

A Meeting of **Barton-under-Needwood Parish Council Finance Committee** was held on 10<sup>th</sup> February 2025 at 6:30pm, Barton Village Hall, Crowberry Lane, Barton under Needwood.



**Attendees:** Councillors, Derek Lord, Jeannette Taylor, Steve Naylor (Chair), Ed Sharkey, Siobhan Rumsby (Clerk/RFO), Charlie Wallace

**Apologies:** Lindy Young

1. Budget Q4. The budget for Q4 2025 was reviewed and the document accepted. No specific areas of concern arose. The financial forecast is currently projecting a modest surplus of £356 for the financial year.
2. Reserves. The position relating to the financial reserves was reviewed, using the spreadsheet circulated by the Clerk before the meeting (and attached with these minutes). The following points were agreed:
  - 2.1 Car Park Maintenance – the current reserve of £35,000 needs to be reviewed. It was agreed to obtain a new estimate of the cost of re-surfacing.
  - 2.2 Full Brook Clearance Reserve £427. This will be retained as it came from a donation for the specific purpose of brook clearance. This reserve will be renamed “Brook Clearance Fund”
  - 2.3 Election Expenses - £5,625 keep as-is.
  - 2.4 Burial Ground Reserve – £1,717 Burial Ground Committee to review and advise FC of requirements.
  - 2.5 Fishpond Training Platform is complete, and this item will be removed.
  - 2.6 Land Drainage Collinson Park £19,652. The Contractor’s out-turn estimate for the project is £33,271, of which we have already been invoiced £10,000. The remaining costs of £23,271 is the maximum cost at completion and includes the list of additional items added since the project was started. This amount of £23,271 will replace the £19,652 in previously in Reserve. Non finance note: Derek and Ed agreed to walk the site to check for any open trenches that may be a hazard).
  - 2.7 Fishpond Noticeboards and Interpretation Boards. £1,200 Will be left as-is.
  - 2.8 Fishpond Fish Protection from Diving Birds –£3,300. This covers the provision of a new raft in the Fishpond. To finish the project, coir rolls are required around the sides to facilitate planting (the roots from which give protection for fish fry) and access for ducks. The meeting discussed the placement for the order for the island, as the order has not been placed by the Clerk/RFO (per Standing Orders). Councillor Taylor said that she did not know who has placed the order and that it could have been either the Fishpond Committee or the Bailiffs. It was agreed that Councillor Taylor would try to determine who placed the order with the contractor. Councillor Taylor said that she had sourced the two alternative quotes for the raft work supplied to the Clerk. A Quotation has been received for the work done to date and the financial records will be updated to reflect this. A £400 underspend from the reserve amount of £3,300 will be used to fund planting and Coir rolls. Councillor Wallace agreed to try to source Coir rolls through a donation. Non finance note: Councillor Sharkey stated that the Island needs to be moved from its current position in order to protect it from risk of people throwing things at it as it was currently too close to the bankside.

- 2.9 National Forest Signage - this is complete and can be removed.
- 2.10 General Note – The Clerk agreed to investigate the difference between the total reserves stated on the Reserves Spreadsheet and the value contained on the Q4 Budget spreadsheet.
- 2.11 Items considered for adding to the Reserves:
- 2.11.1 Collinson Park Play Equipment Replacement - Councillor Sharkey agreed to review the original costs of the play equipment and use that as the basis of creating a reserve for replacement. This will consider the cost, age and likely timeframe for replacement.
- 2.11.2 On-Costs for Brook level gauge. This item to be added to the ongoing maintenance budget and not be included in Reserves.
- 2.11.3 Benches and Table replacement – it was agreed that we will try to secure donation/external funding for this activity given the significant cost. If Council budget is required, it will be considered for 2026/27.
- 2.11.4 Tree work -£800 to be added to POS budget and not held as reserve, given that the work is necessary.
- 2.11.5 VEC – It was agreed to carry forward to 2025/26 the underspend of £1.242 and that this will be held as contingency, to be released by Finance Committee if required.
3. Terms Of Reference - Wording was agreed covering the FC delegated authority to move cash between bank accounts. This is contained within the updated TOR document circulated with these minutes.
4. Scribe Package. It was unanimously agreed to suspend use of the Scribe Accounting package and continue to use the spreadsheet currently in use. It was also agreed to investigate pricing for some expert advice on any modifications to the current spreadsheet system that would improve its use for our accounting.
5. Councillor Wallace was appointed to the Finance Committee.
6. The next meeting was agreed for 6:30pm 14<sup>th</sup> April in the SMR, Village Hall.
7. No issues were reported with regard the conduct of the meeting.

Stephen Naylor  
Chair, Finance Committee

Receipts	Last Year 2023-24	Budget 2024-25	Actual to date	Year End Projection	Diff Proj v Budget	% variance	Comments Significant variances	Remaining
<b>Total</b>	<b>58,808</b>	<b>44,771</b>	<b>57,074</b>	<b>57,692</b>	<b>12,921</b>	<b>29</b>		
Local Authority Grant/Other	1,865	1,865	13,808	13,308	11,443	613.57	Includes L A Grant and DWP reimbursement	-11,943
Burial Ground	14,150	16,000	15,171	16,000	0	0.00		829
Allotments	1,288	1,845	1,668	1,668	-177	-9.59	Vacant plots needed clearing	178
Fishing	3,077	3,100	2,240	2,500	-600	-19.35	reduced income reflects Pond closure for approx 2 months	860
Interest	1,613	1,000	2,070	2,100	1,100	110.00	Increase interest due to move to Unity Trust account	-1,070
Holland Sports Club Lease	450	450	478	478	28	6.22	Rent offset by HSC Insurance premium	-28
Grants/Donations	8,683	0	100	100	100		Memorial donation Fishpond	-100
VAT Reimbursement	4,425	10,000	10,997	10,997	997	9.97	Claim received for previous year	-997
Car Park	10,108	10,511	10,391	10,391	-120	-1.14	CPI to May 24 = 2.8% on last year	120
Village Hall	12,976	0	0	0	0	0.00	staff costs transferred to BVH	0
Other	173	0	150	150	150		Petty Cash closure refunded to account	

Payments	Last Year 2023-24	Budget 2024-25	Actual to date	Year End Projection	Diff Proj v Budget	% variance	Comments	Remaining
<b>Total</b>	<b>152,422</b>	<b>129,111</b>	<b>131,655</b>	<b>138,780</b>	<b>9,669</b>	<b>7</b>		
Staff costs	54,148	62,000	54,384	56,000	-6,000	-9.68	Includes Back Pay award and Revised Pay Scale applied Nov 24	7,616
Lengthsman	2,809	3,000	2,561	3,000	0	0.00	Living wage increase 9.7%	439
Village Hall contra	13,079	0	0	0	0	0.00	staff costs outsourced by BVH	0
Admin / T&D/Professional	8,877	11,000	10,765	11,000	0	0.00	Increased by £1k to allow for accounts package costs	235
Donations & S137 payments	658	700	823	700	0	0.00		-123
Bank Charges	199	250	143	240	-10	-4.00		107
Capital Expenditure	1,894	1,000	533	1,000	0	0.00	Equipment replacement contingency	467
Maintenance / Repairs )	3,328	1,500	2,111	2,300	800	53.33	Includes CCTV site visit; Highway lighting maintenance	-611
General	169	350	12,104	12,104	11,754	3358.32	Audio equipment reimbursed by DWP;	-11,754
Burial Ground	4,864	2,385	3,134	3,200	815	34.17	Memorial plaques increasing in number	-749
Parks & Open Spaces	26,292	23,181	21,032	22,000	-1,181	-5.09	2.3% on grounds maintenance; £25 p/m Aug-Mar added for CCTV data charges £1106 vired for CCTV; 10k from EMF Land Drainage	2,149
Fishpond	18,771	12,845	11,163	12,845	0	0.00	8845 vired from ring-fenced reserves for platform	1,682
Allotments	1,412	2,200	750	1,000	-1,200	-54.55	Rent increase from SCC deferred to April	1,450
Car Park	2,600	1,200	2,092	2,100	900	75.00	Includes Electricity for C.P. Lighting	-892
Village Enhancement	1,072	2,500	1,258	2,500	0	0.00	Provision for village events, Remembrance, Christmas lights etc	1,242
Other Projects	1,270	0	727	727	727		Flood gauge site visit	-727
VAT	10,979	5,000	8,075	8,064	3,064	61.28	VAT incurred on larger projects, fishpond training platform and land drainage works	-3,075

Precept 2024-2025	81,444	<b>Bank Balances as at:</b>	<b>04-Feb-25</b>
Less Projected Payments	138,780	Lloyds Current A/C	2,000.00
Draw on Reserves	-57,336	Lloyds Deposit A/C	41,010.00
		Unity Trust	80,648.57
Projected Income	57,692	National Savings	35,189.06
<b>Projected Surplus/Deficit</b>	<b>356</b>		
Working Capital	122,814	Less unrepresented cheques	1,584.83
General Reserve	35,189	Plus credits outstanding	740.00
Ring-fenced Reserves	69,115	Total	<b>158,002.80</b>
Minimum Reserve	37,000		

**Earmarked Future Provision 2024-25**

**Ring-fenced Reserves**

Car Park Maintenance & Resurface	£35,000
Brook Clearance funds (SCC)	£427
Election expenses	£3,750
Burial Ground Bench, fence memorial garden	£1,717
Land Drainage Collinson Park	£23,721
Fishpond Noticeboards	£1,200
Fishpond protection (island)	£3,300

Land Drainage

15000	Original earmarked fund
5250	Collinson Park Entrance
3300	Ash Tree Road benches
6102	Other benches
29652	10000 interim payment (vired)
19652	remaining
840	discount

Total **£69,115**

**Net Funds** **51,888**

Barton under Needwood Parish Council

**Earmarked Reserves to carry forward for 2025/26 Financial Year**

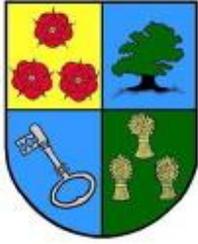
B/f 2024/25	Description	New amount added 2024/25	Amount Spent 2024/25	Proposed c/f 2025/26	Minuted Approval Full Council
35,000.00	Car Park Maintenance and resurface	0.00	0.00	35,000.00	
427.00	Brook Clearance funds (SCC)	0.00	0.00	427.00	
3,750.00	Election Expenses	1,875.00	0.00	5,625.00	
2,250.00	Burial Ground bench, fence, memorial garden	0.00	533.00	1,717.00	
29,652.00	Land Drainage Collinson Park	0.00	10,000.00	23,271.00	
8,845.00	Fishpond Training Platform	0.00	8,845.00	0.00	
1,200.00	Fishpond Noticeboards/Interpretation board	0.00	1,200.00	0.00	
3,300.00	Fishpond protection for diving birds - duck raft	0.00	3,300.00	0.00	
145.36	National Forest Signage	0.00	145.36	0.00	
0.00	VE Day c/f from VEC, contingency fund	1,200.00	0.00	1,200.00	
	Collinson play equipment				
Total Reserves				67,240.00	

Consider

Building up fund for Collinson play equipment

Quote for Car Park Maintenance/Resurface

## Barton under Needwood Parish Council



Clerk to the Council / Responsible Financial Officer:

Siobhan Rumsby  
Parish Council Office  
Village Hall  
Crowberry Lane  
Barton-under-Needwood  
Burton upon Trent  
DE13 8AF  
01283 716059

[clerk@bartonunderneedwood-pc.gov.uk](mailto:clerk@bartonunderneedwood-pc.gov.uk)  
[www.bartonunderneedwood-pc.gov.uk](http://www.bartonunderneedwood-pc.gov.uk)

## Finance Committee Terms of Reference

### Introduction

This Terms of Reference sets out the purpose of the Finance Committee and how it will operate

### Purpose of Committee

The Committee will ensure that the Council's finances and statutory obligations are conducted in accordance with legislation, statutory regulations and good practice. To consider and make recommendations to full Council on the following:

1. Budget – during November/December each year, after taking into consideration the expected expenditure and income together with any proposed projects, prepare for recommendation to Council an annual budget and the precept required to be levied for the following financial year. [not TOR For large projects exceeding £25,000 finance committee would seek proposals during September minutes]
2. Audit – oversee the annual audit, in condition with the appointed internal auditor, and on its completion, recommendation of its acceptance to full Council for subsequent submission to the External Auditor.
3. Periodically, to assess the Budget and make recommendations to full Council on any amendments or virements required.
4. Alert the Parish Council to any shortfall or overspending during the financial year.
5. Ensure that sufficient funds are available to:
  - a. Carry out the day to day work of the Parish Council
  - b. Evaluate proposed projects
  - c. Ring-fence monies for future spend
6. The Committee will include the Responsible Financial Officer of the Parish Council as a permanent member of the committee and may co-opt any other person the committee may consider of value in carrying out its purpose.
7. With Regard to Financial Risks, the Finance Committee shall, on behalf of the Parish Council:

- a. Own and manage the financial risks recorded in the Parish Council's General Risk Assessment Document
- b. Ensure that the financial risks listed in the General Risk Document represent the actual financial risks facing the Parish Council and that the statements of risk are accurate and up to date
- c. Identify and manage mitigating actions relating to the financial risks recorded in the General Risk Assessment Document

## Delegated Authority

To incur expenditure on behalf of the Council (where already provided within the agreed revenue budget and excluding any items incurring capital expenditure) on matters connected with the Council's role and functions in responding to the matters outlined above (*purpose*) and related issues.

- To authorise the Responsible Financial Officer to take the necessary action to implement approved decisions of full Council.
- To agree and instruct the transfer of cash between Council Bank Accounts so that interest returns are optimised, balanced against financial risk

**MEETINGS:** Schedule meetings as necessary to meet the deadlines set by the Council

**MEMBERSHIP:** To be drawn from members of the Council as required.

**QUORUM:** Three members

**CHAIRMAN:** The Chairman of the Committee shall be decided at the first meeting of the Committee in each new financial year by a simple majority.

**EXTERNAL ATTENDEES:** As required.

**PUBLIC PARTICIPATION:** Meetings will be open to the public.

**WORKING PARTIES:** May be set up for specific time-limited tasks as required



**Barton under Needwood Parish Council - Receipts and Payments Monthly Summary**

2024-2025

Receipts	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Rents	1,200.00	445.00	0.00	22.50	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1,667.50		
Interest	77.93	106.87	117.60	92.26	40.63	272.70	49.71	67.82	57.67	1,144.41	42.62	0.00	2,070.22		
ESBC	40,722.24	0.00	0.00	0.00	0.00	40,722.23	0.00	0.00	0.00	0.00	0.00	0.00	81,444.47		
LA Other	932.50	0.00	0.00	0.00	0.00	12,375.93	0.00	500.00	0.00	0.00	0.00	0.00	13,808.43		
Burial Ground	1,185.00	1,815.00	3,440.00	1,820.00	2,160.00	300.00	785.00	300.00	830.00	910.57	885.00	740.00	15,170.57	16,000	-829
Fishpond	180.00	488.00	530.00	302.00	225.00	218.00	0.00	215.00	0.00	0.00	82.00	0.00	2,240.00	3,100	-860
VAT	0.00	0.00	10,997.49	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	10,997.49		
Car Park	0.00	0.00	0.00	0.00	0.00	0.00	10,390.96	0.00	0.00	0.00	0.00	0.00	10,390.96		
Other	0.00	0.00	150.00	40,158.44	0.00	0.00	0.00	40,000.00	0.00	0.00	0.00	0.00	80,308.44		
Grants/donations	0.00	50.00	0.00	0.00	0.00	0.00	50.00	0.00	0.00	0.00	0.00	0.00	100.00		
<b>Total Income</b>	<b>44,297.67</b>	<b>2,904.87</b>	<b>15,235.09</b>	<b>42,395.20</b>	<b>2,425.63</b>	<b>53,888.86</b>	<b>11,275.67</b>	<b>41,082.82</b>	<b>887.67</b>	<b>2,054.98</b>	<b>1,009.62</b>	<b>740.00</b>	218,198.08		

Payments	April	May	June	July	August	September	October	November	December	January	February	March	Total	Budget	Budget Balance
Bank Charges	7.00	20.86	0.00	27.55	29.29	0.00	13.38	13.98	7.85	22.92	0.00	0.00	142.83		
Salaries	3,427.92	3,801.89	3,475.50	3,475.30	3,786.59	3,475.70	3,786.39	3,785.49	3,739.82	3,782.56	3,534.62	0.00	40,071.79		
Lengthsmen	206.00	257.40	206.00	205.80	257.40	206.00	257.40	205.80	296.00	257.40	206.00	0.00	2,561.20		
HMRC	1,314.12	934.79	1,068.56	883.88	884.28	1,068.56	883.68	1,068.73	1,080.66	1,043.56	1,058.98	0.00	11,289.80		
Nest Pensions	196.00	329.70	0.00	329.70	0.00	329.70	0.00	164.85	407.53	0.00	183.28	0.00	1,940.76		
Admin	1,019.94	2,587.48	1,205.00	957.93	319.58	309.85	2,843.48	204.66	386.98	757.75	148.15	24.16	10,764.96		
Burial Ground	204.17	231.59	164.56	1,338.01	162.50	20.03	508.71	20.01	182.50	119.18	182.51	0.00	3,133.77	2,385.00	-748.77
Allotments	0.00	0.00	0.00	81.06	26.19	0.00	524.98	44.27	0.00	73.51	0.00	0.00	750.01	2,200.00	1,449.99
Fishpond	98.00	9,792.00	180.67	0.00	0.00	357.12	264.93	302.41	168.30	0.00	0.00	0.00	11,163.43	12,845.00	1,681.57
Donations	75.00	0.00	0.00	0.00	120.00	0.00	478.40	100.00	0.00	50.00	0.00	0.00	823.40		
P&OS	80.00	1,711.71	2,948.43	1,938.54	1,158.54	20.67	1,462.34	20.97	10,015.00	1,654.51	20.97	0.00	21,031.68	23,181.00	2,149.32
Capital Exp	533.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	533.00		
Maintenance	665.78	146.80	15.00	67.45	39.99	0.00	20.42	1,103.17	20.42	0.00	32.07	0.00	2,111.10		
Car Park	91.52	114.40	91.52	91.52	114.40	1,107.66	114.40	91.52	91.52	91.52	91.52	0.00	2,091.50		
General payments	0.00	636.69	11,443.44	40,001.00	0.00	0.00	0.00	40,000.00	23.99	0.00	0.00	0.00	92,105.12		
Projects	0.00	0.00	0.00	0.00	0.00	0.00	0.00	727.00	0.00	0.00	0.00	0.00	727.00		
VEC	228.36	218.42	0.00	0.00	0.00	0.00	420.00	149.14	41.74	200.00	0.00	0.00	1,257.66	2,500.00	1,242.34
VAT	291.38	2,132.21	815.70	649.44	317.33	60.40	883.78	418.56	2,108.88	337.91	54.61	4.83	8,075.03		
<b>Total Spend</b>	<b>8,438.19</b>	<b>22,915.94</b>	<b>21,614.38</b>	<b>50,047.18</b>	<b>7,216.09</b>	<b>6,955.69</b>	<b>12,462.29</b>	<b>48,420.56</b>	<b>18,571.19</b>	<b>8,390.82</b>	<b>5,512.71</b>	<b>28.99</b>	210,574.04		

**Barton under Needwood Parish Council****Bank Reconciliation as per statements at:**

04-Mar-25

Lloyds Business Account	£	2,000.00
Lloyds Commercial Instant Access Saver	£	41,010.00
Unity Trust Bank Instant Access Saver	£	80,648.57
National Savings	£	35,189.06

**Total Bank Balances****£ 158,847.63**Add Credits not on Statement

Mobile	555.00
Mobile	185.00

**£740.00** **£ 159,587.63**Less unrepresented payments:-

3493	50.00
3494	100.00
3495	100.00
FP	224.20
DD	183.28
FP	898.36
Deb	28.99

**£1,584.83** **£ 158,002.80****Opening Balances :-****Bank Statements as at 31st March 2023**

Lloyds Current A/C	£	1,965.00
Lloyds Deposit A/C	£	74,372.32
National Savings	£	74,494.67
Petty Cash	£	150.00

Parish Council -

**Total £ 150,981.99**

<i>Add Receipts to date</i>	£	218,676.48
<i>Less Expenditure to date</i>	£	211,655.68

Total Cash and Investments as at -

**£ 158,002.79****Difference** £ 0.01

RFO, S. Rumsby

**Barton under Needwood Parish Council -  
Schedule of Payments presented to Full Council  
(invoices emailed with meeting pack)**

04/03/2025

Payee	Description	£ Value Gross	£ VAT	£ NET	Allocation
Salaries total		3,831.30		3,831.30	HR
Nest Pension Scheme		183.28		183.28	HR
HMRC		898.36		898.36	HR
Barton Village Hall	ad hoc meetings	52.50		52.50	Admin
Lloyds	Bank Charges	8.50		8.50	Admin
Sky mobile	mobile phone and CCTV data	29.00		29.00	Admin & P&OS
Vision ICT	Email address for new Cllr	16.00	2.67	13.33	Admin
JK Contracting	Pond island	3,540.00	590.00	2,950.00	Fishpond
JK Contracting	Noticeboard	1,560.00	260.00	1,300.00	Fishpond
Welters	Wall tablet	234.13	39.02	195.11	B. Ground
Amazon	printer ink	28.99	4.83	24.16	Admin
Local Links	Flyer distribution for public forum	90.00	15.00	75.00	Admin
Print & Digital	Flyer printing for public forum	120.00		120.00	Admin
Barton Fields	Topsoil for grave topping	85.00	14.17	70.83	B. Ground
				<b>9,751.37</b>	

Highlighted items already paid are contracted, urgent or authorised from committee budgets for ratification

Other notifications:

	Old Rate	New Rate (from 15/4/25)
Lloyds Interest Rate Reduction - Instant Access Savings	1.00%	0.80%
Unity Interest Rate Reduction -	2.50%	2.25%

**05.03.25**

## We're reducing your interest rate

Dear Mrs Rumsby,

From time to time, we review the interest rates on our savings products. We consider a range of factors to ensure we provide long term value and offer you the best rates we can. Following the latest review, we're reducing the interest rates on our instant access savings account.

### Your new interest rate

Account type	Existing rate Gross rate*/AER**	New rate from 06.05.25 Gross rate*/AER**
<b>Instant access</b>		
<b>All balances</b>	<b>2.50% / 2.52%</b>	<b>2.25% / 2.27%</b>

**This new rate will take effect on 06 May 2025.**

If you are happy with the change, you do not need to take any action, and we'd like to thank you for continuing to save with us. If you don't wish to accept these changes and would prefer to close your account(s) before the rate changes you can do this by completing the account closure form on our website or calling us on the number below.

If you would like to look at our full range of Fixed Term Deposit Accounts, please use the button below:

PLANNING\_– All matters have been referred to the Planning Committee and their comments appear in italics below, the Committee meet fortnightly 5pm, in the small meeting room, Barton Village Hall. Please contact the clerk for dates should you wish to attend any Planning Meetings. Presented to full Council for ratification.

1. P/2024/01152 - Barton Marina, Barton Turn: Change of use of land for the siting of up to 24 holiday let lodges  
*Lengthy objection submitted, copied under separate cover.*
2. P/2024/01379 - 39 Sutton Crescent: Conversion of existing integral garage for use as additional living accommodation  
*We have no objection to this application in principle but, if granted, ask that the extended vehicle parking place proposed for the current front garden be required to be either of a porous material or with a suitable soakaway drainage system to prevent any increase in surface water run-off into the street drainage system.*
3. P/2025/00104 - Buddleia Cottage, 17 Wales Lane: Crown reduction of 1 Norway Maple tree to previous points  
*– no objections*
4. P/2025/00019 - 60 Efflinch Lane: Demolition of existing conservatory and alterations to roof on existing side extension to facilitate the erection of single storey rear extension – *no objections*
5. P/2025/00073 - 67 Park Road: Demolition of detached garage to facilitate the erection of two storey front and side, single storey rear extension, front canopy and external alterations including cladding to the front and rear  
*We have no objection to this application. The proposed front elevation though is unusual and questionable as to whether it constitutes good design.*  
*The application form mentions three new parking spaces to be created, though with no details, presumably replacing the front garden. We ask that the surfacing is required to be either of a porous material or with a suitable soakaway drainage system to prevent any increase in surface water run off into the street drainage system*
6. P/2025/00109 - 15A Holland Park: Erection of two storey side and rear extensions and single storey front extension.  
*We have no objection in principle to this application but we do have a concern about the proposed surface treatment of the front elevation. The existing ground floor brickwork is to be rendered. This would have an adverse impact on the street scene which in this part of Holland Park has mostly brick and tile hung frontages*
7. [SCC/22/0068/FULL-ES](#) - Proposed northern extension to Newbold Quarry for winning and working of sand and gravel with restoration to water based recreation and nature conservation using imported inert material with the continued use of existing access, site offices, processing plant, silt lagoons and ancillary infrastructure - Newbold Quarry, Lichfield Road, Barton Under Needwood – Further information provided
8. P/2025/00105 - Barn, Brankley Farm, Dunstall Cross: Prior Approval for the conversion of an agricultural building to form one dwelling
9. P/2025/00074 - Charcon Concrete Products Factory, Lichfield Road, Branston, Staffordshire, DE13 8EG: Remove to ground level two Oak trees (4090, 4098), one Horse Chestnut tree (4091), two Sycamore trees (4093, 4095), one Elm tree (4094), Standing Deadwood (4092), remove defective limb back to point of origin one Ash tree (4096), Monolith at 6 meters one Beech tree (4100)
10. P/2024/01238 - Holland Sports Club, Potters Way: Demolition of four existing single storey buildings to facilitate the erection of a replacement clubhouse – Revised application.

#### ESBC Decisions – Permissions Granted

1. P/2025/00091 - 42 Captains Lane: Non Material Amendment to planning permission P/2024/00101 for the erection of a part single storey part two storey rear extension with Juliet balcony, first floor front extension, front canopy & alterations to include render, timber cladding & replacement windows and door amendment to replace canopy with timber storm porch, remove slate clad piers, replacement of garage door to a standard sized garage door, reduce size of bi-folding doors to rear elevation and include side access, stone cills, headers and coping stones
2. P/2024/01259 - Church Farm Cottage, 5 Church Lane: Rear single storey and linked extension to the dwellinghouse to form new bedroom, shower / utility / boot room, dining / family room and large kitchen with associated roof lights and alterations to porch front elevation.
3. P/2024/01379 - 39 Sutton Crescent: Conversion of existing integral garage for use as additional living accommodation

## Barton under Needwood Parish Council

### Burial Ground Committee Meeting

**Date: 21 February 2025**

**Present:** Ian Gilby, Steve Naylor, Chris Allcock, Siobhan Rumsby (Clerk).

1. Welcome and Apologies – no apologies received.
2. Approval of previous Minutes – the Minutes of the meeting held on 14 November 2023 were agreed.
3. Matters Arising - Memorial Garden Refurbishment: Ongoing - work still required to tidy the area, making it less dark & enclosed; integrating more with the burial area.  
**Action:** Chris to Liaise with Chair of Gardening Guild to prepare a Memorial Garden refurbishment plan & budget for discussion. Item to be brought to next meeting. Consideration should also be given to enhancing & repositioning the signs, refurbishing the fence around the garden, & adding an additional trough to complement the existing trough near the memorial wall.  
Memorial Wall Bench: The requirement for this was deferred & will be reconsidered if raised again.  
Bench & refurbishment budget (£1700) discussed under AOB.
4. Election of Chair - Chris Allcock was proposed by Ian, seconded by Steve; members agreed unanimously.
5. Revised Terms of Reference - With the addition of Section 8 to reflect the risks associated with the Burial Ground, the revised ToF R were accepted & agreed. Action: Clerk to forward to next Full Council Meeting for agreement – March 2025
6. Memorial Wall Plaque Price Review - Siobhan highlighted that the majority of memorials are now double plaques. The current supplier is Welters (based in Scotland). The local supplier is Cannells (Lichfield). After comparing costs of single & double plaques, and postage costs, plus additional inscription, it was agreed to purchase in future from Cannells. **Action:** Clerk to use Cannells for all future plaque purchases with immediate effect.  
It was agreed to increase plaque costs by 5%. **Action:** Clerk to implement cost increase from 1 April 2025.  
Steve noted that any 'profits' are fed back into the accounts to fund other activities such as current & future burial ground maintenance, gardening, plaque removal for updating, etc
7. Grave Topping Requirements This activity is necessary following progressive settlement of graves. Although cost variable, funding for top soil, grass seed, etc. is already factored into (as future maintenance) the plot cost.

8. AOB -

Budget Review: the sum of £1717, allocated previously from reserves to refurbish the Memorial Garden & provide a Memorial Wall bench, to be retained until a Memorial Garden Refurbishment Plan has been prepared, costed & agreed.

**Action:** Steve to retain current budget pending Memorial Garden Refurbishment Plan, next meeting.

9. Current budget figures are:

**2024/25:**

Budgeted Income: £16,000

Actual Income to Date: £13,846

Budgeted Expenses: £2,385

Actual Expenses: £3,114

The main reason for the higher-than-budget expenses is that the memorial plaques have become more popular so we are buying more of them.

**For 2025/26**

Forecast Income £16,000

Forecast Expenses: £5,000

Beech Hedge: it was agreed to allow the short hedge in the NW corner behind the new bench to grow to the same height currently in front of the skip. **Action:** Clerk to notify Sean, with immediate effect.

Amend Rules for Ash Scattering: it was agreed to retain the current wording in the Rules and not allow any exceptions.

10. Date of next Meeting - It was agreed that if there is business to discuss meetings should be held quarterly. **Action:** Chris to arrange next meeting, June 2025

## Barton under Needwood Parish Council



Clerk to the Council / Responsible Financial Officer:

Siobhan Rumsby  
Parish Council Office  
Village Hall  
Crowberry Lane  
Barton-under-Needwood  
Burton upon Trent  
DE13 8AF  
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## Burial Ground Committee Terms of Reference

Updated February 2025

### Introduction

This Terms of Reference sets out the purpose of the Burial Ground Committee and how it will operate.

### Purpose of Committee

The Committee is responsible for overseeing the effective running and maintenance of the Parish Council burial ground off Bell Lane, Barton under Needwood.

### Membership

The committee shall consist of up to five Councillors with a minimum membership of 3, as agreed and minuted in a full Barton under Needwood Parish Council meeting. The Clerk will attend all meetings where possible. The Committee will elect a chair annually by a simple majority who will be the main point of contact alongside the Clerk for matters relating to the Burial Ground. Non-Councillors may be invited to the Committee meetings as and when required.

**WORKING PARTIES:** May be set up for specific time-limited tasks as required.

### Meetings

The committee shall meet as often as required, meetings to be decided by request of full Council, the Clerk or the committee. A quorum at each meeting shall be 3 members. It is expected, that where possible, that all members of the committee should attend all meetings. All meetings are open to the public.

### Record of Meetings

The committee shall ensure that an agreed written record of each of their meetings is forwarded to all Councillors for acceptance at the next full Council meeting.

## Functions

1. To monitor the appearance and condition of the Burial Ground, ensuring that it is:
  - a) Neat and tidy
  - b) Well-maintained with fixtures in a good state of repair
  - c) Free of any obvious and significant health & safety hazards
  - d) Maintained in accordance with Burial Ground rules and regulations
  - e) Subject to regular inspection of the headstones
2. To ensure that any perceived shortcomings are addressed and consider any improvements which could be made.
3. To investigate and endeavour to resolve any complaints from visitors and grave-owners as appropriate and to answer any general discretionary enquiries relating to the Burial Ground.
4. To review the Burial Ground fees annually.
5. To review the relevant Burial Ground rules and regulations periodically and to inform full Parish Council of any changes.
6. To consider the medium/long-term development of the Burial Ground keeping the Parish Council fully informed so that appropriate financial planning/budgeting can be put in place.
7. To ensure receipt of any quotations or estimates for any non-routine expenditure planned for the next financial year in time to be submitted to the Parish Council Finance Committee for approval in the budget.
8. With regard to risks associated with the Burial Ground, the Burial Ground Committee shall, on behalf of the Parish Council:
  - a. Own and manage any risks arising from the Burial Ground as recorded in the Parish Council's General Risk Assessment Document
  - b. Identify and manage mitigating actions relating to the Burial Ground risks recorded in the General Risk Assessment Document

A Meeting of **Barton-under-Needwood Parish Council HR Committee** was held on Tuesday 4<sup>th</sup> March 2025 at 7.00pm, in Barton Village Hall, Crowberry Lane, Barton under Needwood.



**Attendees:** Councillors Sally Bedford (Chair of Committee), Ed Sharkey, Chris Allcock, Lucy Lucas, Derek Lord, Siobhan Rumsby (Parish Clerk)

**Apologies:** Cllr Steve Naylor

## 1. Attendance and apologies

Cllr Steve Naylor.

## 2. Minutes of the previous meeting held on 28<sup>th</sup> January 2025

The minutes of the previous meeting held on 28<sup>th</sup> January 2025 were duly accepted.

## 3. SCC DPO Gap Analysis – outstanding actions

The Clerk was developing an information asset register. Cllr Bedford and the Clerk would work through the remaining outstanding actions. The Clerk suggested that the Barton under Needwood Contact List should only be shared with members of the Communications Committee, to prevent potential GDPR breaches. This approach was agreed.

## 4. Policy Working Group

### 1. New Policies for Approval

- **Equality and Diversity Policy**

The Clerk was asked to check whether SLCC has an Equal Opportunities Policy we could adopt alongside the Equality and Diversity Policy to support the Dignity and Respect Policy.

The HR Committee agreed the policy should go to the March Parish Council meeting for approval. Cllr Allcock was asked to ensure the policy was formatted correctly following approval by the Parish Council.

- **Record Retention Policy & Schedule**

Cllr Lord asked for Section 4 paragraph 42 to be amended to read '*Council*' business and Section 4 paragraph 43 to replace Record Office with '*Parish Clerk's Office*'.

Cllr Sharkey had re-formatted the Schedule.

The HR Committee agreed the policy should go to the March Parish Council meeting for approval. Cllr Allcock was asked to ensure the policy was formatted correctly and the above amendments made following approval by the Parish Council.

- **Annual Policy Acceptance form**

It was agreed that '*Annual*' would be added to the title of the form as Councillors would be asked to sign it annually, as well as all new Councillors being asked to sign it. The first '*I acknowledge that;*' would be removed. The Clerk made the changes and the HR Committee agreed this would be submitted to the March Parish Council meeting for approval.

## **2. Updated Policy Tracker**

The updated Policy Tracker was discussed. Cllr Bedford and the Clerk would review this in detail at their next 1:1 and consider whether related items on the web-site were up to date.

The Policy Tracker now showed significant progress had been made since September when Cllr Lucas and Allcock had joined the Policy Working Group. The HR Committee thanked all members of the Group.

## **3. AOB**

Cllr Lucas explained that the Risk assessment for the May 4<sup>th</sup> VE Day celebrations had been prepared by Sue Van Daesdonk and sent to members of the VEC Committee. Cllr Bedford discussed the importance of reference to Martyn's Law, which was agreed.

## **4. Date of next meeting**

The date of the next meeting will be Thursday April 26<sup>th</sup> at 7pm.

## **5. Closed item**

Cllr Bedford reported that there would be a closed item at the Parish Council Meeting asking for approval to commission an investigation. Cllr Bedford and the Clerk had made the Councillor involved aware of the item.

The meeting closed at 8.50pm.



IN COLLABORATION WITH SLCC, NALC, OVV, COUNTY ASSOCIATIONS

# **BARTON UNDER NEEDWOOD PARISH COUNCIL**

## **EQUALITY & DIVERSITY POLICY**

**Version 1**

Prepared by: Sally Bedford (NALC Policy)

Reviewed by: Human Resources Committee

Approved for recommendation to Full Council by: Human Resources Committee

Reviewed and adopted by: Full Council

Meeting dated ..... Minute number .....

Signed by Chair of the Parish Council .....

Next Review: February 2026

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## **Our commitment**

The council is committed to providing equal opportunities in employment and to avoiding unlawful discrimination.

This policy is intended to assist the council to put this commitment into practice. Compliance with this policy should also ensure that employees do not commit unlawful acts of discrimination.

Striving to ensure that the work environment is free of harassment and bullying and that everyone is treated with dignity and respect is an important aspect of ensuring equal opportunities in employment.

## **The law**

It is unlawful to discriminate directly or indirectly in recruitment or employment because of age, disability, sex, gender reassignment, pregnancy, maternity, race (which includes colour, nationality, caste and ethnic or national origins), sexual orientation, religion or belief, or because someone is married or in a civil partnership. These are known as "protected characteristics".

Discrimination after employment may also be unlawful, e.g. refusing to give a reference for a reason related to one of the protected characteristics.

The council will not discriminate against or harass a member of the public in the provision of services or goods. It is unlawful to fail to make reasonable adjustments to overcome barriers to using services caused by disability. The duty to make reasonable adjustments includes the removal, adaptation or alteration of physical features, if the physical features make it impossible or unreasonably difficult for disabled people to make use of services. In addition, service providers have an obligation to think ahead and address any barriers that may impede disabled people from accessing a service.

## **Types of unlawful discrimination**

Direct discrimination is where a person is treated less favourably than another because of a protected characteristic.

In limited circumstances, employers can directly discriminate against an individual for a reason related to any of the protected characteristics where there is an occupational requirement. The occupational requirement must be crucial to the post and a proportionate means of achieving a legitimate aim.

Indirect discrimination is where a provision, criterion or practice is applied that is discriminatory in relation to individuals who have a relevant protected characteristic such that it would be to the detriment of people who share that protected characteristic compared with people who do not, and it cannot be shown to be a proportionate means of achieving a legitimate aim.

Harassment is where there is unwanted conduct, related to one of the protected characteristics (other than marriage and civil partnership, and pregnancy and maternity) that has the purpose or effect of violating a person's dignity; or creating an intimidating, hostile, degrading, humiliating or offensive environment. It does not matter whether or not this effect was intended by the person responsible for the conduct.

Associative discrimination is where an individual is directly discriminated against or harassed for association with another individual who has a protected characteristic.

Perceptive discrimination is where an individual is directly discriminated against or harassed based on a perception that they have a particular protected characteristic when they don't, in fact, have that protected characteristic.

Third-party harassment occurs where an employee is harassed and the harassment is related to a protected characteristic, by third parties.

Victimisation occurs where an employee is subjected to a detriment, such as being denied a training opportunity or a promotion because they made or supported a complaint or raised a grievance under the Equality Act 2010, or because they are suspected of doing so. However, an employee is not protected from victimisation if they acted maliciously or made or supported an untrue complaint.

Failure to make reasonable adjustments is where a physical feature or a provision, criterion or practice puts a disabled person at a substantial disadvantage compared with someone who does not have that protected characteristic and the employer has failed to make reasonable adjustments to enable the disabled person to overcome the disadvantage.

### **Equal opportunities in employment**

The council will avoid unlawful discrimination in all aspects of employment including recruitment, promotion, opportunities for training, pay and benefits, discipline and selection for redundancy.

#### Recruitment

Person and job specifications will be limited to those requirements that are necessary for the effective performance of the job. Candidates for employment or promotion will be assessed objectively against the requirements for the job, taking account of any reasonable adjustments that may be required for candidates with a disability. Disability and personal or home commitments will not form the basis of employment decisions except where necessary.

#### Working practices

The council will consider any possible indirectly discriminatory effect of its standard working practices, including the number of hours to be worked, the times at which these are to be worked and the place at which work is to be done, when considering requests for variations to these standard working practices and will refuse such requests only if the council considers it has good reasons, unrelated to any protected characteristic, for doing so. The council will comply with its obligations in relation to statutory requests for contract variations. The council will also make reasonable adjustments to its standard working practices to overcome barriers caused by disability.

#### Equal opportunities monitoring

The council will monitor the ethnic, sex/gender and age composition of the existing workforce and of applicants for jobs (including promotion), and the number of people with disabilities within these groups, and will consider and take any appropriate action to address any problems that may be identified as a result of the monitoring process.

The council treats personal data collected for reviewing equality and diversity in accordance with the data protection policy. Information about how data is used and the basis for processing is provided in the council's privacy notices.

## **Dignity at work**

The council has a separate dignity at work policy concerning issues of bullying and harassment on any ground, and how complaints of this type will be dealt with.

## **People not employed by the council**

The council will not discriminate unlawfully against those using or seeking to use the services provided by the council.

You should report any bullying or harassment by suppliers, visitors or others to the council who will take appropriate action.

## **Training and prevention**

The council will raise awareness of equal opportunities to those likely to be involved in recruitment or other decision making where equal opportunities issues are likely to arise.

The council will raise awareness of all staff engaged to work at the council to help them understand their rights and responsibilities under the dignity at work policy and what they

## **Your responsibilities**

Every employee is required to assist the council to meet its commitment to provide equal opportunities in employment and avoid unlawful discrimination. Employees can be held personally liable as well as, or instead of, the council for any act of unlawful discrimination. Employees who commit serious acts of harassment may be guilty of a criminal offence.

Acts of discrimination, harassment, bullying or victimisation against employees or customers are disciplinary offences and will be dealt with under the council's disciplinary procedure. Discrimination, harassment, bullying or victimisation may constitute gross misconduct and could lead to dismissal without notice.

## **Grievances**

If you consider that you may have been unlawfully discriminated against, you should use the council's grievance procedure to make a complaint. If your complaint involves bullying or harassment, the grievance procedure is modified as set out in the dignity at work policy.

The council will take any complaint seriously and will seek to resolve any grievance that it upholds. You will not be penalised for raising a grievance, even if your grievance is not upheld, unless your complaint is both untrue and made in bad faith.

## **Monitoring and review**

This policy will be monitored periodically by the council to judge its effectiveness and will be updated in accordance with changes in the law.

This is a non-contractual procedure which will be reviewed from time to time.

## **Notes**

This is an example policy that should be adjusted to reflect the procedures and policy of the council. It is important that any commitment made in the policy is applied in practice.

### **1. Green Book terms**

The Green Book sets out practical principles that councils can adopt and acknowledges that local councils will need to select the appropriate measures to match their circumstances.

The guidance covers:

- Developing and action plan to establish and monitor progress
- Recruitment and Selection Procedures
- Training
- Pay, Grading and Conditions of Service
- Dealing with Harassment

## **Guidance**

Where there is text in [square brackets] this part may be updated or be deleted if not relevant. An alternative option may have been provided.

## **Important notice**

This is an example of an employment policy designed for a small council adhering to statutory minimum requirements and does not constitute legal advice. As with all policies it should be consistent with your terms and conditions of employment.

This document was commissioned by the National Association of Local Councils (NALC) in 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.

This document has been written by the Worknest HR – a company that provides HR advice and guidance to town and parish councils. Please contact them on 01403 240 205 for information about their services.

# BARTON UNDER NEEDWOOD PARISH COUNCIL



## RETENTION AND DISPOSAL POLICY

Prepared by: Policy Working Group/SLCC

Reviewed by: Human Resources Committee

Approved for recommendation to Full Council by: Human Resources Committee

Reviewed and adopted by: Full Council

Meeting dated ..... Minute number .....

Signed by Chair of the Parish Council .....

Next Review: February 2026

## **1. Introduction**

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of documents.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council, the Clerk, Councillors and employees concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

## **2. Scope and Objectives of the Policy**

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
  - Retained – and for how long; or
  - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
  - 'With compliments' slips.
  - Catalogues and trade journals.
  - Non-acceptance of invitations.
  - Trivial electronic mail messages that are not related to Council business.
  - Requests for information such as maps, plans or advertising material.
  - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations.

## **3. Roles and Responsibilities for Document Retention and Disposal**

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.

3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

#### **4. Document Retention Protocol**

4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.

4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:

- Facilitate an audit or examination of the Council's business by anyone so authorised.
- Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
- Verify individual consent to record, manage and record disposal of their personal data.
- Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.

4.3 To facilitate this the following principles should be adopted:

- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
- Documents that are no longer required for operational purposes but need retaining should be placed at the parish council office.

4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.

4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

#### **5. Document Disposal Protocol**

5.1 Documents should only be disposed of if reviewed in accordance with the following:

- Is retention required to fulfil statutory or other regulatory requirements?
- Is retention required to meet the operational needs of the service?
- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

- 54 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations, the Freedom of Information Act or cause reputational damage.
  - Where computer records are deleted, steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
  - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
  - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 55 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
  - The date the document was destroyed.
  - The method of disposal.

## **6. Data Protection Act 2018 – Obligation to Dispose of Certain Data**

- 6.1 The Data Protection Act 2018 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

- 6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
  - Personal data shall only be obtained for specific purposes and processed in a compatible manner.
  - Personal data shall be adequate, relevant, but not excessive.
  - Personal data shall be accurate and up to date.
  - Personal data shall not be kept for longer than is necessary.
  - Personal data shall be processed in accordance with the rights of the data subject.
  - Personal data shall be kept secure.
- 6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

## **7. Scanning of Documents**

- 7.1 In general once a document has been scanned on to a document image system the original

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becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

- 72 As a general rule hard copies of scanned documents should be retained for three months after scanning.
- 73 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

## **8. Review of Document Retention**

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 12th edition, Chapter 11
  - NALC LTN 40 – *Local Councils' Documents and Records*, January 2013
  - NALC LTN 37 – *Freedom of Information*, July 2009
  - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

## **9. List of Documents**

- 9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

## Barton under Needwood Parish Council

### 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 A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
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

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## Barton under Needwood Parish Council

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

Document	Minimum Retention Period	Reason	Disposal
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 A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Confidential waste

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## Barton under Needwood Parish Council

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

Document	Minimum Retention Period	Reason	Disposal
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	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

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## Barton under Needwood Parish Council

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Document	Minimum Retention Period	Reason	Disposal
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
Town Park equipment inspection reports	21 years		
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. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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## Barton under Needwood Parish Council

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Document	Minimum Retention Period	Reason	Disposal
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).	N/A
Magazines and journals	Council may wish to keep its own publications  For others retain for as long as they are useful and relevant.	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	Bin if applicable

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## Barton under Needwood Parish Council

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Document	Minimum Retention Period	Reason	Disposal
		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.	
<b>Record-keeping</b>			
To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> <li>• A list of files stored in cabinets will be kept</li> <li>• Electronic files will be saved using relevant file names</li> </ul>	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the

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## Barton under Needwood Parish Council

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

Document	Minimum Retention Period	Reason	Disposal
			requirements of the GDPR regulations.
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) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
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	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	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

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## Barton under Needwood Parish Council

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

Document	Minimum Retention Period	Reason	Disposal
	limits for tribunal claims between 3–6 months Recommend this period be for 3 years	any related legal claims made against the council.	
<p>Documents from legal matters, negligence and other torts</p> <p>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.</p> <p>If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Confidential waste. A list will be kept of those documents disposed of to meet the

## Barton under Needwood Parish Council

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

Document	Minimum Retention Period	Reason	Disposal
			requirements of the GDPR regulations.
Contract	6 years		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
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

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## Barton under Needwood Parish Council

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

Document	Minimum Retention Period	Reason	Disposal
<b>For Halls, Centres, Recreation Grounds</b>			
<ul style="list-style-type: none"> <li>• Application to hire</li> <li>• Invoices</li> <li>• Record of tickets issued</li> </ul>	6 years	VAT	Confidential waste  A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT	N/A
Terms and Conditions	6 years	Management	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
<b>For Allotments</b>			
Register and plans	Indefinite	Audit, Management	N/A

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## Barton under Needwood Parish Council

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

Document	Minimum Retention Period	Reason	Disposal
Minutes	Indefinite	Audit, Management	N/A
Legal papers	Indefinite	Audit, Management	N/A
<b>For Burial Grounds</b>			
<ul style="list-style-type: none"> <li>• Register of fees collected</li> <li>• Register of burials</li> <li>• Register of purchased graves</li> <li>• Register/plan of grave spaces</li> <li>• Register of memorials</li> <li>• Applications for interment</li> <li>• Applications for right to erect memorials</li> <li>• Disposal certificates</li> <li>• Copy certificates of grant of exclusive right of burial</li> </ul>	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	N/A
<b>Planning Papers</b>			
Applications	1 year	Management	Bin

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## Barton under Needwood Parish Council

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

Document	Minimum Retention Period	Reason	Disposal
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>			
Daily notes	Daily	Data protection	Confidential waste
Radio rotas	1 week	Management	Confidential waste
Work rotas	1 month	Management	Confidential waste
Observation sheets	3 years	Data protection	Confidential waste

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## Barton under Needwood Parish Council

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

Document	Minimum Retention Period	Reason	Disposal
Signing in sheets	3 years	Management	Confidential waste
Review requests	3 years	Data protection	Confidential waste
Discs – master and working	For as long as required	Data protection	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	Confidential waste
Photographs/digital prints	31 days	Data protection	Confidential waste

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# Barton under Needwood Parish Council

## – Annual Policy & Procedures Acknowledgment Form



Name of Councillor: \_\_\_\_\_

Date of Election/Co-option: \_\_\_\_\_

As a duly elected or co-opted member of Barton under Needwood Parish Council:

1. I have read the Council's properly adopted policies, procedures, and governance documents, including but not limited to:
  - The Code of Conduct
  - Standing Orders
  - Financial Regulations
  - Data Protection and GDPR Policies
  - Equality and Diversity Policy
  - Health and Safety Policy
  - General Risk Assessment
  - Any other policies relevant to my role as a Councillor
2. I understand that these policies and procedures provide guidance on my duties, responsibilities, and the proper conduct of Council business.
3. I agree to act in accordance with the policies and procedures of the Council where applicable and to seek clarification if I am unsure of any requirements.
4. I understand that failure to adhere to the **Code of Conduct** may result in a complaint being raised against me, which could be subject to investigation.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Witnessed by (Clerk/Chairman): \_\_\_\_\_

Date: \_\_\_\_\_

BARTON UNDER NEEDWOOD PARISH COUNCIL

VEC MEETING:

Tuesday February 11<sup>th</sup> 2025 @ 7pm. Small Meeting Room, Barton Village Hall

Present : J Taylor. K. McInerney. L Lucas S Van Daesdonk ( RBL) G Taylor (RBL)

SVD Brought us up to date as to how far we had progressed with VE-DAY preparations.

We also discussed:

1: The Risk Assessment and

2: The letter that will be letter-dropped at residences from the Post Office to Efflinch Lane, as we have a complete road closure from 1pm until 9pm.

These were the same as were used for the Coronation.

SVD Was asked to send these to LL and copy JT in, so that this could be discussed at the Comms meeting on Wednesday. So that if anything needed altering it could be done.

It was discussed that for VE-DAY we would probably require about forty road marshals to cover the four junctions. We have had an offer from Simon ( RAF Cadets). However, it is yet to be confirmed.

Road pre-warning road signs are to go out two weeks before May 4th.

There will be an exhibition inside the church of WW2 artifacts.

ESBC will be asked to supply the red waste bins, as they did for the Coronation.

They will be delivered to the village hall, so we will need some volunteers to help put them in position on Sunday May 4th morning.

It was discussed about letting Dunstall & Tatenhill Parish Councils, know of the event and road closures. Perhaps the Clerk could do this?

It was discussed about May 8th- the actual VE-DAY- and the lighting up of the Beacon at 9.30pm

The Barton Music Makers will be there on the 8th to sing.

The wreath will be layed by members of the RBL. Reverend Andy will conduct a short service in the church grounds.

Meeting closed at 7.55pm.

J. Taylor

A Meeting of **Barton-under-Needwood Parish Council Communications Committee** was held on Wednesday 12<sup>th</sup> February 2025 at 7.00pm, Barton Village Hall, Crowberry Lane, Barton under Needwood.



**Attendees:** Councillors Sally Bedford (Chair of Committee), Ed Sharkey, Lucy Lucas, and Kevin McInerney

### 1. **Apologies**

Councillor Naylor and Siobhan Rumsby (Parish Clerk).

2. **Minutes** of the meeting held on the 28th January were agreed. Cllr Bedford explained the outstanding action to meet with the Library Team for social media tips would be paused due to other priorities at the moment.

### 3. **Strategy Action Plan – launch**

The Strategy Action Plan was approved at the Parish Council meeting on Thursday 6<sup>th</sup> February. Cllr Sharkey explained there was still a list of Acronyms needed but the final proof read had been completed. Cllr Bedford thanked Cllr Sharkey for all the hard work done to complete the Plan. He envisions a survey taking place at the beginning of each new Council, with the Strategy Action Plan regularly updated following feedback.

There will be a 'soft' launch the week beginning February 17<sup>th</sup> online, via the website and Facebook, which will reference the Annual Meeting as an opportunity to find out more. The Annual Meeting will be held on May 1<sup>st</sup> at 6pm, before the Parish Council meeting at 7pm. During the week beginning the 10<sup>th</sup> February, display boards will be rotated through various locations in the village. A further meeting of the Communications Committee on 10<sup>th</sup> March at 7pm has been agreed to plan the circulation of the display boards to the Churches, the Library, Holland Park Sports Club, the Marina Lounge, St James' Hall and the Village Hall.

Actions agreed:

- Cllr Sharkey to arrange a quote for A3 sheets for the display to be printed.
- Progress against the plan to be reviewed at the Parish Council on a regular basis.
- Cllr McInerney to confirm slot with WI President, and transport boards before WI meeting on Wednesday 30<sup>th</sup> April for display at St James' Hall.

### 4. **Planning for Ben Adams Meeting: 20<sup>th</sup> March – 7pm-9pm**

The updated version of the poster has been shared with Needwood and Baggot Parish Councils. Cllr Sharkey has agreed to be the named First Aider on the night.

Cllr Sharkey is arranging the next meeting with John Taylor High School (JTHS). We need to share the following documents;

- Safeguarding Policy for Children and Vulnerable adults
- Fire procedures
- Risk assessment
- Copy of the Public Liability insurance

Further actions required and action owners to be identified

- Posters to be put on Notice Boards around the village
- Other Parish Councils to share details on social media

- Use social media to inspire further questions by sharing questions already raised for the evening
- Sort out with JTHS whether we are providing tea and coffee prior/during to the meeting
- Liaise with Ben Adams' PA to discuss a preferred snack/refreshment
- PA equipment – sort out with JTHS what equipment they have and whether we need to borrow extra microphones from Scorpion
- Identify helpers on the night:
  - 2 roving microphones- Cllrs Lucas and MacInerney
  - 10 Ushers – Contact JTHS regarding student volunteering and ask Parish Councillors
  - 2 question sorters – Cllr Bedford and a Parish Councillor (TBD)
- Make and issue forms on the night to add questions to
- Press release to Burton Mail, Radio Derby, ITV & Midlands Today
- Get Local Links to deliver a flyer advertising the event (door drop) - ES
- Order a banner for the Church railings
- Contact NFU to invite local farms to attend - SB

We have asked people to identify some questions, but haven't received any so far. The meeting proposed the following to be used on social media as a prompt.

- With the lack of visible presence cited in our survey it would be helpful if PCSOs' cars were marked? What do the panel think?
- How will the Policing Plan for 2025 positively impact Barton under Needwood?
- Where are you with the recruitment planned versus actual staff in post?
- What are you doing about rural crime?
- Why cant we have a village 'Bobby' again?
- If we provided sponsorship, could we have our own Parish Constable?
- Why can we never get a Police Inspector to attend our Parish Council meetings?
- Do other Parish Councils get a Police Inspector turning up?

A further meeting on 10<sup>th</sup> March at 7pm agreed to go through the detail.

#### 5. **Contact list – GDPR letter returns**

Cllrs Lucas and Bedford have telephoned those contacts without emails to prompt a response. Cllr Bedford has asked the Booking Clerk for the Village Hall to provide further details.

#### 6. **Policy development**

Cllr Bedford to streamline the list of Comms Policies, Protocols required.

#### 7. **Chime articles to include QR code link to the Parish Council website**

Clerk to add to articles.

#### 8. **AOB**

- **Update from VEC 11<sup>th</sup> February**

Cllrs Lucas and MacInerney were present. Cllr Sharkey had not been invited.

**VE Day May 4th** – Need a lot of volunteers for marshalling (40 required).

Further information required for the communications developed about the partial road closure. Cllr Sharkey to discuss VE day arrangements and wording of Road Closure letter with Sue Van Daesdonk. Work is needed on the Risk Assessment – to pick up with HR Committee at next meeting. Additional walkie-talkies required for marshalls and

preparation to ensure they are fully charged.

**VE Day May 8<sup>th</sup>** – To be agreed whether lamp of peace or beacon to be lit in the evening at 9.30pm and who would organise this. Also to be confirmed whether a Church Service will be taking place. Plans suggest that a Proclamation will be said at the War Memorial before the Music Matters Group sing “I Vow To Thee my Country”.

Cllr Sharkey to speak to Sue Van Daesdonk for clarification. Should the event go ahead, a further Risk Assessment will need to be drafted, marshalls will be needed for road closures and Public Liability Insurance put in place.

- Additional wording for the Terms of Reference for the Allotments Committee, Burial Ground Committee and the Planning Committee still required.

#### 9. **Date of next meeting**

The next meeting will be held on 10<sup>th</sup> March at 7pm.

## CORRESPONDENCE & COMMUNICATIONS

### GENERAL

1. Review of Public Space Protection Orders – response by 31 March.
2. John Taylor High School – Invitation 2 representatives to attend Annual Presentation Evening 15/7/25 6pm and request for financial donation towards awards.
3. Complaint re bonfires at allotments – *Clerk responded and referred to allotment committee*
4. Resident moving into area wishing to get involved with council matters via co-option onto committee(s) - *Clerk responded*
5. Resident of Upper Main Street – concerns on possible replacement of bollards at traffic calming, *Clerk referred to County Councillor*
6. Fishpond – correspondence concerning a missing lock – *Clerk sent holding response*
7. Resident query about Collinson Park re-opening – *Clerk responded*
8. Resident update on request for canal towpath improvements, National Cycle Routes

### SPCA/NALC/SLCC

1. Newsletters and training opportunities- *forwarded to all Cllrs;*