



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Catherine Moore BSc FSLCC
Chairman: Mr Tim Boucher



NOTICE OF MEETING AND SUMMONS TO ATTEND

You are hereby summoned to attend a meeting of Poringland Parish Council at 7pm on Wednesday 25th April 2018 at Poringland Community Centre.

The business to be transacted at the meeting is as follows:-

- 1. Attendance and Apologies for Absence**
- 2. Declarations of interest for items on the agenda and applications for dispensations**

Members are invited to declare personal or pecuniary (prejudicial) interests in any items on the agenda. It is a requirement of the Parish Council (Code of Conduct) that declarations from a Member include the nature of the interest and whether it is pecuniary or an interest other than pecuniary. In the case of a pecuniary interest being declared and no dispensation being sought or approved, the member must disclose the interest and withdraw from the meeting when the item is discussed. If any Member has made a public comment and/or reached a predetermined view prior to attending a meeting it could invalidate the Council's decision, therefore the Member concerned cannot take part in any discussion and an interest must be recorded.
- 3. Minutes of the meeting held on 28th March 2018**
- 4. Co-option of Parish Councillor to Casual Vacancy**
- 5. Update on matters arising from the minutes**
 - a. Rosebery Park S106 Transfer
 - b. Norfolk Homes Land Transfer
- 6. Report from the Chairman**
- 7. Adjournment for public participation, district and county councillors, and councillors with any pecuniary interests**
 - a. District Councillors (7 mins total)
 - b. County Councillor (5 mins total)
 - c. Public Participation (15 mins total)
- 8. Planning**
 - a. Applications Received
 - i. 2018/0640 41 Howe Lane: Demolition of existing conservatory and erection of rear extension.
 - ii. 2018/0718 Community Centre, Overtons Way: Extension to existing car park. Changing grassed area to grass grid to act as overflow.
 - iii. 2018/0755 27 Springfields: Single storey rear extension.
 - iv. 2018/0784 15 The Footpath: Erection of gate.
 - b. Planning Decisions
 - i. 2018/0264 Subdivision of garden of 21 Clearview Drive: Erection of three bedroom chalet bungalow dwelling (revision to scheme approved under reference 2016/1371/F). **APPROVED**
 - ii. 2018/0420 127 Cawstons Meadow: Single storey kitchen extension to front elevation. **APPROVED**
 - iii. 2018/0546 St Lawrence, Bungay Road: Discharge of condition 3 of planning permission 2016/0872 – Materials. **APPROVED**

9. Correspondence and Consultations

10. Finance

- a. Receipts, payments and bank reconciliation for March 2018
- b. Accounts for payment
- c. Fourth quarter budget comparison
- d. Short term investment of CIL receipt

11. Committee and Advisory Group Reports and Recommendations

- a. Whole Council Strategic Working Group
- b. Neighbourhood Plan Committee

12. Other matters

- a. Annual report printing
- b. Dog bin Tubby Drive / Utting Close
- c. Event Proposal
- d. Name of Council
- e. Appointment of contractor(s) for Pavilion heating and shower schemes
- f. Review Social Media Policy
- g. Data Protection Policy
- h. Councillor emails - GDPR

13. Date of next Parish Council meeting: Wednesday 23rd May 2018 2017, 7pm, Poringland Community Centre

Dated the 19th April 2018

Clerk.....

Minutes of the Meeting of Poringland Parish Council
Wednesday 28th March 2018 7pm Poringland Community Centre

Present: Tim Boucher (Chairman)
Steve Aspin
David Gooderham
John Henson
David Hewer
Lisa Neal
Trevor Spruce
Catherine Moore (Parish Clerk)

Also attended: 8 members of the public in attendance.

1. Apologies

Apologies for absence were received from James Landshoft, John Overton and Chris Walker.

2. Declarations of Interest and Applications for Dispensation

Lisa Neal declared an interest in all planning matters as she was a member of the South Norfolk Council Development Management Committee.
Trevor Spruce declared an interest in item 11b as he had priced for the works.

3. Minutes of the Previous Meeting

The minutes of the meeting held on 7th March 2018 were **agreed**, proposed by Trevor Spruce seconded by Steve Aspin, all in favour.

4. Update on matters arising from the minutes

a) Rosebery Grit Bin

The Chairman reported that the grit bin had been installed.

5. Report from the Chairman

The Chairman reported that 80's Night had made over £850.00 profit. Tickets were available for Frankie's Guys and Sixties Night in April and June.

The Chairman noted that following the resignation of Jenny Kereama-Ellis from the Council, he wished to thank her for the 17 years service she had given to the community. He presented her with a thank you gift on behalf of the Council.

The Clerk reported that she had received a complaint about unsatisfactory grass cutting in Blackthorn Way, and had inspected. This was the same complaint as last year, and the Clerk noted that she continued to be satisfied with the work. Trevor Spruce noted that his professional opinion was that the work was satisfactory, and it was **agreed** that no action would be taken to raise concerns.

6. Public Participation

Standing orders were suspended to allow the County Councillor, District Councillors and members of the public to speak, proposed by David Hewer, seconded by John Henson, all in favour.

a) District Councillors

Lisa Neal reported that South Norfolk together with legal advisors had concluded that the five year land supply had been met according to the Strategic Housing Market Assessment, but further work was ongoing relating to the Joint Core Strategy. This meant that the Burgate Lane application was likely to be refused through a delegated officer decision. Figures were also being calculated for the rural areas housing supply.

b) County Councillor

Not present, apologies sent.

c) Public Participation

A member of the public asked for an update on the footpath in Shotesham Road. The Chairman noted that this was on the agenda later in the meeting. A member of the public complained about how slow progress was on the cycleway. The Clerk was asked to contact the contractors to ask whether they were on target. **Clerk**

A member of the public referred to a letter from 2013 regarding the closure of Carr Lane, the proposed vehicle activated sign on The Street, and the 20mph speed limit in Shotesham Road, asking when these would be delivered. The Clerk was asked to make enquiries with Norfolk Homes. **Clerk**

A member of the public who had made the application to open a pharmacy in Poringland thanked the Parish Council for their support. He noted that he was working on the appeal with his solicitor, and had a couple of possibilities for premises.

A member of the public noted that the three way lights controlling Windmill Close were excessive. The Clerk was asked to email the contractors asking whether these could be reassessed. Concern was expressed that lights would be put up on Elizabeth Road before Easter. **Clerk**

A member of the public reported problems with parking at the Community Centre and asked what the Parish Council planned to do about this. The Clerk reported that the planning application for an extension giving 16 extra spaces had been submitted that day, and that it was not possible within current resources to police the car park. The Facilities Advisory Group had been tasked with discussing this, and the Clerk did actively deal with cars inappropriately parked.

A member of the public reported that the pavement outside 128 The Street was blocked by standing water, the Clerk was asked to report this. **Clerk**

A member of the public noted that the directional signage opposite Shotesham Road needed cleaning. The Clerk noted that she had been advised that if it was cleaned, the lettering would fall off, and that it would be replaced. The Clerk was asked to chase this up. **Clerk**

Standing orders were reinstated. Lisa Neal left the meeting and observed from the public area.

7. Planning

a) Applications Received

- i)** 2018/0048 Land to the east of Overtons Way: Construction of 8no. new 3 storey, 3 bedroom townhouses with private gardens and parking allocation.

David Gooderham had viewed the plans and visited the site. He noted that

the site had been originally intended for commercial use, in keeping with the immediate surrounding area and as a hub of the village. The residential proposal was for large three bedroom houses which was not what the village required, and would turn the entrance of Devlin Drive into a canyon. The site was not enclosed from Budgens. It was noted that approval would prevent the development of a commercial village centre, which was not sustainable. The Council would support an application for commercial units with flats above, in a similar style to those being built. It was felt that the site was overcrowded and that there would be parking issues. The removal of the mature hedge would be disappointing.

It was **agreed** to object to the application based on the above comments, proposed by David Gooderham, seconded by John Henson, all in favour.

Clerk

- ii) 2018/0420 127 Cawstons Meadow: Single storey kitchen extension to front elevation.

David Gooderham had viewed the plans and visited the site. The proposed extension would extend the building line at the front, however this was replicated in other properties in the road.

It was **agreed** to make no comments, proposed by David Gooderham, seconded by John Henson, all in favour.

Clerk

b) Planning Decisions

- i) 2017/2867 Land south of Stoke Road and west of The Street: Discharge of condition 12 of planning permission 2014/1994/RVC – provision of cycleway/footway. **APPROVED**
- ii) 2018/0073 Land to the rear of 6 Old Mill Road: Erection of a single storey detached dwelling. **REFUSED**
- iii) 2018/0197 13B Uppgate: Single storey rear extension and front entrance porch. **APPROVED**
- iv) 2018/0355 8 Caistor Lane: Single storey rear extension, new pitched roof over existing first floor structure, new external rendering and cladding, new windows and minor alterations. **APPROVED**

Lisa Neal returned to the meeting.

8. **Correspondence and Consultations**

a) 'Ping' Table Tennis

The Clerk outlined an opportunity that the Council had to host an outdoor table tennis table between July and September, keeping it afterwards if the Council wished. The Council would ensure that the table was supplied with free bats and balls for the duration of the 12 weeks, and after that could consider whether a sale / deposit scheme could work in future, or whether it was just provided for people to use. Once it was owned by the Council, consideration could be given to putting down grass grids to prevent wear and to give a standing surface. It was **agreed** to accept the table, proposed by Lisa Neal, seconded by David Hewer, all in favour.

Clerk

9. **Finance**

a) Receipts, Payments, and Bank Reconciliation

The receipts, payments and bank reconciliation for February 2018 were presented and **noted**.

b) Accounts for Payment

It was **agreed** to pay the following accounts, proposed by John Henson, seconded by David Hewer, all in favour.

	Staff Salaries	£6,584.16
HMRC	PAYE & NIC	£2,082.64
Norfolk Pension Fund	Superannuation	£2,036.46
BT	Telephone and Broadband	£41.36
Microshade	Hosted IT	£217.62
SLCC Enterprises	Level 4 50% Fees	£1,320.00
Spruce Landscapes	Grounds Maintenance	£226.00
South Norfolk Council	Premises Licence Fee	£180.00
Total Gas & Power	CC Electricity	£784.41
ESPO	CC Gas – January 2018	£233.70
ESPO	CC Gas – February 2018	£226.00
Wave	CC Water	£288.07
Hugh Crane Cleaning	Cleaning Materials	£89.28
WorldPay	Card Machine Charges	£0.95
R McCarthy	Event Expenditure	£24.20
Eon	PF Electricity	£330.75
Wave	PF Water	£68.54
South Norfolk Council	Rates – Bowls Club	£32.05
South Norfolk Council	Rates – Football Pavilion	£108.46
Spruce Landscapes	Cem - Grounds Maintenance	£750.00
Wave	Cem - Water	£13.05
Poringland First Responders	Section 137 Donation	£75.00
J&A Saunders	Window Cleaning	£90.00
Veolia	Waste	£62.45
Spruce Landscapes	Grave Lift / Grit Bin Install	£276.00
Barclaycard	Various	£750.86
MPS Doors	Door Servicing	£204.00
Spruce Landscapes	Level & Turf Graves	£174.00
Martin Daws	Paint Barge Boards	£290.00
Norse Eastern Ltd	Neighbourhood Plan Survey	£2,130.00
Best Norfolk Office Solutions	Six Strategic Administrator	£56.88
C Moore	Petty Cash Top Up	£73.74
Houseproud	PF Caretaking	£217.62
Norfolk Citizens Advice	S137 Donation	£75.00

c) Financial Risk Assessment

The review financial risk assessment was **agreed**, proposed by David Gooderham, seconded by David Hewer, all in favour.

10. **Committees and Advisory Groups**

a) Playing Field Trust

The report of the meeting was **noted**.

11. Other Matters

a) Community Land Project Consultant

The Chairman reported that a successful series of interviews had been conducted, and that the Group were recommending WDR & RT Taggart. It was **agreed** to appoint WDR & RT Taggart, proposed by Tim Boucher, seconded by John Henson, all in favour.

Clerk

Trevor Spruce left the room for the duration of the next item.

b) Play Inspection Repairs

The Clerk reported that the necessary repairs would cost £3,342.06 for Mulberry Village Green and £496.26 for Trafalgar, from commuted sums. It was **agreed** to undertake these works, including the replacement of the wooden bins, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

Trevor Spruce returned to the meeting.

c) Action Plan Update

The Clerk presented an update to the Annual Action Plan which was noted. The function of the Strategic Six and the Six Youth Council was discussed, and would be monitored. The Clerk was asked to invite the Six Youth Council to attend the Annual Parish Meeting to update on their current and planned activities.

Clerk

d) Appointment to Facilities Advisory Group

It was **agreed** to appoint Lisa Neal to the Advisory Group, proposed by John Henson, seconded by Trevor Spruce, all in favour.

e) Groundwater in Cemetery

The Clerk briefed the Council on water issues in the cemetery that had arisen in recent months, and were affecting burials in the furthest end of the cemetery. Government advice was circulated. It was **agreed** that a groundwater audit would be undertaken, and the Clerk was delegated to confirm a quotation with Cemetery Development Services (approx. £3,600) and go ahead with this work, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

It was noted that the cemetery was becoming full already, and that the Council should consider looking for new land as it could be a lengthy process to purchase and set up a second cemetery. The Clerk was asked to put this onto the next Strategic agenda.

Clerk

f) Bollards

The Clerk noted that an unauthorised encampment had attempted access to the Village Green the previous week but had been turned away by the Police, who had suggested that some form of barriering should be put up to make the site less accessible. It was **agreed** that the Clerk and Trevor Spruce would arrange sensible solutions to prevent access, using mature hedging trees, birdbeak fencing and collapsible bollards, proposed by John Henson, seconded by David Hewer, all in favour.

Clerk

12. Exclusion of the Press and Public

It was **resolved** to exclude the press and public for the duration of item 13 on the agenda proposed by Tim Boucher, seconded by David Gooderham, all in favour.

a) Norfolk Homes Transfer

Councillors received an offer from Norfolk Homes in relation to the transfer of the land opposite The Ridings. It was **agreed** to accept the kind and generous offer, proposed by Tim Boucher, seconded by John Henson, all in favour.

Clerk

b) Rosebery Park Open Space

An email from the developer was circulated. Lengthy discussion ensued on how to get the best for the residents within the estate area, and whether the Council should take responsibility for future maintenance. It was **agreed** to accept the proposals set out, but requiring tangible results by the end of April, and to proceed with the transfer aiming for the end of May, proposed by Tim Boucher, seconded by Trevor Spruce, all in favour.

Clerk

12. Date of next meeting:

- Wednesday 25th April 2018, 7pm, Full Council, Community Centre.

The meeting closed at 9.10pm.

CHAIRMAN

Catherine Moore

From: Gray, Andrew [REDACTED]
Sent: 23 March 2018 13:21
To: 'clerk@poringlandparishcouncil.gov.uk'
Subject: Application for Co-Option

[REDACTED] [REDACTED]

Afternoon Catherine

Thanks for your recent communication via Facebook, and please accept this email as my application to become a councillor in the event that no-election is called.

I am the Business Growth Enabler for NatWest Bank in Norfolk and take a keen interest in the prosperity of our communities through small and medium businesses. With that I bring experience in the financial services sector as well as an eye for figures and an ability to make reasoned decisions based on facts and evidence.

As a banker, some would naturally assume that I could be hard nosed and only interested in the maximum increase in profit with little consideration for anything else. This could not be further from the case as I support targeted projects in those areas that will have the greatest benefit to the residents of the Parish, such as parks & amenities. I am happy to disclose that I have lent my support and worked closely with Zabi Waziri who has made an application to open a second pharmacy in the village. I believe that this type of investment has the potential to improve the lives of local people and support local employment.

Having grown up in Shotesham and having been a resident most of my life in the local area, I passionately care for those people and places that make our local area what it is today. It is clear that Poringland is growing at a considerable rate and will face significant challenges in the future, as well as budgetary pressures. There is also a groundswell of members in the local Facebook group which will need to be carefully managed in the future with positive engagement.

By working together I wish to support making the right decisions for the community now, and into the future. I have no conflicts of interest, no political affiliation and no contractual relationship with the council.

I look forward to speaking with you soon,

Andy

Andrew W Gray

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

13th March 2018

Mrs Catherine Moore BSc, FSLCC
Clerk to Poringland Parish Council
Poringland Community Centre,
Overtons Way,
Poringland,
Norfolk
NR14 7WB

Dear *Catherine*

Application for Parish Council Co-opted Membership

In respect of the advertised vacancy for a co-opted member of the Poringland Parish Council, I wish to be considered for the vacant post as a Councillor.

I am a married, retired Aerospace Engineer, and my wife and I have lived in the Parish of Poringland since June 2016. Having previously lived in Shipdham, Norfolk and more recently South Hampshire.

I have always had an interest in community activities and Parish affairs. I am very keen to help direct the future development of this amazing village and provide a balanced view of future development and activities. I have no vested interest in any commercial enterprises in the area.

I believe that everyone should ensure they put more in to a community, than they take out.

I currently sit on the Poringland Neighbourhood Plan Committee and I am keen to ensure that the village gets the best provision for its young people well into the future.

I am proud to serve as a Community First Responder, for the East of England Ambulance Service Trust, covering the greater Poringland District.

In addition, I am the Group Executive Chairman of the Brooke and Poringland Scout Group and serve as a bailiff for the Poringland Conservation and Fishing Lakes Association.

I hope my application will be looked on favourable and look forward to hearing from you.

Yours sincerely



John B Hodason

Application to be Co-Opted as a Parish Councillor

From John Joyce

My name is John Joyce. I am Norfolk born and bred and have lived and worked in the County for most of my life. I am a Chartered Civil Engineer and worked in local government for county councils all my life and for Norfolk County Council (NCC) for most of my career. I retired as Head of the Highways Service at NCC in 2013.

In my working life, I dealt with national and local government organisations and hence have a good understanding of how government works at a local and national level. For much of my career I was in a senior role, giving me extensive experience of working with elected politicians. After retirement I chaired (led) Mulbarton Neighbourhood Plan Committee through to a successful conclusion. I was also a member of Mulbarton Parish Council from retirement until shortly before I moved.

I moved to Poringland 6 months ago from Mulbarton and I now live in Poringland with my partner. I have two sons and two step children of whom I am very proud. For leisure I enjoy theatre, cinema, keeping fit and healthy, puzzles and travel. I enjoy being an active member of the community.

Norfolk in general, and Poringland in particular, is facing widespread and extensive change. There is an important role for the parish council to ascertain, represent and advocate the views of our parishioners. I believe I have the skills, the knowledge, the time and the will to contribute positively. If co-opted I will be a fully active member of the parish council.

If you need more information, I would be happy to expand on this note or any other matters of interest to the parish council.

Poringland Parish Council

Bank - Cash and Investment Reconciliation as at 31 March 2018

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	Barclays Current	13,275.50
1	Unity Trust	48,937.89
2	Cambridge & Counties 120 Day	74,086.85
2	Hampshire Trust Bond 1	55,847.75
2	Unity Trust Deposit	0.00
2	Nationwide Instant Access	60,582.76
2	Barclays Deposit	65,697.04
		318,427.79
<u>Other Bank & Cash Balances</u>		
	Petty Cash	550.00
	Cashbook Suspense	0.00
		550.00
		318,977.79
<u>Unpresented Payments</u>		
1	17/03/2018 SO	3.00
1	28/03/2018 DD	224.44
1	28/03/2018 300001	75.00
1	28/03/2018 300002	75.00
1	28/03/2018 300003	290.00
1	28/03/2018 300004	217.62
1	30/03/2018 DD	330.75
		1,215.81
		317,761.98
<u>Receipts not on Bank Statement</u>		
0	31/03/2018 All Receipts Cleared	0.00
		0.00
Closing Balance		
		317,761.98
<u>All Cash & Bank Accounts</u>		
	Current	60,997.58
	Bonds & Savings	256,214.40
	Other Bank & Cash Balances	550.00
	Total Bank & Cash Balances	317,761.98

PORINGLAND PARISH COUNCIL				
Payments List 25th April 2018				
Payee	Code	Description	Amount	Chq no.
S Cunningham	Salaries	Administrator		SO
R McCarthy	Salaries	Assistant Clerk		SO
S Cunningham	Salaries	Bar Staff		BACS
L Gooderham	Salaries	Caretaker		SO
S Warminger	Salaries	Cleaner		SO
C Moore	Salaries	Clerk		SO
S Duffell	Salaries	Project Officer		SO
			£6,032.60	
HMRC	Salaries	PAYE & NIC	£2,011.10	BACS
Norfolk Pension Fund	Salaries	Pension	£2,113.31	BACS
BT	General Admin	Telephone & Broadband	£42.17	DD
Norfolk Copiers	General Admin	Photocopier	£172.76	SO
Microshade	General Admin	Hosted IT	£217.62	SO
LCPAS	General Admin	Subscriptions	£100.00	BACS
Total Gas & Power	Community Centre	Heat & Light	£776.85	DD
Nisbets	Community Centre	Equipment	£29.97	BACS
Hugh Crane Cleaning Eqt	Community Centre	Cleaning Materials	£210.08	BACS
Banqueting Hire	Community Centre	Frankie's Guys Tables	£121.60	BACS
David Michael Productions	Community Centre	Frankie's Guys Act Fee	£1,512.00	BACS
Audio Electronic Design	Community Centre	Quad 1 Sound	£1,386.00	BACS
Public Works Loan Board	Community Centre	Loan Repayment	£4,356.63	DD
Sovereign Play & Design	Outside Spaces	Play Markings Balance	£1,894.49	BACS
AC Leigh	Playing Field	Lock Change	£442.63	BACS
Spruce Landscapes	Burial Ground / Commuted Sum	Lift Graves / Grass Cutting Mulberry	£180.00	BACS
Spruce Landscapes	Burial / Community Centre / Mem Garden	Grounds Maintenance	£945.00	SO
Veolia	Burial Ground / Community Centre	Waste Removal	£74.23	DD
Barclaycard	Admin / CC/ P Field / Projects	Various	£848.26	DD
Fenland Leisure	Commuted Sum	Trafalgar Square Play Eqt Repairs	£367.54	BACS
ESPO	Community Centre	Gas	£215.22	DD
			£24,050.06	

Poringland Parish Council
Budget Comparison 2017/18

Details	First Quarter 2017/18				Second Quarter 2017/18				Third Quarter 2017/18				Fourth Quarter 2017/18			
	Budget	Expenditure to Date	% of Budget	Budget Remaining	Expenditure	Expenditure to Date	% of Budget	Budget Remaining	Expenditure	Expenditure to Date	% of Budget	Budget Remaining	Expenditure	Expenditure to Date	% of Budget	Over/Under Spend
Salaries																
Staff Salaries	105953.93	26760.16	25.26%	79193.77	26969.37	53729.53	50.71%	52224.40	28901.78	82631.31	77.99%	23322.62	29942.72	112574.03	106.25%	-6620.10
Staff Contingency Fund	1000.00	0.00	0.00%	1000.00	0.00	0.00	0.00%	1000.00	0.00	0.00	0.00%	1000.00	0.00	0.00	0.00%	1000.00
TOTAL	106953.93	26760.16	25.02%	80193.77	26969.37	53729.53	50.24%	53224.40	28901.78	82631.31	77.26%	24322.62	29942.72	112574.03	105.25%	-5620.10
General Administration																
Audit Fees	700.00	420.00	60.00%	280.00	800.00	1220.00	174.29%	-520.00	0.00	1220.00	174.29%	-520.00	420.00	1640.00	234.29%	-940.00
Insurance	4500.00	0.00	0.00%	4500.00	0.00	0.00	4500.00	0.00	0.00	0.00%	4500.00	4393.00	4393.00	97.62%	107.00	
Petty Cash & Stationery	2250.00	293.92	13.06%	1956.08	1046.96	1340.88	59.59%	909.12	382.45	1723.33	76.59%	526.67	398.94	2122.27	94.32%	127.73
Subscriptions	800.00	156.00	19.50%	644.00	635.00	791.00	98.88%	9.00	155.00	946.00	118.25%	-146.00	50.00	996.00	124.50%	-196.00
Advertising and Publicity	400.00	848.64	212.16%	-448.64	201.98	1050.62	262.66%	-650.62	0.00	1050.62	262.66%	-650.62	0.00	1050.62	262.66%	-650.62
Printing (newsletters & reports)	1000.00	519.67	51.97%	480.33	293.71	813.38	81.34%	186.62	210.71	1024.09	102.41%	-24.09	224.24	1248.33	124.83%	-248.33
Training	600.00	198.00	33.00%	402.00	210.00	408.00	68.00%	192.00	185.00	593.00	98.83%	7.00	1609.00	2202.00	367.00%	-1602.00
Hosted IT Solution	1400.00	345.90	24.71%	1054.10	345.90	691.80	49.41%	708.20	496.10	1187.90	84.85%	212.10	539.05	1726.95	123.35%	-326.95
Office Equipment	500.00	189.78	37.96%	310.22	0.00	189.78	37.96%	310.22	570.49	760.27	152.05%	-260.27	409.97	1170.24	234.05%	-670.24
Software Purchase	0.00	0.00	#DIV/0!	0.00	3307.86	3307.86	#DIV/0!	-3307.86	0.00	3307.86	#DIV/0!	-3307.86	0.00	3307.86	#DIV/0!	-3307.86
TOTAL	12150.00	2971.91	24.46%	9178.09	6841.41	9813.32	80.77%	2336.68	1999.75	11813.07	97.23%	336.93	8044.20	19857.27	163.43%	-7707.27
Burial Ground																
Maintenance	8000.00	3300.54	41.26%	4699.46	1957.53	5258.07	65.73%	2741.93	2068.83	7326.90	91.59%	673.10	2302.41	9629.31	120.37%	-1629.31
TOTAL	8000.00	3300.54	41.26%	4699.46	1957.53	5258.07	65.73%	2741.93	2068.83	7326.90	91.59%	673.10	2302.41	9629.31	120.37%	-1629.31
Community Centre																
Maintenance	6000.00	1483.62	24.73%	4516.38	1089.38	2573.00	42.88%	3427.00	3030.57	5603.57	93.39%	396.43	1186.43	6790.00	113.17%	-790.00
Cleaning	1800.00	598.19	33.23%	1201.81	738.63	1336.82	74.27%	463.18	770.86	2107.68	117.09%	-307.68	161.59	2269.27	126.07%	-469.27
Heat & Light	6500.00	2222.22	34.19%	4277.78	1675.96	3898.18	59.97%	2601.82	2168.30	6066.48	93.33%	433.52	2509.58	8576.06	131.94%	-2076.06
Water	540.00	135.00	25.00%	405.00	0.00	135.00	25.00%	405.00	182.34	317.34	58.77%	222.66	356.61	673.95	124.81%	-133.95
Rates	2700.00	0.00	0.00%	2700.00	0.00	0.00	2700.00	0.00	0.00	0.00%	2700.00	0.00	0.00	0.00%	2700.00	
Capital & Improvements	25653.00	6274.21	24.46%	19378.79	0.00	6274.21	24.46%	19378.79	2188.50	8462.71	32.99%	17190.29	0.00	8462.71	32.99%	17190.29
Grounds Maintenance	2260.00	564.99	25.00%	1695.01	564.99	1129.98	50.00%	1130.02	564.99	1694.97	75.00%	565.03	564.99	2259.96	100.00%	0.04
Bar	3250.00	563.66	17.34%	2686.34	1197.72	1761.38	54.20%	1488.62	1798.32	3559.70	109.53%	-309.70	1231.72	4791.42	147.43%	-1541.42
Relief Caretaking	5500.00	3383.20	61.51%	2116.80	1476.31	4859.51	88.35%	640.49	1971.64	6831.15	124.20%	-1331.15	3976.93	10808.08	196.51%	-5308.08
Event Expenditure	1250.00	424.61	33.97%	825.39	2210.52	2635.13	210.81%	-1385.13	2123.31	4758.44	380.68%	-3508.44	2327.16	7085.60	566.85%	-5835.60
Contingency Fund	3000.00	585.61	19.52%	2414.39	0.00	585.61	19.52%	2414.39	0.00	585.61	19.52%	2414.39	0.00	585.61	19.52%	2414.39
Performing Rights Society Licence	700.00	0.00	0.00%	700.00	0.00	0.00	700.00	0.00	623.91	623.91	89.13%	76.09	0.00	623.91	89.13%	76.09
Loan Repayment (PWLb)	8713.26	4356.63	50.00%	4356.63	0.00	4356.63	50.00%	4356.63	4356.63	8713.26	100.00%	0.00	0.00	8713.26	100.00%	0.00
TOTAL	67866.26	20591.94	30.34%	47274.32	8953.51	29545.45	43.53%	38320.81	19779.37	49324.82	72.68%	18541.44	12315.01	61639.83	90.83%	6226.43
Outside Spaces																
Open Spaces	5600.00	5600.00	100.00%	0.00	0.00	5600.00	100.00%	0.00	0.00	5600.00	100.00%	0.00	0.00	5600.00	100.00%	0.00
Capital and Improvements	1190.00	0.00	0.00%	1190.00	1261.25	1261.25	105.99%	-71.25	1578.74	2839.99	238.65%	-1649.99	1750.00	4589.99	385.71%	-3399.99
Verge Cutting	2340.00	877.50	37.50%	1462.50	877.50	1755.00	75.00%	585.00	585.00	2340.00	100.00%	0.00	0.00	2340.00	100.00%	0.00
General Repairs and Replacements	1500.00	353.23	23.55%	1146.77	901.22	1254.45	83.63%	245.55	1610.00	2864.45	190.96%	-1364.45	-100.00	2764.45	184.30%	-1264.45
TOTAL	10630.00	6830.73	64.26%	3799.27	3039.97	9870.70	92.86%	759.30	3773.74	13644.44	128.36%	-3014.44	1650.00	15294.44	143.88%	-4664.44
Playing Field																
General Costs	8000.00	2512.86	31.41%	5487.14	1575.51	4088.37	51.10%	3911.63	1741.44	5829.81	72.87%	2170.19	1559.87	7389.68	92.37%	610.32
Grass Cutting & Grounds Maintenance	2310.00	256.67	11.11%	2053.33	860.01	1116.68	48.34%	1193.32	256.67	1373.35	59.45%	936.65	0.00	1373.35	59.45%	936.65
TOTAL	10310.00	2769.53	26.86%	7540.47	2435.52	5205.05	50.49%	5104.95	1998.11	7203.16	69.87%	3106.84	1559.87	8763.03	85.00%	1546.97
Miscellaneous																
Professional Fees	1500.00	0.00	0.00%	1500.00	0.00	0.00	1500.00	0.00	0.00	0.00%	1500.00	0.00	0.00	0.00%	1500.00	
General Contingency	2200.00	0.00	0.00%	2200.00	0.00	0.00	2200.00	0.00	0.00	0.00%	2200.00	0.00	0.00	0.00%	2200.00	
Community Land Project	2500.00	750.00	30.00%	1750.00	775.00	1525.00	61.00%	975.00	0.00	1525.00	61.00%	975.00	0.00	1525.00	61.00%	975.00
Neighbourhood Planning		0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00	318.47	318.47	#DIV/0!	-318.47	3067.00	3385.47	#DIV/0!	-3385.47
Section 137	500.00	0.00	0.00%	500.00	0.00	0.00	500.00	0.00	75.00	75.00	15.00%	425.00	150.00	225.00	45.00%	275.00

Pringland Parish Council
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TOTAL	6700.00	750.00	11.19%	5950.00	775.00	1525.00	22.76%	5175.00	393.47	1918.47	28.63%	4781.53	3217.00	5135.47	76.65%	1564.53
TOTAL EXPENDITURE	222610.19	63974.81	28.74%	158635.38	50972.31	114947.12	51.64%	107663.07	58915.05	173862.17	78.10%	48748.02	59031.21	232893.38	104.62%	-10283.19
	Budget	Income to Date		Budgeted Income Remaining	Income	Income to Date		Budgeted Income Remaining	Income	Income to Date		Budgeted Income Remaining	Income	Income to Date		Budgeted Income Remaining
Income																
Miscellaneous	500.00	1523.12	304.62%	-1023.12	65.04	1588.16	317.63%	-1088.16	230.42	1818.58	363.72%	-1318.58	0.00	1818.58	363.72%	-1318.58
Capital Grants	0.00	0.00	#DIV/0!	0.00	1261.25	1261.25	#DIV/0!	-1261.25	3075.00	4336.25	#DIV/0!	-4336.25	0.00	4336.25	#DIV/0!	-4336.25
Neighbourhood Plan Grant	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00	8230.00	8230.00	#DIV/0!	-8230.00
Verge Cutting Delegation	4067.01	0.00	0.00%	4067.01	0.00	0.00	0.00%	4067.01	4015.32	4015.32	98.73%	51.69	0.00	4015.32	98.73%	51.69
Interest on Investments	2000.00	1887.27	94.36%	112.73	53.31	1940.58	97.03%	59.42	1006.34	2946.92	147.35%	-946.92	561.11	3508.02	175.40%	-1508.02
Burial Ground - General	4500.00	3266.15	72.58%	1233.85	4796.00	8062.15	179.16%	-3562.15	5270.00	13332.15	296.27%	-8832.15	4510.00	17842.15	396.49%	-13342.15
Memorial Repairs	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00	1050.00	1050.00	#DIV/0!	-1050.00
Refund	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00
TOTAL	11067.01	6676.54	60.33%	4390.47	6175.60	12852.14	116.13%	-1785.13	13597.08	26449.22	238.99%	-15382.21	14351.11	40800.32	368.67%	-29733.31
Community Centre Income																
Hirers - Regular	40000.00	12039.64	30.10%	27960.36	7076.62	19116.26	47.79%	20883.74	16306.56	35422.82	88.56%	4577.18	9520.60	44943.42	112.36%	-4943.42
Hirers - Casual	8500.00	4110.51	48.36%	4389.49	2475.18	6585.69	77.48%	1914.31	2776.74	9362.43	110.15%	-862.43	2979.38	12341.81	145.20%	-3841.81
Bar Takings	9000.00	825.26	9.17%	8174.74	4067.92	4893.18	54.37%	4106.82	3072.17	7965.35	88.50%	1034.65	2892.61	10857.96	120.64%	-1857.96
Police	3000.00	628.64	20.95%	2371.36	324.26	952.90	31.76%	2047.10	296.22	1249.12	41.64%	1750.88	336.46	1585.58	52.85%	1414.42
Comm Centre Misc	500.00	321.97	64.39%	178.03	300.00	621.97	124.39%	-121.97	0.00	621.97	124.39%	-121.97	0.00	621.97	124.39%	-121.97
Event Income	4000.00	2855.00	71.38%	1145.00	1702.92	4557.92	113.95%	-557.92	3020.68	7578.60	189.47%	-3578.60	3471.64	11050.24	276.26%	-7050.24
Refund	0.00	0.00	#DIV/0!	0.00	0.00	0.00	#DIV/0!	0.00	-86.91	-86.91	#DIV/0!	86.91	-83.33	-170.24	#DIV/0!	170.24
TOTAL	65000.00	20781.02	31.97%	44218.98	15946.90	36727.92	56.50%	28272.08	25385.46	62113.38	95.56%	2886.62	19117.36	81230.74	124.97%	-16230.74
Precept	142829.18	71414.59	50.00%	71414.59	71414.59	142829.18	100.00%	0.00	0.00	142829.18	100.00%	0.00	0.00	142829.18	100.00%	0.00
Shortfall Grant	3714.00	3714.00	100.00%	0.00	0.00	3714.00	100.00%	0.00	0.00	3714.00	100.00%	0.00	0.00	3714.00	100.00%	0.00
TOTAL	146543.18	75128.59	51.27%	71414.59	71414.59	146543.18	100.00%	0.00	0.00	146543.18	100.00%	0.00	0.00	146543.18	100.00%	0.00
TOTAL	222610.19	102586.15	46.08%	120024.04	93537.09	196123.24	88.10%	26486.95	38982.54	235105.78	105.61%	-12495.59	33468.47	268574.24	120.65%	-45964.05
Committed Sums (earmarked for specific purpose over 10 years)	Fund	Expenditure to Date		Fund Remaining	Expenditure	Expenditure to Date		Fund Remaining	Expenditure	Expenditure to Date		Fund Remaining	Expenditure	Expenditure to Date		Fund Remaining
Devlin Drive	37471.91	159.99		37311.92	234.99	394.98		37076.93	159.99	554.97		36916.94	0.00	554.97		36916.94
Mulberry Close (play equipment only)	17196.30			17196.30	-879.18	-879.18		18075.48	878.22	-0.96		17197.26	840.11	839.15		16357.15
Mulberry (grounds maintenance) - income				0.00	0.00	0.00		0.00	-27500.00	-27500.00		27500.00	0.00	-27500.00		27500.00
Mulberry (grounds maintenance) - spend				0.00	177.00	177.00		-177.00	525.00	702.00		-702.00	0.00	702.00		-702.00
Trafalgar Square	51941.01			51941.01	385.00	385.00		51556.01	1161.41	1546.41		50394.60	175.00	1721.41		50219.60
Community Infrastructure Levy	1557.90	-1248.99		2806.89	0.00	-1248.99		2806.89	-2587.99	-3836.98		5394.88	0.00	-3836.98		5394.88
Norwich Road Bus Shelter (30 years)	32975.36	100.00		32875.36	50.00	150.00		32825.36	50.00	200.00		32775.36	50.00	250.00		32725.36
	141142.48	-989.00		142131.48	-32.19	-1021.19		142163.67	-27313.37	-28334.56		169477.04	1065.11	-27269.45		168411.93
Earmarked Reserves																
Open Spaces Reserve	25400.00	-5600.00		31000.00	0.00	-5600.00		31000.00	0.00	-5600.00		31000.00	0.00	-5600.00		31000.00
Neighbourhood Planning													-14500.00	-14500.00		14500.00
Community Land Project Land	30000.00			30000.00	0.00	0.00		30000.00	0.00	0.00		30000.00	0.00	0.00		30000.00
Memorial Repairs (paid by owner)													-1050.00	-1050.00		1050.00
Car Park Extension				0.00		0.00		0.00		0.00		0.00	-15000.00	-15000.00		15000.00
Balance for floor refurbishment													-2188.55	-2188.55		2188.55
The Six Administrator	750.75	78.60		672.15	0.00	78.60		672.15	267.38	345.98		404.77	56.88	402.86		347.89
	56150.75	-5521.40		61672.15	0.00	-5521.40		61672.15	267.38	-5254.02		61404.77	-32681.67	-37935.69		94086.44
Bank Accounts					Balance			Balance					Balance			
Barclays Current		80751.05			124076.93			43161.52					13275.50			
Barclays Deposit		33121.92			33121.92			120638.25					65697.04			
Unity Trust Current		N/a			N/a			N/a					48937.89			

Porringland Parish Council
Budget Comparison 2017/18

Unity Trust Deposit		N/a		N/a			N/a		0.00
Petty Cash / Floats		550.00		550.00			550.00		550.00
Nationwide Instant Access		60403.79		60457.10			60515.58		60582.76
Julian Hodge Bond 1		22000.00		22000.00			22000.00		22000.00
Hampshire Trust Bond 1		55847.75		55847.75			55847.75		55847.75
Cambridge & Counties 120 Day Savings		74086.85		74086.85			74086.85		74086.85
Fidelity		30000.00		30000.00			30000.00		30000.00
Hampshire Trust Bond 2		20000.00		20000.00			20000.00		20000.00
Julian Hodge Bond 2		55000.00		55000.00			55000.00		55000.00
		431761.36		475140.55			481799.95		445977.79
Unpresented Cheques		7336.16		10227.85			14282.32		1215.81
Adjusted Bank Balance		424425.20		464912.70			467517.63		444761.98
Free Funds Not Allocated Elsewhere		182010.23		179900.76			175392.21		182263.61

**Report of the meeting of the Whole Council Strategic Working Group held on
Wednesday 11th April 2018**

The meeting was attended by Tim Boucher, Trevor Spruce, David Gooderham, James Landshoff, Lisa Neal, John Overton, and John Henson.

Councillors discussed the future pressures on burial land in Poringland. It was **agreed** to make tentative enquiries with a view to a new cemetery.

Councillors discussed performance indicators, noting that the annual Action Plan should include how success would be measured. It was **agreed** that this would be added to the Action Plan, and further discussion would take place on how this could be reflected within the work of staff.

Councillors discussed the community's perception of the Parish Council, and engagement in current issues. It was **agreed** that the Annual Report would be reviewed and made more engaging; **agreed** that an explanatory piece would be including regarding the high level activity of the Parish Council; and **agreed** to make the front cover more appealing. It was suggested that a new logo or strapline could be developed.

Councillors discussed the experience when new councillors joined the Council, and it was **agreed** that a 'buddy' system would be adopted.

EVENTS PROPOSAL 2018/19

“Princess Party”

Following on from the success of the event run in 2016, I would like to host another “Winter Princess Party” on Wednesday December 19th 2018. I have approached “Simply Perfect Princess Parties”, who have provisionally agreed to offer three 90 minute sessions throughout the day, each for up to 30 children for a council investment of £500.00. Tickets would be retailed at £12.00 per child (plus accompanying adult) to include a goodie bag. “K-Teas” would be invited to run the Café for the day.

FINANCIAL PROJECTIONS (after VAT & goodie bag cost @ £1.00 per child)

EXPENDITURE		INCOME	
Package Cost	£500.00	Sales 90 tickets @ £9.00	£810.00
Advertising Costs	£25.00	Café hire	£30.00
Staff Costs	£0.00	TOTAL INCOME	£840.00
TOTAL COST	£525.00	<i>Potential Profit</i>	<i>£315.00</i>

Breakeven point = 55 tickets

The first event was a great success which was very well received by the local community. 78 children attended and a profit of £226 was made. Since then the reputation of the Community Centre for events has extended greatly, as has the social media profile, both of which will make marketing and selling the event a lot easier, therefore creating a minimal risk to council.

“George Michael Tribute Night”

I would like to launch the 2019 Events Programme with a George Michael tribute night. I have approached “Rob Lamberti”, a leading worldwide tribute artist who last year appeared on BBC1’s “Even Better than the Real Thing”. This would be a ‘step up’ for our events, opening us out to a wider audience and really establishing us as a quality entertainment venue. The artist cost is £2,000, plus hotel accommodation, presently available for £33.50. Tickets would be retailed at £15.00.

FINANCIAL PROJECTIONS (after VAT)

EXPENDITURE		INCOME	
Artist Cost	£2033.50	Sales 200 tickets @ £12.50	£2,500.00
Advertising Costs	£10.00	Bar profit (@ £7 per ticket)	£1,400.00
Staff Costs	£155.00	TOTAL INCOME	£3900.00
TOTAL COST	£2198.50	<i>Potential Profit</i>	<i>£1701.50</i>

Breakeven point = 113 tickets

This is a bigger initial financial risk for council but I am confident the event would be a sell-out success. Preliminary interest was very positive on Facebook and this would be a really privileged opportunity for local residents to see a country renowned act in village. The event would be promoted preliminarily on social media at no cost to council and overall would be an excellent promotional opportunity for the Community Centre as a whole.



PORINGLAND PARISH COUNCIL

Poringland Community Centre, Overtons Way, Poringland, Norfolk, NR14 7WB
Tel: 01508 492182 Email: clerk@poringlandparishcouncil.gov.uk

Clerk to the Council: Mrs Catherine Moore BSc FSLCC

SOCIAL MEDIA POLICY

The aim of this policy is to outline the terms agreed by Poringland Parish Council on their representation online, specifically on communication channels referred to as social media.

The inception of a digital age has changed the expectations of the public and their engagement with organisations. The community wishes to be able to communicate with council online and there is a recognised need for council to be represented on social media sites.

SCOPE OF THE POLICY

All employees, volunteers and members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of our council.

Breach of this policy by councillors may be dealt with under the Code of Conduct. Breaches of this policy by employees may be dealt with by the Council's disciplinary procedures and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

The policy will cover activity including (but not restricted to):

- Poringland Parish Council owned and run websites
- Poringland Parish Council email addresses
- Facebook
- Twitter
- Streetlife

USE OF SOCIAL MEDIA

The council will use social media for the following activities:

- Awareness of incidents or planned works that may affect the village or surrounding area;
- Promotion of Council activities including meetings, consultations and projects;
- Promotion of Poringland Community Centre including events;
- Responding to comments made by members of the public where appropriate.

Poringland Parish Council hereby agrees that:

- Only agreed personnel may represent council under their social media guise (Parish Clerk and Assistant Parish Clerk); overseen by the Chairman.
- Representation on behalf of the Council may only come from an official Parish Council account, and not from an individual's personal account.
- All published correspondence will follow council's agreed Equal Opportunities policy.

- Personal information will be handled in accordance with ~~the Data Protection Act 1998~~current Data Protection laws.
- No political bias will be demonstrated.
- No personal opinions will be expressed via Council accounts.
- Copyright and libel laws will always be upheld.
- Social media channels will be updated as soon as is reasonably possible.
- The right is reserved to edit and/or delete any correspondence purporting to council which is deemed to be offensive, inappropriate, factually incorrect or in any other way derogatory.
- No photographs or videos will be uploaded without the express permission of any person/s featured.

Rules for the use of Social Media are attached at Appendix 1.

MONITORING AND REVIEW

We will establish appropriate and monitoring systems to assist the effective implementation of our social media policy. The effectiveness of the social media policy will be reviewed annually and remedial action taken as necessary.

Where a matter is raised on social media which requires fuller investigation or response by the Council, the writer will be informed that this will be raised at the next meeting and will be invited to engage with the Council to inform that discussion.

RESPONSIBILITY FOR IMPLEMENTATION OF THE POLICY

The council has overall responsibility for the effective operation of this policy.

The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work. All employees, volunteers and members should ensure that they take the time to read and understand it.

Questions regarding the content or application of this policy should be directed to the Parish Clerk.

COMPLAINTS

A complaint raised on social media will not be considered a formal complaint, however the complainant will be invited to formally complain through the official channels and a link to the Council's Complaints Procedure will be associated with the complainant's comment on social media, where possible.

Policy Agreed: ~~May-April 2016~~2018

Review Date: ~~May-April 20~~2018

Rules for use of social media

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules:

- 1.1. Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- 1.2. Any employee, volunteer or member who feels that they have been harassed or bullied, or are offended by material posted or uploaded by a colleague onto a social media website should inform the Parish Clerk or the Chairman of the Council.
- 1.3. Never disclose commercially sensitive, personal, private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Parish Clerk or the Chairman of the Council.
- 1.4. Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- 1.5. Before you include a link to a third party website, check that any terms and conditions of that website permit you to link to it.
- 1.6. When making use of any social media platform, you must read and comply with its terms of use.
- 1.7. Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the council.
- 1.8. You are personally responsible for content you publish into social media tools.
- 1.9. Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- 1.10. Don't discuss employees without their prior approval.
- 1.11. Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion.
- 1.12. Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.



PORINGLAND PARISH COUNCIL

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Clerk to the Council: Mrs Catherine Moore BSc FSLCC

Information & Data Protection Policy

Introduction

We hold personal data about our employees, residents, suppliers and other individuals for a variety of Council purposes.

This policy sets out how we seek to protect personal data and ensure that councillors and officers understand the rules governing their use of personal data to which they have access in the course of their work. In particular, this policy requires officers to ensure that the Data Protection Officer (DPO) be consulted before any significant new data processing activity is initiated to ensure that relevant compliance steps are addressed.

Definitions

<p>Business purposes</p>	<p>The purposes for which personal data may be used by us: Personnel, administrative, financial, statutory and legislative purposes, payroll, consultations and business development purposes.</p> <p><i>Council purposes include the following:</i></p> <ul style="list-style-type: none"> • <i>Compliance with our legal, regulatory and corporate governance obligations and good practice</i> • <i>Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests</i> • <i>Ensuring Council policies are adhered to (such as policies covering email and internet use)</i> • <i>Operational reasons, such as recording transactions, training and quality control, ensuring the confidentiality of sensitive information, security vetting and checking</i> • <i>Investigating complaints</i> • <i>Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments</i> • <i>Monitoring staff conduct, disciplinary matters</i> • <i>Promoting Council services</i> • <i>Improving services</i>
<p>Personal data</p>	<p>Information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, clients, suppliers and marketing contacts, members of the public, Council service users, residents, market traders, hirers, correspondents</p> <p><i>Personal data we gather may include: individuals' contact details, educational background, financial and pay details, details of certificates and diplomas,</i></p>

	<i>education and skills, marital status, nationality, job title, and CV, contact details, correspondence, emails, databases, council records</i>
Sensitive personal data	<i>Personal data about an individual's racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership (or non-membership), physical or mental health or condition, criminal offences, or related proceedings—any use of sensitive personal data should be strictly controlled in accordance with this policy.</i>

Scope

This policy applies to all councillors and staff. You must be familiar with this policy and comply with its terms.

This policy supplements our other policies relating to internet and email use. We may supplement or amend this policy by additional policies and guidelines from time to time. Any new or modified policy will be circulated to staff before being adopted.

Who is responsible for this policy?

As our **Data Protection Officer, Catherine Moore** has overall responsibility for the day-to-day implementation of this policy.

Our procedures

Fair and lawful processing

We must process personal data fairly and lawfully in accordance with individuals' rights. This generally means that we should not process personal data unless the individual whose details we are processing has consented to this happening.

The Data Protection Officer's responsibilities:

- Keeping the Council updated about data protection responsibilities, risks and issues.
- Reviewing all data protection procedures and policies on a regular basis.
- Assisting with data protection training and advice for all staff members and those included in this policy.
- Answering questions on data protection from staff, council members and other stakeholders.
- Responding to individuals such as members of the public, service users and employees who wish to know which data is being held on them by Poringland Parish Council.
- Checking and approving with third parties that handle the council's data any contracts or agreement regarding data processing.
- Ensure all systems, services, software and equipment meet acceptable security standards.
- Checking and scanning security hardware and software regularly to ensure it is functioning properly.
- Researching third-party services, such as cloud services the company is considering using to store or process data.

Responsibilities of staff

- Approving data protection statements attached to emails and other marketing copy.
- Addressing data protection queries from clients, target audiences or media outlets.

- Coordinating with the DPO to ensure all marketing initiatives adhere to data protection laws and the company's Data Protection Policy.

The processing of all data must be:

- Necessary to deliver our services
- In our legitimate interests and not unduly prejudice the individual's privacy
- In most cases this provision will apply to routine business data processing activities.

Our Terms of Business contains a Privacy Notice relating to on data protection.

The notice:

- Sets out the purposes for which we hold personal data on customers, employees, residents and service users
- Highlights that our work may require us to give information to third parties such as expert witnesses and other professional advisers
- Provides that service users and correspondents have a right of access to the personal data that we hold about them

Sensitive personal data

In most cases where we process sensitive personal data we will require the data subject's *explicit* consent to do this unless exceptional circumstances apply, or we are required to do this by law (e.g. to comply with legal obligations to ensure health and safety at work, comply with burial legislation and allotment legislation). Any such consent will need to clearly identify what the relevant data is, why it is being processed and to whom it will be disclosed.

Accuracy and relevance

We will ensure that any personal data we process is accurate, adequate, relevant and not excessive, given the purpose for which it was obtained. We will not process personal data obtained for one purpose for any unconnected purpose unless the individual concerned has agreed to this or would otherwise reasonably expect this.

Individuals may ask that we correct inaccurate personal data relating to them. If you believe that information is inaccurate you should record the fact that the accuracy of the information is disputed and inform the **DPO, Catherine Moore**.

Your personal data

You must take reasonable steps to ensure that personal data we hold about you is accurate and updated as required. For example, if your personal circumstances change, please inform the Data Protection Officer so that they can update your records.

Data security

You must keep personal data secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the DPO will establish what, if any, additional specific data security arrangements need to be implemented in contracts with those third party organisations.

Storing data securely

In cases when data is stored on printed paper, it should be kept in a secure place where unauthorised personnel cannot access it. Printed data should be shredded when it is no longer

needed. Data stored on a computer should be protected by strong passwords that are changed regularly. Data stored on CDs or memory sticks must be locked away securely when they are not being used. The DPO must approve any cloud used to store data. Servers containing personal data must be kept in a secure location, away from general office space. Data should be regularly backed up in line with the council's backup procedures. Data should never be saved directly to mobile devices such as laptops, tablets or smartphones. All servers containing sensitive data must be approved and protected by security software and strong firewall.

Data Retention

We must retain personal data for no longer than is necessary. What is necessary will depend on the circumstances of each case, taking into account the reasons that the personal data was obtained, but should be determined in a manner consistent with our data retention guidelines.

Subject Access Requests

Please note that under the Data Protection Act 1998, individuals are entitled, subject to certain exceptions, to request access to information held about them.

If you receive a subject access request, you should refer that request immediately to the DPO.

Who may ask you to help us comply with those requests?

Please contact the Data Protection Officer if you would like to correct or request information that we hold about you. There are also restrictions on the information to which you are entitled under applicable law.

Processing data in accordance with the individual's rights

You should abide by any request from an individual not to use their personal data for direct marketing purposes and notify the DPO about any such request.

Do not send direct marketing material to someone electronically (e.g. via email) unless you have an existing business relationship with them in relation to the services being marketed.

Please contact the DPO for advice on direct marketing before starting any new direct marketing activity.

Training

All staff will receive training on this policy. New joiners will receive training as part of the induction process. Further periodic training will be provided whenever there is a substantial change in the law or our policy and procedure.

GDPR and Data Protection Act Provisions

Where not specified previously in this policy, the following provisions will be in effect on or before 25 May 2018.

Privacy Notice - transparency of data protection

Being transparent and providing accessible information to individuals about how we will use their personal data is important for our organisation. Privacy notices will be issued and readily available for all Council activities involving personal information.

Conditions for processing

We will ensure any use of personal data is justified using at least one of the conditions for processing and this will be specifically documented. All staff who are responsible for processing

personal data will be aware of the conditions for processing. The conditions for processing will be available to data subjects in the form of a privacy notice.

Justification for personal data

We will process personal data in compliance with all six data protection principles.

We will document the additional justification for the processing of sensitive data and will ensure any biometric and genetic data is considered sensitive.

Consent

Where data is processed by consent, the data that we collect is subject to active consent by the data subject. This consent can be revoked at any time.

Criminal record checks

Any criminal record checks are justified by law. Criminal record checks cannot be undertaken based solely on the consent of the subject.

Data portability

Upon request, a data subject should have the right to receive a copy of their data in a structured format. These requests should be processed within one month, provided there is no undue burden and it does not compromise the privacy of other individuals. A data subject may also request that their data is transferred directly to another system. This must be done for free.

Right to be forgotten

A data subject may request that any information held on them is deleted or removed, and any third parties who process or use that data must also comply with the request. An erasure request can only be refused if an exemption applies.

Privacy by design and default

Privacy by design is an approach to projects that promote privacy and data protection compliance from the start. The DPO will be responsible for conducting Privacy Impact Assessments and ensuring that all IT projects commence with a privacy plan.

When relevant, and when it does not have a negative impact on the data subject, privacy settings will be set to the most private by default.

Data audit and register

Regular data audits to manage and mitigate risks will inform the data register. This contains information on what data is held, where it is stored, how it is used, who is responsible and any further regulations or retention timescales that may be relevant.

Reporting breaches

All members of staff and councillors have an obligation to report actual or potential data protection compliance failures. This allows us to:

- Investigate the failure and take remedial steps if necessary
- Maintain a register of compliance failures
- Notify the Supervisory Authority (SA) of any compliance failures that are material either in their own right or as part of a pattern of failures

All breaches or potential breaches must be reported to the DPO within 24 hours.

Monitoring

Everyone must observe this policy. The DPO has overall responsibility for this policy. They will monitor it regularly to make sure it is being adhered to.

Consequences of failing to comply

We take compliance with this policy very seriously. Failure to comply puts both you and the organisation at risk.

The importance of this policy means that failure to comply with any requirement may lead to disciplinary action under our procedures which may result in dismissal.

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

Adopted Date: April 2018

Review Date: April 2019