the data subject is physically incapable of giving consent;

(d) processing relates to personal data which are manifestly made public by the data subject;

(e) the processing is necessary for the establishment, exercise or defence of legal claims; or

(f) the processing is necessary for reasons of substantial public interest.

6.3 Before processing any sensitive personal information, staff must notify the Clerk of the proposed processing, in order that the Clerk may assess whether the processing complies with the criteria noted above. If the Clerk is in any doubt they must seek appropriate advice.

6.4 Sensitive personal information will not be processed until:

6.4.1 the assessment referred to in paragraph 6.3 has taken place; and

6.4.2 the individual has been properly informed (by way of a privacy notice or otherwise) of the nature of the processing, the purposes for which it is being carried out and the legal basis for it.

6.5 The Council's data protection privacy notices sets out the types of sensitive personal information that the Council processes, what it is used for and the lawful basis for the processing.

7 Data protection impact assessments (DPIAs)

7.1 Where processing is likely to result in a high risk to an individual's data protection rights (e.g. where the Council is planning to use a new form of technology), it will, before commencing the processing, carry out a DPIA to assess:

7.1.1 whether the processing is necessary and proportionate in relation to its purpose;

7.1.2 the risks to individuals; and

7.1.3 what measures can be put in place to address those risks and protect personal information.

- 7.2 Before any new form of technology is introduced, the manager responsible should therefore contact the Clerk in order that a DPIA can be carried out.
- 7.3 During the course of any DPIA, the employer will seek the advice of the Clerk and the views of a representative group of employees and any other relevant stakeholders.
- 7.4 A checklist for whether to employ a DPIA is included in Appendix C

8 Documentation and records

- 8.1 The Council will keep written records of processing activities which are high risk, i.e. which may result in a risk to individuals' rights and freedoms or involve sensitive personal information or criminal records information, including:
 - 8.1.1 the name and details of the employer's organisation (and where applicable, of other controllers, the employer's representative and DPO);
 - 8.1.2 the purposes of the processing;
 - 8.1.3 a description of the categories of individuals and categories of personal data;
 - 8.1.4 categories of recipients of personal data;
 - 8.1.5 where possible, retention schedules; and
 - 8.1.6 where possible, a description of technical and organisational security measures.
- 8.2 As part of its record of processing activities the Council will document, or link to documentation, on:
 - 8.2.1 information required for privacy notices;
 - 8.2.2 records of consent;
 - 8.2.3 controller-processor contracts;
 - 8.2.4 the location of personal information;
 - 8.2.5 DPIAs; and
 - 8.2.6 records of data breaches.
- 8.3 If the Council processes sensitive personal information or criminal records information, it will keep written records of:
 - 8.3.1 the relevant purpose(s) for which the processing takes place, including (where required) why it is necessary for that purpose;
 - 8.3.2 the lawful basis for its processing; and
 - 8.3.3 whether the Council retains and erases the personal information in accordance with its policy document and, if not, the reasons for not following its policy.
- 8.4 The Council will conduct regular reviews of the personal information it processes and update its documentation accordingly. This may include:
 - 8.4.1 carrying out information audits to find out what personal information the Council holds;
 - 8.4.2 distributing questionnaires and talking to staff across the Council to get a more complete picture of our processing activities; and
 - 8.4.3 reviewing its policies, procedures, contracts and agreements to address areas such as retention, security and data sharing.

9 Privacy notice

- 9.1 The Council will issue privacy notices from time to time, informing you about the personal information that it collects and holds relating to you, how you can expect your personal information to be used and for what purposes.
- 9.2 The Council will take appropriate measures to provide information in privacy notices in a concise, transparent, intelligible and easily accessible form, using clear and plain language.

10 Individual rights

- 10.1 Data Subjects have the following rights in relation to your personal information:
- 10.1.1 to be informed about how, why and on what basis that information is processed—see the Council’s data protection privacy notice;
 - 10.1.2 to obtain confirmation that your information is being processed and to obtain access to it and certain other information, by making a subject access request—see the Council’s subject access request policy;
 - 10.1.3 to have data corrected if it is inaccurate or incomplete;
 - 10.1.4 to have data erased if it is no longer necessary for the purpose for which it was originally collected/processed, or if there are no overriding legitimate grounds for the processing (this is sometimes known as ‘the right to be forgotten’);
 - 10.1.5 to restrict the processing of personal information where the accuracy of the information is contested, or the processing is unlawful (but you do not want the data to be erased), or where the employer no longer needs the personal information but you require the data to establish, exercise or defend a legal claim; and
 - 10.1.6 to restrict the processing of personal information temporarily where you do not think it is accurate (and the employer is verifying whether it is accurate), or where you have objected to the processing (and the employer is considering whether the organisation’s legitimate grounds override your interests).
- 10.2 If you wish to exercise any of the rights in paragraphs 10.1.3 to 10.1.6, please contact the Clerk.

11 Individual obligations

- 11.1 Individuals are responsible for helping the Council keep their personal information up to date. You should let the Clerk know if the information you have provided to the Council changes, for example if you move house or change details of the bank or building society account to which you are paid.
- 11.2 You may have access to the personal information of other members of staff, suppliers and service users of the Council in the course of your employment or engagement. If so, the Council expects you to help meet its data protection obligations to those individuals. For example, you should be aware that they may also enjoy the rights set out in paragraph 10.1 above.
- 11.3 If you have access to personal information, you must:
- 11.3.1 only access the personal information that you have authority to access, and only for authorised purposes;
 - 11.3.2 only allow other Council staff to access personal information if they have appropriate authorisation;
 - 11.3.3 only allow individuals who are not Council staff to access personal information if you have specific authority to do so from the Clerk.
 - 11.3.4 keep personal information secure (e.g. by complying with rules on access to premises, computer access, password protection and secure file storage and destruction and other precautions set out in the Council’s information security policy);
 - 11.3.5 not remove personal information, or devices containing personal information (or which can be used to access it), from the Council’s premises unless appropriate security measures are in place (such as pseudonymisation, encryption or password protection) to secure the information and the device; and
 - 11.3.6 not store personal information on local drives or on personal devices that are used for work purposes.
- 11.4 You should contact the Clerk if you are concerned or suspect that one of the following has taken place (or is taking place or likely to take place):

- 11.4.1 processing of personal data without a lawful basis for its processing or, in the case of sensitive personal information, without one of the conditions in paragraph 6.2.2 being met;
- 11.4.2 any data breach as set out in paragraph 14.1 below;
- 11.4.3 access to personal information without the proper authorisation;
- 11.4.4 personal information not kept or deleted securely;
- 11.4.5 removal of personal information, or devices containing personal information (or which can be used to access it), from the Council's premises without appropriate security measures being in place;
- 11.4.6 any other breach of this Policy or of any of the data protection principles set out in paragraph 4.1 above.

12 Information security

- 12.1 The Council will use appropriate technical and organisational measures to keep personal information secure, and in particular to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage. These may include:
 - 12.1.1 making sure that, where possible, personal information is pseudonymised or encrypted;
 - 12.1.2 ensuring the ongoing confidentiality, integrity, availability and resilience of processing systems and services;
 - 12.1.3 ensuring that, in the event of a physical or technical incident, availability and access to personal information can be restored in a timely manner; and
 - 12.1.4 a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.
- 12.2 Where the Council uses external organisations to process personal information on its behalf, additional security arrangements need to be implemented in contracts with those organisations to safeguard the security of personal information. In particular, contracts with external organisations must provide that:
 - 12.2.1 the organisation may act only on the written instructions of the Council;
 - 12.2.2 those processing the data are subject to a duty of confidence;
 - 12.2.3 appropriate measures are taken to ensure the security of processing;
 - 12.2.4 sub-contractors are only engaged with the prior consent of the Council and under a written contract;
 - 12.2.5 the organisation will assist the Council in providing subject access and allowing individuals to exercise their rights under the GDPR;
 - 12.2.6 the organisation will assist the Council in meeting its GDPR obligations in relation to the security of processing, the notification of data breaches and data protection impact assessments;
 - 12.2.7 the organisation will delete or return all personal information to the Council as requested at the end of the contract; and
 - 12.2.8 the organisation will submit to audits and inspections, provide the Council with whatever information it needs to ensure that they are both meeting their data protection obligations, and tell the Council immediately if it is asked to do something infringing data protection law.

Before any new agreement involving the processing of personal information by an external organisation is entered into, or an existing agreement is altered, the relevant staff must seek approval of its terms by the Clerk.

13 Storage and retention of personal information

- 13.1 Personal information (and sensitive personal information) will be kept securely in accordance with the Council's information security policy.
- 13.2 Personal information (and sensitive personal information) should not be retained for any longer than necessary. The length of time over which data should be retained will depend upon the circumstances,

including the reasons why the personal information was obtained. Staff should follow the Council's records retention policy which set out the relevant retention period, or the criteria that should be used to determine the retention period. Where there is any uncertainty, staff should consult the Clerk.

- 13.3 Personal information (and sensitive personal information) that is no longer required will be deleted permanently from the Council's information systems and any hard copies will be destroyed securely.

14 Data breaches

14.1 A data breach may take many different forms, for example:

- 14.1.1 loss or theft of data or equipment on which personal information is stored;
- 14.1.2 unauthorised access to or use of personal information either by a member of staff or third party;
- 14.1.3 loss of data resulting from an equipment or systems (including hardware and software) failure;
- 14.1.4 human error, such as accidental deletion or alteration of data;
- 14.1.5 unforeseen circumstances, such as a fire or flood;
- 14.1.6 deliberate attacks on IT systems, such as hacking, viruses or phishing scams; and
- 14.1.7 'blagging' offences, where information is obtained by deceiving the organisation which holds it.

14.2 The Council will:

- 14.2.1 make the required report of a data breach to the Information Commissioner's Office without undue delay and, where possible within 72 hours of becoming aware of it, if it is likely to result in a risk to the rights and freedoms of individuals; and
- 14.2.2 notify the affected individuals, if a data breach is likely to result in a high risk to their rights and freedoms and notification is required by law.

15 International transfers

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

16 Training

The Council will ensure that staff are adequately trained regarding their data protection responsibilities. Individuals whose roles require regular access to personal information, or who are responsible for implementing this policy or responding to subject access requests under this policy, will receive additional training to help them understand their duties and how to comply with them.

17 Consequences of failing to comply

17.1 The Council takes compliance with this policy very seriously. Failure to comply with the policy:

- 17.1.1 puts at risk the individuals whose personal information is being processed; and
- 17.1.2 carries the risk of significant civil and criminal sanctions for the individual and the Council; and
- 17.1.3 may, in some circumstances, amount to a criminal offence by the individual.

17.2 Because of the importance of this policy, an employee's failure to comply with any requirement of it may lead to disciplinary action under the Council's procedures, and this action may result in dismissal for gross misconduct. If a non-employee breaches this policy, they may have their contract terminated with immediate effect.

17.3 If you have any questions or concerns about anything in this policy, do not hesitate to contact the Clerk.

This policy was last updated in July 2023.

Appendix A – General Privacy Notice

Your personal data – what is it?

“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.

Who are we?

This Privacy Notice is provided to you by Wendover Parish Council which is the data controller for your data.

Other data controllers the Council works with are:

- Buckinghamshire Council
- Thames Valley Police
- Lloyds Bank

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the Council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be “joint data controllers” which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the Council processes and for what purposes is set out in this Privacy Notice. The Council’s Data Protection officer is the Clerk.

The Council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs.
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependents.
- Where you pay for activities, such as allotments, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- The information that we use may use some sensitive information such as ethnicity for the purposes of describing individuals

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor ability to access to our services
 - your racial or ethnic origin or religious or similar information in order to monitor usage of our services with regards to equal opportunities monitoring.
 - in order to comply with legal requirements and obligations to third parties such as for the prevention and detection of crime.
- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services.
- To confirm your identity to provide some services.
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp).
- To help us to build up a picture of how we are performing.
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions.
- To enable us to meet all legal and statutory obligations and powers including any delegated functions.
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and

adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury.

- To promote the interests of the council.
- To maintain our own accounts and records.
- To seek your views, opinions or comments.
- To notify you of changes to our facilities, services, events and staff, Councillors and other role holders.
- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives.
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.

What is the legal basis for processing your personal data?

The Council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers.

Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data.

These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with".
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software.
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g., in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on the WPC website www.wendover-pc.gov.uk. This notice was last updated in July 2023.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data, we hold about you or to exercise all relevant rights, queries or complaints at:

The Clock Tower

High Street

Wendover

Bucks HP22 6DU

Email: clerk@wendover-pc.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Appendix B – Internal Privacy Notice

For staff*, Councillors and Role Holders**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff* and former Councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, 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.

Who are we?

This Privacy Notice is provided to you by Wendover Parish Council which is the data controller for your data.

The Council works together with the following data controllers:

- Buckinghamshire Council
- HMRC
- Pension providers -LGPS and Smart Pension
- Former and prospective employers (for references)
- DBS services suppliers where appropriate
- Payroll services providers – Numbers Ltd
- H&S and Training providers – Ellis Whittham (Worknest)
- Lloyds Bank

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration, then the data controllers will be independent and will be individually responsible to you.

The Council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependents.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g., agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract, we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.

- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records.
- To seek your views or comments.
- To process a job application.
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract, we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work.
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation.
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.

- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided, we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we ask Ellis Whittam to manage our HR functions and Numbers Ltd to manage our payroll functions.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC, DVLA, Buckinghamshire Council.
- Staff pension providers – Buckinghamshire Council Local Government Pension Scheme and Smart Pensions
- The Council's banking institutions for the purposes of paying salaries and expenses
- Former and prospective employers
- DBS services suppliers
- Recruitment Agencies such as Adecco and Hays
- Credit reference agencies such as Equifax, Call Credit and Experian
- Professional advisors such as, Ellis Whittam and Parrott & Coales or another solicitor
- Trade unions or employee representatives such as the SLCC, ALCC, BALC or other employees

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

11) The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request, we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2) The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3) The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4) The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5) The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6) The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7) The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review, and we will place any updates on the WPC website www.wendover-pc.gov.uk. This Notice was last updated in July 2023.

Appendix C – DPIA Checklist

A. Under the GDPR, data protection impact assessments (DPIAs) are mandatory where the processing poses a high risk to the rights and freedoms of individuals. While they can also be carried out in other situations, councils need to be able to evaluate when a DPIA is required.

B. This checklist helps you make that assessment and provides a springboard for some of the issues you will need to consider in more detail if you do need to carry out a DPIA.

1. Do you need to carry out a DPIA?

- (a) What is the objective/intended outcome of the project?
- (b) Is it a significant piece of work affecting how services/operations are currently provided?
- (c) Who is the audience or who will be affected by the project?
- (d) Will the project involve the collection of new personal data about people? (*e.g. new identifiers or behavioural information relating to individuals?*)
- (e) Will the project involve combining anonymised data sources in a way that may give rise to a risk that individuals could be identified?
- (f) Will the project involve combining datasets originating from different processing operations or data controllers in a way which would exceed the reasonable expectations of the individuals?
- (g) Is data being processed on a large scale?
- (h) Will the project compel individuals to provide personal data about themselves?
- (i) Will personal data about individuals be disclosed to organisations or people who have not previously had routine access to the personal data?
- (j) Will personal data be transferred outside the EEA?
- (k) Is personal data about individuals to be used for a purpose it is not currently used for, or in a way it is not currently used?
- (l) Will personal data about children under 13 or other vulnerable persons be collected or otherwise processed?
- (m) Will new technology be used which might be seen as privacy intrusive? (*e.g. tracking, surveillance, observation or monitoring software, capture of image, video or audio or location*)
- (n) Is monitoring or tracking or profiling of individuals taking place?
- (o) Is data being used for automated decision making with legal or similar significant effect?
- (p) Is data being used for evaluation or scoring? (*e.g. performance at work, economic situation, health, interests or behaviour*)
- (q) Is sensitive data being collected including:
 - (i) Race
 - (ii) Ethnic origin
 - (iii) Political opinions
 - (iv) Religious or philosophical beliefs
 - (v) Trade union membership
 - (vi) Genetic data
 - (vii) Biometric data (*e.g. facial recognition, finger print data*)
 - (viii) Health data

- (ix) Data about sex life or sexual orientation?
- (r) Will the processing itself prevent data subjects from exercising a right or using a service or contract?
- (s) Is the personal data about individuals of a kind likely to raise privacy concerns or is it personal data people would consider to be particularly private or confidential?
- (t) Will the project require contact to be made with individuals in ways they may find intrusive?

2. Other issues to consider when carrying out a DPIA

- (a) In addition to considering the above issues in greater detail, when conducting a DPIA, you will also need to look at issues including:
 - (i) The lawful grounds for processing and the capture of consent where appropriate
 - (ii) The purposes the data will be used for, how this will be communicated to the data subjects and the lawful grounds for processing
 - (iii) Who the data will be disclosed to
 - (iv) Where the data will be hosted and its geographical journey (including how data subjects will be kept informed about this)
 - (v) The internal process for risk assessment
 - (vi) Who needs to be consulted (DPO, data subjects, the Information Commissioners Office (“ICO”))
 - (vii) Data minimisation (including whether data can be anonymised)
 - (viii) How accuracy of data will be maintained
 - (ix) How long the data will be retained and what the processes are for deletion of data
 - (x) Data storage measures
 - (xi) Data security measures including what is appropriate relative to risk and whether measures such as encryption or pseudonymisation can be used to reduce risk
 - (xii) Opportunities for data subject to exercise their rights
 - (xiii) What staff or, as appropriate, councillor training is being undertaken to help minimise risk
 - (xiv) The technical and organisational measures used to reduce risk (including allowing different levels of access to data and red flagging unusual behaviour or incidents)

- 3.** The GDPR requires that councils carry out a DPIA when processing is likely to result in a high risk to the rights and freedoms of data subjects. For a council, examples might include using CCTV to monitor public areas.

4. If two or more of the following apply, it is likely that you will be required to carry out a DPIA. This does not apply to existing systems but would apply if you introduced a new system.
1. Profiling is in use. Example: you monitor website clicks or behaviour and record people's interests.
 2. Automated-decision making. Example: when processing leads to the potential exclusion of individuals.
 3. CCTV surveillance of public areas. Processing used to observe, monitor or control data subjects.
 4. Sensitive personal data as well as personal data relating to criminal convictions or offences.
 5. Large scale data processing. There is no definition of "large scale". However consider: the number of data subjects concerned, the volume of data and/or the range of different data items being processed.
 6. Linked databases - in other words, data aggregation. Example: two datasets merged together, that could "exceed the reasonable expectations of the user". E.g. you merge your mailing list with another council, club or association.
 7. Data concerning vulnerable data subjects, especially when power imbalances arise, e.g. staff-employer, where consent may be vague, data of children, mentally ill, asylum seekers, elderly, patients.
 8. "New technologies are in use". E.g. use of social media, etc.
 9. Data transfers outside of the EEA.
 10. "Unavoidable and unexpected processing". For example, processing performed on a public area that people passing by cannot avoid. Example: Wi-Fi tracking.

ITEM 13 a iv) – INFORMATION SECURITY POLICY

BROUGHT BY

Office

SUMMARY

The Information Security Policy needs a review in line with latest guidance. Council are asked to approved the policy and note the actions required by the Bring Your Own Device requirements.

PARISH COUNCIL BACKGROUND

n/a

DETAILS

The new policy is shown below. There have been minor amendments to the policy, particularly in light of guidance sent out by the Information Commissioner’s Office (ICO) on Bring Your Own Device (BYOD) and personal email addresses.

Tablets are available for Councillors, but it has become practice to use personal devices for Council business. Whilst this is practical and makes a lot of sense it does bring a risk under our Data Protection obligations.

This policy reviews our requirements for using your own devices and if this policy is approved there will be certain requirements of councillors using their own devices:

Councillors need to check their device:

- That the operating system is up to date and any updates security patches installed.
- That the device requires a password or biometric security check to access the data
- That the device has an up to date antivirus software running (we recommend if you don’t there is a free piece antivirus program at: [Free Antivirus Download for PC | AVG Virus Protection Software](#))
- That any and all Council files are kept in a separate folder to your other works and that this folder, it’s contents and all subfolders are sent to the Clerk when leaving the Council then promptly deleted.

Any Councillor using their personal email address will need to bring in their devices to the Clock Tower so the Council e-mail can be set up on their device.

Further – councillors understand that if the Council has a data breach or for some FOI requests they may have to surrender their device to the office as a part of those investigations.

The next stage is to set up a remote managed folder on your own device so that if the laptop is lost or stolen the folder containing all of your Council data can be wiped (just that folder and any subfolders, it will leave other personal data alone). There is a cost and a practicality to this and the office will explore that arrangement with our IT provider.

Information and guidance from the Information Commissioner’s Office is shown below.

PROPOSAL

To adopt the new Information Security Policy and authorise the office to work with the IT provider to provide remote management to any Councillor looking to use their own device.

Fact sheet for councils: the use of personal email addresses and devices

This factsheet has been produced following a series of workshops and discussions with local councils across the UK and will be of interest to parish council clerks looking for steps they can take to improve their council's data protection compliance.

The majority of parish clerks attending the Society of Local Council Clerks (SLCC) Leadership in Action Conference 2019 ranked the use of personal email addresses and devices for council business as their top data protection concern.

The UK General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA) don't say which email systems or devices should be used. But if the use of personal email addresses and devices is something your council does, you should be aware of the risks and the council's data protection obligations and responsibilities.



Fact: Councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately-owned device.

As a data controller, a council has obligations relating to the confidentiality, integrity and availability of all personal data it holds. This means that the council is accountable for any council business conducted involving personal data on any device or through any email account.

The use of personal devices and email accounts could raise the risk that personal data is processed for different purposes from which it was originally collected. All members of the council should ensure they know their responsibilities in terms of only using personal data for the purposes which the council obtained it.

If copies of data (such as email attachments) are stored on many different devices, there's an increased risk that it'll become out-of-date or inaccurate over time. There's also an increased risk that it'll be retained for longer than necessary, because it's difficult to keep track of copies.

You may also find it difficult to respond on time to a subject access request if you have to search multiple devices or if you aren't aware of all the devices on which personal data may be stored.

Questions to ask:

- What types of devices are in use?
- Who else uses the personal email account or privately-owned device, and who else has access?
- How can you control the data on the personal email account or privately-owned device (eg accuracy and retention)?
- How much consideration has been given to the data on the device being overlooked?



Fact: Councils must process personal data securely – which may be more difficult to achieve if it's being processed through personal email accounts or is stored on privately-owned devices.

Councils must have 'appropriate technical and organisational measures' in place to prevent the personal data it holds being accidentally or deliberately compromised. This includes physical and organisational security measures and also cybersecurity. If data is shared around multiple devices this introduces more points of failure and vulnerability.

There's no 'one size fits all' solution to information security. The UK GDPR doesn't define the security measures that you should have in place. It requires you to have a level of security that is 'appropriate' to the risks presented by your processing. What's appropriate for your council will depend on your own circumstances, the information you're processing, and the risks it presents.

As the data controller, the council must ensure that all processing of personal data under its control remains compliant, regardless of the ownership of the device used

to carry out the processing. If there's a personal data breach, you must be able to demonstrate that you've secured, controlled or deleted all personal data on a particular device.

Questions to ask:

- How secure are the devices (eg is the device password-protected and what is the risk of malware)?
- What if the device is lost or stolen – can you remotely locate it and wipe the data?
- What operating system is the privately-owned device running?
- How is data transferred to other devices, and how secure are these systems and/or devices?
- Is your council using or considering cloud storage?



Fact: Councils must demonstrate that they are UK GDPR-compliant, and the use of personal email accounts and privately-owned devices may make this more complicated.

The principle of accountability requires you to be able to demonstrate that you are complying with the UK GDPR, and have appropriate policies and processes in place. If personal devices or email accounts are being used, you should have an effective organisational policy in place to ensure that the associated risks are managed.

You'll also need to take steps to make sure your members are aware of the policy and that it is implemented. This could include training, monitoring and audits.

Questions to ask:

- If you're using personal email addresses and/or devices to process data for council business, do you have an acceptable use policy in place to manage this?
- Have you implemented appropriate security measures as outlined above?
- Have you documented the associated risks and subsequent decisions?
- Does your council need to review/update its current approach?

More information

For more information about the accountability principle with the UK GDPR, visit ico.org.uk and search '[accountability principle](#)'.

The challenges of using a personal email system or device are set out in more detail in the ICO's [Bring your own device \(BYOD\)](#) guidance – visit ico.org.uk and search 'BYOD'.

Information Security Policy

1 Introduction

1.1 Background

Wendover Parish Council has a large investment in information, which is an essential resource that is used either directly or indirectly in the delivery of all of the Council's functions. The Council is the custodian of electronically and manually stored information, much of it of a personal and sensitive nature. When we receive the information, we are trusted to look after it and to make sure we comply with our legal responsibilities. There is a high reputational risk attached to the misuse or unauthorised publication of sensitive information.

In order to carry out the business of the Council, much of this information must be accessed by computer application systems and transmitted across communications networks operated by the Council. It is vital therefore that it is protected from any form of disruption or loss of service, and it is essential that the availability, integrity and confidentiality of the IT systems and data are maintained to the highest standards.

Information Security is not limited to managing ICT. It also covers the physical security of buildings, equipment and manual records; procedures for starters and leavers; good practice advice, and a reporting mechanism should an incident occur. Staff guidance on the use of the network, email and the Internet exists in the Acceptable Use Policy (reproduced in Appendix F) to supplement the general guidance within this document.

Information is a valuable asset, which must be protected to ensure the effective and accurate operation of the systems on which the Council relies. There are legislative and regulative obligations placed on the Council in respect of the confidentiality of much of this information, which must be observed. Failure to protect information could jeopardise the ability of the Council to provide efficient, cost-effective services to the general public.

It is essential that all staff are aware of their responsibilities under the policy and that Information Security controls are established to prevent information being accidentally or maliciously misused, corrupted, lost or destroyed.

1.2 Information Security

The purpose of Information Security is to protect information in the following key areas:

- Confidentiality - ensuring that information is protected against unauthorised access or disclosure.
- Integrity - ensuring that information is accurate, complete and free from corruption.
- Availability - ensuring that information is available when it is required.
- Non-Repudiation - ensuring the ability to prove the origin of information or disprove a denial of receipt.

1.3 Purpose of the Policy document

The purpose of this Information Security Policy document is to define the stance of Wendover Parish Council with regard to certain aspects of Information Security which are described in the body of the document.

The Policy document is a framework for the establishment of standards and procedures for Information Security Management and is based on the guidance contained in BS7799, a code of practice for Information Security Management.

The Policy Document has a number of appendices which give practical advice and guidance to users in specific areas of Information Security. Some of these appendices have been made available in the form of Information Leaflets.

1.4 Scope

The Information Security Policy applies to all Council locations and elsewhere where Council business is undertaken, and applies to all staff, Councillors, agents, contractors and volunteers working for, or on behalf of, the Council.

The Policy will form part of the standard contract terms and conditions, or other agreement, for external users working on behalf of the Council. Contractors or other external users are directed to their Client Monitoring Officer.

The generic terms user and users are used within this policy to refer any of above.

For the purposes of this document, the term 'information' covers:

- paper records, whether stored in Council premises, off site or in transit between the two.
- data, software, recorded data and images stored on and accessed by computer systems.
- data, software and images transmitted electronically across networks, both internal and external.
- data, software and images stored on removable media or storage.

The guidance within the Policy document also applies, where relevant, to other kinds of information which may be printed, sent or received by fax and stored on film.

The guidance will also apply to certain manual records covered under the General Data Protection Regulation. These will include records (e.g., application forms) relating to computerised information and may include manual filing systems where they are structured to enable easy reference to personal information e.g., a personnel filing system. If in doubt, please seek advice from the Clerk.

This Information Security Policy is a Council policy and infringements may result in formal action against those found to have breached it. The disciplinary process, offences and outcomes are documented in the HR policies file held in the Council's offices.

1.5 Objectives

The objectives of the Council's Information Security Policy are:

- To ensure that all users of Council information and Information Technology systems are aware of the need for Information Security and have an appreciation of their responsibilities.
- To define broad organisational roles and responsibilities.
- To provide a framework which gives guidance on a number of aspects relating to information security, as defined in the policy document.
- To establish the need for every information system to have specific security controls, which are adhered to.
- To establish the corporate level controls to the IT network.

2 Roles and Responsibilities

2.1 Parish Clerk

The Parish Clerk has overall responsibility for the development and implementation of this Policy.

The Parish Clerk will, subject to approval by the Council, develop, publish and maintain Wendover Parish Council's Information Security Policy. These activities will include developing, reviewing and auditing procedures compliant with this Security Policy. They will also be responsible for the dissemination of the information contained within the policy. They will oversee the Information Management processes relating to Data Protection, Freedom of Information, compliance with records management good practice and corporate issues relating to records management.

2.2 All Users of IT systems – Members, staff and other authorised people

Users of IT systems must ensure that they comply with the guidance contained within the Information Security Policy and report any actual or suspected breaches via the appropriate channel. See Section 5 for further guidance on reporting security incidents.

2.3 IT development, support and maintenance staff

Phenom Networks are responsible for the support and maintenance of Wendover Parish Council computer systems. They may, therefore, have privileged access to computer systems and to personal and confidential information in order to carry out their normal responsibilities. They must ensure that they are aware of and comply with the information security provisions relating to each computer system as well as this general policy guidance.

Duties will include ensuring that regular back-ups of email software and data are taken, and copies are stored in a secure remote location and that changes to the system are authorised and made in a controlled and effective manner.

2.4 Monitoring compliance

The diverse nature of this policy means that responsibility for monitoring its compliance will be shared between the Council and Phenom Networks depending on the facet of the policy being considered.

2.5 Physical Security

Unless otherwise stated, the enforcement of physical security measures is the responsibility of the Parish Clerk as the manager of the Council offices.

2.6 Personnel Security

The Parish Clerk is responsible for the security countermeasures to be used in recruitment, whilst staff and contractors are employed, and on termination. In addition, the policy addresses security awareness and training aspects to ensure that staff are fully aware of their security responsibilities and the necessary security procedures that they use.

3 Legal Requirements

The Council will observe all laws and regulations which apply to Information and computer systems. These include:

3.1 Data Protection Act 2018 and retained General Data Protection Regulation (GDPR)

Details of our obligations under this act are contained in the Data Protection Policy

3.2 The Copyright, Designs and Patents Act 1988

This Act makes it illegal to copy any piece of software without the owner's permission. Most proprietary software is supplied under a licence agreement which limits the use of the software to specified platforms and numbers of users. Copying of the software will normally be restricted to the creation of back-ups.

To comply with the law:

- all purchased software must have appropriate licence agreements.
- purchased software can only be used on platforms covered by the licence.
- definitive versions of proprietary software and the licence agreements must be stored in a secure place.

Criminal prosecutions may result from infringements of copyright law.

3.3 The Computer Misuse Act 1990

This Act recognises that certain activities constitute computer crime and provides legal redress against offenders.

Broadly speaking, computer misuse is categorised as:

- attempted unauthorised access to a computer system.
- attempted unauthorised access to information.
- access with a view to personal gain.

Users must report any instances of potential or suspected misuse of computers via the mechanism described in Section 5.

3.4 The Regulation of Investigatory Powers Act 2000 (RIPA)

The Regulation of Investigatory Powers Act 2000 (RIPA) governs the interception of communications, covert surveillance operations and access to encrypted data.

A Code of Practice on the Use of Personal Data in Employer/Employee Relationships has been developed and addresses the impact of the General Data Protection Regulation 1998 on the monitoring by employers of telephone calls, e-mails and Internet access involving their employees. The Council is authorised in relation to its internal communications network to monitor or record all communications transmitted over its system without consent for the following purposes:

- (a) establishing the existence of facts.
- (b) ascertaining compliance with regulatory or self-regulatory practices or procedures.
- (c) ascertaining or demonstrating standards which are achieved or ought to be achieved by persons using the system.
- (d) preventing or detecting crime.
- (e) investigating or detecting unauthorised use of the Council's telecoms system.
- (f) ensuring the effect of the proper operation of the system.

The Council may monitor (but not record) communications to check whether or not communications are relevant to the Council.

The Council is required to "make all reasonable efforts to inform those people who use the Council's telecom systems that interceptions may take place". Wendover Parish Council through this Information Security Policy, informs all users of Council systems of its intention to access, record and monitor information in order to ensure the appropriateness of their use of information and activities performed through information systems, facilities, and processes established for Wendover Parish Council business purposes. If you require any guidance on RIPA please contact the Parish Clerk

3.5 Freedom of Information Act 2000 (FOI)

For further guidance on the Freedom of Information Act contact the Parish Clerk or see our Freedom of Information Policy

3.6 Human Rights Act 1998

Under article 8 of the Human Rights Act 'everyone has a right to respect for his private and family life, his home and his correspondence'. Information should be kept securely and only shared in accordance with guidance mentioned elsewhere in this policy.

4 Education and awareness

4.1 Job descriptions

The Council will ensure that:

- Where appropriate, specific security roles and responsibilities are defined and documented in job descriptions.
- Individuals who have a responsibility for the protection of information assets are aware of their specific responsibilities.
- All Council employees are aware of and have access to information relating to security procedures.

4.2 Recruitment

Appropriate security screening measures may be taken when dealing with applications for employment, especially when the job involves dealing with information which the recruiting officer considers to be sensitive. Certain job roles require CRB checks, and further checks will be carried out where the job role involves working with children. These screening procedures may also be invoked if employees change roles within the organisation, and their new role involves dealing with information of a sensitive nature.

There is a formal user registration and de-registration procedure for starters and leavers. As part of the induction process, the line manager of the new user is responsible for starting the process. On termination of employment/assignment by Wendover Parish Council, all access is revoked.

The Parish Clerk must sign a request for non-employee access to network. They will be expected to comply with the guidelines set out in this policy.

4.3 Leave of Absence

It is recommended that Phenom Networks be informed of staff being away for an extended length of time (i.e., sabbatical/sickness/maternity) so an account is not inadvertently deleted.

If a member of staff requires access to information held in the personal folders of an absentee, then the permission of Parish Clerk must be obtained in accordance with this policy.

4.4 Training

The Council will ensure that all users of IT systems are aware of security requirements and procedures as part of the induction process, and that training is available on the correct and secure use of IT facilities. This is the responsibility of the Parish Clerk.

4.5 Confidentiality

It is the duty of staff not to disclose to a third party or otherwise use any of the Council's confidential information either during or after the termination of employment with the Council.

Agency, contract staff and contractors must abide by the relevant conditions of contract with regard to security matters and may be required to sign confidentiality and nondisclosure undertakings prior to being allowed access to IT facilities, as may volunteers.

4.6 Leaving the Council

Before an employee leaves the Council's employment the Parish Clerk should be informed of important information held within their account – email or home directory.

5 Reporting security incidents

It is the responsibility of all users to report any observed or suspected security weaknesses in IT systems or services. The Council will maintain various methods for users to report actual or suspected breaches in security procedures.

Users must not attempt to test or prove suspected weaknesses themselves. Such action may be misconstrued as an attempted breach of security and investigated and dealt with in accordance with the Council's Disciplinary Procedure or Member Code of Conduct, as appropriate. For external users under contract to the Council, such action could be considered to be breach of contract or investigated under the provisions of the Computer Misuse Act 1990.

The Council's mail scanning or internet monitoring systems automatically flag hundreds of items and instances of events daily in an attempt to balance protection for the network and the individual users with the avoidance of delay. These will not be treated automatically as a security incident unless subsequent inspection by IT Staff reveals the need for this.

5.1 Who to report an incident to?

Where fraud and/or money laundering is suspected this should be reported in the first instance to the Parish Clerk. The anti-money laundering policy or the anti-fraud, corruption and whistleblowing procedure may be used for this purpose.

In other cases, staff should normally report actual or suspected breaches in security procedures via their Line Management. If this is not possible or appropriate it should be reported to either the Chairman of Staffing or Chairman of the Council.

Members should report actual or suspected breaches of the Policy to Parish Clerk. The Policy has been drawn to Members' attention by virtue of its inclusion on the Agenda of Audit Committee and Executive and by letter.

Full procedures are documented in the Wendover Parish Council Security Incident Handling and reporting guidelines (Appendix H).

5.2 Phenom Networks

Users should report or discuss security matters of a general systems nature rather than individual behaviour with Phenom Networks.

Phenom Networks record all incident reports and will maintain an incident category for security incidents. Phenom Networks will ensure that steps are taken to review suspected weaknesses, reconfigure systems where applicable and install updates and patches as available.

Issues relating to viruses should be reported to Phenom Networks.

5.3 Confidentiality

The Council's Whistleblowing Policy provides guidance as to how employees can raise a concern without fear of recrimination. These procedures, which are referred to in both the Policy on Anti-fraud and Corruption and the Code of Conduct, can be used, when necessary, by employees to report security matters. The Whistleblowing Policy details points of contact.

5.4 Disciplinary proceedings

This Information Security Policy is a Council policy and infringements may result in the invocation of the Council's Disciplinary Procedure (in respect of staff) or Member Code of Conduct (in respect of Members).

6 Policy Statements

Section six sets out all of the policy statements that inform the Information Security Policy. It explains how the Council will enforce information security. It is supported by a series of appendices and guidance notes to help users understand what is expected of them.

6.1 Identification and control of assets

The Council will identify all assets which are important for the provision of IT systems and services. Assets can be characterised as:

- Information databases and files, documentation and manuals, procedures and plans etc.
- Software applications, operating systems, tools and utilities which may be developed in-house, or bought-in packages.
- Physical computer and network hardware, ancillary equipment, furniture, telephones etc.

6.2 Procurement

All requests for new equipment and software must be agreed by the Parish Clerk and Phenom Networks to ensure that what is bought for use on the Council's network is both compatible and appropriate in terms of the requirements of this Policy.

6.3 Inventory

Assets which are deemed to be an important component of computer systems or service delivery such as base units and monitors will be physically identified, and their existence will be recorded in the asset register. This is used as a key component of the Council's system and provides information for insurance. Wendover Parish Council will maintain an inventory of the Council's software and software licences.

6.4 Change Management

All changes to physical and software assets must be made under the advice of Phenom Networks and must ensure that any changes made to the assets are assessed as to whether there is any impact on security controls.

6.5 Physical and environment security

The Council will ensure that the following general controls on physical access and security are maintained.

- Council offices and areas accessible only by staff, Members and authorised visitors will be protected by appropriate security controls from areas of Council premises accessible by the general public.
- Wherever possible visitors to Council premises will be supervised. Staff are issued with personal alarms and must test these on a regular basis. If they are found to be not working, they must inform the Parish Clerk immediately. It is the responsibility of the staff to carry their alarms with them.
- Suitable secure accommodation has been created within Wendover Parish Council locations containing information or equipment in order to protect these facilities from unauthorised access.
- Fire Alarms are tested monthly, and the Council holds fire evacuation tests twice a year. Wendover Parish Council has fire extinguishers throughout its buildings, and these are tested annually by a competent company.

6.6 Information security

Users must ensure that information considered to be sensitive to which they have access, such as passwords, computer discs etc., are locked away when offices are unattended.

Managers must ensure that suitable facilities are provided for the storage of sensitive information. The nature of the information will determine what is suitable. This could include a locked desk drawer, locked cupboard or in some instances a safe.

Unwanted equipment and media must be disposed of under advice of Phenom Networks.

6.7 Maintenance of manual records

All staff should take steps to ensure that they comply with the Council's Document Retention Policy and ensure good practice for the management of paper records.

Steps must be taken to make sure that all records are accessible, including those held in personal files to ensure the Council can provide information on request. This is particularly important in relation to Access to Information requests (i.e., Freedom of Information, Data Protection, Environmental Information Regulations).

6.8. Off-site considerations

The Council must comply with the General Data Protection Regulation, which includes the principle 'to take appropriate technical and organisational measures' to guard against unauthorised or unlawful processing of data or accidental loss.

Management authorisation must be acquired prior to removing Council IT equipment offsite. For practical reasons, staff issued with laptops will be deemed to have received authorisation by virtue of the fact they have been issued with a portable PC.

It is the responsibility of the user removing equipment to ensure that appropriate security controls exist at the off-site location, and that sensible measures are taken to protect equipment whilst in transit. Users should also ensure the security of data in portable computer media e.g., memory sticks is only taken off site when absolutely necessary and the data removed as soon possible after use or transfer.

Managers must ensure that a record is maintained of either the current location of portable IT equipment, or the person responsible for it, and must be aware of any provisions regarding the insurance of items in transit or located off-site. Subject to normal domestic security arrangements being applied, items held at home are covered by insurance, but items are NOT covered if left in an unattended vehicle.

6.9 Supplied computers, terminals and tablets

The Council will provide Members and staff with appropriate computer equipment to carry out their Council function, and it is the duty of those individuals to ensure that basic security controls are applied to these items supplied, including computers, printers and other IT related equipment used by them.

These basic controls include:

- Ensuring that the correct start-up and close-down procedures are carried out at the beginning and the end of working periods. For safety, security and environmental reasons all PCs and equipment should be switched off at the end of the day and not left on overnight.
- Ensuring that computers are not left logged-in while unattended. The PC should be locked using Windows/L during any absences.
- Ensuring that no unauthorised software is introduced onto supplied computers. Phenom Networks are responsible for the installation of all software.
- Ensuring that password controls are understood and adhered to - this includes the procedures for changing and storing passwords. Passwords should not be shared with colleagues, family or partners.
- Ensuring that the standard build of the supplied computer is not altered.

6.10 Network

Phenom Networks are responsible for the installation, maintenance and management of the Council's internal data networks.

6.11 The Internet and email

Members and Staff must ensure they comply with the Council's Acceptable Use Policy. The policy sets out a list of things staff must or must not do relating to the network, internet and email. If any misuse is suspected, then managers may request a report of usage to establish whether an investigation is required.

6.12 Access to systems

The Council's computer systems and equipment must only be used by authorised personnel and only in pursuance of their duties.

Staff who require access to the Council's computer systems must first gain authorisation from the Parish Clerk. Staff must make themselves familiar with the relevant log-on, logoff and password control procedures.

If access is required into another user's account, they should gain permission from the Parish Clerk.

6.13 Development and maintenance

Significant changes made to the Council's computer systems must be assessed for their security implications by the system owner together with Phenom Networks. The Council and Phenom Networks are jointly responsible for the procurement and installation of new computer systems and must ensure that appropriate Information Security controls are included in system design and specifications.

6.14 Back ups

Security copies (backups) of systems operating on the network will be taken on behalf of users by Phenom Networks at predetermined frequencies. These are automatically scheduled at regular intervals dependent upon the importance and quantity of the data concerned.

Backups of allocated mailboxes and data stored within the Microsoft Office 365 SharePoint solution is backed up 3 times per day.

A variable retention period has been deployed depending on the age of the backup.

0 to 4 weeks old – All three of the daily backups are retained.

4 to 8 weeks old – The final daily backup is retained.

Older than 8 weeks – A single weekly backup is retained indefinitely.

No information stored on the hard drive of a PC, other than that filed under the WPC SharePoint link, is backed up. Users should ensure that all important information is stored within the WPC cloud. Storage of data that might be required for legislative purposes must always be stored within the WPC cloud. Information stored on portable media such as CDs or DVDs is less secure and is therefore strongly discouraged unless it is for non-essential and non-sensitive material.

6.15 Business Continuity Planning

The Council is responsible for maintaining the continuity of its business processes in the event of a major incident. Phenom Networks are responsible for the recovery of IT systems to support Council services.

6.16 Records Management - Information sharing

All staff who share information with other agencies must be aware of the data sharing guidance relating to personal information.

The Council maintains appropriate contacts with law enforcement authorities, regulatory bodies, service providers and telecommunications operators. These include: The Police (for relevant security incidents, especially breaches of the Computer Misuse Act); the Information Commissioner (for relevant Access to Information enquiries) and other public service agencies. Staff should familiarise themselves with the Access to Information guidance set out on the Council's intranet system and ask for advice if required.

Information required as part of the 'Council records' should not be stored solely in personal user areas that cannot be accessed by other officers. The use of shared folders is encouraged for Council records that will not be stored on a document management system or alternative central record.

6.17 Records Management – electronic and manual

The Council's responsibilities under section 46 of the Freedom of Information Act 2000 require that the Council properly manages the creation, management, archive and destruction of records, which includes written or recorded information.

Each section is responsible for the management of its retention schedules, ensuring the timely disposal of out of date or inaccurate information. Details of retention schedules can be found on the Council's intranet and website.

All electronic files and data (including digital photos and mapping) held on personal or shared network folders must be reviewed on a regular basis, in accordance with retention schedules, to ensure the folders do not exceed the agreed capacity limit.

Records are sent to the County Archives for long-term storage. Destruction dates are added to records in accordance with retention schedules. The County Archives operate their own procedures for destruction, which includes a review of the series of files for any information that should form part of the permanent record of the Council.

Categorisation

Committee reports are categorised as public or confidential according to the guidance on exempt information for Committee reports.

6.18 Re-use of Council Information

The Re-use of Public Sector Information Regulations, encourage the re-use of public sector information - that is, information for which the Council holds the copyright. The Regulations allow any company or individual to re-use information held by Wendover Parish Council for commercial or non-commercial gain. To do so they must apply for a licence and pay any licence fees that the Council may impose.

'Re-use' means using the information for a purpose other than the purpose for which the document was originally produced. It is not compulsory for public authorities to allow reuse. At present, the Council does not apply any charge over and above those for research or photocopying.

There is separate legislation to cover the sale of the 'full' and 'public' register of electors, covered by Regulation 111 of the Representation of the People Regulations 2001.

6.19 Confidential waste disposal

The Council has a contract for the secure disposal of confidential paperwork and certificates of destruction are kept with invoices for this contract.

6.20 Removable Media

Removable media including floppy disks, CDs and USB memory sticks should only be used for transferring business-related data to and from the computer.

Media that has been used for home PCs previously must not be used and before the media is accessed on your work PC it must be scanned by the resident antivirus software for viruses and other malware.

6.21 Audit and control

The Information Security Policy has been authorised by the Council and it is reviewed annually. Any changes required that are other than of a minor factual nature must be authorised by the Council.

Empowerment to carry out spot checks and audits of equipment, software, users and procedures to ensure conformance to the Policy will be shared between Phenom Networks, Internal Audit and the Council depending on the facet of the policy being considered.

6.22 Bring Your Own Device (BYOD)

Wendover Parish Council recognised the benefits that can be achieved by allowing Councillors to use their own electronic devices for Council business, whether that is at home or at meetings. Such devices include laptops, smart phones and tablets, and the practice is commonly known as 'bring your own device' or BYOD.

The use of such devices to create and process Council information and data creates issues that need to be addressed, particularly in the area of information security.

The Parish Council must ensure that it remains in control of the data for which it is responsible, regardless of the ownership of the device used to carry out the processing. It must also protect its intellectual property as well as empowering Councillors to ensure that they protect their own personal information.

The advice from the ICO states “Councils must ensure the confidentiality, integrity and availability of all personal data they hold, even if the data is being processed through personal email accounts or is stored on a privately owned device.

Councillors using BYOD must take all responsible steps to:

- Prevent theft and loss of data
- Keep information confidential where appropriate
- Maintain the integrity of data and information
- Take responsibility for any software they download onto their device

The Parish Council cannot take responsibility for supporting devices it does not provide.

By using their own device Councillors agree to:

- Set up passwords, passcodes, passkeys or biometric equivalents. These must be of sufficient length and complexity for the particular type of device.
- Ensure they regularly check for operating system updates and security fixes
- Ensure appropriate firewalls and anti-virus software are installed, up to date and on
- Where it is essential that information belonging to the Council is held on a personal device it should be deleted as soon as possible once it is no longer required. This includes information contained within emails.
- Ensure that relevant information is copied back onto Council’s systems and manage any potential data integrity issues with existing information.
- Report the loss of any device containing Council data (including email) to the Clerk.
- Be aware of any Data Protection issues and ensure personal data is handled appropriately.
- Report any security breach immediately to the Clerk.
- Ensure that no Council information is left on any personal device indefinitely. Particular care must be taken if a device is disposed of/sold/transferred to a third party. Councillors are encouraged to allow Phenom Networks to download remote management software for a Council folder on their device and keep all Council information in that folder (The folder can be remotely wiped if required).
- Ensure they immediately delete all council data from their personal devices once they have left the Council
- Accept that their device may be called into the office at short notice and held at the office until processes are complete should there be a data breach or a FOI request

The Council will not routinely monitor personal devices. However, it does reserve the right to:

- Prevent access to a particular device from either a wired or wireless network or both.
- Take all necessary and appropriate steps to retrieve information owned by the Council.

The Council must process 'personal data' i.e., data about identifiable living individuals in accordance with the Data Protection Act 2018 and the General Data Protection Regulations. Sensitive personal data is information that relates to race/ethnic origin, political opinions, religious beliefs, trade union membership, health (mental or physical) or details of criminal offences. This category of information should be handled with a higher degree of protection at all times.

The Council, in line with guidance from the Information Commissioner's Office on BYOD, recognises that there are inherent risks in using personal devices to hold personal data. Therefore, Councillors must follow the guidance in this document when considering using BYOD to process personal data.

A breach of the Data Protection Act 2018 or the GDPR can lead to the Council being fined. Any Councillor found to have deliberately breached the Act or the Regulations. may be subject to disciplinary measures or even a criminal prosecution.

Document History

Drafted by Parish Clerk	30/05/2016	(version 1)
Approved by Parish Council	03/07/2018	(version 1)
Reviewed by Parish Council	04/06/2019	(version 2)
Reviewed by Parish Council	06/07/2021	(version 3)
Reviewed by Parish Council	03/08/2021	(version 4) Inclusion of BYOD
Reviewed by Parish Council	04/07/2023	(version 4) with minor amends

ITEM 13 b) – CANAL TOWPATH FUNDING

BROUGHT BY

Wendover Canal Trust

SUMMARY

The Canal Trust raised money for towpath upgrades but due to the increasing cost pressures this money is no longer enough money and the Canal Trust needs further funding to complete the towpath that joins Halton and Wendover.

PARISH COUNCIL BACKGROUND

The Parish Council has donated £25k to this project in 21/22

DETAILS

The Wendover Canal Trust secured funding to complete the works between Halton and Wendover but in the interim time cost pressures meant the price of the works increased significantly.

The works were given the go ahead on the basis that there would be no reduction in width or quality of the towpath, rather the length of the towpath covered would be the compromise.

As works are progressing Wendover Canal Trust has been given an option to complete the full length of the towpath for an additional cost. This additional cost is an “add on cost”. If the contractors were to finish their work and the remaining section completed at a later date this cost would be significantly higher.

Therefore there is now a short timespan for the Canal Trust to secure the additional funding and it is seeking contributions from a number of organisations.

There is no doubt that this towpath is used and loved by Wendover residents and it will be valuable improvement for community use.

FINANCIAL CONSIDERATIONS

- All of the major grants funding has been spent. There is £5000 available in the minor grants fund
- The site safe cesspit works came in underbudget by £4k which could be made available.

LEGAL AND OTHER IMPLICATIONS

- Our legal basis for this funding would be Section 137 (of the 1972 Local Government Act) as funding for something which benefits the residents of Wendover, it is also in line with our other grant funding. There is a legal limit to the amount of S137 funding you can make. At the moment this is around £52k and we are not anywhere near that total.
- This would have to be recorded as a major grant and either left as a budget overspend or in the case of using the cesspit EMR moving that money into the Major Grants budget line

PROPOSAL

To award the Wendover Canal Trust an additional £4k to be taken from the unspent money in the SiteSafe Cesspit works.