

## Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Archive	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Confidential waste
Scales of fees and charges	6 years	Management	Bin
Receipt and payment accounts	Indefinite	Archive	N/A
Receipt books of all kinds	6 years	VAT	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste

Document	Minimum Retention Period	Reason	Disposal
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste
Petty cash, postage, and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Bin
Wages books/payroll	12 years	Superannuation	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Bin
Insurance company names and policy numbers	Indefinite	Management	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	Bin
Investments	Indefinite	Audit, Management	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Confidential waste.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	Refer to point 5 of the policy

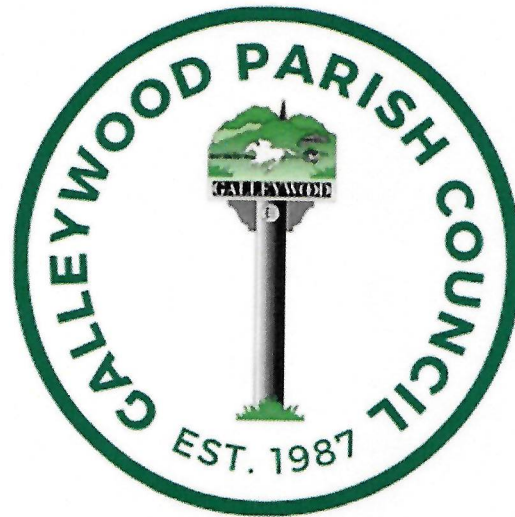
Document	Minimum Retention Period	Reason	Disposal
Magazines and journals	Council may wish to keep its own publications  For others retain for as long as they are useful and relevant.	<a href="mailto:info@communityad.co.uk">info@communityad.co.uk</a> must supply of copy of every print publication to the British Library and, on request, to the Agency for Legal Deposit Libraries.  The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 <sup>st</sup> February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.	Bin if applicable
<b>Record-keeping</b>			
To ensure records are easily accessible it is necessary to comply with the following:  Electronic files will be saved using relevant file names  A list of files stored in cabinets will be kept	The electronic files will be backed up in the cloud-based programme supplied by the Council's IT company.	Management	Refer to point 5 of the policy  Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.

Document	Minimum Retention Period	Reason	Disposal
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Bin (shred confidential waste)
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months. Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Confidential waste
<b>Documents from legal matters, negligence, and other torts</b> Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.			



Document	Minimum Retention Period	Reason	Disposal
If in doubt, keep for the longest of the three limitation periods.			
Negligence	6 years		Confidential waste.
Defamation	1 year		Confidential waste.
Contract	6 years		Confidential waste.
Leases	12 years		Confidential waste.
Sums recoverable by statute	6 years		Confidential waste.
Personal injury	3 years		Confidential waste.
To recover land	12 years		Confidential waste.
Rent	6 years		Confidential waste.
Breach of trust	None		Confidential waste.
Trust deeds	Indefinite		N/A

Document	Minimum Retention Period	Reason	Disposal
<b>Planning</b>			
<b>Papers</b>			
Applications	1 year	Management	Bin
Appeals	1 year unless significant development	Management	Bin
Trees	1 year	Management	Bin
Local Development Plans	Retained as long as in force	Reference	Bin
Local Plans	Retained as long as in force	Reference	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	N/A
<b>CCTV</b>			
Observation sheets	3 years	Data protection	Confidential waste



## Data Protection and Privacy Policy

	Date	Minute Reference	Amended
<b>Adopted: (3 year view)</b>	May 2018		
Reviewed:	Oct 2021	FR21-144	
	Sept 2024	FC24-826b	
Next Review:	Sept 2027		

The Keene Hall, Watchhouse Road, Galleywood, Essex CM2 8PT

Galleywood Parish Council is fully committed to compliance with the requirements of Data Protection legislation. Galleywood Parish Council followed the prescriptions of the Data Protection Act 1998 ("the Act"), which came into force on the 1 March 2000 and has adjusted their policies to reflect the new General Data Protection Regulations, with effect from 25 May 2018. The Parish Council will therefore follow procedures that aim to ensure that all employees, elected members, contractors, agents, consultants, partners or other servants of the Parish Council who have access to any personal data held by or on behalf of the Parish Council, are fully aware of and abide by their duties and responsibilities under this legislation.

### **Introduction**

This policy is provided by Galleywood Parish Council who is the data controller for your data. We hold personal data about our employees, residents, suppliers and other individuals for a variety of Parish 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.

#### **Business Purposes**

The purposes for which personal data may be used by us:

- Personnel, administrative, financial, statutory and legislative purposes, payroll, consultations and business development purposes;

Parish Council purposes include the following:

- Compliance with our legal, regulatory and corporate governance obligations and good practice;
- Gathering information as part of investigations by regulatory bodies or in connection with legal proceedings or requests;
- Ensuring Parish Council policies are adhered to (such as policies covering email and internet use);
- Operational reasons, such as training and quality control, ensuring the confidentiality of sensitive information, security vetting and checking;
- Investigating complaints;
- Checking references, ensuring safe working practices, monitoring and managing staff access to systems and facilities and staff absences, administration and assessments;
- Monitoring staff conduct, disciplinary matters;
- Promoting Parish Council services;
- Improving services

#### **Personal Data**

Information relating to identifiable individuals, such as job applicants, current and former employees, agency, contract and other staff, clients, suppliers and marketing contracts, members of the public, Parish Council service users, residents, correspondents.

Personal data we gather may include:

Names, titles and aliases, photographs, contact details such as telephone numbers, addresses and email addresses, educational background, financial and pay details, details of certificates and diplomas, education and skills, marital status, nationality, job title and CV. Family composition and dependents.

#### **Sensitive Data**

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.



### **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 adopted. The Clerk will oversee this process.

### **Our procedures**

Fair and lawful processing.

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

### **Responsibilities of IT support**

- Ensure all systems, services, software and equipment are in line with the Parish Council's Risk Assessment Schedule;
- 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 the Officers**

- Approving data protection statements attached to emails and other marketing companies;
- Addressing data protection queries from clients, target audiences or media outlets;
- Ensure all marketing initiatives adhere to data protection laws and the Parish Council's Data Protection Policy;
- Keeping the Parish 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, Parish 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 Galleywood Parish Council;
- Checking and approving with third parties that handle the Parish Council's data any contracts or agreement regarding data processing.

### **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.

### **Personal Data may be used for some or all of the following purposes:**

- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media;
- To help us build 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 Parish 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 role holders;
- To send you communications you have requested and that may be of interest to you;
- To process relevant financial transactions including grants and payments for goods and services provided by the Parish Council;
- To allow the statistical analysis of data so we can plan the provision of services;

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

Our Terms of Business contains a Privacy Notice relating to Data Protection.

The notice:

- Sets out the purpose 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 that 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). 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 purposes 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.

### **Your personal data**

Reasonable steps must be taken to ensure that personal data we hold about you is accurate and updated as required. For example, if your personal circumstance change, please inform the Clerk so that your records can be updated.

### **Data security**

Personal data must be kept secure against loss or misuse. Where other organisations process personal data as a service on our behalf, the Clerk 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 will be kept in a secure place where unauthorised personnel cannot access it;
- Printed data will be shredded when it is no longer needed;
- Data stored on a computer should be protected by strong passwords that are changed regularly. Staff are encouraged to use a password manager to create and store their passwords;
- Data stored on CDs or memory sticks will be locked away securely when they are not being used;
- The Parish Council uses 365 to store data on the cloud;
- Servers containing personal data will be kept in a secure location, away from the general office space;
- Data will be regularly backed up in line with the Parish Council's backup procedures;
- Data will not 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 the Parish Council's Retention Policy.

**Subject access requests:**

Under the Data Protection Act 2018, individuals are entitled, subject to certain exceptions, to request access to information held about them.

If a subject access request is received, this will be referred to the Clerk.

**Processing information in accordance with an individual's rights**

Any request by an individual not to use their personal data for direct marketing purposes will be abided by and the Clerk will be notified immediately.

Direct marketing material must not be sent by email unless there is an existing business relationship with them in relation to the services being marketed.

Galleywood Parish Council will only use data for the purpose of Parish Council business.

**Training**

All staff will receive training on this policy. New joiners will receive training as part of the induction process. Further training will be provided at least every two years or whenever there is a substantial change in the law or our policy and procedure. Training will be provided in-house when needed.

It will cover:

- The law relating to data protection;
- Our data protection and related policies and procedures.

Completion of training is compulsory.

**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 the Parish Council. The following are details on how we collect data and what we will do with it:

*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 seven data protection principles:

- Lawfulness, fairness and transparency
- Purpose limitation
- Data minimisation
- Accuracy
- Storage limitation
- Integrity and confidentiality
- Accountability

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

#### *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. Some data may be kept in accordance with other laws, such as cemetery records, personnel records and accident records.

#### *Privacy by design and default:*

Privacy by design is an approach to projects that promote privacy and data protection compliance from the start. The Clerk will be responsible for conducting Privacy Impact Assessments (if required) 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.

#### *International data transfers:*

No data may be transferred outside of the EEA without first discussing it with the Clerk. Specific consent from the data subject must be obtained prior to transferring their data outside the EEA.



*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 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 rights or as part of a pattern of failures.

*Monitoring*

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

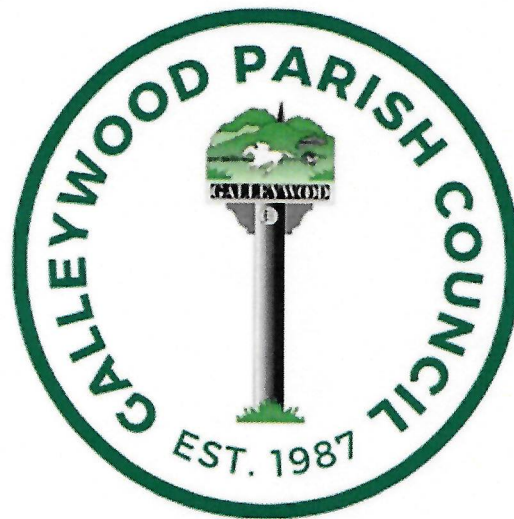
*Compliance:*

It is extremely important that everyone holding data in relation to the operations of Galleywood Parish Council complies with this policy.

**Contact details**

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

Galleywood Parish Council  
Keene Hall  
Watchouse Road  
Galleywood  
Essex CM2 8PT



## Data Subject Access Policy

	Date	Minute Reference	Amended
<b>Adopted:</b> (3 year review)	May 2018		
Reviewed:	Oct 2021	FR21-144	
	Sept 2024	FC24-826c	
Next Review	Sept 2027		

The Keene Hall, Watchouse Road, Galleywood, Essex CM2 8PT

## **Subject Access Requests (SAR) Checklist**

- A. Inform data subjects of their rights to access data and provide an easily accessible mechanism through which such a request can be submitted (e.g. Clerk's email address).
- B. Make sure a SAR policy is in place within the Parish Council and that internal procedures on handling of SARs are accurate and complied with. Include, among other elements, provisions on:
  - i. Responsibilities (who, what)
  - ii. Timing
  - iii. Changes to data
  - iv. Handling requests for rectification, erasure or restriction or processing
- C. Ensure personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered.
- D. Where possible, implement standards to respond to SARs, including a standard response.

### **1. Upon receipt of a SAR**

- a) Verify whether you are controller of the data subjects' personal data. If you are not a controller, but merely a processor, inform the data subject and refer them to the actual controller.
- b) Verify the identity of the data subject; if needed, request any further evidence on the identity of the data subject.
- c) Verify the access request; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not, request additional information.
- d) Verify whether requests are unfounded or excessive (in particular because of their repetitive character); if so, you may refuse to act on the request or charge a reasonable fee.
- e) Promptly acknowledge receipt of the SAR and inform the data subject of any costs involved in the processing of the SAR.
- f) Verify whether you process the data requested. If you do not process any data, inform the data subject accordingly. At all times make sure the internal SAR policy is followed and progress can be monitored.
- g) Ensure data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned are permitted.
- h) Verify whether the data requested also involves data on other data subjects and make sure this data is filtered before the requested data is supplied to the data subject; if data cannot be filtered, ensure that other data subjects have consented to the supply of their data as part of the SAR.

### **2. Responding to a SAR**

- a) Respond to a SAR within one month after receipt of the request:
  - i) If more time is needed to respond to complex requests, an extension of another two months is permissible, provided this is communicated to the data subject in a timely manner within the first month;



- ii) If the Parish Council cannot provide the information requested, it should inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- b) If a SAR is submitted in electronic form, any personal data should be preferably provided by electronic means as well.
- c) If data on the data subject is processed, make sure to include as a minimum the following information in the SAR response:
  - i) The purpose of the processing;
  - ii) The categories of personal data concerned;
  - iii) The recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses
  - iv) Where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
  - v) The existence of the right to request rectification or erasure of personal data or restriction or processing of personal data concerning the data subject or to object to such processing;
  - vi) The right to lodge a complaint with the Information Commissioners Office (ICO).
  - vii) If the data has not been collected from the data subject; the source of such data;
  - viii) The existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- d) Provide a copy of the personal data undergoing processing.

#### **What must I do?**

1. **MUST:** on receipt of a subject access request be forwarded to the Clerk.
2. **MUST:** correctly **identify** whether a request has been made under the Data Protection legislation.
3. **MUST:** a member of staff who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive search of the records to which they access.
4. **MUST:** all the personal data that has been requested must be **provided** unless an exemption can be applied.
5. **MUST:** we must respond within one calendar month after accepting the request is valid.
6. **MUST:** Subject Access Requests must be undertaken **free of charge** to the requestor unless the legislation permits reasonable fees to be charged.
7. **MUST:** Councillors and managers must ensure that the staff they manage are **aware** of and follow this guidance.
8. **MUST:** where a requestor is not satisfied with a response to a SAR, the Parish Council must manage this as a **complaint**.

#### **How must I do it?**

1. Notify the Clerk upon receipt of a request.
2. We must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the Parish Council relating to the data subject. Clarification should be sought from the requestor



what personal data they need. They must supply their address and valid evidence to prove their identity.

The Parish Council accepts the following forms of identification (\*these documents must be dated in the past 12 months, +these documents must be dated in the past 3 months):

- Current UK/EEA passport
  - UK Photocard Driving Licence (Full or Provisional)
  - Firearms Licence/Shotgun certificate
  - EEA National Identity Card
  - Full UK Paper Driving Licence
  - State Benefits Entitlement Document\*
  - State Pension Entitlement Document\*
  - HMRC Tax Credit Document\*
  - Local Authority Benefit Document\*
  - State/Local Authority Educational Grant Document\*
  - HMRC tax Notification Document
  - Disabled Driver's Pass
  - Financial Statement issued by bank, building society or credit card company+
  - Judiciary Document such as a Notice of Hearing, Summons or Court Order
  - Utility bill for supply of gas, electric, water or telephone landline+
  - Most recent Mortgage Statement
  - Most recent council tax bill/demand or statement
  - Tenancy Agreement
  - Building Society Passbook which shows a transaction in the last 3 months and your address
3. Depending on the degree to which personal data is organised and structured, emails will need to be searched (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, CDs), tape recordings, paper records in relevant filing systems etc.
  4. Personal data will not be withheld because we believe it will be misunderstood, instead an explanation will be provided with the personal data. It will be provided in an intelligible form which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the personal agrees or where it is impossible or would involve undue effort. You may be able to agree with the requestor that they will view the personal data on screen or inspect files on our premises. Any exempt personal data will be redacted from the released documents and an explanation of why this personal data is being withheld will be provided.
  5. This will be made clear on forms and on the Parish Council website.
  6. This will be carried out through induction and training, as well as through establishing and maintaining day to day working practices.
  7. A database is maintained allowing the Parish Council to report on the volume of requests and compliance against the statutory timescale.
  8. When responding to a complaint, the Clerk will advise the requestor that they may complain to the Information Commissioner's Office (ICO) if they remain unhappy with the outcome.



## FOI Publication Scheme

	Date	Minute Reference	Amended
<b>Adopted:</b>			
<b>Reviewed Annually:</b>	May 2019	FC1-21c	New
	May 2021	FC21-294	No
	May 2022	FC22-460c	No
	May 2023	FC23-612c	No
	Sept 2024	FC24-826d	No
<b>Next Review (3 year review)</b>	Sept 2027		

The Keene Hall, Watchhouse Road, Galleywood, Essex CM2 8PT

FC24 - 826 d

## Information available from Galleywood Parish Council under the Publication Scheme

Information to be published:	How the information can be obtained	Cost
<b>Class 1 – Who are we and what we do</b> Organisational information, structures, locations and contacts (This will be current information only)	<b>Website and/or Hard copy</b>	
Who's who on the Council and its Committees	Website, newsletter, noticeboards Hard copy from the Council office	Free 10p/A4 sheet
Contact details for Clerk and Council members with telephone number and email address	Website, newsletter, noticeboards Hard copy from the Council office	As above
Location of main Council office and accessibility details	Website, newsletter, noticeboards Hard copy from the Council office	Free
Staffing structure	Website Hard copy from the Council office	Free 10p/A4 sheet
<b>Class 2 – What we spend and how we spend it</b> (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	<b>Website and/or Hard copy</b>	
Annual return form and report by auditor	Website Hard copy from the Council office	Free 10p/A4 sheet
Finalised budget	Website Hard copy from the Council office	Free 10p/A4 sheet
Precept	Website Hard copy from the Council office	Free 10p/A4 sheet
Financial Standing Orders and Regulations	Website Hard copy from the Council office	Free 10p/A4 sheet
Grants given and received	Hard copy from the Council office	10p/A4 sheet
List of current contracts awarded and value of contract	Hard copy from the Council office	10p/A4 sheet



Members' allowances and expenses	Hard copy from the Council office	10p/A4 sheet
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	<b>Website and/or hard copy</b>	
Forward Plan (3 year)	Website Hard copy from the Council office	Free 10p/A4 sheet
Action Plan (current and 3 years)	Website Hard copy from the Council office	Free 10p/A4 sheet
Annual Report to Annual Parish Meeting	Newsletter Hard copy from the Council office	Free 10p/A4 sheet
<b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions)	<b>Website and/or Hard copy</b>	
Timetable of meetings (Council and committee meetings)	Website Hard copy from Council office	Free 10p/A4 sheet
Agendas of meetings (as above) Minutes of meetings (as above) - this will exclude information that is properly regarded as private to the meeting	Website Hard copy from Council office	Free 10p/A4 sheet
Reports presented to Council and Committee meetings – this will exclude information that is properly regarded as private to the meeting Responses to consultation papers	Hard copy from the Council office	10p/A4 sheet
Responses to planning applications	Website Hard copy from Council office	Free 10p/A4 sheet
Bye-laws	Website Hard copy from Council office	Free 10p/A4 sheet
<b>Class 5 – Our Policies and Procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities)	<b>Website and/or Hard copy</b>	



Policies and procedures for the conduct of Council business: Procedural Standing Orders Committee and sub-committee Terms of Reference Code of Conduct Policy and Protocol statements	Website Hard copy from the Council office	Free 10p/A4 sheet
Policies and procedures for the provision of services and about the employment of staff: Internal policies relating to the delivery of services including <ul style="list-style-type: none"> <li>• Equal Opportunities Policy</li> <li>• Health and Safety Policy</li> <li>• Safer Recruitment Policy (including current vacancies)</li> </ul>	Website Hard copy from the Council office	Free 10p/A4 sheet
Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) Records management policies (records retention, destruction and archive) Data Protection Policy Schedule of charges (for the publication of information)	Website Hard copy from the Council office	Free 10p/A4 sheet
<b>Class 6 – Lists and Registers</b>  Currently maintained lists and registers only	<b>Website and/or Hard copy</b>	
Assets Register Register of members' interests Register of gifts and hospitality	Website Hard copy from the Council office	Free 10p/A4 sheet
<b>Class 7 – The services we offer</b>  Current information only	<b>Website and/or Hard copy</b>	
Galleywood Parish Council Footpaths Map Galleywood Grapevine Newsletter (issued quarterly)	Website Hard copy from the Council office	Free 10p/A4 sheet
Public Conveniences	Website Hard copy from the Council office	Free 10p/A4 sheet
Services for which the Council is entitled to recover a fee, together with those fees <ul style="list-style-type: none"> <li>• Publications</li> <li>• Parish Event Youth</li> <li>• Parish Event Elderly</li> </ul>	Website Hard copy from the Council office	Free 10p/A4 sheet

**Contact details:**

Website Address: [www.galleywoodparishcouncil.gov.uk](http://www.galleywoodparishcouncil.gov.uk)

Requests for hard copies can be made to - The Parish Clerk, Galleywood Parish Council, Keene Hall, Watchouse Road, Galleywood, Chelmsford, Essex CM2 8PT

Telephone: 01245 358898      email: [clerk@galleywoodparishcouncil.gov.uk](mailto:clerk@galleywoodparishcouncil.gov.uk)

**SCHEDULE OF CHARGES** – where a charge is applied for the provision of information, these will be reviewed on an annual basis. Applicants should contact the Parish Council for current figures.

<b>TYPE OF CHARGE</b>	<b>DESCRIPTION</b>	<b>BASIS OF CHARGE</b>
<b>Disbursement cost</b>	Photocopying @ 10p per A4 sheet (black & white)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Freedom of Information Act</b>	For information which costs the Parish Council less than £450 to collate there will be no charge in addition to the disbursements referred to above.	

## Galleywood Parish Council

**VE DAY 2025 CELEBRATION – EVENT OUTLINE****Scarecrow Display May 2-11th**

Parishioners will be invited to make and display scarecrows on the general theme of WW2 from Friday May 2 to Sunday May 11. The Parish Council will act as a facilitator, and will provide publicity. It is hoped that schools, youth clubs and local organisations, as well as individual households, will become involved.

**Commemorative Service Thursday May 8th**

The Rev. David Cattle will lead a service outside the Keene Hall, starting about 10 to 10.30 am. This will include raising the parish flag, lighting the Peace Lantern, and reading the official proclamation.

This will be followed by refreshments in the Keene Hall. We hope to be able to have a limited display of local artifacts in the main hall, before the exhibition at the Heritage Centre in the afternoon (see below).

**Exhibition and Tearoom Thursday May 8<sup>th</sup>**

The Heritage Centre tearoom will be open from 1 to 4pm to serve refreshments. We hope that an exhibition of local artifacts and memories can be developed with the support of the Heritage Centre archive group and the Galleywood Historical Society.

**Battle of Britain Memorial Flight**

Councillor McQuiggan will request a fly-past of the Battle of Britain Memorial Flight at around 2 pm.

Councillor Stephanie Troop

September 11, 2024