

LAXTON PARISH COUNCIL

www.laxtonpc.org.uk

Clerk: Alan Bravey, 3 Ruskin Way, Brough, East Riding of Yorkshire, HU15 1GW
Telephone: 07932 016856 Email: laxtonpc@btinternet.com

17/05/2018

To: All Members of the Council

You are summoned to attend the Annual General Meeting of **Laxton Parish Council** that will be held at the Village Hall, Station Road, Laxton, DN14 7TW on **Tuesday 23 May 2017**, on the rise of the Annual Parish Assembly, which begins at **7:30pm**, to transact the business set out below. Members of the public and press are welcome to attend and may address the Council during the public participation section.

Yours sincerely



Clerk to the Council

A G E N D A

- 1) To receive apologies for absence
- 2) To elect a Chair until the Annual Meeting of the Council in May 2019
- 3) To elect a Vice-Chair until the Annual Meeting of the Council in May 2019
- 4) To record declarations of interest by any member of the council in respect of the agenda items below.
- 5) To receive Declarations of Acceptance of Office or agree when they shall be received.
- 6) To receive and sign the Minutes of the Parish Council Meeting, held on Wednesday, 25 April, 2018 as a true and correct record
- 7) To decide on the appointment of Personnel Committee Members (currently Councillors Moore, Sweeting and Bray)
- 8) To decide on the Appointment to Sixpenny Wood Farm Community Benefit Meeting and Goole Fields Wind Farm (currently Cllrs Moore and Goulden respectively)

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- 9) To decide on the Appointment to Saltmarshe and Laxton Charity (currently Councillor Yarrow)
- 10) To decide on the Appointment to Laxton Village Hall Committee (currently Councillor Collins)
- 11) To decide on the Appointment to Laxton Allotments Committee (currently Councillor Sweeting)
- 12) To agree meeting dates for 2018/19
- 13) To receive an update from the Clerk
- 14) To receive an update from Ward Councillors
- 15) To receive an verbal update on Laxtonbury
- 16) Public Participation - to temporarily suspend the meeting to receive questions from the public.
- 17) To discuss the following correspondence:
 - ERYC, Laxton Walkabout Schedule
 - ERYC, GDPR Update
 - ERNLLCA, GDPR Update – Appointing a DPO is discretionary for Parish Councils
 - ERYC, Planning Approval Granted for Construction of Wildlife Pond and 2 raised earth mounds, Land North Of Corner Cottage Main Street Saltmarshe
 - Laxton Village Hall, Confirmation of Laxton 10k on 18th July 2018
 - ERNLCCA, Request for Chair and Clerk to complete GDPR consent form.
- 18) To consider installing a noticeboard at Jubilee Avenue / Back Street
- 19) To discuss highways, dykes and drains
- 20) To receive an overview on the General Data Protection Regulations, to receive the information audit and adopt two privacy notices.
- 21) To approve the Annual Governance Statement 2017/2018
- 22) To approve the Accounting Statements and Bank Reconciliation 2017/2018

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- 23) To approve the schedule of accounts for payment
- 24) To receive notice for items for inclusion on the next agenda.

LAXTON PARISH COUNCIL

7.30pm 25 April 2018

PRESENT: Councillors Yarrow, Bray, Collins, Goulden, Moore and Sweeting.

Ward Councillors Aitken and Wilkinson and Alan Bravey, Clerk was also present.

Apologies were received from Councillors Newton

The Parish Council met at Victory Hall, Laxton.

47/18 **DECLARATIONS OF PECUNIARY AND NON-PECUNIARY INTERESTS** – There were no declarations.

48/18 **MINUTES OF PREVIOUS MEETING - Resolved** – That the minutes of the meeting of the Council held on 21 March 2018 should be confirmed as a correct record and signed by the Chair.

49/18 **CLERK UPDATE-** The Community Heartbeat Trust was to deliver defibrillator training in on the 2nd May, 7pm – 9pm. The defibrillator pads had been replaced because they were out of date. The cost was covered under the leasing arrangement. It was noted that the unit at Saltmarshe was missing the first aid kit.

50/18 **WARD COUNCILLOR UPDATE** – Ward Councillors Aitken and Wilkinson provided an update to the Council. East Riding of Yorkshire Council had been able to settle 106 Syrian refugees. Transport North had produced a draft post-Brexit strategy for ports. The latest Antisocial Social Behaviour report highlighted no issue in Laxton but recognised that the Parish had set up a neighbourhood watch scheme. The Ward Councillors had created a Howdenshire Intouch Facebook page, and encouraged Parish Councillors and residents to follow for news and information about the area. The Cotness pumping station was on target and on budget. The ERYC Health, Care and Wellbeing committee were monitoring and challenging the performance of Northern Lincolnshire and Goole Hospital Trust, after it had been put into special measures. East Riding of Yorkshire Council had received an additional £750000 of Government funding to repair pot holes, although the geographical size of the authority meant the money would not be enough to address all issues. It was recommended that residents should report all pot holes, specifying their depth, on the ERYC website.

51/18 **PUBLIC PARTICIPATION** – There were no members of the public present.

52/18 **CORRESPONDENCE - Resolved** – (a) that the following correspondence should be received by the Council:

- i. ERYC - Code of Conduct has been updated and amended
- ii. ERYC - Invite to Planning T&PC Liaison Meetings – Thursday 6pm 10 May, Goole

- iii. ERYC - Launch of Humberside Police “Community Alert” system
- iv. ERYC – Consultation on ERYC Communication with Parish Councils
- v. Network Rail - Update on signalling project.
- vi. PK Littlejohn- External Auditor Instructions
- vii. Centurion Traffic - Acknowledging request for meeting re traffic management.

b) that the Police Community Alert system would be promoted in the community newsletter, c) that the Clerk would respond positively to the ERYC consultation on communication with Parish Councils d) that Ward Councillors would be invited to any meeting with Centurion traffic check inspection pits for surface water and that e) the revised Code of Conduct would be adopted at the Annual General Meeting.

53/18 – **ADDITIONAL VILLAGE NOTICE BOARD – Resolved** – a) that permission would be sought to install an additional freestanding noticeboard near to the salt bin on Jubilee Avenue b) that the Clerk would seek quotes.

54/18 – **SPONSORING A COMMUNITY EVENT – Resolved** – a) to defer this agenda item until further discussions could be held with the Village Hall Committee b) to request information from Ellerton and Aughton on their community event.

55/18 – **COMMUNITY LOTTERY**– The meeting discussed the merits of arranging a Parish Lottery Council as a mechanism for generating funding for community causes. A number of model schemes including 50 and 100 clubs.

Resolved – a) That an article be placed in the community newsletter asking for an expression of interest in joining a 50 club lottery scheme b) that the Clerk requests feedback from Eastrington Parish Council on the management of their lottery.

56/18 – **VILLAGE WALKABOUT**– Councillors Yarrow and Collins had attended the village taskforce walkabout on the 20th April after the initial date was postponed due to poor weather. All the issues raised at the previous meeting had been reported.

57/18 – **LAXTONBURY UPDATE** – The Laxtonbury organisers were unable to attend the meeting and so it was agreed to postpone the agenda item.

58/18 – **COMMUNITY NEWLETTER– Resolved** – That articles should be included on the village lottery, the Police Community Alert, Howdenshire Intouch Facebook site, encouraging wind farm applications, encouraging slow driving through the village and surrounding areas and thanking Quickline for installing wifi in the Village Hall free of charge.

59/18 **WIND FARM GRANTS UPDATE**– There had been no wind farm meetings since the last Parish Council meeting. It was noted that there may also be a grant scheme available from Guardian Glass and agreed that the Clerk should request more information from East Riding of Yorkshire Council.

60/18 **HIGHWAYS, DYKES AND DRAINS** – The Parish Council had received a number of reports of lorries again travelling on the wrong side of the road at Howdendyke.

The meeting discussed cars speeding through the village and on the surrounding roads, the poor state of Bellasize Road, the overgrown hedges on Broad Lane, Skelton from Howden Road to Tranby Lane, the poor road condition and the passing place on Skelton Broad Lane, and the broken fencing at the rail bridge in Gilberdyke.

Resolved – a) the Clerk would write to the ERYC Safer and Stronger Communities regarding the lorries at Howden Dyke b) the speeding issue would be referred to in the Community Newsletter c) that the road issues and overgrown hedges should be reported to ERYC and d) the railway bridge should be reported to Network Rail.

61/18 **EXEMPTION FROM EXTERNAL AUDIT – Resolved** – That as a smaller authority, the Parish Council would seek exemption from an External Audit for 2017/18.

62/18 **2017/18 BUDGET OUTTURN REPORT AND ASSET REGISTER – Resolved** – a) that the Outturn report and Asset Register would be received by the Parish Council b) that the Clerk would investigate servicing and insurance for the allotment equipment.

63/19 **EXERCISE OF PUBLIC RIGHTS – Resolved** – That the members of the public would be able to exercise their right to inspect the Parish Council accounts between the 2 July and 10 August 2018.

64/19 **ACCOUNTS FOR PAYMENT – Resolved** – That cheques should be signed to pay the following accounts:

- i. Clerk ,Salary - £86.85
- ii. HMRC, PAYE- £57.60
- iii. ERNLLCA, Annual Membership Fee - £263.95
- iv. IDB, Drainage Rates - £2.89
- v. Clerk - Postage Costs 2017/18 - £84.63
- vi. Clerk - Working from home allowance £100

65/18 **ITEMS FOR NEXT AGENDA –Resolved** – that the Parish Assembly would be held on the 23 May 2018 at 7:30pm, immediately followed by the Parish Council Annual General Meeting.

SIGNED:

DATE:

Laxton Parish Council Correspondence Record

10 April – 16 May 2018

The Clerk will circulate correspondence when considered appropriate. If Councillors would like to see a copy of correspondence that has not be circulated, please notify the Clerk on laxtonpc@btinternet.com on 07932 016856.

Date Received	Attached?	From	Purpose of Correspondence
23 April	Y	ERYC	Laxton Walkabout Schedule
24 April	N	ERYC	GDPR Update
2 May	N	ERNLLCA	GDPR Update – Appointing a DPO is discretionary for Parish Councils
10 May	N	ERYC	Planning Approval Granted for Construction of Wildlife Pond and 2 raised earth mounds, Land North Of Corner Cottage Main Street Saltmarshe
10 May	N	Laxton Village Hall	Confirmation of Laxton 10k on 18 th July 2018
15 May	Y	ERNLCCA	Request for Chair and Clerk to complete GDPR consent form.
17 May	Y	ERYC	Consent Information for new Noticeboards

CONSENT FORM
COUNCILLORS AND COUNCIL EMPLOYEES
AUTHORISED TO CONTACT ERNLLCA FOR ADVICE

ERNLLCA is a membership organisation and we need your consent to hold data about you in order that you can be advised of matters relating to the governance of the organisation, for the purposes of providing advice and of other membership services. Without that permission, we will not be able to provide you with all membership services or to provide the information you will require to carry out your role.

Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

Name	
Contact address	
Post Code	
Telephone number (landline)	
Mobile number (if appropriate)	
Email address	

Please confirm your consent overleaf by ticking or putting a cross in the relevant boxes. Please be aware that if all boxes are not ticked, we may not be able to provide all the membership services your council is entitled to.

You can find out more about how we use your data from our "Privacy Notice" which is available from our website.

You can withdraw or change your consent at any time by contacting the ERNLLCA office but this may impact on the services your council receives or on your involvement with the governance of this organisation.

Consents

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We may contact you by email to keep you informed about the governance of ERNLLCA, to respond to enquiries made by on behalf of your council, and to provide you with the necessary information to carry out your role.

☐

We may contact you by telephone (landline) to keep you informed about the governance of ERNLLCA, to respond to enquiries made by on behalf of your council, and to provide you with the necessary information to carry out your role.

☐

We may contact you by mobile phone to keep you informed about the governance of ERNLLCA, to respond to enquiries made by on behalf of your council, and to provide you with the necessary information to carry out your role.

☐

We may contact you by letter-post to keep you informed about the governance of ERNLLCA, to respond to enquiries made by on behalf of your council, and to provide you with the necessary information to carry out your role.

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We may place your name and photo on the ERNLLCA website

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We may use your name and photo in our newsletters

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We may share your contact details with the National Association of Local Councils of which your council is a member by virtue of its membership of ERNLLCA.

☐

We may share your contact details with the other bodies (as listed in our Privacy Notice) to which ERNLLCA is affiliated.

Signed: _____

Date: _____

DATE – Tuesday 27 March 2018

OFFICER – Jim McGivern

SCHEDULE OF ISSUES OUTSIDE REMIT OF TASKFORCE

PARISH – Laxton

Parish Clerk: Alan Bravey
Email: laxtonpc@btinternet.com

ROAD	ELEMENT				LOCATION/DETAILS	COMMENTS
Chapel Lane	C'Way		Signage		Highways – Request for wet weather inspection to assess reports of excessive volumes of standing water in vicinity of entrance to cemetery opposite the church. Querying if possible to have drainage channel installed along carriageway edge similar to that in front of School House Farm, Front Street as shown in photo 4925.	Passed to Dave Sach, Highways, on 23/4/18.
	F'Way		Sweeping			
	Painting		Other	■		
St Peters Lane	C'Way		Signage		Streetscene Enforcement – Conifer hedge of 2 Front Street is encroaching over the footpath on St Peters Lane. See photo's 4921, 4922 & 4924.	Passed for enforcement action on 23/4/18.
	F'Way		Sweeping			
	Painting		Other	■		
St Peters Lane	C'Way		Signage		Streetscene Enforcement – Hedge of 1 St Peters Lane encroaching over footpath. See photo 4923.	Passed for enforcement action on 23/4/18.
	F'Way		Sweeping			
	Painting		Other	■		
Station Road	C'Way		Signage		Highways – Excessive amount of standing water on carriageway on LHS, heading out of village, between Sandfield View and level crossing. Previously raised and grip dug but this has been unsuccessful in remedying the situation. See photo 4927.	Passed to Dave Sach, Highways, on 23/4/18.
	F'Way		Sweeping			
	Painting		Other	■		

Back Street	C'Way		Signage		Streetscene Enforcement – Hedge of The Villa, Station Road, between the 2 vehicular accesses is encroaching over the footpath resulting in narrow path on approach to bend. See photo's 4928, 4929 & 4930.	Passed for enforcement action on 23/4/18.
	F'Way		Sweeping			
	Painting		Other	■		
Back Street	C'Way		Signage		Highways – Request for wet weather inspection of carriageway and path in front of Ashburton, 5 Back Street due to reports of standing water although there are road gullies at either side of here.	Passed to Dave Sach, Highways, on 23/4/18.
	F'Way		Sweeping			
	Painting		Other	■		
Church Close	C'Way	■	Signage		Highways – Carriageway between St Peters Lane and 4 Church Close is in poor condition with a couple of deep and wide depressions. See photo 4931 & 4932.	Passed to Dave Sach, Highways, on 23/4/18.
	F'Way		Sweeping			
	Painting		Other			
Chapel Lane	C'Way		Signage		Streetscene Enforcement – Hedge of Orchard House, St Peters Lane encroaching out over path on Chapel Lane. See photo 4933.	Passed for enforcement action on 23/4/18.
	F'Way		Sweeping			
	Painting		Other	■		
Chapel Lane	C'Way		Signage		Streetscene Enforcement – Hedge of Rose Villa encroaching out over path. See photo 4934.	Passed for enforcement action on 23/4/18.
	F'Way		Sweeping			
	Painting		Other	■		
Chapel Lane	C'Way		Signage		Streetscene Enforcement – Hedge of Church Barn encroaching over the footpath. See photo 121709.	Passed for enforcement action on 23/4/18.
	F'Way		Sweeping			
	Painting		Other	■		
Jubilee Avenue	C'Way	■	Signage		Highways – At 1 st bend, between 1 st and 2 nd bends and at interval between 2 nd bend and level crossing. See photo's 123103, 123224, 123504 & 123520.	Passed to Dave Sach, Highways, on 23/4/18.
	F'Way		Sweeping			
	Painting		Other			

DATE – Friday 20 April 2018

OFFICER – Jim McGivern

VILLAGE TASKFORCE SCHEDULE

PARISH – Laxton

12

Parish Clerk: Alan Bravey
Email: laxtonpc@btinternet.com

ROAD	ELEMENT				LOCATION/DETAILS	DATE COMPLETED
Chapel Lane	C'Way Pothole		Signage		Stain bench in front of church	
	F'Way Pothole		Sweeping			
	Painting	■	Other			
Chapel Lane	C'Way Pothole	■	Signage		In centre at junction with St Peters Lane	
	F'Way Pothole		Sweeping			
	Painting		Other			
Front Street	C'Way Pothole	■	Signage		In front of No. 28	
	F'Way Pothole		Sweeping			
	Painting		Other			
Front Street	C'Way Pothole	■	Signage		Approx. 8 No. in front of Bricklayers Arms	
	F'Way Pothole		Sweeping			
	Painting		Other			
Station Road	C'Way Pothole		Signage		Stain wooden sections of benches at junction with New Lane and paint concrete sections white	
	F'Way Pothole		Sweeping			
	Painting	■	Other			
Trandy Lane	C'Way Pothole	■	Signage		Opposite street nameplate just over the level crossing	
	F'Way Pothole		Sweeping			
	Painting		Other			
New Lane	C'Way Pothole	■	Signage		At the junction with Station Road	
	F'Way Pothole		Sweeping			
	Painting		Other			
Back Street	C'Way Pothole	■	Signage		Opposite Magnolia House	
	F'Way Pothole		Sweeping			
	Painting		Other			
Back Street	C'Way Pothole		Signage		Finger post and sign at junction with St Peters Lane. Colour = white	
	F'Way Pothole		Sweeping			
	Painting	■	Other			

Ref: ENS/SS/55/RG

PROPOSED ERECTION OF NOTICEBOARD

Laxton Parish Council agree to conditions 1-6 inclusive (as shown below) required by the Director of Environment & Neighbourhood Services in connection with the erection a noticeboard on Highway Land at Laxton.

1. The precise position of the Planters shall be agreed with the Director of Environment & Neighbourhood Services before erection.
2. No advertisement shall be displayed upon any part of the Noticeboard.
3. The Noticeboard shall be kept in a good state of repair at all times.
4. The Noticeboard shall be removed at any time if so required by the Council.
5. Laxton Parish Council shall indemnify the Council against any claims, whatsoever which may arise as a result of the erection, retention and maintenance of the Signs.
6. The Noticeboard shall be constructed in a manner and in materials approved by the Council.

Signed: _____

On behalf of: Laxton Parish Council

Date: _____

FAO Mr Russell Gladstone
East Riding of Yorkshire Council
Streetscene Services
Highways Maintenance (North)
Becklands Park Industrial Estate
Market Weighton
East Riding of Yorkshire
YO43 3GA

**NOTES FOR GUIDANCE FOR SIGNAGE AND OTHER
STRUCTURES WITHIN THE HIGHWAY**

1. Structure to be a minimum of 2m from kerb/channel
2. Adjacent residents to be consulted and proof of such (signatures) obtained and copied to the Council for recording
3. Each site to be approved and licensed by the Council
4. Accredited Contractor must be used for any work within the Highway. (List of contractors available from the Council upon request)
5. Checks to be made with Planning Department (if site is in a Conservation Area there may be restriction on types of materials that can be used)
6. Be aware of existing cables and Statutory Undertaker's work (i.e. Structure may obstruct future Statutory Undertaker's work). Checks must be made by any contractors to avoid damage or any interference with underground services or equipment on the site
7. Parish/Town Council must indemnify East Riding of Yorkshire Council against any claims whatsoever that may arise in relation to the structure. Written proof of such indemnity is required by the Council before erection of any structure
8. Structures are to be sited within the limits of existing village nameplates
9. Structures are to supplement and not to replace the existing nameplates of a village
10. Consideration will be given to replace the existing nameplate with the proviso that the new sign is of the same design and specification as the existing nameplate



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About Dual Door 1000

The Dual Door 1000 external notice board has a 75mm deep aluminium frame with double doors opening from the centre. The doors are glazed with 4mm shatterproof plexishock and have a double key lock. The elastomer seal and anti condensation vents mean minimal amount of condensation. Inside the board is a zinc electroplated steel backboard allowing you to attach your notices and posters with magnets. The central locking bar allows one door to be opened at a time and stops doors swinging open in high winds.

The rapid swap door system which allows you to replace the door easily should it become damaged without the use of tools or removing the poster display.

Important

Please note that this product is not suitable for use with whiteboard marker pens.

Material and Standards

The Dual Door 1000 has an aluminium profile EN AW 6060 - BS EN 573-3. The door is glazed with plexishock glazing which is a transparent organic UV blocking material with good shock resistance ISO 7032-2. Aluminium posts EN AW 6106, EN AW 6060 and EN AW 6063 - EN 755-2 providing high mechanical strength.

Delivery

Delivery normally 15 working days. Please call if your order is urgent.

Installation

Post mounted boards are supplied with two 76mm circular post (2475mm high) The posts are attached to the board by four clamps and should be embedded 600mm into a concrete base.

If you require several boards to be banked together, there is the option of a quattro posts with a mounting groove on four sides. This allows the boards to be banked together in a single line of angle two boards at a 45 degree angle.

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Offline

Please note the reverse of the backboard is supplied in silver regardless of the frame colour selected. If you require the reverse of the board to be powder coated to match the frame, please call sales for a quotation on 02476 010076.


Other Products

The Dual Door 1000 outdoor notice board is available, wall, post and rail mounted and have the option of an externally mounted straight header with a message of your choice. Please visit the relative page on the web site.

Guarantee

The Dual Door 1000 has a 5 year guarantee against manufacturing faults.

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Contact Information

LAXTON PARISH COUNCIL

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 Laxton Parish Council which is the data controller for your data.

Other data controllers the council works with:

- East Riding of Yorkshire Council
- The Emergency Services
- Community groups
- Charities
- Other not for profit entities
- Contractors

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 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 dependants;
- Where you pay for activities such as hire of allotments, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

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 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.
- 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 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 be able to contact you in the event of an emergency;
- To manage our allotment gardens;
- To allow the statistical analysis of data so we can plan the provision of services.

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 www.laxtonpc@org.uk. This Notice was last updated in May 2018.

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 Data Controller, Laxton Parish Council

c/o 3 Ruskin Way, Brough

East Yorkshire

HU151GW

Email: laxtonpc@btinternet.com

Phone: 01482 662292

LAXTON PARISH COUNCIL

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 Laxton Parish Council which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers

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 dependants.

- 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 swipe card 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.

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 may ask a commercial provider to manage our HR/ payroll functions , or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

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.

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, 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 [this web page](#) www.laxtonpc.org.uk. This Notice was last updated in May 2018.

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 Data Controller, Laxton Parish Council

c/o 3 Ruskin Way, Brough

East Yorkshire

HU151GW

Email: laxtonpc@btinternet.com

Phone: 01482 662292

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.

East Riding of Yorkshire Council - Information Asset Register44

Ref.	Asset title	Data classification	Lawfulness of processing	Access/ Users	Shared (list recipients of the information)	Retention Period	Impact if error were to occur	Likelihood of error occurring	Risk Score
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Tab	Field	How to complete	Further details			
	What is an Information Asset	An information asset is a body of information, defined and managed as a single unit so it can be understood, shared, protected and exploited effectively. Information assets have recognisable and manageable value, risk, content and lifecycles.				
1.0	Ref	To be added in prior to publication				
1.0	Asset Title	Name of asset				
1.0	Asset Description	Brief description of what the asset is. More detail on what the components of the asset are				
1.0	Data classification	 Choose what type of data is being held	Special Categories: Processing of personal data revealing racial or ethnic origin, political opinions, religious or philosophical beliefs, or trade union membership, and the processing of genetic data, biometric data for the purpose of uniquely identifying a natural person, data concerning health or data concerning a natural person's sex life or sexual orientation shall be prohibited.	Pseudonymisation: Means the processing of personal data in such a manner that the personal data can no longer be attributed to a specific data subject without the use of additional information, provided that such additional information is kept separately and is subject to technical and organisational measures to ensure that the personal data are not attributed to an identified or identifiable natural person;	Law enforcement: Means data for the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security	Commercially Sensitive: Information that, if disclosed, could prejudice/damage a supplier's commercial interests e.g. trade secrets, profit margins, plans or new ideas.
1.0	Lawfulness of processing	Describe on what grounds you collect, use and store the information. NOT APPLICABLE FOR COMMERCIALLY SENSITIVE OR ANONYMISED DATA	Personal Data (PI): (a) Consent: the data subject has given consent to the processing of his or her personal data for one or more specific purposes; (b) Contract: 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) Legal obligation: processing is necessary for compliance with a legal obligation to which the controller is subject; (d) Vital interest: processing is necessary in order to protect the vital interests of the data subject or of another natural person; (e) Public Interest: processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller; (d) Legitimate Intrest: processing is necessary for the purposes of the legitimate interests pursued by the controller or by a third party, except where such interests are overridden by the interests or fundamental rights and freedoms of the data subject which require protection of personal data, in particular where the data subject is a child.	Special Categories (SC): (a) Explicit consent: the data subject has given explicit consent to the processing of those personal data for one or more specified purposes, except where Union or Member State law provide that the prohibition referred to in paragraph 1 may not be lifted by the data subject; (b) Employment and social security/protection: processing is necessary for the purposes of carrying out the obligations and exercising specific rights of the controller or of the data subject in the field of employment and social security and social protection law in so far as it is authorised by Union or Member State law or a collective agreement pursuant to Member State law providing for appropriate safeguards for the fundamental rights and the interests of the data subject; (c) Vital interest incapable of consent: processing is necessary to protect the vital interests of the data subject or of another natural person where the data subject is physically or legally incapable of giving consent; (d) Legitimate activities: processing is carried out in the course of its legitimate activities with appropriate safeguards by a foundation, association or any other not-for-profit body with a political, philosophical, religious or trade union aim and on condition that the processing relates solely to the members or to former members of the body or to persons who have regular contact with it in connection with its purposes and that the personal data are not disclosed outside that body without the consent of the data subjects; (e) Made public: processing relates to personal data which are manifestly made public by the data subject; (f) Legal claims: processing is necessary for the establishment, exercise or defence of legal claims or whenever courts are acting in their judicial capacity; (g) Substantial public interest: processing is necessary for reasons of substantial public interest, on the basis of Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject; (h) Health and Social Care: processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3; (i) Public Health: processing is necessary for reasons of public interest in the area of public health, such as protecting against serious cross-border threats to health or ensuring high standards of quality and safety of health care and of medicinal products or medical devices, on the basis of Union or Member State law which provides for suitable and specific measures to safeguard the rights and freedoms of the data subject, in particular professional secrecy; (j) Archiving: processing is necessary for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes in accordance with Article 89(1) based on Union or Member State law which shall be proportionate to the aim pursued, respect the essence of the right to data protection and provide for suitable and specific measures to safeguard the fundamental rights and the interests of the data subject.	Criminal Offences or Penalties (COP): Performance of a Task: Member States shall provide for processing to be lawful only if and to the extent that processing is necessary for the performance of a task carried out by a competent authority for the purposes of the prevention, investigation, detection or prosecution of criminal offences or the execution of criminal penalties, including the safeguarding against and the prevention of threats to public security and that it is based on Union or Member State law. (2) Law Regulated: Member State law regulating processing within the scope of this Directive shall specify at least the objectives of processing, the personal data to be processed and the purposes of the processing.	
1.0	How is privacy notice made available	Provide details of how people are made aware of how their data will be used etc. NOT APPLICABLE FOR COMMERCIALLY SENSITIVE OR ANONYMISED DATA. For more information view the Councils privacy notice template				
1.0	Volume of records	Provide an estimate of how many records are held				
1.0	Team	Name of team				
1.0	Contact Officer	Who has day to day responsibility for the data				
1.0	Access/Bsers	Provide details of the user/access arrangements ie: locked in a cabinet and only a certain team have access, or shared drive access request form in use and access can only be granted by the drive owner				
1.0	Format	In what format is the data stored				
1.0	Hosted Offsite	Select the relevant answer based on where the information is stored	No - Held onsite or on ERYC infrastructure	UK - Held within the UK	EEA - Held within the European Economic Area	Adequate Safeguards - Country is listed as having adequate controls by the EU Commision. Complany is signed up to Privacy Sheld (USA). Are other controls in place Model Contract Clauses, Binding Corporate Rules or other contractual arrangements (which guarntee the rights of data subjects).
1.0	Storage Location	Provide details of where the data is stored, if the data is stored in more than one location it should be listed separately ie locked cabinet in K Block would be one entry and locked cabinet in Old School House Office would be another				
1.0	Shared (Recipients of the information)	Describe who the information is shared with, this does not need to be the name of specific organisations but may be, for example East Riding Schools, Insurance Companies etc. If a sharing agreement exists then this should be detailed. Should include internal sharing if it is outside of the service area.				
1.0	Retention Period	Provide the detail of how long the records are stored for, this information should be available on the retention schedule (tab 2)				
1.0	Impact if error were to occur	The impact on the Council and data subjects if the risk occurs - see tab 3.1				
1.0	Risk of error occuring	The assessment of how likely the risk will occur given the controls in place - see tab 3.1				
1.0	Risk score	Calculated via formula.				
2.0	Title	Name of information				
2.0	Description	Further detail to allow people to identify the information				
2.0	Retention Period	How long the information must be stored for				
2.0	Statutory Provisions	The reason the information should be stored for a set period				
2.0	Action at end of record life	How the information is destroyed or any other key actions when the retention period has expired				
2.2	Officer name	Who destroyed the records				
2.2	Team	The team who's information has been destroyed, this should match the IAR				
2.2	Record detail	Details of what has been destroyed				
2.2	Volume of Records	Number of records destroyed				
2.2	Date of Disposal	Date destruction took place				
2.2	Comments	Any further comments				

Speak to the data protection and feedback team for more detail

Risk Impact Scoring Matrix

Impact	Score	Service Impact	Value	Health & Safety	Public confidence & Reputation
Catastrophic	5	Total failure of a critical service.	> £6.5m	Multiple fatalities	Full public enquiry or critical external assessor report of key functions.

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Laxton Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes' means that this authority:
	Yes	No	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

This Annual Governance Statement is approved by this authority and recorded as minute reference:

dated

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

Clerk

Section 2 – Accounting Statements 2017/18 for

Laxton Parish Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	12,879	14,155	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	7,210	7,209	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	1,704	1,112	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	1,814	1,733	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	3,141	3,141	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	2,683	5,760	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	14,155	11,842	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	14,155	11,842	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	8,086	8,261	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	26,565	24,684	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets.
		✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

Date

I confirm that these Accounting Statements were approved by this authority on this date:

and recorded as minute reference:

Signed by Chairman of the meeting where approval of the Accounting Statements is given

Annual Internal Audit Report 2017/18

Laxton Parish Council

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. Asset and investments registers were complete and accurate and properly maintained.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. Periodic and year-end bank account reconciliations were properly carried out.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. (For local councils only)			
Trust funds (including charitable) – The council met its responsibilities as a trustee.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

T M RACKHAM

Signature of person who carried out the internal audit

J. Rackham

Date

26 04 18

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed)

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

Laxton Parish Council Bank Reconciliation 31 March 2018

Prepared by Alan Bravey, Clerk to Laxton Parish Council

Closing Statements 31 March 2018	£	£	£	£
Current Account 050439		11208.77		
Premium Account 227884		1441.95		
Petty Cash Float		40.01		
			12690.73	
Less				
Unpresented Cheques:				
552 - Alan Bravey	100			
615 - Laxton Victory Hall	400			
576 - HMRC	57.6			
579 - HMRC	57.6			
580 - ERYC	66.32			
582 - Alan Bravey	86.45			
583 - HMRC	58			
584 - ERNLLCA	22.5			
			848.47	
Add				
Undeposited Cash:	0			
NET BALANCES				11,842.26
Ledger				
Opening Balance				
Add Reciepts in the Year		14155.17		
Less Payments in the Year		8321.8		
		10634.71		
CLOSING CASH BOOK BALANCE				11842.26

0.00

Laxton Parish Council

Accounts for Payment

May 2018

Payee	Details	Total	VAT
Alan Bravey	Salary	£86.85	0
Alan Bravey	Petty Cash (Domain Name Registration)	£29.99	5.00
HMRC	PAYE	£57.60	0
Rackham's Accountants	Internal Audit	£204.00	£34.00
Cartridge Save	Printer Cartridges	£112.75	£18.79

SignedDateSignedDate