



HERTFORD TOWN COUNCIL

Ref: Finadmin/fagenda

1st March 2019

TO: ALL MEMBERS OF THE FINANCE, POLICY
AND ADMINISTRATION COMMITTEE

Dear Councillor,

A Meeting of the Finance, Policy and Administration Committee will be held on:

**MONDAY 11th MARCH 2019
IN THE ROBING ROOM, THE CASTLE, HERTFORD
AT 7.30 PM**

The Agenda is attached.

Yours sincerely

A handwritten signature in black ink that reads 'Joseph Whelan'.

Mr J Whelan
Town Clerk

Members of the Committee Councillors: Mrs R Bolton, P Boyle, R Deering, Mrs J Goodeve, Mrs S Newton, Dr L Radford, Miss J C S Sartin and A Stevenson

TOWN CLERK - JOSEPH WHELAN MBA

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**AGENDA OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE
MEETING TO BE HELD ON MONDAY 11TH MARCH 2019 AT 7.30 PM IN THE
ROBING ROOM, THE CASTLE, HERTFORD**

1. RECORDING OF MEETING

To establish if any person present would wish to record the meeting.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence

3. DECLARATIONS OF INTEREST

To receive declarations of interest

4. THE MINUTES

To confirm as correct the Minutes of the meeting held on 7 January 2019 and to authorise the Chairman to sign the same.

5. ACTION SHEET

To note the Action Sheet - **PAPER A page 5**

6. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

Members of the public may speak about specific items on this agenda which contain a recommendation, provided they have advised the Town Clerk of their wish to speak no later than midday on the Friday before the meeting (or midday of the last working day of the week before the meeting). A list giving details of the name(s) and relevant agenda item(s) will be circulated to Councillors before the meeting commences.

7. COMMUNITY GRANT – SECRET SOCIETY OF HERTFORD CRAFTERS

To consider the application received for an award from the Community Grant fund. –**PAPER B page 7**

8. COMMUNITY GRANT – HERTFORDSHIRE BOAT RESCUE

To consider the application received for an award from the Community Grant fund. – **PAPER C page 9**

9. COMMUNITY GRANT – HERTFORD DISTRICT SCOUTS

To consider the application received for an award from the Community Grant fund. – **PAPER D page 11**

10. NEW HOMES BONUS GRANT FUND APPLICATIONS

To consider the following application under the NHB Grant Fund.

- a) Active in the Community CIC
- b) 2nd Bengeo Scouts

PAPER E page 13

11. PERSONNEL SUB COMMITTEE

To receive the draft minutes of the Personnel Sub Committee Meeting held on 28 January 2019 - **PAPER F page 15**

12. REVIEW OF THE FOLLOWING CONSTITUTION DOCUMENTS

**Standing Orders
Budget Summary 2019-20
Financial Regulations
Treasury Management Policy
Card Holder Data Security Policy**

To review and recommend the above documents for adoption by the Town Council. **PAPER G 19**

13. FRAMEWORK FOR IMPROVING THE GREEN CREDENTIALS OF HERTFORD TOWN COUNCIL

To receive a report set out a framework for the proposed activities to be undertaken with the aim to improve Hertford Town Council's (HTC) green credentials and carbon footprint. **PAPER H page 73**

14. GENERAL DATA PROTECTION REGULATION

To consider a report from the Town Clerk outlining the progress of the Council's actions in respect of the General Data Protection Regulation **PAPER I page 79**

15. OBJECTIVES 2016-19

To receive a report on the progress on the Objectives 2016-19 – **PAPER J page 161**

16. FINANCE

(a) Bank Reconciliations

To receive the bank reconciliation summaries for December 2018 – January 2019 - **PAPER K** (As agreed at the meeting of this Committee on 16th February 2009, summary sheets only are provided. Bank Statements can be viewed in the Castle at any time) **page 167**

(b) Payment Schedules

To receive the cheque payment schedules from December 2018 to January 2019 including schedules for payments over £500 – **PAPER L page 181**

(c) Debtor and Creditor Payment Times

To receive a report detailing the time it takes for the Council to pay its creditors and to receive payment from its debtors – there are no debtors over 90 days. **PAPER M page 185**

(d) Internal Audit Report

The second internal audit will be carried out 25th April 2019. The audit report will be considered at the next Finance, Policy and Administration committee meeting to be held in June 2019.

(e) Third Quarter Income and Expenditure 2018/19

To receive a report on the third quarter income and expenditure for 2018/19 - **PAPER N page 187**

17. EXCLUSION OF PRESS AND PUBLIC

It is recommended that in view of the confidential nature of the following item, which relates to the business matters of other individuals and organisations, the public shall be excluded while the following item is discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

18. TAXI MARSHAL CONTRACT

To consider a report to award the contract for the Taxi Marshal scheme for 2019/20 - **PAPER O 215**

19. **HERTFORD ARTS HUB**

To consider a report from the Town Clerk - **PAPER P (report to follow)**

FINANCE, ADMINISTRATION AND POLICY COMMITTEE MEETING – 7th JANUARY 2019				
ACTION LIST FROM				
FINANCE	ACTION	BY	DUE DATE	STATUS AS AT February 2019
	Client Deposit Account – To open	TC/MB		Action completed
	Future finance reports to include graphs highlighting direction of travel	MB	15 October 18	Included in Agenda item 16e
	Budget reports, to be created using an average of the last three years income with a view meeting all budgets within 20%			Budget reporting has been amended.
PREMISES				
OTHER	Ashley Webb Shelter Refurbishment and future Maintenance of Castle Grounds – <i>The Clerk has written to EHC to formally request to take over the ownership and maintenance of the grounds</i>	JW		No reply received.

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**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION
COMMITTEE – 11TH MARCH 2019**

**AGENDA ITEM 7– COMMUNITY GRANT APPLICATION – SECRET SOCIETY OF
HERTFORD CRAFTERS - SSOHC**

1. PURPOSE OF THE REPORT

To present to Committee the applications received for awards from the Community Grant fund.

2. BACKGROUND

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013.

There is a budget of £16,000 for Community Grants in 2018/19 with an additional £3799 rolled forward from 2017/18.

The Committee is asked to decide:

- whether or not to approve individual application;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

- a. Audited accounts.
- b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

The criteria for the award of Community Grants can be found in the Grants Policy that can be viewed at <https://www.hertford.gov.uk/constitution/>

**3 GRANT APPLICATION – SECRET SOCIETY OF HERTFORD CRAFTERS
SSOHC**

An application for £250 towards the cost of creating a secret yarnbomb – an enchanted wonderland in the centre of Hertford in the summer holidays of 2019. It will be aimed at children and will coincide with Hertford Town Councils trail of mythical creatures. The charity it will support will be CHIPS.

4. RECOMMENDATIONS

It is recommended that:

- a) The Committee **notes** the report.
- b) The Committee **considers** the level of grant, if any, it would wish to make in this case.

Report by Nick Kirby – Interim Civic Administration Manager

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION
COMMITTEE – 11TH MARCH 2019**

**AGENDA ITEM 8 – COMMUNITY GRANT APPLICATION – HERTFORDSHIRE
BOAT RESCUE**

1. PURPOSE OF THE REPORT

To present to Committee the applications received for awards from the Community Grant fund.

2. BACKGROUND

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013.

There is a budget of £16,000 for Community Grants in 2018/19 with an additional £3799 rolled forward from 2017/18.

The Committee is asked to decide:

- whether or not to approve individual application;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

- a. Audited accounts.
- b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

The criteria for the award of Community Grants can be found in the Grants Policy that can be viewed at <https://www.hertford.gov.uk/constitution/>

3 GRANT APPLICATION – HERTFORDSHIRE BOAT RESCUE

An application for £500 towards the cost of keeping their rescue vehicles on the road and to repair rescue boats that are damaged.

The organisation runs safety patrols along the river in Hertford and provides free support for community events such as Rock in the Castle.

4. RECOMMENDATIONS

It is recommended that:

- a) The Committee **notes** the report.
- b) The Committee **considers** the level of grant, if any, it would wish to make in this case.

Report by Nick Kirby – Interim Civic Administration Manager

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION
COMMITTEE – 11TH MARCH 2019**

**AGENDA ITEM 9– COMMUNITY GRANT APPLICATION – HERTFORD DISTRICT
SCOUTS**

1. PURPOSE OF THE REPORT

To present to Committee the applications received for awards from the Community Grant fund.

2. BACKGROUND

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013.

There is a budget of £16,000 for Community Grants in 2018/19 with an additional £3799 rolled forward from 2017/18.

The Committee is asked to decide:

- whether or not to approve individual application;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

- a. Audited accounts.
- b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

The criteria for the award of Community Grants can be found in the Grants Policy that can be viewed at <https://www.hertford.gov.uk/constitution/>

3 GRANT APPLICATION – HERTFORD DISTRICT SCOUTS

An application for £377 towards the cost for one Scout to attend the World Scout Jamboree in West Virginia, North America in 2019. This represent 10% of the full cost to attend, the remainder will be raised by fund raising by the attendee. The Jamborees focus is bringing people together to emphasize leadership and cultural understanding.

4. RECOMMENDATIONS

It is recommended that:

- a) The Committee **notes** the report.
- b) The Committee **considers** the level of grant, if any, it would wish to make in this case.

Report by Nick Kirby – Interim Civic Administration Manager

REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 11 MARCH 2019

AGENDA ITEM 10 – NEW HOMES BONUS GRANT APPLICATIONS

1. PURPOSE OF THE REPORT

To present to Committee the applications received for awards from the New Homes Bonus Community Fund.

2. BACKGROUND

At a meeting the Finance, Policy and Administration Committee held on 12 March 2018, the Committee approved a new grant scheme allocated from the New Homes Bonus, to invest in local communities in Hertford, to enhance and improve those communities on behalf of the residents and businesses.

New Homes Bonus funding can only be allocated to those projects which show a clear benefit to residents and businesses in Hertford.

The Criteria for the Award of New Homes Bonus Grants can be found on the New Home Bonus Grants application form that can be viewed at <https://www.hertford.gov.uk/page-new-homes-bonus-grant-funding-90/>

Individual grants of up £30,000 may be awarded.

3. GRANT APPLICATIONS

The following applications have been received and the Committee is asked to give consideration to the following:

Active in the Community CIC

An application for funding of £19,500 towards the cost of installing cycle shelters, additional bike racks and signage at Hertford Cycle Hub in Hartham Common. Funding will also contribute towards workshop equipment to teach riders basic bike maintenance and adult/children's bikes to help residents who do not own bikes use the facility.

2nd Bengoe Scouts

An application for funding of £16,804 towards the cost of refurbishing the scout hut. Work will include a bigger kitchen and new toilets. This will enable them to rent out the facility to other groups with the aim of becoming more self sufficient to cover planned rent increases in future years.

All application are included in the Appendices bundle.

4. RECOMMENDATIONS

It is recommended that:

PAPER E

- a) The Committee **notes** the report.
- b) The Committee **considers** the level of grant, if any, it would wish to make in each case.

Report by Nick Kirby – Interim Civic Administration Manager

**MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING HELD ON
MONDAY 29 JANUARY 2019 IN THE ROBING ROOM, THE CASTLE,
HERTFORD**

PRESENT: Councillor Mrs R Bolton, in the Chair

Councillors: P Boyle, and Miss J Sartin

IN ATTENDANCE: Cllr P Ruffles, Mr J Whelan, Town Clerk

500. RECORDING OF MEETING

It was established that no person present wished to record the meeting.

501. APOLOGIES FOR ABSENCE

Cllr R Deering (other commitment)

502. DECLARATION OF INTERESTS

None.

503. MINUTES

It was **RESOLVED** that:

The minutes of the last meeting held on 12 November 2018 be confirmed as a correct record of the proceedings and signed by the Chairman.

504. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public wishing to speak.

505. SICKNESS STATISTICS

The Committee received an up to date report on staff sickness for the year January to December 2018.

Committee noted that the average sickness per member of staff had increased since the previous Committee meeting; the Town Clerk explained that was due to the accumulation of a high number of sick days resulting from the planned/expected absence of two members of staff.

It was **RESOLVED** that:

The Committee notes the report.

506. OVERTIME AND TOIL REPORT

The Committee considered a report on the overtime and TOIL expenditure for the year to date. Committee commented that some members of staff had accrued TOIL balances equating to more than 2-3 working days. The Town Clerk advised that discussions were taking place with those staff regarding a reduction in the level of accrued hours.

It was **RESOLVED** that:

The Committee notes the report.

507. CASUAL OFFICER HOURS

The Committee received a report outlining the amount of hours worked by each Casual Officer since their appointment.

It was **RESOLVED** that:

The Committee **notes** the report.

508. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that:

In view of the confidential nature of the following items, which relate to the business matters other individuals and organisations, the public shall be excluded while the follow items were discussed. This was in accordance with the Public Bodies (Admission to Meetings) Act 1060, as amended by the Local Government Act 1972.

509. REPORT FROM THE TOWN CLERK

The Committee received a report from the Town Clerk.

It was **RESOLVED** that:

Staff reward payments be made to three staff for the reasons outlined in the report.

510. REPORT FROM THE TOWN CLERK

The Committee received a report from the Town Clerk. It was noted that the Town Clerk anticipates bringing a report on the review to Personnel Sub Committee in May 2019.

It was **RESOLVED** that:

(a) the draft brief should be amended to remove the examination of the arrangements for existing staff (not existing posts) from the scope of the review

(b) the review should proceed on the basis of the revised scope (this was a majority vote of 2-1 in favour with Cllr P Boyle voting against)

There being no further business the meeting ended at 8:30 p.m.

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**REPORT TO A MEETING OF THE POLICY, FINANCE & ADMINISTRATION
COMMITTEE – 11TH MARCH 2019**

AGENDA ITEM 12 – REVISION OF CONSTITUTION DOCUMENTS

1. PURPOSE OF THE REPORT

To present for review a number of documents forming part of the Council's Constitution.

2. CONTEXT

The Standing Orders and other documents within the Council's Constitution are reviewed and updated regularly.

The following documents are presented to Committee for review:

- Standing Orders
- Financial Regulations
- Treasury Management Policy
- Card Holder Data Security Policy
- Budget Summary 2019-20

3. DOCUMENT REVIEW

Standing Orders

The Council's Standing Orders are its written rules and are essential to regulate the proceedings of a meeting. They are different to and distinct from the Council's policies, though standing Orders may refer to those policies.

The Council refers to and utilises the guidance on governance, and other matters, that is provided by the National Association of Local Councils (NALC).

NALC published a set of model Standing Orders in 2013 and in April 2018 released a revised version of model Standing Orders. As the Standing Orders were last reviewed and adopted in March 2018, it is timely for the annual review to take into account the revised Model Standing Orders 2018 produced by NALC.

Officers have compared the NALC Model Standing Orders and the existing, currently adopted, version of the Council's Standing Orders. A two way checking process was undertaken to identify:

- Issues that are covered in the NALC Model Standing Orders and not in the Council's adopted Standing Orders; and

- Items that are in the Council's adopted Standing Orders, and cannot be found in the NALC Models Standing Orders 2018.

The checking process confirmed that the current adopted Standing Orders need to be updated as the NALC Model Standing Orders 2018 are more detailed on individual issues (such as rules of debate at meetings) and providing more specific advice is provided on other issues.

Whilst much of the currently adopted Standing Orders can be found in the NALC Model Standing Orders 2018 it is not possible to present a tracked changes version of the Council's Standing Orders 2018 for consideration by Committee.

This is because the NALC Model Standing Orders 2018 contain the information in a significantly different order and in a more detailed way.

The Council's Standing Orders 2018 can be viewed at:

<https://www.hertford.gov.uk/constitution/>

And the draft new Standing Orders are attached as Appendix A.

Based on the analysis undertaken, Officers are of the view that the Council should adopt the entire NALC Standing Orders 2018 as the Council's Standing Orders.

Financial Regulations

These have been reviewed and limited changes are suggested on the tracked changes version appended at Appendix B.

Treasury Management Policy

This policy has been reviewed and limited changes are suggested on the tracked changes version appended at Appendix C.

Card Holder Data Security Policy

This policy has been reviewed and limited changes are suggested on the tracked changes version appended at Appendix D.

Budget Summary 2019-20

Is presented for consideration and is attached at Appendix E

3. RECOMMENDATIONS

It is RECOMMENDED that Committee:

- a) **considers** the draft revised constitution documents

- b) **recommends** the documents, including any amendments, to the Full Town Council for inclusion within the Constitution
- c) **notes** the report.

Report by Joseph Whelan – Town Clerk

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HERTFORD TOWN COUNCIL

STANDING ORDERS

**Including
Financial Regulations,
Localism Act 2011**

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1. **RULES OF DEBATE AT MEETINGS**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;

- iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.

2. **DISORDERLY CONDUCT AT MEETINGS**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. **MEETINGS GENERALLY**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of

the meeting.

- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
-
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**
- *See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.*
- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.**

- t The minutes of a meeting shall include an accurate record of the following:
 - i. the time and place of the meeting;
 - ii. the names of councillors who are present and the names of councillors who are absent;
 - iii. interests that have been declared by councillors and non-councillors with voting rights;
 - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
 - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - vi. if there was a public participation session; and
 - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council’s code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
-
-
- x A meeting shall not exceed a period of 2.5 hours.

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 1 day before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;
 - x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the

meetings of a sub-committee;

- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman (if there is one) of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;

- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any**

two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.

- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 4 days of having been requested to do so by 3 members of the committee [or the sub-committee], any 3 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. PREVIOUS RESOLUTIONS

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. VOTING ON APPOINTMENTS

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 3 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least () clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer

shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

a The following motions may be moved at a meeting without written notice to the Proper Officer:

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION** *See also standing order 20.*
- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
 - b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
 - c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
 - d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. **DRAFT MINUTES**

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting.**
-

- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS** *See also standing order 3(u).*

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made [by the Proper Officer] OR [by a meeting of the Council, or committee or sub-committee for which the dispensation is required] and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered [by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] OR [at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required].
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard**

to all relevant circumstances any of the following apply:

- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
- ii. **granting the dispensation is in the interests of persons living in the Council's area;**
or
- iii. **it is otherwise appropriate to grant a dispensation.**

14. **CODE OF CONDUCT COMPLAINTS**

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Borough Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. **LEADER AND DEPUTY LEADER OF THE COUNCIL**

- a The largest political group of the Council may, at the time of the Annual Council meeting following the ordinary election of town Councillors, nominate a Councillor as the Leader of the Council and Deputy Leader of the Council by giving the Town Clerk notice of at least 7 clear days before the meeting.
- b A change of Councillor recognised as Leader of the council and Deputy Leader of the Council may take place at any other time provided the largest political group on the Council gives notice to the Town Clerk, who shall report the change to the next ordinary Council meeting.
- c When a nomination is made the Council will note the appointment. (standing order 5 j ix)

- d The Leader of the Council is the most senior Councillor of the Council politically. He/she will lead the decision making process at Councillor level and liaise with the Town Clerk on those issues, forward plans and matters of policy or strategic direction. The Leader of the Council has no legal status or civic and ceremonial responsibilities.
- e The Town Clerk may use the Leader of the Council as a “sounding board” in advance of formal consideration of any matter to assist in gauging likely Councillor reaction to a proposal.
- f The Deputy Leader of the Council will act during periods of absence of the Leader.

16. **PROPER OFFICER**

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least () days before the meeting confirming his withdrawal of it;
 - iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor’s register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council’s

relevant policies and procedures;

- ix. liaise, as appropriate, with the Council's Data Protection Officer;
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also standing order 23);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the [Chairman or in his absence the Vice-Chairman (if there is one) of the Council] OR [Chairman or in his absence Vice-Chairman (if there is one) of the () Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of [the Council] OR [() committee];
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also standing order 23).

17. **RESPONSIBLE FINANCIAL OFFICER**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

18. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the

year to date;

iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

19. **FINANCIAL CONTROLS AND PROCUREMENT**

a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls;

ii. the assessment and management of financial risks faced by the Council;

iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;

iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**

- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**
- h. **Purchase orders for works, goods, or services up to an estimated value of £5,000 need not be subject to the competitive bid requirement. Three formal quotations will be sourced (wherever possible) for orders for works, goods, or services between an estimated value of £5,000 and £25,000. All Officers are responsible for obtaining value for money at all times. An Officer raising a requisition for an order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of**

each transaction.

20. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of the Finance & Policy and Administration committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Town Clerk shall notify the the Chairman of the Personnel sub-committee] or, if he is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence to the Personnel sub-committee] at its next meeting.
- c The chairman of the Personnel sub-committee or in his absence, the vice-chairman shall conduct a review of the performance and annual appraisal of the work of the Town Clerk.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff shall contact the chairman of the Personnel sub-committee]or in his absence, the vice-chairman of the Personnel sub-committee in respect of a formal grievance matter and this matter shall be reported back to the Personnel sub-committee].
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by a member of staff relates to the chairman or vice-chairman of Personnel sub-committee this shall be communicated to another member of the Personnel sub-committee which shall be reported back and progressed by the Personnel sub-committee].
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

21. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **[If gross annual income or expenditure (whichever is higher) does not exceed £25,000] The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] The Council, shall publish information in accordance with the requirements of the Local

Government (Transparency Requirements) (England) Regulations 2015.

22. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

- a **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- b **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- c **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- d **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- e **The Council shall maintain a written record of its processing activities.**

23. RELATIONS WITH THE PRESS/MEDIA

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

24. EXECUTION AND SEALING OF LEGAL DEEDS

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **[Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

OR

[Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.

25. COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council OR Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

26. RESTRICTIONS ON COUNCILLOR ACTIVITIES

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

27. STANDING ORDERS GENERALLY

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Document 2.5

BUDGET SUMMARY 2019/2020

(The main items of activity)

Last Adopted 7/01/2019 – new budget due by March 2020

INCOME	£
Interest on investments	2,570
Allotments	10,681
Cemetery & closed churchyards	65545.28
Rents and loans	104,703
Tourism, development, events	82,379
Hire fees and donations	105,235
Grants and Bonuses	155,818
Total budgeted for income	526,931
General Expenditure	£
General administration	83,955
Mayor's allowance	3,602
Civic expenses	13,479
Community Grants	20,353
Election expenses	5,140
Cemeteries and closed churchyards	90,533
Allotments	19,793
Public amenities	25,546
Christmas lights	30,840
Town Centre CCTV	33,364
Taxi Marshalling	10,588
Tourism, development, events	151,735
Premises	208,351
Museum	144,355
Expenditure on New Homes Bonus	42,832
Total budgeted for general expenditure	884,467
Wages Expenditure	£
General administration	182,364
Cemetery and closed churchyards	135,301
Allotments	25,026
Public amenities	12,431
Tourism, development, events	226,736
Premises	144,748
Museum	4,466
Total budgeted for wages expenditure	731,072
Summary and projected balances	£
Opening reserves	1,319,392
Plus precept	1,187,116
Plus income	526,931
Less budgeted general expenditure	-884,467
Less budgeted wages expenditure	-731,072
Anticipated closing reserves	1,417,900

1. Introduction

- 1.1 To secure economy, efficiency and effectiveness a core activity for the Council is making and managing a proper budget that realistically forecasts expected expenditure and the means to meet it.
- 1.2 This includes keeping various matters under review, such as fees and charges and financial policies. The Council will also ensure proper cash flow management and place temporary balances in investments to generate income.
- 1.3 The Committees of the Council regularly monitor the approved budget.

2. The Budget Cycle

- 2.1 The financial year in local government, including Hertford Town Council runs from 1st April to 31st March.
- 2.2 Work on next year's budget usually starts in the autumn with Committees reviewing budget requirements before Christmas.
- 2.3 The budgeting process is co-ordinated by the Finance, Policy & Administration Committee. This Committee makes the final budget recommendations to a meeting of the Full Council. This meeting is held in late January or early February.
- 2.4 The expenditure that cannot be met from fees and charges or other income is met by Hertford's Council Taxpayers. This Council achieves this by levying a precept (making an instruction) on East Herts Council. That Council then includes Hertford Town Council's precept in the bills sent out to Council Taxpayers in late March.

3. The 2019/20 Budget

- 3.1 The budget was approved by the Council at its meeting on 14th January 2019 and is summarised on the next page.
- 3.2 A precept of £1,187,116 is been levied for 2019/20. The Council Tax base for Hertford in 2019/20 is 11,997.13. Divide the precept by the Council Tax base and this gives an average Council Tax payment of £98.95 for Hertford Town Council's activities.
- 3.3 Last year's precept resulted in an average council tax payment of £96.08. This represents a 2.99% increase for 2019/20.

4. Ongoing projects in 2019/20

- 4.1 While managing to keep the Precept down to a 2.99% increase the Council is proposing the following activities:
 - ▶ Expansion of the programme of events held at the Castle and in the town
 - ▶ Ongoing provision for a Town Development Fund to finance projects that enhance the town centre and support economic development
 - ▶ Ongoing support for the Taxi Marshal Scheme with match funding from Hertfordshire County Council

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Document 2.3

FINANCIAL REGULATIONS

(Ensuring Probity and Value For Money)

Adopted March 2019

Review by 31st March 2020

1. General

- 1.1 These Financial Regulations shall govern the conduct of the financial transactions of Hertford Town Council (Council) and may only be amended or varied by resolution of the Council.
- 1.2 The Responsible Financial Officer (RFO) pursuant to Section 151 of the Local Government Act 1972 and under the policy direction of the Finance, Policy & Administration Committee shall be responsible for the proper administration of the Council's financial affairs. This shall be the Finance Manager.
- 1.3 The RFO shall be responsible for arranging the production of financial management information.
- 1.4 In these Financial Regulations, the following definitions shall apply:

Council	-	Hertford Town Council;
RFO	-	Responsible Financial Officer (Finance Manager);
Revenue Services	-	Services financed from revenue budgets e.g. cemetery maintenance, premises cleaning, salaries;
Capital Projects	-	specific projects approved on a case by case basis which are not funded by the Revenue budget.
Virement	-	transfer of sums from another budget (in the relevant Committee budget or that of another Committee) or from reserves;
Approving Officer		Finance Manager; Marketing and Events Manager; Civic Administration Manager, Town and Tourist Development Manager; Grounds Supervisor; or Private Hire and Functions Co-ordinator

2. Annual Estimates

- 2.1 Each Committee shall formulate and submit proposals to the Finance, Policy & Administration Committee in respect of Revenue Services and Capital Projects for inclusion in the rolling capital programme when required by the Finance, Policy & Administration Committee.
- 2.2 Detailed estimates of income and expenditure on revenue services, and receipts and payments on capital account, shall be prepared each year by the RFO.
- 2.3 The Finance, Policy & Administration Committee shall review the estimates and submit them to the Council, and shall recommend the precept to be levied for the ensuing financial year. The RFO shall supply each Councillor with a copy of the approved estimates.
- 2.4 The annual capital and revenue budgets shall form the basis of financial control for the ensuing year.

3. Budgetary Control

- 3.1 Expenditure on General Reserve may be incurred up to the limit of each approved Committee budget.
- 3.2 No expenditure may be incurred which cannot be met from the appropriate Committee expenditure sub-total. Where the expenditure can be covered by a surplus elsewhere in the Committee expenditure budget, the approval of the Committee is required for any sum exceeding £5000. For expenditure of less than £5000, the approval of the Town Clerk is required following consultation with the appropriate Committee Chairman. In cases where the overall Committee expenditure budget will be exceeded, a virement or supplementary estimate must be approved by the Finance, Policy & Administration Committee or the Council before the expenditure is incurred.
- 3.3 The RFO shall periodically provide the Finance, Policy & Administration Committee and its Chairman with such financial information necessary for the operation of the Council and its Committees – i.e. quarterly statements of income and expenditure to date and forecasts under each head of the approved annual revenue and capital budgets or other information requested.
- 3.4 The Town Clerk may incur expenditure on behalf of the Council that is necessary to carry out any repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Town Clerk shall consult the Chairman of the appropriate Committee (or in their absence, the Committee Vice-Chairman) and the Leader of the Council before such expenditure and shall then report the action to that Committee as soon as practicable thereafter.
- 3.5 Where expenditure is incurred in accordance with regulation 3.4 above and the sum required cannot be met from savings made elsewhere within that Committee's approved budget, it shall be subject to the provisions of a supplementary estimate approved by the Finance, Policy & Administration Committee or the Council.
- 3.6 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless a Committee has sought and obtained the approval of the Finance, Policy & Administration Committee or a report on carry forwards submitted by the RFO for consideration is approved by the Finance, Policy & Administration Committee.
- 3.7 No expenditure shall be incurred in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Committee concerned and the Finance, Policy & Administration Committee is satisfied that the necessary capital funds are or will be available, or the requisite borrowing approval can be obtained.
- 3.8 All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts unless matters of urgency and efficiency make suspension of the regulations appropriate. The Town Clerk shall consult the Chairman of the appropriate Committee before any such suspension, shall advise the Chairman of the reasons for and effects of suspending the regulations and shall then report the action to the Finance, Policy & Administration Committee as soon as practicable thereafter. Any such report shall include full reasons for the need of such suspension.

4. Accounting and Audit

-
- 4.1 All accounting procedures and financial records of the Council shall be determined by the RFO as required by the Accounts and Audit Regulations 2015 and all accounting records of the Council shall be compiled by the RFO under the Town Clerk's direction.
- 4.2 The RFO shall be responsible for completing the annual accounts of the Council as soon as practicable after the end of the financial year and shall submit them for consideration to the Finance, Policy and Administration Committee for recommendation to the Full Town Council no later than 30th June each year for consideration
- 4.3 Following consideration by Full Town Council, the accounting statements should be approved by resolution for submission to the auditor and signed and dated by the person presiding at the meeting at which the approval was given.
- 4.4 The audit and issuing of the certificate, opinion or report should be completed no later than 30th September.
- 4.5 The following principles shall be observed wherever practical:
- (a) The duty of providing information, calculating, checking and recording sums due to, or from, the Council, should be separated as completely as possible from the duty of collecting or disbursing them.
 - (b) Officers charged with the duty of examining and checking the accounts of cash transactions should not be engaged in any of those transactions.
- 4.6 The Town Clerk shall be responsible for maintaining an adequate and effective system of internal audit of the Council is accounting, financial and other operations in accordance with Regulation 5 of the Accounts and Audit Regulations 2015. Any Officer or Councillor shall, if the Town Clerk requires, make available such documents of the Council which relate to their accounting or other records as appear to the Town Clerk to be necessary for the purpose of the audit and shall supply the Town Clerk with such information as they consider necessary for that purpose.
- 5. Banking and Cheques**
- 5.1 The Council's banking arrangements shall be made by the RFO and notified to Finance, Policy & Administration Committee.
- 5.2 The Finance, Policy & Administration Committee shall have delegated powers to authorise signatories to receive a schedule of the payment of money produced by the RFO together with the relevant invoices. If the schedule is in order it shall be signed by two authorised Councillors on completion of signing of the cheques.
- 5.3 Copies of the signed payment schedules, bank transfer letters and other authorised money movements shall be available for inspection by any Councillor.
- 5.4 Cheques, Bacs and other payment instructions drawn on any account shall be signed by at least two authorised Councillor signatories.
- 5.5 Payment of general accounts by BACS or other electronic method is been implemented and this will require authorisation by two approved Councillors in operation.

6. Payment of Accounts

- 6.1 All payments, wherever possible, shall be made by cheque or other order drawn on the Council's bankers. In the case of online or retail purchases with suppliers who do not provide the Council a monthly credit facility payment shall be effected by Business Card (or petty cash where appropriate). Where contractually required, or the payment method results in a financial benefit to the Council, payment may be effected by Direct Debit subject to any instruction forms or letters being signed by two authorised Councillors .
- 6.2 All invoices for the Officer who issued the Requisition Order shall examine payments, before passing an invoice to the RFO. The Officer shall be satisfied that the work, goods or services to which the invoice relates to has been received, carried out, examined and approved.
- 6.3 Invoices passing scrutiny of the issuing Officer and an Approving Officer or the Town Clerk shall pass it to the RFO who shall examine them in relation to arithmetical accuracy and authorisation, and shall code them to the appropriate expenditure head. S/he shall take all possible steps to settle all invoices by the end of the payment period in which such invoices are received.
- 6.4 Inspection and signing of cheques and schedules will be arranged by the RFO at a time when s/he is available to answer signatories' enquiries on any of the invoices.
- 6.5 The RFO may provide petty cash to Officers for defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement:
- (a) The RFO shall maintain a petty cash float to a maximum of £250 for the Castle, £150 for the Town & Tourist Information Centre and £50 for the Cemetery, for defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - (b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - (c) Payments to maintain the petty cash float shall be shown separately on the schedule of the payment of money presented to the Finance, Policy & Administration Committee (under 5.2 above).

7. Payment of Salaries and Wages

- 7.1 The payment of all salaries shall be made by the RFO from the current account in accordance with the payroll records using BACS unless with the agreement of the Town Clerk in which case the reasons must be recorded.
- 7.2 Only time sheets that have been certified as accurate by supervisors and/or line managers shall be submitted to the RFO. Timesheets presented directly to the RFO without the authorisations will not be processed until certification has been obtained.
- 7.3 The transfer of employee and employer contributions into the Local Government Pension Scheme will be made by BACS. Transfer will be made by cheque payment in the event that the BACS facility is temporarily unavailable.

7.4 The payment of tax and national insurance deductions to HM Revenue & Customs will be made by BACS. Payment will be made by cheque in the event that the BACS facility is temporarily unavailable.

7.5 The payment for Childcare Vouchers supplied under a salary sacrifice scheme will be made by BACS. Payment will be made by cheque in the event that the BACS facility is temporarily unavailable.

8. Loans and Investments

8.1 All loans and any changes thereto shall be approved by the Finance, Policy & Administration Committee in the name of the Council and shall be for a given maturity agreed at the time the loan is taken out.

8.2 All investments of money under the control of the Council shall be in the name of the Council and be administered by the RFO in accordance any extant investment policies determined by the Council.

8.3 All borrowings shall be effected in the name of the Council and be subject to any statutory external approval being obtained.

8.4 All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9. Income

9.1 The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

9.2 Particulars of all charges to be made for work done, services rendered or goods supplied shall be notified to the RFO and the RFO shall be ultimately responsible for the collection of all accounts due to the Council.

9.3 The Council will review all fees and charges annually.

9.4 Any debts outstanding for more than 90 days or unrecoverable in the view of the RFO shall be reported to the Finance, Policy & Administration Committee. The report shall include proposals on how the non-receipt of funds is being dealt with and the effect on the Council's agreed budgets.

9.5 All sums received on behalf of the Council shall either be passed to the RFO for banking or be banked by the Officer collecting the money as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers as soon as possible after receipt at least weekly or with such frequency as the RFO considers necessary.

9.6 All sums received on behalf of the Council via a card payment terminal will be handled in accordance with the Council's Cardholder Data Security Policy. Refer to Appendix 2.3 (b)

9.7 A reference to the related debt, or otherwise, indicating the origin of each cheque, shall be recorded and cross-referenced to the paying-in slip.

9.8 Every transfer of petty cash from one member of staff to another shall be signed for by the receiving Officer.

9.9 Personal cheques shall not be cashed out of money held on behalf of the Council.

10. Orders for Work, Goods and Services

- 10.1 An official purchase order shall be raised for all orders for work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate e.g. petty cash purchases. Requisitions are to be authorised by the Town Clerk (unless delegated authority has been given) after establishing that the expenditure is covered by appropriate provision in the budget. Where such delegated authority has been given, it shall be in writing and include any appropriate restrictions. Copies of orders issued shall be retained.
- 10.2 The RFO is responsible for maintaining the order books and implementing procedures to ensure that all staff comply with the Financial Regulations in respect of ordering.
- 10.3 Purchase orders for works, goods, or services up to an estimated value of £5,000 need not be subject to the competitive bid requirement in 11.1. Three formal quotations will be sourced (wherever possible) for orders for works, goods, or services between an estimated value of £5,000 and £25,000. All Officers are responsible for obtaining value for money at all times. An Officer raising a requisition for an order is to ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction.

11. Contracts

- 11.1 Procedures as to the contracts are as follows:

Every contract, whether made by the Council or by a Committee to which the power of making contracts has been delegated, shall comply with these Financial Regulations, and such a Committee shall make no exception from any of the following provisions of these Financial Regulations otherwise than by direction of the Council or in an emergency.

- 11.2 Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £25,000, but less than £164,176 (or such other values as may be prescribed from time to time by regulation) must, unless exempt from specified regulations, be procured and publicised in accordance with articles 109-144 of the Public Contracts Regulations 2015 or successor regulations. In addition to the requirements set out in the regulations the opportunity will be advertised on the Council's website and may be disseminated in any other manner that is appropriate, having regard to the nature of the contract and suppliers. This may include, but is not limited to, dissemination to a group of economic operators selected for the purpose, whether ad hoc or by virtue of their membership of some closed category such as a trade association. The advertisements and disseminated material shall contain, as a minimum, the same information as that published on Contracts Finder in accordance with the Regulations.
- (a) When applications are made to waive Financial Regulations relating to contracts to enable a tender to be negotiated without competition, the reason shall be embodied in a recommendation to the Council.
- (b) Every exception made by a Committee to which the power of making contracts has been delegated shall be reported to the Council and the report shall specify the emergency by which the exception shall have been justified.

- (c) Such Invitation to Tender shall state the general nature of the intended contract and the Town Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The Invitation to Tender shall in addition state that tenders must be addressed to the Town Clerk and the last date and time by which such tenders should reach the Town Clerk. Each tendering firm shall be supplied with a specially marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. The tenderers shall be advised that tender envelope must not bear any name or mark on the outside that will identify the tendering firm.
- (d) All sealed tenders shall be marked with the date and time that they are received by the Council and stored in a safe place until the time of opening. The Town Clerk or the properly authorised deputy in the presence of at least two Councillors shall open all tenders at the same time on the prescribed date. The value of each tender shall be recorded at the time of opening and signed by all Officers and Councillors present.
- (e) If less than three tenders are received for contracts valued above £25,000, or if all the tenders are identical the Council, may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- (f) Any invitation to tender issued under this Standing Order shall contain a statement of the effect of Standing Order No. 16 (Members Declaration of Interest in Contracts and Other Matters).
- (g) The Council shall not be obliged to accept the lowest or any tender.
- (h) Any proposed contract with an estimated value exceeding £164,176 (or such other value as may be prescribed from time to time by regulation) must, unless exempt from the specified, be procured and publicised in accordance with Part 2 of the Public Contracts Regulations 2015 (which implements the Public Contracts Directive of the European Union) or successor.

11.3 Restrictions

Unless contrary to regulations:

- (a) Canvassing of members of the Council or of any Committee, directly or indirectly, for any contract to be entered into by the Council shall disqualify the potential tenderer from the award of the Contract.
- (b) No member of the Council nor of any Committee shall solicit for any tenderer or recommend any tenderer but may nevertheless give a written testimonial of the tenderer's ability, experience or character for submission to the Council with an application for appointment.

12. Payments under Contracts for Building or Other Construction Works

- 12.1 Payment on account of the contract sum shall be arranged by the Town Clerk within the time specified in the contract by the Town Clerk upon production of authorised certificates of the architect or other consultants engaged to supervise the contract.

-
- 12.2 Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case, when it is estimated that the total cost of work carried out under a contract, excluding fluctuation clauses, will exceed the contract sum by 5% or more a report shall be submitted to the appropriate Committee.
- 12.3 Any variation to a contract, addition to, or omission from a contract must be approved by the Town Clerk in writing; the appropriate Committee will be informed when the final cost is likely to exceed the financial provision.

13. Stores and Equipment

- 13.1 The appropriate Officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2 Delivery notes must be obtained in respect of all goods received into store and goods must be checked as regards quality and being attributable at the time delivery is made before such delivery / acceptance notes are signed.
- 13.3 Stocks shall generally be maintained at the minimum levels consistent with operational requirements.
- 13.4 The RFO shall be responsible for arranging an annual check of all stocks and stores.

14. Properties and Estates

- 14.1 The Town Clerk shall make appropriate arrangements for the custody of all title deeds of properties owned by the Council. The Town Clerk shall ensure a record is maintained of all properties owned by the Council, recording the location, extent, plan, reference, purchase details, nature of interest, tenancies granted, rents payable and purpose for which held in accordance with regulation 5(3)(b) of the Accounts and Audit Regulations 2011.
- 14.2 No property shall be sold, leased or otherwise disposed of without the authority of the Council, on the recommendation of the appropriate Committee and Finance, Policy & Administration Committee.

15. Insurance

- 15.1 The RFO shall effect all insurances and negotiate all claims on the Council's insurers.
- 15.2 The RFO shall give prompt notification to the Council's insurers of all new risks, properties or vehicles, which require to be insured and of any alterations affecting existing insurances.
- 15.3 The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 15.4 The RFO shall be notified of any loss liability of damage or of any event likely to lead to a claim.
- 15.5 All appropriate employees of the Council shall be included in suitable fidelity guarantee insurance.

16. Revision of Financial Regulations

- 16.1 It shall be the duty of the Finance, Policy & Administration Committee to review the Financial Regulations of the Council from time to time and to make such recommendations to the Council as the Committee considers are required.

17 Investment Strategy and Policy

Refer to Appendix 2.3 (a)

18. Inventories

- 18.1 Inventories shall be maintained and in these shall be recorded an adequate description of furniture, fittings, equipment, plant and machinery.
- 18.2 The Council's property shall not be removed otherwise than in accordance with the ordinary course of the Council's business or used otherwise than for Council purposes except in accordance with specific permissions/direction issued by the Town Clerk or Committee.

19. Travelling, Subsistence, Financial Loss and Attendance Allowance

- 19.1 All claims for travelling, subsistence, financial loss and attendance allowance shall be submitted on a certified form. It must be approved by the Town Clerk or by the Mayor (or nominated substitute) if they are the expenses of the Town Clerk, made up to the specified day of each month, no less frequently than every three months and no later than 7 days after the end of the financial year for expenses arising from that financial year.
- 19.2 Payment to Councillors, including co-opted Councillors of the Council or its Committees, who are entitled to claim travelling or other allowance will be made by the RFO upon receipt of the correct form properly completed and authorised by the Town Clerk.

Document 2.3A

**TREASURY MANAGEMENT & INVESTMENT
STRATEGY 2019-20**

Adopted March 2019

Review by March 2020

1 Executive Summary

- 1.1 In accordance with The Local Government Act 2003 local authorities are required to produce an Annual Investment Strategy each year.
- 1.2 This document covers potential levels of borrowing and investments.
- 1.3 The Council will maintain interest bearing accounts for its surplus resources, but may from time to time invest in short term fixed interest investments. Where these investments are invested outside the Council's approved banks (currently HSBC Bank) these will not exceed 50% of the surplus and will be with institutions approved by the Finance Policy and Administration Committee (FP&A). Any investment outside the Council's approved banks will only be undertaken with the approval of the FP&A Committee. These will be specified investments with a low risk profile and where the capital investment is protected (e.g. **sterling** deposits of not more than one year with bodies or institutions with high credit ratings).

2 Background

- 2.1 Executive decisions on borrowing, investment and financing are delegated to the Town Clerk and Finance Manager in consultation with the Chairman of the Finance Policy and Administration Committee, being reported to the FP&A Committee at the earliest opportunity.
- 2.2 The Local Government Act 2003 introduced a new prudential capital finance system from 1 April 2004. For Borrowing Approval Local Councils are required to seek consent from the Secretary of State at the Department for Communities and Local Government.
- 2.3 Section 12 of the Local Government Act 2003 gives a local authority power to invest for "*any purpose relevant to its functions under any enactment, or for the purpose of the prudent management of its financial affairs*". The reference to the "*prudent management of its financial affairs*" is included to cover investments which are not linked to identifiable statutory functions but are simply made in the course of treasury management.
- 2.4 Under Section 15 of the Local Government Act 2003 local authorities are required to take note of guidance on investments issued by the Secretary of State.
The general policy objective is that local authorities should invest prudently the surplus funds held on behalf of their communities and that priority should be given to security and liquidity, rather than yield.
- 2.5 Section 23 of the Local Government Act 2003 gives guidance to local authorities on Local Government Investments. A local authority, before the start of each financial year, shall draw up an Annual Investment Strategy, which will distinguish between specified investments (*those offering high liquidity and high security*) and non-specified investments, which involve

greater risks, for the following financial year.

- 2.6 The Annual Strategy and any variations are to be approved by Council and to be made available to the public.

3 Treasury Management

- 3.1 Subject to any decision by Council, and approval by the Secretary of State to undertake borrowing, capital expenditure not reimbursed by grant or met from third party contributions, will be financed by means of revenue contributions.

- 3.2 Any surplus Council funds will be aggregated for Treasury Management purposes to minimise external borrowing and investment. Given the current level of balances it is not anticipated that any additional external borrowing will be required during this year.

- 3.3 Levels of borrowing and investments at the beginning and end of 2018/19 are estimated to be:

	<u>1 April 2018</u>	<u>31 March 2019</u>
	£'000	£'000
Short term borrowing	NIL	NIL
Long term borrowing (PWLB)	NIL	NIL
HSBC Bank Deposits	1,871	1900
Short term Investments	<u>Nil</u>	<u>Nil</u>
Net investments	<u>1,871</u>	<u>1,900</u>

- 3.4 There are no proposals for the Council to invest sums for periods longer than 365 days.

- 3.5 Borrowing and investments will only be affected with banks, building societies, other local authorities and the National Debt Office (formerly PWLB). Only institutions and bodies meeting the criteria laid out in section 5 will be considered.

4 Security Of Investments

- 4.1 Government guidance differentiates between specified investments and non-specified investments.

- 4.2 Specified investments are those offering high security and high liquidity with a maturity of no more than a year. In addition, short-term sterling investments must be with bodies/institutions with a credit rating of AA- or higher from at least 2 of the top 3 agencies comprising Moody's, Standard and Poor's and Fitch.

- 4.3 Non-specified investments are usually for longer periods (i.e. more than one year) and with bodies that are not highly credit-rated. No non-specified investments are included in the Investment Strategy for this Council as these investments are not acceptable due to their higher potential risk.

5 Investment Strategy 2019/20

- 5.1 The Council will ensure that as a minimum surplus funds will be aggregated in an interest bearing bank account. Accounts should be held in an approved bank, currently The HSBC Bank.
- 5.2 The Council will only invest in Specified Investments i.e. in sterling investments of no more than one year with investment bodies or institutions with high-credit ratings. These investments will only be put in place when surplus funds are of sufficient size to make such investments practical. The Town Clerk and Finance Manager in consultation with the Chairman of the FP&A Committee will evaluate the surplus funds available and interest rates available periodically to decide if a specified investment is practical.
- 5.3 Before specified investments outside the Council's bank are effected a risk assessment should be undertaken for any Bank or Building Society and the credit rating checked by referring to Fitch, Moody's or Standard and Poor's credit ratings before being added to the list of approved institutions.
- 5.4 The Council's will only invest in U.K. Banks or Building Societies with an investment grade long term rating from at least 2 rating agencies from Standard and Pools, Moody's and Fitch.
- No more than 50% of the Council's surplus funds maybe invested as specified investments outside of the Council's approved main banks.
- 5.5 The Council will have regard to the Chartered Institute of Public Finance and Accountancy (CIPFA) publication "Treasury Management in the Public Services: Code of Practice and Cross-Sectoral Guidance Notes" in managing any investments.

Document 2.3B

CARDHOLDER DATA SECURITY POLICY

Adopted March 2019

Review by March 2020

1. Introduction

This Policy Document encompasses all aspects of security surrounding confidential card payment data and must be brought to the attention of all employees. All employees must read this document in its entirety and sign the form confirming they have fully read and understand this policy. This document will be reviewed and updated by Council on an annual basis or when relevant to comply with the standards required by the Payment Card Industry's Data Security Standard (PCI-DSS) and distribute it to all employees and contracts as applicable.

2. Information Security Policy

Hertford Town Council handles sensitive cardholder information daily. Sensitive information must have adequate safeguards in place to protect the data, to protect cardholder privacy, to ensure compliance with various regulations and to guard the future of the organisation.

Hertford Town Council commits to respecting the privacy of all its customers and to protecting any cardholder data from outside parties. To this end, the Council is committed to maintaining a secure environment in which to process cardholder information in order to meet these promises.

Employees handling sensitive cardholder data should ensure:

- Cardholder information is handled and protected in a sensitive manner.
- Personal information is not disclosed unless authorised.
- Passwords and accounts are kept securely.
- Approval is requested from Council prior to establishing any new cardholder software or hardware, third party connections, etc.
- Desks are left clear of sensitive cardholder data and any files or equipment containing such information is locked away, when unattended.
- Information security incidents are reported, without delay, to the RFO or Town Clerk and such incidents are swiftly dealt with and reported.
- All staff have a responsibility for ensuring Council's systems and data are protected from unauthorised access and improper use. If you are unclear about any of the policies detailed herein you should seek advice and guidance from your line manager. Hertford Town Council will not receive or retain any card details on any computer or email.
- Information from cardholders is only be held in paper format and card details are protected and all files will be locked away when not in use.

3. Acceptable Use Policy

The Council's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to Hertford Town Council's established culture of openness, trust and integrity.

The Council is committed to protecting the employees and councillors from illegal or damaging actions by individuals, either knowingly or unknowingly. Hertford Town Council will maintain an approved list of card payment technologies and devices and personnel with access to such devices as detailed in Appendix B

Employees should take all necessary steps to prevent unauthorised access to confidential data which includes card holder data.

Keep access to the cardholder equipment secure and do not share passwords. Authorised users are responsible for the security of these items so they cannot be tampered, altered or accessed for personal use.

Hertford Town Council will not receive or retain any cardholder information in any electronic or computer format including emails.

4. Disciplinary Action

Violation of the standards, policies and procedures presented in this document by an employee will result in disciplinary action, from warnings or reprimands up to and including termination of employment. Claims of ignorance, good intentions or using poor judgment will not be considered as acceptable for non-compliance.

5. Protect Stored Data

All sensitive cardholder data stored and handled by Hertford Town Council and its employees must be securely protected against unauthorised use at all times. Any sensitive card data that is no longer required by Hertford Town Council for business reasons must be discarded in a secure and irrecoverable manner.

6. Information Classification

It is strictly prohibited to store:

- The contents of the payment card magnetic stripe (track data) on any media whatsoever.
- The CVV/CVC (the 3 or 4 digit number on the signature panel on the reverse of the payment card) on any media whatsoever.

- The Personal Identification Number (PIN) or the encrypted PIN Block under any circumstance

Information Classification

Card data and media containing such data must always be labelled to indicate sensitivity level:

Confidential data might include information assets for which there are legal requirements for preventing disclosure or financial penalties for disclosure, or data that would cause severe damage to Hertford Town Council if disclosed or modified. **Confidential data includes cardholder data.**

Internal Use data might include information that the data owner feels should be protected to prevent unauthorised disclosure;

Public data is information that may be freely disseminated.

7. Access to the sensitive cardholder data:

All access to sensitive cardholder information should be controlled and authorised. Any job functions that require access to cardholder data should be clearly defined.

Any display of the card number should be restricted at a minimum of the first 6 and the last 4 digits of the cardholder data.

Access to sensitive cardholder information, personal information and business data is restricted to authorised employees that have a legitimate need to view such information.

No other employees should have access to this confidential data unless they have a genuine business need and have authorisation from The Town Clerk or RFO.

If cardholder data is shared with a Service Provider (3rd party) then a list of such Service Providers will be maintained as detailed in Appendix B.

Hertford Town Council will ensure a written agreement that includes an acknowledgement is in place that the Service Provider will be responsible for the cardholder data that the Service Provider possesses.

The company will have a process in place to monitor the Payment Card Industry Data Security Standard (PCI DSS) compliance status of the Service provider by the RFO and also through the internal audit and council's governance inspection.

Hertford Town Council will ensure that an established process including proper due diligence is in place before engaging with a third party service provider. However, the Council does not currently, and does not plan to employ such a provider.

8. Physical Security

Access to sensitive information in both hard and soft media format must be physically restricted to prevent unauthorised individuals from obtaining sensitive data, including:

Media in any digital or physical medium (eg printed or handwritten paper, received faxes, USBs, back-up tapes, computer hard drive, etc).

Media containing sensitive cardholder information, must be handled and distributed in a secure manner by trusted individuals.

9. Protect Data in Transit

All sensitive cardholder data must be protected securely if it is to be transported physically or electronically.

Card holder data must never be sent over the internet via email, instant chat or any other end user technologies.

If there is a business justification to send cardholder data via email then it should be done after authorisation and by using a strong encryption mechanism.

The transportation of media containing sensitive cardholder data to another location must be authorised by The RFO, Town Clerk or Council and must be logged and inventoried before leaving the premises. Only secure courier services may be used for the transportation of such media. The status of the shipment should be monitored until it has been delivered to its new location.

10. Disposal of Stored Data

All data must be securely disposed of when no longer required by Hertford Town Council, regardless of the media or application type on which it is stored.

All hard copies containing the full card details must be manually destroyed when no longer required for valid and justified business reasons.

Hertford Town Council has procedures for the destruction of hardcopy (paper) materials. These will require that all hardcopy materials are crosscut shredded, incinerated or pulped so they cannot be reconstructed.

11. Security Awareness and Procedures

The policies and procedures outlined below must be incorporated into the Council's practice to maintain a high level of security awareness. The protection of sensitive data demands regular training of all employees.

Review handling procedures for sensitive information and hold periodic security awareness meetings to incorporate these procedures into day to day practice.

Distribute this security policy document to all employees to read. It is required that all employees with contact to card details, confirm that they understand the content of this security policy document by signing an acknowledgement form (see Appendix A)

All third parties with access to credit card account numbers are contractually obligated to comply with card association security standards (PCI DSS).

12. Security Management / Incident Response Plan

Employees of the Council will be expected to report any security related issues to the RFO or Town Clerk who are responsible for the effective communication of financial security policies and procedures to employees. In addition to this, the RFO or Town Clerk will monitor and enforce the card related security policies outlined in this document and oversee the implantation of the incident response plan in the event of a sensitive data compromise.

Incident Response Plan

In the event of a suspected security breach, alert the RFO or Town Clerk immediately.

The RFO or Town Clerk will carry out an initial investigation of the suspected security breach.

Upon confirmation that a security breach has occurred, the RFO or Town Clerk will inform all relevant parties that may be affected by the compromise.

If the data security compromise involves credit card account numbers, the following procedure will be implemented:

Shut down any systems or processes involved in the breach to limit the extent, and prevent further exposure.

Alert all affected parties and authorities such as the Merchant Bank, Visa Fraud Control, and the police if necessary.

13. Tampering of Equipment

Devices are inspected monthly for tampering and the dates of inspection will be recorded. Types of tampering can include additions of card skimmer hardware or a swapping of devices. Serial numbers of devices are verified.

Appendix A

Agreement to Comply Form – Agreement to Comply with Cardholder Data Security Policy

Employee Name (printed)

I agree to take all reasonable precautions to ensure that Council’s internal information, or information that has been entrusted to the Council by third parties such as customers, will not be disclosed to unauthorised persons. At the end of my employment or contract with the Council, I agree to return all information to which I have had access as a result of my position. I understand that I am not authorised to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the RFO or Town Clerk who are the designated security officers.

I have access to a copy of the Cardholder Data Security Policy, I have read and understand the policy, and I understand how it impacts my job. As a condition of continued employment, I agree to abide by the policy and other requirements found in the Council’s card security policy. I understand that non-compliance will be cause for disciplinary action up to and including dismissal, and perhaps criminal and/or civil penalties.

I also agree to report promptly all violations or suspected violations of information security policies to the designated security officer.

Employee Signature

Date

Appendix B

Card processing equipment in use

Asset/Device Name	Serial Number	Owner/Approved User	Location
Portable IWL252			Castle Reception
Mobile GPRS S900			Town & Tourist Information Centre

List of Service Providers

Name of Service Provider	Contact Details	Services Provided	PCI DSS Compliant	PCI DSS Validation Date

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REPORT TO A MEETING OF THE POLICY, FINANCE & ADMINISTRATION COMMITTEE – 11TH MARCH 2019

AGENDA ITEM 13 – FRAMEWORK FOR IMPROVING THE GREEN CREDENTIALS OF HERTFORD TOWN COUNCIL

1. PURPOSE OF THE REPORT

To set out a framework for the proposed activities to be undertaken with the aim to improve Hertford Town Council's (HTC) green credentials and carbon footprint.

2. BACKGROUND INFORMATION

Objective

One of the HTC's adopted objectives for 2016-2019 is to improve the green credentials of the Town Council. The objective reads:

"Action Required: Develop and implement a strategy for the Council to improve its carbon footprint and sustainability. Areas of action could include paper use, level of recycling and energy suppliers.

Successful criteria: Reduced carbon footprint through exemplary practice.

Responsible Committee: FP&A

Progress achieved

Several steps have already be taken to reduce carbon footprint in the Council's offices in the recent period. A list of some of these measures is presented below:

- Work was done to explore the potential for at least a proportion of the Councils electricity to be supplied from green energy sources.
- Preference is given to paperless formats, for example the Council no longer uses a fax machine and payroll has been switched to paperless.
- HTC's allotments use skips where paper and glass are collected separately.
- Plot holders are being encouraged to collect rainwater, make compost and reduce the amount of plastic used.
- Trees cut from HTC grounds are transformed into wood chips that are being reused.
- Light bulbs have gradually been replaced with more efficient LED light bulbs, which are expected to last 12 years and to provide a £65 saving each over their lifetime, according to the manufacturer's guidelines.
- Officers are currently looking into replacing the fluorescent light tubes in the offices with LED light tubes, which have the advantages of using less energy and not flickering.
- The fridge at Millbridge Rooms is currently being replaced with a new appliance which has A+ energy efficiency standards. The freezer in the main Castle kitchen has been replaced in 2017 with a modern A+ energy

efficient appliance. Officers are currently looking into replacing the fridge in the main Castle kitchen.

- Used non-confidential paper is deposited in a console that is collected by a recycling company and reprocessed for future usage.

3. CARBON FOOTPRINT AND SUSTAINABILITY

What generates carbon

Carbon dioxide (CO₂), from hereafter carbon, is a component of the atmosphere that is released through natural processes such as respiration and also through human activities. In the past two centuries human activities have increased atmospheric CO₂ concentration by more than a third, leading to the most important long-lived "forcing" of climate change.

A carbon footprint measures the total greenhouse gas emissions caused directly and indirectly by a person, organisation, event or product. Through the normal running of HTC's business, carbon is produced for heating the premises, transportation, powering of devices, usage of stationery and provision of services to the public and venue hire and. It needs to be noted that the carbon footprint extends beyond the immediately visible activities of HTC business and includes as well the carbon generated for manufacturing and shipping of the devices used, or through the activities of other organisations in the supply chain, such as catering or professional printing services.

How carbon can be reduced

It is important for the Council to be aware of the carbon produced through its regular activities, in order to:

- Drive change and reduce costs and emissions within the organisation;
- Communicate these to the public and serve as an example of sustainable behaviour in Hertford and beyond;
- Drive wider change in the supply chain.

The aim of this framework is to agree and implement measures to secure the reduction of HTC's carbon footprint, while allowing the normal running of the Council's business to continue. Occupying a Grade 1 Listed Building presents limitations, for example it would not be feasible to introduce gas in the building, replace the sash windows with double-glazed windows, add insulation which has an impact on the historical aspect of the building or add visible solar panels.

At an individual and organisational level carbon footprint can be reduced significantly through a combination of efficient use of energy and behaviour change. (Frome Town Council, 2018): A Clean Future for Frome, viewable at www.frometowncouncil.gov.uk/your-community/resilience/clean-future/.

The Council can set an example by reducing its carbon footprint over time through improvement of the energy efficiency of its buildings, appliances and vehicles; reducing the usage of consumables and supporting change within its supply chain. A potential example off the supply chain could be discussions with suppliers including market stall holders at Castle events. Discussions could include catering outlets not providing single use plastic items such as drinking straws.

4. AREAS OF ACTION TO BE CONSIDERED

The following work areas could form the framework for achieving the overall objectives of reducing the Council's carbon footprint:

1) To reduce HTC's carbon footprint generated by heating:

Improved efficiency in generating and maintaining heat and power saves money, reduces waste and the carbon footprint. As a Grade I listed building, Hertford Castle is exempt from any requirements to make energy-efficiency improvements to the building that would unacceptably alter its character or appearance (Historic England, 2017): Energy Efficiency and Historic Buildings, viewable at <https://historicengland.org.uk/advice/technical-advice/energy-efficiency-and-historic-buildings/>.

However, some non-intrusive changes are possible. For example a more efficient electrical heating system, smart systems for energy control including modern thermostats, hidden solar power panels on the roof and electric vehicles and their charging points.

It is difficult for Officers to gauge the exact amount of energy lost through inefficient systems in the building. In addition, advice would be required to ensure that any potential improvements are compliant with Historic England's standards for listed buildings.

Officers have contacted an energy solutions company based in Hertfordshire to seek advice on possible actions to reduce the Castle's carbon footprint. The company quoted between £600 to £1800 for work on site to evaluate the issues and to provide a written recommendations report. The company would also be able to implement the solutions suggested if required to do so.

Officers also contacted the Carbon Trust, an independent advisory organisation. They have offered a quote between £3,000 and £4,000 for a two-day site visit and a recommendations report. As it is an independent advisory organisation, Carbon Trust will not be able to implement the solutions suggested.

The survey would take about two weeks to complete and the recommendations report on the potential improvements could be developed into an implementation plan to increase the overall energy efficiency of the building.

2) To reduce HTC's carbon footprint generated by transport:

Travel by personal car fuelled by petrol or diesel is the means of transport that produces the highest amount of carbon. Over half of HTC officers are walking or cycling to work instead of driving.

It is not necessarily feasible at present for other staff to switch to 'greener' modes of transport to and from work because of the high financial costs of switching to hybrid or electric cars and travelling time constraints.

HTC's Grounds staff are currently using a diesel van and the Council considered in the summer of 2018 the possibility to replace this with an electric van. At the moment, electric vans tend to be of small payload capacity and not suitable for the work undertaken. In the light of these practical limitations and market availability, the Council decided to lease a diesel van for the following four? years. When this period expires, a decision will be made whether to purchase that diesel vehicle or switch to an electric van of a suitable size.

If a survey of the Castle is carried out to identify measures that could be implemented to improve energy efficiency, advice will be sought on installing electric charging points that could be used by the Council and visitors to the Castle.

3) To reduce HTC's carbon footprint generated by the usage of energy and stationery:

A simple and cost-effective solution that is currently being undertaken is to gradually replace all current lighting and electrical appliances with energy efficient systems such as LED lighting and high efficiency electrical goods. Members are requested to consider whether HTC should adopt a policy to procure only goods with the highest energy-efficiency rating available.

Paper usage is another area where efforts have already been made by the Council to reduce the usage of resources and improve carbon footprint. For example, electronic copies are now being sent to all Councillors, while only the Members of a Committee or Working Party receive printed copies of the relevant agenda. Another example is the printer settings which are adjusted to minimise consumption of paper and ink. Efforts will be continued to identify cost-saving solutions for stationery usage, which also have the benefit of reducing the carbon footprint of the Council.

Recycling is essential for sustainability because it reduces the carbon footprint and the pressures on natural resources. In the Castle there are separate bins for the collection of paper, plastic, metal and glass. These are then taken into bags and deposited outside the building for collection by a recycling company. Efforts will be continued to identify if the current activities in place can be further improved.

Visual reminders to switch off and consume less resources are already in place in the HTC buildings. Members are requested to consider whether HTC officers would benefit from training courses on how to reduce their carbon footprint in the workplace and beyond.

4) To reduce the carbon footprint generated by the supply chain:

HTC is committed to taking positive action to reduce its carbon footprint in all its internal business and the services and goods it provides to its venue hirers and the larger public. The systems in place for choosing suppliers of goods and services are regulated by the current standing orders. These do not include any references to the environmental sustainability of the items to be procured. Members are requested to consider whether an action could be undertaken by the Officers to consider the improvement of the current procurement standards to include sustainability, if relevant, as one of the selection criteria.

Single-use plastics such as plastic cutlery, plates and straws have a high carbon footprint. For practical reasons, market stall holders at Castle events and catering outlets for private events occasionally use such items. However, it needs to be noted that their usage is not extensive and they are not normally used in formal events such as wedding receptions and conferences. An option would be for Officers to seek to develop better relationships with the suppliers to help them identify waste and reduce environmental impact when they provide goods and services to HTC. Members are requested to consider whether it is appropriate to develop an approach to working with HTC's events suppliers to reduce their reliance on single-use plastics.

4. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee **notes** the report.
- b) The Committee **approves** the framework above for implementation during the next administration cycle of 2019-2023.

Report by Maria Iancu – Project Officer

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REPORT TO A MEETING OF THE POLICY, FINANCE & ADMINISTRATION COMMITTEE – 11 MARCH 2019

AGENDA ITEM 13 – GENERAL DATA PROTECTION REGULATION

1. PURPOSE OF THE REPORT

To present to Committee for consideration:

- an update on GDPR following external advice
- adjustments to Council policies
- adjustments to GDPR Privacy Notices
- draft GDPR Consent Forms
- draft GDPR data sharing agreement template

2. BACKGROUND INFORMATION/CONTEXT

Committee considered a draft Final version of GDPR policy on 8 May 2018.

The Committee reviewed the various policies and made minor amendments to the Information and Data Protection Policy, the Social Media Policy, the Retention and Disposal of data Policy and the Security of Mobile Devices Policy.

The Committee approved that the Data Protection Officer would be an external appointment initially, to be reviewed in 6 months' time, at a cost of no more than £3000 per annum.

The General Data Protection Regulation (the GDPR) came into effect from 25 May 2018.

3. UPDATE ON GDPR POLICY DOCUMENTS

The Council has appointed an external organisation, Hulse Yazdi Limited (HY) to act as the external Data Protection Officer and provide professional advice regarding GDPR.

As part of the service they have reviewed the Policy documents and have advised that the documentation in the whole addresses the main principles arising under the Data Protection Act 2018 (DPA 2018) and the General Data Protection Regulation (GDPR).

They have confirmed that Town and Parish Councils don't require a Data Protection Officer (DPO) as the Council is not a 'public authority' under the definition given in s.7(3) of the Data Protection Act 2018. Therefore HY have advised that the Council retains the title of Data Information Officer (DIO)

instead. This will ensure that the Council does not open itself up to the extent of DPO responsibilities required of a public authority under the DPA 2018 and GDPR, but following good practice by adhering to the general ethos of GDPR.

The DIO contact has therefore been updated in the documents to be HY Professional Services, who can be contacted in writing at HY Professional Services, 1 Reed House, Hunters Lane, Rochdale, OL16 1YL

4. GDPR POLICY AND RELATED DOCUMENTATION

The GDPR Documents and policy have been reviewed by HY and they have provided the following advice and amendments to the documents:

Amendments to text

- Privacy Notice (**Appendix 1**) – this has been amended and retitled to cover matters both online and hard format (previously this was the general privacy notice and website privacy statement – the have now been combined). The final version will be available in both paper form and on the website.
- Staff Privacy Notice (**Appendix 2**)– this has been re-drafted by HY
- Email Contact Privacy Notice – HY have recommended that this is not necessary, so it has been removed from the documents.
- Hiring Contact Privacy Notice (**Appendix 3**) – this has been redrafted by HY
- Neighbourhood Plan Privacy Notice (**Appendix 4**) – this has been redrafted by HY
- Allotment Tenants Privacy Notice & Purchase of Exclusive Rights Burial Consent Form (**Appendix 5 & 6**) - amended and re-titled – the privacy notice in appendix 5 will also be attached to the consent forms
- Draft data sharing agreement (**Appendix 7**) – alternative wording under s.13 provided

Minor formatting and presentation amendments

- Information and Data Protection Policy –minor drafting amendments and formatting;
- Social Media Policy – minor drafting and formatting amendments;
- Security of Data on Mobile Devices – formatting amendments;
- Retention and Disposal Policy – minor drafting and formatting amendments;
- Disposal of Documents Policy Appendix A – additional data has been populated in column 'Location Retained';

These draft documents are included as Appendices 8- 11 inclusive.

Committee is invited to consider the proposed changes to the GDPR policy documents.

5. RECOMMENDATIONS

It is **RECOMMENDED** that Committee:

- (a) **Agrees** the proposed changes to the GDPR policy documents
- (b) **Recommends** to Full Council the adoption of these policies

Report by Joseph Whelan – Town Clerk
 Nick Kirby – Interim Civic Administration Manager

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APPENDIX 1

Hertford Town Council

What is the Purpose of this Privacy Notice

Welcome to Hertford Town Council's privacy notice.

Hertford Town Council respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you contact and/or visit the Council and our website (regardless of where you visit it from) and tell you about your privacy rights and how the law protects you under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain key laws relating to data protection.

This website is run by Hertford Town Council. We regard your privacy as important and comply with the Data Protection Act 1998 and the General Data Protection Regulation (GDPR).

We process and hold information in order to provide public services. This notice explains how we use and share your information. Information may be collected ~~on paper~~ on paper or online form, by telephone, email or by a member of our staff, or one of our partners.

The Data Protection Information Officer

We have appointed a Data Protection Officer known as the Data Information Officer (DIO), who can be contacted by email: town.clerk@hertford.gov.uk or in writing Hertford Town Council, The Castle, Hertford, SG14 1HR or by telephone on 01992 552885. The DIO is responsible for dealing with data protection issues within the Council and you can contact the DIO should you wish to discuss any issues or concerns that you have about this privacy policy or our privacy practices.

Alternative wording to reflect HY as the DIO

We have appointed a Data Information Officer (DIO), HY Professional Services, who can be contacted in writing at HY Professional Services, 1 Reed House, Hunters Lane, Rochdale, OL16 1YL or by telephone on 0161 804 1144. The DIO is responsible for dealing with data protection issues within the Council and you can contact the DIO should you wish to discuss any issues or concerns that you have about this privacy policy or our privacy practices.

The Data we collect about You

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

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APPENDIX 1

- name
- address
- date of birth

Some types of information are regarded as more sensitive under the GDPR and referred to as being a 'special category' of personal information and is likely to include anything that can reveal your:

- criminal history
- ethnicity
- genetic or biometric data
- physical or mental health
- political opinion
- religious or philosophical beliefs
- sexuality
- sexual health
- trade union membership

How is Your Personal Data collected

We record personal information if you:

- directly interact with us and provide us with your personal information;
- subscribe to or apply for services that require personal information;
- report a fault and give your contact details for us to respond;
- give us feedback or contact us and leave your details for us to respond;
- enter a competition, promotion or survey.

Why we collect information

We collect and hold information about you, in order to:

- confirm your identity to provide some services and support to you;
- manage the services we provide to you;
- contact you by post, email or telephone;
- understand your needs to provide the services that you request;
- understand what we can do for you and inform you of other relevant services and benefits;
- obtain your opinion about our services;
- help investigate any worries or complaints you have about the services you receive;
- update your customer record;

APPENDIX 1

- help us to build up a picture of how we are performing at delivering services;
- prevent and detect fraud and corruption in the use of public funds;
- allow us to undertake statutory functions efficiently and effectively;
- make sure we meet our statutory obligations.

We will process your information for the following purposes:

- for the service you requested, and to monitor and improve the council's performance in responding to your request.
- to allow us to be able to communicate and provide services and benefits appropriate to your needs.
- to ensure that we meet our legal obligations.
- where necessary for the law enforcement functions.
- to prevent and detect fraud or crime.
- to process relevant financial transactions including grants and payments for goods and services supplied to the Council
- where necessary to protect individuals from harm or injury.
- to allow the statistical analysis of data so we can plan the provision of services.

• ———

We are subject to a wide range of laws which we must comply with to deliver our services to you. To comply with these laws, we only process personal information as far as is necessary to meet those obligations. We process some of the information described in this privacy notice to carry out a:

- public tasks
- legal obligation
- contractual obligation
- vital interest.

In the absence of any other lawful ground for processing, we will obtain your consent.

How we use your information

We may need to pass your information to other people and organisations that we have contracted with or partnered with in order to provide any of the services that you receive. –These providers are obliged to keep your details securely, and securely and use them only to fulfil your request. If we wish to pass your sensitive or confidential information onto a third party, we will only do so once we have obtained your consent, unless we are legally required to do so. We may disclose information to other partners where it is necessary, either to comply with a legal obligation, or where permitted under the Data Protection Act.

APPENDIX 1

~~Where we need to disclose sensitive or confidential information to other partners, we will do so only~~

Hertford Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Your Rights

Access to Information

You have the right to request access to the information we have about you. You can do this by contacting our Data Information Officer: DPO@wearehy.com
town.clerk@hertford.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: DPO@wearehy.com
town.clerk@hertford.gov.uk

Information Deletion

If you wish Hertford Town Council to delete the information about you please contact:
DPO@wearehy.com town.clerk@hertford.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact DPO@wearehy.com town.clerk@hertford.gov.uk

Rights Related to Automated Decision Making and Profiling

Hertford Town Council does not use automated decision making or profiling of individual personal data.

To Sum Up

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APPENDIX 1

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell your data ~~we do not pass your data to third parties without your consent~~. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Hertford Town Council Data Information Officer: DPO@wearehy.com town.clerk@hertford.gov.uk and the Information Commissioners Office casework@ico.org.uk
Tel: 0303 123 1113

Hertford Town Council

[Reed House](#)

[Hunters Lane](#)

[Rochdale](#)

[Greater Manchester](#)

DPO@wearehy.com

[0161 804 1144](tel:01618041144)

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HERTFORD TOWN COUNCIL

PRIVACY NOTICE FOR STAFF, COUNCILLORS AND ROLE HOLDERS

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

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

What is the purpose of this Notice?

This is Hertford Council’s Privacy Notice which is intended to provide you with information about how and why we process your personal information. It is also intended to provide you with other information which is required under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain the key laws relating to data protection.

It is important to the Council, and a legal requirement, that we are transparent about how we process your personal information. As a Council that processes personal information, we are known as a “data controller”. This means that we collect and use personal information for specified purposes which this Privacy Notice has been designed to tell you about.

The Data Protection Officer

The Council has appointed a Data Information Officer (DIO), HY Professional Services, who can be contacted by telephone on 0161 804 1144. The DIO is responsible for supporting and advising the Council in relation to data protection issues and you can contact the DIO should you wish to discuss any issues or concerns that you have about data protection.

What personal information do we collect?

The types of personal information that we collect will include:-

- personal information (such as name, employee number, national insurance number, next of kin and contact details)
- special categories of data including characteristics information (such as gender, age, ethnic group, race, and religion)
- photographs
- Recruitment information
- contract information (such as start dates, hours worked, post, roles and salary information)
- work absence information (such as number of absences and reasons, annual leave and maternity leave)
- qualifications, subjects taught and training records
- performance information
- grievance and disciplinary information
- health and safety information (such as accidents at work)
- relevant medical information
- safeguarding information
- DBS information

- CCTV footage and other information obtained through electronic means such as swipecard records
- Right to work in the UK

What is the purpose of us collecting your personal information?

We process personal information relating to those we employ to work at, or otherwise engage to work at, the Council. This is for employment purposes to assist in the running of the Council and to enable individuals to be paid. The purposes for which we process workforce personal information include:-

- enabling the development of a comprehensive picture of the workforce and how it is deployed
- managing the recruitment process
- carrying out pre-employment checks and equal opportunities monitoring
- complying with the terms of the contract of employment
- making reasonable adjustments
- enabling individuals to be paid
- managing absence
- managing performance, grievance and disciplinary matters
- safeguarding purposes
- managing workplace accidents
- to administer Councilor's interests

Why is it lawful to collect this information?

Generally, we process your personal information, but no more so than is necessary, to comply with legal obligations which the Council is subject to or because processing is necessary to comply with the terms and conditions of your contract of employment.

In limited we circumstances, we may require your consent. If this is the case, we will inform you of the reasons that we need to process your personal information in accordance with the GDPR. You will be able to withdraw your consent at any time should you wish to do so.

Where we process sensitive personal information (special category data) we will usually do this, as far as necessary, to comply with employment law obligations which we are subject to or because it is in the public interest to do so.

Who will we share this information with?

We are required, by law, to pass on some of this personal information to **[insert]**

We also share information with bodies and/ organisations that may include:

- Health and Safety Executive
- HMRC
- DBS
- insurance providers
- training providers
- professional advisors
- former and prospective employers
- recruitment agencies;
- credit reference agencies
- staff pension providers
- DVLA

How long will we hold your information for?

We will hold personal information for a period of time specified within our retention policy. We generally hold staff personal information for the period of your employment until termination and a period of 6 years thereafter. For more information, please ask the Town Clerk for a copy of our retention schedule.

Requesting access to your personal data

Under data protection legislation, you have the right to request access to personal information that we hold about you. To make a request for your personal information please contact the Data Information Officer (DIO), HY Professional by email at DPO@wearehy.com or in writing:

HY (DIO for Hertford Council)
Reed House
Hunters Lane
Rochdale
Greater Manchester

You also have the right to:

- Object to processing of personal data that is likely to cause, or is causing, damage or distress;
- Prevent processing for the purpose of direct marketing;
- Object to decisions being taken by automated means;
- In certain circumstances, have inaccurate personal data rectified, blocked, erased or destroyed; and
- Claim compensation for damages caused by a breach of the Data Protection Regulations.

Complaints and further information

If you have a concern about the way we are collecting or using your personal data, you should raise your concern with us in the first instance or directly to the Information Commissioner's Office at <https://ico.org.uk/concerns/>

If you would like to discuss anything in this privacy notice, please contact the Data Information Officer (DIO), HY Professional Services at DPO@wearehy.com or in writing at:

HY (DIO for Hertford Council)
Reed House
Hunters Lane
Rochdale
Greater Manchester
DPO@wearehy.com
0161 804 1144

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APPENDIX 3



HERTFORD TOWN COUNCIL

Hirers Privacy Notice – Castle and Mill Bridge Room

What is the Purpose of this Privacy Notice

Welcome to Hertford Town Council’s privacy notice in relation to the Castle and Mill Bridge Room.

Hertford Town Council respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you visit our website and/ or the Council and enquire about or hire the Castle or Mill Bridge room and tell you about your privacy rights and how the law protects you under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain key laws relating to data protection.

When you hire the Castle or Mill Bridge room the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. ~~Your personal information will not be shared with any third party without your prior consent.~~

This notice explains how we use and share your information. Information may be collected on paper or online form, by telephone, email or by a member of our staff, or one of our contracted partners.

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The Data Information Protection Officer

We have appointed a Data Protection Officer known as the Data Information Officer (DIO), who can be contacted by email: town.clerk@hertford.gov.uk or in writing Hertford Town Council, The Castle, Hertford, SG14 1HR or by telephone on 01992 552885. The DIO is responsible for dealing with data protection issues within the Council and you can contact the DIO should you wish to discuss any issues or concerns that you have about this privacy policy or our privacy practices.

Alternative wording to reflect HY as the DPO

APPENDIX 3

We have appointed a Data Protection Information Officer (DPIO), HY Professional Services, who can be contacted in writing at HY Professional Services, 1 Reed House, Hunters Lane, Rochdale, OL16 1YL or by telephone on 0161 804 1144. The DPIO is responsible for dealing with data protection issues within the Council and you can contact the DPIO should you wish to discuss any issues or concerns that you have about this privacy policy or our privacy practices.

The Data we collect about You

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

- name
- address
- date of birth

Some types of information are regarded as more sensitive under the GDPR and referred to as being a 'special category' of personal information and is likely to include anything that can reveal your:

- criminal history
- ethnicity
- genetic or biometric data
- physical or mental health
- political opinion
- religious or philosophical beliefs
- sexuality
- sexual health
- trade union membership

How is Your Personal Data collected

We record personal information if you:

- directly interact with us and provide us with your personal information;
- subscribe to or apply for services that require personal information;

APPENDIX 3

- give us feedback or contact us and leave your details for us to respond;
- enter a competition, promotion or survey.

Why we collect information

We collect and hold information about you, in order to process your enquiry or room hire.

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We will process your information for the following purposes:

- for the service you requested, and to monitor and improve the council's performance in responding to your request;
- to ensure that we meet our legal obligations, if a contract is entered into;
- where necessary for the law enforcement functions;
- to prevent and detect fraud or crime;
- to process relevant financial transactions including grants and payments for goods and services supplied to the Council;
- where necessary to protect individuals from harm or injury;
- to allow the statistical analysis of data so we can plan the provision of services.

Our Right to Process Information

We are subject to a wide range of laws which we must comply with to deliver our services to you. To comply with these laws, we only process personal information as far as is necessary to meet those obligations.

Sharing Your Personal Information

We may need to pass your information to other people and organisations that we have contracted with or partnered with in order to provide any of the services that you receive. These providers are obliged to keep your details securely and use them only to fulfil your request.

Information Security

Hertford Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

APPENDIX 3

Your Rights

Access to Information

You have the right to request access to the information we have about you. You can do this by contacting our Data Information Officer: town.clerk@hertford.gov.uk

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: town.clerk@hertford.gov.uk

Information Deletion

If you wish Hertford Town Council to delete the information about you please contact: town.clerk@hertford.gov.uk

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact town.clerk@hertford.gov.uk

Rights Related to Automated Decision Making and Profiling

Hertford Town Council does not use automated decision making or profiling of individual personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell your data. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Hertford Town Council Data Information Officer: DPO@wearehy.com town.clerk@hertford.gov.uk and the Information Commissioners Office casework@ico.org.uk

[HY \(DIO for Hertford Council\)](#)
[Reed House](#)

APPENDIX 3

[Hunters Lane](#)
[Rochdale](#)
[Greater Manchester](#)
DPO@wearehy.com
[0161 804 1144](#)
[Hertford Town Council](#)
When you contact us

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HERTFORD TOWN COUNCIL
Neighbourhood Plan Privacy Notice

What is the Purpose of this Privacy Notice

Welcome to Hertford Town Council's privacy notice in relation to the Neighbourhood Plan.

Hertford Town Council respects your privacy and is committed to protecting your personal data. This privacy policy will inform you as to how we look after your personal data when you attend a consultation event or return a survey or consultation document, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the Neighbourhood Plan. This notice will tell you about your privacy rights and how the law protects you under the General Data Protection Regulation (GDPR) and the Data Protection Act 2018 (DPA). The GDPR and DPA contain key laws relating to data protection.

This notice explains how we use and share your information. Information may be collected on paper or online form, by telephone, email or by a member of our staff, or one of our contracted partners.

~~When you attend a consultation event or return a survey or consultation document, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence and provide information relating to the Neighbourhood Plan. Your personal information will not be shared with any third party.~~

The Data Information Protection Officer

We have appointed a Data Protection Officer known as the Data Information Officer (DIO), who can be contacted by email: town.clerk@hertford.gov.uk or in writing Hertford Town Council, The Castle, Hertford, SG14 1HR or by telephone on 01992 552885. The DIO is responsible for dealing with data protection issues within the Council and you can contact the DIO should you wish to discuss any issues or concerns that you have about this privacy policy or our privacy practices.

Alternative wording to reflect HY as the DPO

We have appointed a Data InformationProtection Officer (DIPPO), HY Professional Services, who can be contacted in writing at HY Professional Services, 1 Reed House, Hunters Lane, Rochdale, OL16 1YL or by telephone on 0161 804 1144. The DIPPO is responsible for dealing with data protection issues within the Council and you can contact the DIPPO should you wish to discuss any issues or concerns that you have about this privacy policy or our privacy practices.

The Data we collect about You

Personal data, or personal information, means any information about an individual from which that person can be identified. It does not include data where the identity has been removed (anonymous data).

- name
- address
- date of birth

Some types of information are regarded as more sensitive under the GDPR and referred to as being a 'special category' of personal information and is likely to include anything that can reveal your:

- criminal history
- ethnicity
- genetic or biometric data
- physical or mental health
- political opinion
- religious or philosophical beliefs
- sexuality
- sexual health
- trade union membership

How is Your Personal Data collected

We record personal information if you:

- directly interact with us and provide us with your personal information;
- subscribe to or apply for services that require personal information;

- report a fault and give your contact details for us to respond;
- give us feedback or contact us and leave your details for us to respond;
- enter a competition, promotion or survey.

Why we collect information

We collect and hold information about you, in order to:

- confirm your identity to provide services and support to you;
- manage the services we provide to you;
- contact you by post, email or telephone;
- understand your needs to provide the services that you request;
- understand what we can do for you and inform you of other relevant services and benefits;
- obtain your opinion about our services;
- help investigate any worries or complaints you have about the services you receive;
- update your customer record;
- help us to build up a picture of how we are performing at delivering services;
- prevent and detect fraud and corruption in the use of public funds;
- allow us to undertake statutory functions efficiently and effectively;
- make sure we meet our statutory obligations.

We will process your information for the following purposes:

- for the service you requested, and to monitor and improve the council's performance in responding to your request.
- to allow us to be able to communicate and provide services and benefits appropriate to your needs.
- to ensure that we meet our legal obligations.
- where necessary for the law enforcement functions.
- to prevent and detect fraud or crime.
- To process relevant financial transactions including grants and payments for goods and services supplied to the Council
- where necessary to protect individuals from harm or injury.
- to allow the statistical analysis of data so we can plan the provision of services.

Our Right to Process Information

We are subject to a wide range of laws which we must comply with to deliver our services to you. To comply with these laws, we only process personal information as far as is necessary to meet those obligations.

Sharing Your Personal Information

We may need to pass your information to other people and organisations that we have contracted with or partnered with in order to provide any of the services that you receive. These providers are obliged to keep your details securely and use them only to fulfil your request.

Information Security

Hertford Town Council cares to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted.

Children

We will not process any data relating to a child (under 13) without the express parental/guardian consent of the child concerned.

Your Rights

Access to Information

You have the right to request access to the information we have about you. You can do this by contacting our Data Information Officer: town.clerk@hertford.gov.uk DPO@wearehy.com

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: town.clerk@hertford.gov.uk DPO@wearehy.com

Information Deletion

If you wish Hertford Town Council to delete the information about you please contact: town.clerk@hertford.gov.uk DPO@wearehy.com

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact town.clerk@hertford.gov.uk DPO@wearehy.com

Rights Related to Automated Decision Making and Profiling

Hertford Town Council does not use automated decision making or profiling of individual personal data.

To Sum Up

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling, we do not sell your data. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Hertford Town Council Data Information Officer:-DPO@wearehy.com
town.clerk@hertford.gov.uk and the Information Commissioners Office casework@ico.org.uk
Tel: [0303 123 1113](tel:03031231113)

[HY \(DIO for Hertford Council\)](#)

[Reed House](#)

[Hunters Lane](#)

[Rochdale](#)

[Greater Manchester](#)

DPO@wearehy.com

[0161 804 1144](tel:01618041144)

[Hertford Town Council](#)

[The Castle, Hertford, SG14 1HR](#)

[Tel: 01992 552885](tel:01992552885)

[Email: info@hertford.gov.uk](mailto:info@hertford.gov.uk)

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (c)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

~~Hertford Town Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies. Copies of these policies can be requested.~~

~~We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Hertford Town Council at any time).~~

Children

~~We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.~~

Access to Information

~~You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Joseph Whelan, Town Clerk town.clerk@hertford.gov.uk~~

Information Correction

~~If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Joseph Whelan, Town Clerk town.clerk@hertford.gov.uk to request this.~~

Information Deletion

~~If you wish Hertford Town Council to delete the information about you please contact: Joseph Whelan, Town Clerk. Town.clerk@hertford.gov.uk to request this.~~

Right to Object

~~If you believe that your data is not being processed for the purpose it has been collected for, you may object. Please contact town.clerk@hertford.gov.uk to object.~~

Rights Related to Automated Decision Making and Profiling

~~Hertford Town Council does not use any form of automated decision making or the profiling of individual personal data.~~

Complaints

~~If you have a complaint regarding the way your personal data has been processed you may make a complaint to Hertford Town Council Data Information Officer: Joseph Whelan, Town Clerk town.clerk@hertford.gov.uk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113~~

Summary: ~~In accordance with the law, Hertford Town Council only collects a limited amount of information about you that is necessary for correspondence, information and service provision. Hertford Town Council does not use profiling, we do not sell or pass your data to third parties. Hertford Town Council does not use your data for purposes other than those specified. Hertford Town Council makes sure your data is stored securely. Hertford Town Council deletes all information deemed to be no longer necessary. Hertford Town Council constantly reviews our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).~~

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APPENDIX 5



HERTFORD TOWN COUNCIL

General Data Protection Regulations Allotment Tenants Privacy Notice

To be signed and returned with your Allotment Tenancy Agreement: ~~Consent to hold Contact Information.~~

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Hertford Town Council respects your privacy and is committed to protecting your personal data. The attached privacy policy will inform you as to how we look after your personal data when you enter into an Allotment Tenancy Agreement. The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your allotment.

We process and hold information in order to provide public services. The attached notice explains how we use and share your information. Information may be collected on paper or online form, by telephone, email or by a member of our staff, or one of our partners.

Consent for your personal information to be held

I agree that I have read and understand Hertford Town Council Privacy Notice (attached). I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Hertford Town Council can keep my contact information data for no longer than is necessary an undisclosed time or until I request its removal.

I have the right to request modification on the information that you keep on record.

~~I have the right to withdraw my consent and request that my details are removed from your database.~~

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	

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APPENDIX 5

Telephone No.	
Email Address	
Facebook	
Twitter	
Signature	
Date	

For office use only:

Guidance Notes Data Sharing Checklist – systematic data sharing

Scenario: You want to enter into an agreement to share personal data on an ongoing basis is this form relevant and the sharing justified? Read the below:

Key points to consider:

What is the sharing meant to achieve?

Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?

- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

Do you have the power to share?

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

If you decide to share

It is good practice to have a data sharing agreement in place.

As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.

APPENDIX 5

- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.
- Processes to ensure secure deletion takes place.

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned

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APPENDIX 6



HERTFORD TOWN COUNCIL

Purchase of Exclusive Rights ~~Privacy Notice~~ of Burial Consent Form

Hertford Town Council respects your privacy and is committed to protecting your personal data. The attached privacy policy will inform you as to how we look after your personal data
~~w~~(When you purchase the Exclusive Right to a single or joint cemetery plot, ~~t~~The information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and to respond to your correspondence, provide information, send invoices and receipts relating to your burial plot/s.

We process and hold information in order to provide public services. The attached notice explains how we use and share your information. Information may be collected on paper or online form, by telephone, email or by a member of our staff, or one of our partners.

Consent for your personal information to be held

~~Your personal information will not be shared with any third party without your prior consent.)~~

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I agree that I have read and understand Hertford Town Council's Privacy Notice (attached). I agree by signing below that the Council may process my personal information for providing information and corresponding with me.

I agree that Hertford Town Council can keep my contact information data for no longer than is necessary. ~~an undisclosed time or until I request its removal.~~

I have the right to request modification on the information that you keep on record.

~~I have the right to withdraw my consent and request that my details are removed from your database.~~

Name	
Date of birth if under 18	
Parental/Guardian Consent for any data processing activity	
Address	
Telephone No.	

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APPENDIX 6

Email Address	
Facebook	
Twitter	
Signature	
Date	

For office use only:

Guidance Notes Data Sharing Checklist – systematic data sharing

Scenario: You want to enter into an agreement to share personal data on an ongoing basis is this form relevant and the sharing justified? Read the below:

Key points to consider:

What is the sharing meant to achieve?

Have you assessed the potential benefits and risks to individuals and/or society of sharing or not sharing?

- Is the sharing proportionate to the issue you are addressing?
- Could the objective be achieved without sharing personal data?

Do you have the power to share?

Key points to consider:

- The type of organisation you work for.
- Any relevant functions or powers of your organisation.
- The nature of the information you have been asked to share (for example was it given in confidence?).
- Any legal obligation to share information (for example a statutory requirement or a court order).

If you decide to share

It is good practice to have a data sharing agreement in place.

As well as considering the key points above, your data sharing agreement should cover the following issues:

- What information needs to be shared?
- The organisations that will be involved.
- What you need to tell people about the data sharing and how you will communicate that information.
- Measures to ensure adequate security is in place to protect the data.
- What arrangements need to be in place to provide individuals with access to their personal data if they request it?
- Agreed common retention periods for the data.

APPENDIX 6

- Processes to ensure secure deletion takes place.

Date Data received	Date consent received and approved for data to be held	Data received as Phone, email, hard copy or other	Data approved to be shared with the below	Removal of consent received	Date data disposed of and method of disposal actioned

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APPENDIX 7

This Agreement is dated [date]

Parties

Hertford Town Council, The Castle, Hertford SG14 1HR (Data Discloser)
and

XXXX,

XXXX

XXXX

(Data Receiver)

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- (A) The Data Discloser agrees to share the Shared Personal Data with the Data Receiver in the United Kingdom on terms set out in the Agreement.
- (B) The Data Receiver agrees to use the Shared Personal Data within the United Kingdom on the terms set out in this Agreement.
- (C) This is a free-standing Agreement that does not incorporate commercial business terms established by the parties under separate commercial arrangements.

Agreed Terms

1 Interpretation

1.1 The following definitions and rules of interpretation apply in this Agreement.

1.2 Definitions:

- 1.2.1 **Agreed Purpose**s: has the meaning given to it in clause 2 of this Agreement.
- 1.2.2 **Agreement**: this Agreement, which is a free-standing document that does not incorporate commercial business terms established by the parties under separate commercial arrangements.
- 1.2.3 **Commencement Date**: the date of this agreement.
- 1.2.4 **Data Controller, Data Processor, Data Subject, Personal Data, Process**, and **Processing** shall have the meaning prescribed under the Data Protection Act 1998 (**DPA**) and, from 25 May 2018, the General Data Protection Regulation 2016/679 (EU) (the **GDPR**). References in this Agreement to the **Data Protection Legislation** shall be references to the DPA, GDPR or such other domestic legislation that supplements and / or implements the GDPR as appropriate and to any associated guidelines and Codes of Practice as issued by the ICO from time to time.

1.2.5 **Data Security Breach:** a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to the Shared Personal Data.

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1.2.51.2.6 **Data Subject's Rights** means any request exercising rights under the Data Protection Legislation including sections 7, 10, 11 or 12 of the DPA or Chapter III of the GDPR.

1.2.61.2.7 **Deletion Procedure:** has the meaning given to it in clause 7.3 and the to this Agreement.

1.2.71.2.8 **ICO:** the Information Commissioner's Office, being the relevant data protection authority for the purposes of this Agreement.

1.2.81.2.9 **Shared Personal Data:** the personal data and sensitive personal data to be shared between the parties under clause 4 of this Agreement.

1.2.91.2.10 **Term:** means the period from the date of this Agreement to XXX, or as otherwise agreed between the Parties in writing.

- 1.3 Clause, schedule and paragraph headings shall not affect the interpretation of this Agreement.
- 1.4 The schedules form part of this Agreement and shall have effect as if set out in full in the body of this Agreement. Any reference to this Agreement includes the schedules.
- 1.5 Unless the context otherwise, requires, words in the singular shall include the plural and in the plural shall include the singular.
- 1.6 A reference to a company shall include any company, corporation or other body corporate, wherever and however incorporated or established.
- 1.7 A reference to a statute or statutory provision shall include all subordinate legislation made from time to time under that statute or statutory provision.
- 1.8 Any words following the terms including, include, in particular or for example or any similar phrase shall be construed as illustrative and shall not limit the generality of the related general words.
- 1.9 A reference to writing or written includes fax and email.

2 Purpose

- 2.1 This agreement sets out the framework for the sharing of Personal Data between the parties as Data Controllers. It defines the principles and procedures that the parties shall adhere to and the responsibilities the parties owe to each other.
- 2.2 The parties consider this data sharing initiative necessary as the parties are processing personal data and have arising obligations in relation to the protection and use of this personal data. The aim of the data sharing initiative is to ensure both party is appropriately protected and able to share personal data in accordance with existing legislation and regulation.

2.3 The parties agree to only process Shared Personal Data, as described in clause 4.1 for the following purposes:

(a) [insert purpose of agreement]

2.3.1 The parties shall not process Shared Personal Data in a way that is incompatible with the purposes described in this clause (the **Agreed Purpose**).

2.4 Each party shall appoint a single point of contact who will work together to reach an agreement with regards to any issues arising from the data sharing and to actively improve the effectiveness of the data sharing initiative. The points of contact for each of the parties are:

2.4.1 **Data Controller**~~DPO~~: [Joseph Whelan — Town Clerk](#)
[Hertford Town Council](#)
[01992-552885-Em](#)
[HY \(DIO for Hertford Town Council\)](#)
[Reed House](#)
[Hunters Lane](#)
[Rochdale](#)
[Greater Manchester](#)
[DPO@wearehy.com](#)
[0161 804 1144](#)ail-town-clerk@hertford.gov.uk

2.4.2 **Data Processor:**

3 Compliance with national data protection laws

3.1 Each Party shall comply with any notification requirements under the Data Protection Legislation and will duly observe all of their obligations under the Data Protection Legislation during the Term of this Agreement.

3.2 Each Party warrants and represents that it has obtained all necessary registrations, notifications and consents required by the Data Protection Legislation by the time that the data sharing is expected to commence which covers the intended data sharing pursuant to this Agreement, unless an exemption applies.

3.3 Each Party shall Process the Shared Personal Data in compliance with all applicable laws, enactments, regulations, orders, standards and other similar instruments that apply to its Personal Data Processing operations.

4 **Shared personal data**

4.1 The following types of Personal Data will be shared with the Data Processor during the Term of this Agreement

4.1.1 The following personal data may be shared: [insert data to be shared]

4.2 The Shared Personal Data must not be irrelevant or excessive with regard to the Agreed Purpose.

5 **Fair and lawful processing**

5.1 Each party shall ensure that it processes the Shared Personal Data fairly and lawfully in accordance with the Data Protection Legislation during the Term of this Agreement.

5.2 The Data Discloser shall, in respect of Shared Personal Data, ensure that their privacy notices are clear and provide sufficient information to the data subjects, in accordance with the Data Protection Legislation, for them to understand what of their personal data the Data Discloser is sharing with the Data Receiver, the circumstances in which it will be shared, the purposes for the data sharing and either the identity of the Data Receiver or a description of the type of organisation that will receive the personal data.

5.3 The Data Receiver undertakes to inform the Data Subjects, in accordance with the Data Protection Legislation, of the purposes for which it will process their personal data and provide all of the information that it must provide, in accordance with its own applicable laws, to ensure that the Data Subjects understand how their personal data will be processed by the Data Receiver.

6 **Data subjects' rights**

6.1 Single Points of Contact are responsible for maintaining a record of individual requests to exercise the Data Subject's Rights, the decisions made and any information that was exchanged. Records must include copies of the request, details of the data accessed and shared and where relevant, notes of any meeting, correspondence or phone calls relating to the request. The points of contact for each party are detailed in clause 2.1.

6.2 The parties agree to provide reasonable assistance as is necessary to each other to enable them to comply with Data Subject's Rights and to respond to any other queries or complaints from Data Subjects.

7 **Data retention and deletion**

7.1 The Data Receiver shall not retain or process Shared Personal Data for longer than is necessary to carry out the Agreed Purposes.

7.2 Notwithstanding clause 7.1, parties shall continue to retain Shared Personal Data in accordance with any statutory or professional retention periods provided always that the parties ensure compliance with the Data Protection Legislation.

7.3 The Data Receiver shall ensure that any Shared Personal Data are returned to the Data Discloser or securely destroyed [in accordance with the agreed Deletion Procedure set out in the Schedule] in the following circumstances either upon termination of the Agreement

or once the Processing of the Shared Personal Data is no longer necessary for the Agreed Purpose.

8 Security and training

8.1 Having regard to the state of technological development and the cost of implementing such measures, the parties have in place appropriate technical and organisational security measures in order to:

8.1.1 prevent unauthorised or unlawful Processing of the Shared Personal Data and the accidental loss or destruction of, or damage to, the Shared Personal Data

8.1.2 ensure a level of security appropriate to:

(a) the harm that might result from such unauthorised or unlawful processing or accidental loss, destruction or damage; and

(b) the nature of the Shared Personal Data to be protected.

8.2 It is the responsibility of each party to ensure that its staff members are appropriately trained to handle and process the Shared Personal Data in accordance with the technical and organisational security measures together with the Data Protection Legislation.

9 Data security breaches and reporting procedures

9.1 The parties each have in place their own guidance that must be followed in the event of becoming aware of any unauthorised or unlawful Processing, accidental alteration, loss, destruction or disclosure of, or damage or access to the Shared Personal Data.

9.2 Each party is under a strict obligation to notify any potential or actual breach of the Shared Personal Data to each and every single point of contact as soon as possible and, in any event, within 24 hours of identification of any potential or actual loss to enable the Parties to consider what action is required in order to resolve the issue in accordance with the Data Protection Legislation.

9.3 The parties agree to provide reasonable assistance as is necessary to each other to facilitate the handling of any such event in an expeditious and compliant manner, and liaise with the ICO and / or notify the Data Subjects as required.

10 Review and termination of agreement

10.1 Parties shall review the effectiveness of this data sharing initiative every 12 months, having consideration to the aims and purposes set out in clause 2. The parties shall continue, amend or terminate the Agreement depending on the outcome of this review.

10.2 The review of the effectiveness of the data sharing initiative will involve:

10.2.1 Assessing whether the purposes for which the Shared Personal Data is being processed are still the ones listed in clause 2.3 of this Agreement;

10.2.2 Assessing whether the Shared Personal Data is still as listed in clause 4.1 of this Agreement;

10.2.3 Assessing whether the legal framework governing data quality, retention, and Data Subject's Rights are being complied with; and

10.2.4 Assessing whether Personal Data breaches involving the Shared Personal Data have been handled in accordance with this Agreement and the applicable legal framework.

10.3 Each party reserves its rights to inspect the other party's arrangements for the processing of Shared Personal Data and to terminate the Agreement where it considers that the other party is not processing the Shared Personal Data in accordance with this agreement.

11 Resolution of disputes with data subjects or the Data Protection Authority

11.1 In the event of a dispute, investigation or claim brought by a Data Subject or the ICO concerning the processing of Shared Personal Data against either or both parties, the parties will inform each other about any such event, and will cooperate with a view to settling them amicably in a timely fashion.

11.2 Each party shall abide by a decision of a competent court of the Data Discloser's country of establishment or of the Data Protection Authority which is final and against which no further appeal is possible.

12 Warranties

12.1 Each party warrants and undertakes that it will:

12.1.1 Process the Shared Personal Data in compliance with this Agreement and the Data Protection Legislation;

12.1.2 Make available upon request to the Data Subjects a copy or summary of this Agreement, in accordance with the Data Protection Legislation;

12.1.3 Respond within a reasonable time and as far as reasonably possible to enquiries from the ICO in relation to the Shared Personal Data.

12.2 The Data Discloser warrants and undertakes that it will ensure that the Shared Personal Data are accurate.

12.3 The Data Recipient warrants and undertakes that it will not disclose or transfer Shared Personal Data outside the United Kingdom.

12.4 Except as expressly stated in this Agreement, all warranties, conditions and terms, whether express or implied by statute, common law or otherwise are hereby excluded to the extent permitted by law

13 Indemnity

~~The parties shall indemnify and keep the other indemnified against all actions, claims, demands, proceedings, damages, costs, charges and expenses (including reasonable legal expenses) whatsoever in respect of any breach of this Agreement.~~

~~13.1~~

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- 14 **Allocation of cost**
- 14.1 Each party shall perform its obligations under this Agreement at its own cost.
- 15 **Third party rights**
- 15.1 No one other than a party to this agreement, shall have any right to enforce any of its terms.
- 16 **Direct marketing**
- 16.1 If the Data Receiver processes the Shared Data for the purposes of direct marketing, each party shall ensure that:
- 16.1.1 effective procedures are in place to allow the Data Subject to "opt-out" from having their Shared Personal Data used for such direct marketing purposes; and
- 16.1.2 the appropriate [explicit] consent has been obtained from the relevant Data Subjects to allow the Shared Data to be used for the purposes of direct marketing in compliance with the Data Protection Legislation.
- 17 **Variation**
- 17.1 No variation of this agreement shall be effective unless it is in writing and signed by the parties (or their authorised representatives).
- 18 **Waiver**
- 18.1 No failure or delay by a party to exercise any right or remedy provided under this agreement or by law shall constitute a waiver of that or any other right or remedy, nor shall it prevent or restrict the further exercise of that or any other right or remedy. No single or partial exercise of such right or remedy shall prevent or restrict the further exercise of that or any other right or remedy.
- 19 **Severance**
- 19.1 If any provision or part-provision of this Agreement is or becomes invalid, illegal or unenforceable, it shall be deemed modified to the minimum extent necessary to make it valid, legal and enforceable. If such modification is not possible, the relevant provision or part-provision shall be deemed deleted. Any modification to or deletion of a provision or part-provision under this clause shall not affect the validity and enforceability of the rest of this agreement.
- 19.2 If any provision or part-provision of this agreement is invalid, illegal or unenforceable, the parties shall negotiate in good faith to amend such provision so that, as amended, it is legal, valid and enforceable, and, to the greatest extent possible, achieves the intended commercial result of the original provision.
- 20 **Changes to the applicable law**
- 20.1 In case the applicable data protection and ancillary laws change in a way that the Agreement is no longer adequate for the purpose of governing lawful data sharing

exercises, the Parties agree that the single points of contact will negotiate in good faith to review the Agreement in light of the new legislation.

21 No partnership or agency

21.1 Nothing in this agreement is intended to, or shall be deemed to, establish any partnership or joint venture between any of the parties, constitute any party the agent of another party, or authorise any party to make or enter into any commitments for or on behalf of any other party.

21.2 Each party confirms it is acting on its own behalf and not for the benefit of any other person.

22 Entire agreement

22.1 This Agreement constitutes the entire agreement between the parties and supersedes and extinguishes all previous agreements, promises, assurances, warranties, representations and understandings between them, whether written or oral, relating to its subject matter.

22.2 Each party acknowledges that in entering into this Agreement it does not rely on, and shall have no remedies in respect of any statement, representation, assurance or warranty (whether made innocently or negligently) that is not set out in this Agreement.

22.3 Each party agrees that it shall have no claim for innocent or negligent misrepresentation or negligent misrepresentation based on any statement in this Agreement.

23 Force majeure

23.1 Neither party shall be in breach of this Agreement nor liable for delay in performing, or failure to perform, any of its obligations under this agreement if such delay or failure result from events, circumstances or causes beyond its reasonable control. In such circumstances [the time for performance shall be extended by a period equivalent to the period during which performance of the obligation has been delayed or failed to be performed OR the affected party shall be entitled to a reasonable extension of the time for performing such obligations]. If the period of delay or non-performance continues for [4] weeks, the party not affected may terminate this agreement by giving [21] days' written notice to the affected party.

24 Rights and remedies

24.1 Except as expressly provided in this agreement, the rights and remedies provided under this Agreement are in addition to, and not exclusive of, any rights or remedies provided by law.

25 Notice

25.1 Any notice given to a party under or in connection with this Agreement shall be in writing, addressed to the single points of contact and shall be:

25.1.1 delivered by hand or by pre-paid first-class post or other next working day delivery service at its registered office (if a company) or its principal place of business (in any other case); or

25.1.2 sent by email to the single point of contact.

25.2 Any notice shall be deemed to have been received:

25.2.1 if delivered by hand, at the time the notice is left at the proper address;

25.2.2 if sent by pre-paid first-class post or other next working day delivery service, at 9.00 am on the second business day after posting or at the time recorded by the delivery service.

25.3 This clause does not apply to the service of any proceedings or other documents in any legal action or, where applicable, any arbitration or other method of dispute resolution which should be governed by the relevant procedural rules in the usual way.

26 **Governing law**

26.1 This Agreement and any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with it or its subject matter or formation shall be governed by and construed in accordance with the law of England and Wales.

27 **Jurisdiction**

27.1 Each party irrevocably agrees that the courts of England and Wales shall have exclusive jurisdiction to settle any dispute or claim (including non-contractual disputes or claims) arising out of or in connection with this agreement or its subject matter or formation.

This agreement has been entered into on the date stated at the beginning of it.

Signed by:

For and on behalf of Hertford Town Council

Signed by: [Signature and Print Name]

For and on behalf of [Company Name]

Schedule - Deletion procedure

1. Disposal of Computer Equipment used for the Agreed Purposes of the

1.1 All computer equipment (excluding computer screens) must be assumed to contain personal or confidential data and be treated as such. In accordance with the Waste Electrical and Electronic Equipment Regulations (EU 2002/96/EC) directive regarding disposal of electrical and electronic equipment, use of a WEEE accredited company to dispose of IT equipment used for the Agreed Purposes is required. Certificates of destruction must be kept on file for at least two years should the Data Controller require access to review these certificates for auditing purposes.

2. Procedure for the disposal of paper confidential waste

2.1 Confidential information is any Shared Personal Data or information relating to Data Controller activities or involvement relating to this Agreement.

2.2 When confidential paperwork is no longer needed, it must be securely destroyed. Once confidential waste is destroyed a Certificate of Destruction should be retained for at least two years and provided to the Data Controller as required for auditing purposes.

3. When not to destroy documents

3.1 Documents may need to be kept for a specified period for legal or operational reasons. Details of these periods can be found in the Data Controller's retention schedule. Documents should not be destroyed sooner than specified in the Policy.

3.2 Documents should also not be destroyed in the following circumstances:

3.2.1 Where a subject access request has been made, no documents relating to the individual who has made the request should be destroyed or altered unless this is part of a normal process of updating documents or destroying documents in accordance with the Data Controller's retention schedule.

3.2.2 Where documents relate to a person or property connected to a legal case, advice should be sought from the Data Controller.

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Document 6.7

**INFORMATION AND DATA PROTECTION
POLICY**

(Includes the Policy, Responsibilities and Guidance)

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Adopted May 2018
Review by June 2020

1 Introduction

1.1 This Policy sets out how the Council handles Personal Data it processes in order to deliver many of the services and functions carried out, whether that be about members of the public; current, past and prospective employees; clients and customers, and suppliers. In addition, it may be required by law to collect and use information in order to comply with the requirements of central government.. We have updated our policy to take account of changes in the law brought about by the General Data Protection Regulation (“The GDPR”) and the Data Protection Act 2018.

1.2 This Policy applies to all Personnel (“you”, “your”). Data protection is a collective responsibility and all Personnel are required to demonstrate good data protection practices to support us in creating a strong culture of data protection compliance. Any breach may result in disciplinary action and, where data Processors and sub-processors are concerned, termination of our relationship.

The General Data Protection Regulation means Regulation (EU) 2016/679 of the European Parliament and of the Council of 27 April 2016 on the protection of natural persons with regard to the processing of personal data and on the free movement of such data (General Data Protection Regulation).

On 25 May 2018 this directive replaced the European Data Protection Directive (Directive 95/46/EC) that was implemented by the Data Protection Act 1998.

1.2 Regulation (EU) 2016/679 places more stringent requirements on the Council regarding the collection, management, processing, retention and deletion of personal data.

2 Statement of Policy

2.1 In order to operate efficiently, Hertford Town Council has to collect and use information about people with whom it works. These may include members of the public, current, past and prospective employees, clients and customers, and suppliers. In addition it may be required by law to collect and use information in order to comply with the requirements of central government.

2.2 This personal information must be handled and dealt with properly, however it is collected, recorded and used, and whether it is on paper, in computer records or recorded by any other means such as audio and visual, and there are safeguards within the Act to ensure this.

2.3 The Council Hertford Town Council regards the lawful and correct treatment of personal information as very important to its successful operations and to maintaining confidence between the Council and those with whom it carries out business.

2.2

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~~2.4~~ 2.4 The Council will ensure that it treats personal information lawfully and correctly.

~~2.3~~

~~1.2~~ The Data Protection Act defines what is a public authority for the purposes of GDPR. The Council is not a public authority within the definitions of the Data Protection Act however, the Council is still subject to data protection legislation.

~~2.4~~

2.5 The Council has appointed a Data Information Officer to assist the Council in overseeing this policy. The DIO is HY Professional Services (“HY”) who can be contacted as follows:-

In writing: HY, 1 Reed House, Hunters Lane, Rochdale, OL16 1YL

By email: DPO@wearehy.com

By telephone: 0161 804 1144.

~~2.6~~

The Council has appointed a Data Information Officer to assist the Council in overseeing this policy. The DIO is HY Professional Services (“HY”) who can be contacted as follows:-

In writing: HY, 1 Reed House, Hunters Lane, Rochdale, OL16 1YL

By email: DPO@wearehy.com

By telephone: 0161 804 1144.

Please contact the DIO with any questions about the operation of this Policy.

3 The Principles of Data Protection

3.1 The GDPR stipulates that the Council in processing personal data must comply with **six principles**.

3.2 The Principles require that personal information shall be:

2. processed lawfully, fairly and in a transparent manner in relation to the data subject;
3. collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes;
4. adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;
5. accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;
6. kept in a form which permits identification of data subjects for no longer than is necessary;
7. processed so as to ensure appropriate security of the personal data, including against unauthorised or unlawful processing and against accidental loss, destruction or damage. There is some special provision, including for public interest archiving and historical research.

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- 3.3 The GDPR provides conditions for the processing of any personal data. Personal data is defined as any information relating to an identified or identifiable living individual

4 Management of Personal Data

- 4.1 ~~The Hertford Town~~ Council will, through appropriate management and the use of guidance from the Information Commissioner:-

- ▶ ~~f~~Fully meet requirements regarding the collection and use of personal information;
- ▶ ~~m~~Meet its legal obligations to specify the purpose for which information is used;
- ▶ ~~c~~Collect and process appropriate information and only to the extent that it is needed to fulfil operational needs or to comply with any legal requirements;
- ▶ ~~t~~Take appropriate technical and organisational security measures to safeguard personal information;
- ▶ ~~e~~Ensure that personal information is not transferred abroad without suitable safeguards;
- ▶ ~~e~~Ensure that the rights of people about whom the information is held can be fully exercised under the Act [and the GDPR](#).

These include:

- ▶ ~~t~~The right to be informed that processing is being undertaken;
- ▶ ~~t~~The right of access to one's personal information within the statutory 30 days;
- ▶ ~~t~~The right to prevent processing in certain circumstances;
- ▶ ~~t~~The right to correct, rectify, block or erase information regarded as wrong information;
- ▶ ~~t~~The right to object - processing has to be based on legitimate interests or the performance of a task in the public interest/exercise of official authority;
- ▶ ~~r~~Rights related to direct marketing (including profiling).

- 4.2 In addition, ~~the Hertford Town~~ Council will ensure that:

- ▶ ~~t~~The Town Clerk has overall responsibility for data protection in the [Council organisation](#)
- ▶ ~~e~~Everyone managing and handling personal information understands that they are contractually responsible for following good data protection practice;
- ▶ ~~e~~Everyone managing and handling personal information is appropriately trained to do so;
- ▶ ~~e~~Everyone managing and handling personal information is appropriately supervised;
- ▶ ~~a~~Anyone wanting to make enquiries about handling personal information, whether a member of staff or a member of the public, knows what to do;
- ▶ ~~q~~Queries about handling personal information are promptly and courteously dealt with;
- ▶ ~~m~~Methods of handling personal information are periodically assessed and evaluated;
- ▶ ~~d~~Data sharing is carried out under a written agreement, setting out the scope and limits of the sharing. Any disclosure of personal data will comply with approved procedures;
- ▶ ~~a~~All elected members are to be made fully aware of this policy and of their duties and responsibilities under the Act [and the GDPR](#);

- ▶ **A**ll staff will take steps to ensure that personal data is kept secure at all times against unauthorised or unlawful loss or disclosure and in particular will ensure that:
 - **p**aper files and other records or documents containing personal/sensitive data are kept in a secure environment;
 - **p**ersonal data held on computers and computer systems is protected by the use of secure passwords, which where possible have forced changes periodically;
 - **i**ndividual passwords should be such that they are not easily compromised;
 - **p**asswords should not be written down;
- ▶ **a**ll contractors, consultants, partners or other servants or agents of the Council must:
 - **E**nsure that they and all of their staff who have access to personal data held or processed for or on behalf of the council, are aware of this policy and are fully trained in and are aware of their duties and responsibilities under the GDPR. Any breach of any provision of the Act will be deemed as being a breach of any contract between the Council and that individual, company, partner or firm;
 - **a**llow data protection audits by the Council of data held on its behalf (if requested);
 - **i**ndemnify the Council against any prosecutions, claims, proceedings, actions or payments of compensation or damages, without limitation;
- ▶ **A**ll contractors who are users of personal information supplied by the Council will be required to confirm that they will abide by the requirements of the [Act and the GDPR Act](#) with regard to information supplied by the Council

5 Implementation

- 5.1 The Council has identified the Town Clerk as the officer responsible for ensuring that the Data Protection Policy is implemented. In the first year of implementation the process will be monitored quarterly by the Council via a report to the Finance, Policy & Administration Committee. After the first year the report will be submitted annually.
- 5.2 The Town Clerk will also have overall responsibility for:
- ▶ **t**he provision of data protection training for Councillors and Council Staff;
 - ▶ **f**or ensuring compliance checks are carried out to ensure adherence with the GDPR.

6. Notification to the Information Commissioner

- 6.1 The Information Commissioner maintains a public register of data controllers.

[6.2 The Hertford Town Council](#) is registered as a data controller¹.

¹ The Data Controller is a person who (either alone or jointly or in common with other persons – i.e. the Council) determines the purposes for which and the manner in which any personal data are, or are to be, processed.

6.2 The GDPR requires the appointment of a Data Protection Officer.

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**SOCIAL MEDIA AND EMAIL
COMMUNICATION POLICY
HERTFORD TOWN COUNCIL ACCOUNTS**

Adopted 8 May 2018
Review by June 2020

INTRODUCTION

The use of digital and social media and electronic communication enables Hertford ~~the~~ Town Council (**'the Council'**) to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website, Facebook pages, Twitter accounts, Instagram and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

The Council's Facebook pages and Twitter and Instagram accounts intend to provide information and updates regarding activities and opportunities within our Town and promote our community positively but there are potential issues to consider both for individual employees and the Council as a whole.

These guidelines aim to provide officers with information to consider before participating in or developing any new social media application and assist in getting the best out of the tools ~~available whilst~~**available whilst** maintaining a safe and professional environment and protecting themselves and the Council.

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1. Communicate with the Community

1.1 A large percentage of the UK population now use Social Media and a recent study showed that people interact with their favourite brand on these media. [For example, a single post by John Lewis on Facebook can generate over 3.3k likes \(source: <http://www.pixel8ltd.com>\).](#) Increasingly, social media has a real value when communicating with the public.

1.2 The quality of the interaction and audience demographics should influence the choice of social media channels. Facebook and Twitter appear currently to be the social media channels of choice for the local community, however it is important to keep abreast of newly emerging channels and **these** should be used if you are specifically pointed at them or they contain useful information for key groups.

- 1.3 In order to ensure public accountability and transparency, all Council Social Media accounts must make reference to the fact that they are run by ~~the Council~~~~Hertford Town Council~~. Similarly, this also demonstrates the work the Council is doing and how public money is being spent.

2. **Use Social Media to Consult and Engage**

- 2.1 Social Media can be used to have discussions with the community. If someone raises a concern, request that the person elaborates on an issue, and if you know something that will help, share it with them. Officers should not try to assist everyone that asks a question on a Twitter stream, in some cases it would not be appropriate for reasons of impartiality or legality.
- 2.2 If the Council or Officers receive praise for work done, be sure to pass it on. Similarly, if complaints are received, the Chairman of the relevant Committee should be made aware. Social Media is one of the few ways to directly and instantly receive feedback on policies and decisions.

3. **General – ‘The Voice’ for Social media use**

- 3.1 Individual officer names should be used on ~~Hertford Town Council~~ operated accounts. (In the biography).
- 3.2 Comments made on the Council operated accounts will conform with all other Council policies at all times.
- 3.3 The ‘voice’ will reflect the nature of social media and will therefore be informal.
- 3.4 When responding to negative comments, be firm, but polite and factual.
- 3.5 Any need to apologise should be done in a sincere manner.
- 3.6 Slang is not to be used as a matter of course.
- 3.7 High standards of spelling and grammar must be maintained at all times.
- 3.8 Plain English must be used at all times.
- 3.9 Swearing is not appropriate under any circumstances.
- 3.10 All posts must stay within libel laws of England.
- 3.11 Posts must not contain any personal information.

4. **Content**

- 4.1 Content must be updated regularly.
- 4.2 All posts must be timely and relevant. Do not write about old news.
- 4.3 Responses to posts made by others should be made within one working day to reflect the speed of the social media sphere.
- 4.4 Officers will signpost matters they think may be of interest/benefit to the community and forward on posts made by others if appropriate.
- 4.5 Confidential and sensitive information will not be posted on-line.
- 4.6 More than one officer will be responsible for updating the social media sites, to ensure a balance of information is posted, however the primary officer responsible for the accounts will be the Marketing and Events Manager.
- 4.7 ~~Pre-scheduled~~Pre-scheduled tweets and posts are regularly used. Four officers have access to the accounts and all are aware that should a news item or unexpected occurrence result in the pre-scheduled tweet/post becoming inappropriate, the first officer to become aware of the issue will check ~~pre-scheduling~~pre-scheduling and cancel the post(s) as appropriate.
- 4.8 Posts must not contain content knowingly copied from elsewhere, for which the Council does not own the copyright. -This does not include re-tweets.
- 4.9 Social media will not be used for the dissemination of any political advertising.

5. **Responses from the Public**

5.1 In order to ensure that all discussions on the Council's Social Media channels are productive, respectful and consistent with Council's aims and objectives, we ask the public to follow these guidelines:

5.1.1 ~~B~~be considerate and respectful of others. Vulgarity, threats, racist or abuse of language will not be tolerated;

• ~~d~~d

5.1.1 ~~D~~Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted;

5.1.2

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~~5.1.2~~ ~~s~~Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due;:-

~~5.1.3~~

~~5.1.3~~ ~~S~~stay on topic;:-

~~5.1.4~~

~~5.1.4~~ ~~R~~efrain from using the Council's Facebook pages or Twitter sites for commercial purposes or to advertise market or sell products;:-

~~5.1.5~~ ~~t~~he Council retains the right to remove comments or content that include any content as mentioned above;:-

~~5.1.5~~

~~•5.1.6~~ ~~s~~ending a message/post via social media will not be considered as contacting the Council for official purposes. Instead, please make direct contact with the relevant officer.

6. Active Twitter Accounts

- 6.1 @Hertfordtc is the active twitter account for ~~the Hertford Town~~ Council and provides information on Council business, upcoming events and activity run by the Council. The account is used to promote all Hertford Town Council services and Council matters. In addition, the account is used to promote activities and support local businesses to increase footfall into Hertford. The account can also promote all other ~~Hertford Town~~ Council social media accounts;:-
- 6.2 @hertfordartfest is the active twitter account for the Hertford Arts Festival, an event organised by ~~the Hertford Town~~ Council. -This account may only be used on a seasonal basis in the lead up to the event. -It must be indicated that the account is operated by ~~the Hertford Town~~ Council;:-
- 6.3 @HertfordCastle is the active twitter account for Hertford Castle. The account promotes venue hire at Hertford Castle. It must be indicated that the account is operated by ~~the Hertford Town~~ Council.

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65.4 @HertfordFoodDri is the active twitter account for the Food and Drink Festival, an established event organised by ~~the Hertford Town Council~~. The account may only be used on a seasonal basis in the lead up to the event. It must be indicated that the account is operated by ~~the Hertford Town Council~~

7 Active Facebook Accounts

7.1 ~~The Hertford Town Council~~ has a dedicated facebook account providing information on upcoming events and activity run by the ~~eCouncil~~. The account is used to promote all ~~of the Hertford Town Council's~~ services and ~~eCouncil~~ matters. In addition, the account is used to promote activities and support local businesses to increase footfall into Hertford.

7.2 Hertford Castle has a dedicated account providing photographs of the grounds and rooms inside the castle. The account is used to promote the www.hertfordcastle.co.uk website to promote venue hire.

7.3 Hertford Town and Tourist Information Centre has a dedicated account providing tourist information on Hertford such as where to visit, what events are on, tickets for sale and a weekly newsletter of events taking place.

8. Active Instagram Account

8.1 Hertford Town Council has a dedicated Instagram Account promoting upcoming events and certain activities run by the Council. In addition the account is used to promote and support local businesses to increase footfall into Hertford.

9. Purdah

9.1 During periods of purdah, permission to continue to operate any Council run social media site must be cleared by the Town Clerk, where each post will be considered on an individual basis. ~~Any account that continues to operate during this period must stick rigidly within the purdah rules. (Purdah is the pre-election period, specifically the time between an announced election and the final election results).~~

109. Email Communication

109.1 All Officers of the Council have individual email accounts which are detailed on the Council's website.

- | 109.2 All new emails requiring data to be passed on will be followed up with a Data consent form for completion before action is taken with that correspondence.

- | 109.3 Councillors are at liberty to communicate directly with the public in relation to their personal views, and if appropriate copy in the Town Clerk or other officer of the Council. Any emails copied to officers of the Council become official and will be subject to the Freedom of Information Act. All emails to Councillors and Officers can be subject to Freedom of Information requests.

- | 109.4 Do not forward personal information on to other people or groups outside the Council, this includes names, addresses, email, IP addresses and cookie identifiers without obtaining consent where explicit consent of the individual is required.

- | 9.5 Councillors and Officers are expected to abide by the Code of Conduct and GDPR in all the work they do. It is vital that information is treated sensitively and securely. Councillors and Officers are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation). Councillors and Officers should also be careful only to carbon copy ('cc')-essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

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Document 6.15

SECURITY OF DATA ON MOBILE DEVICES

(Guidance for Councillors and Officers)

Adopted 8 May 2018
Review by June 2020

1 Introduction

This document specifies the Council's Policy for the use, management and security of all mobile devices that may hold Council information.

2. Definitions

2.1 Mobile devices include, but are not limited to:

2.1.1 Laptop computers and netbooks

2.1.2 Tablet devices;

2.1.3 Smart phones;

2.1.4 Portable storage, such as removable hard drives, USB memory sticks and data cards;

2.1.5 Audio- visual equipment including data projectors, cameras etc.

2.2 Confidential information is information that, if disclosed, or made publically available could damage financial or commercial interests, privacy and reputational damage to an individual or the Council.

3. Policy Statement

3.1 The use of any mobile device to process and access Council information creates risks including those relating to data protection, virus infection, Copyright infringement, unintentional or unlawful compromise of data and loss or theft of device and/or data. The risks are increased and more difficult to manage when using personally owned mobile devices.

3.2 The Council and its Officers are required to process, and are committed to processing, all personal data in accordance with the General Data Protection Regulations, regardless of the device used to access the information. Council Officers are required to keep Council information and personal data secure. This applies equally to Council information held on Council systems and devices or accessed/held on personally owned mobile devices.

3.3 The Council reserves the right to refuse to allow access to particular devices or software where it considers there is a security risk to its information.

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Policy – Security of Data on Mobile Devices

3.4 The Council is the owner of all Council information and the content of its systems together with everything that is created on, transmitted to, received on or printed form, or stored on or recorded on each mobile device, irrespective of who owns the mobile device.

4. User Responsibilities

4.1 Mobile device users are responsible for:

4.1.1 The security of Council information and of the device on which the information is held;

4.1.2 Storing Council information on the mobile device only for as long as necessary;

4.1.3 Deleting Council information from mobile device when no longer required or sooner if required by the Council to delete it;

4.1.4 Ensuring, where possible the device has up to date Operating system and anti-virus protection;

4.1.5 Complying with this Policy.

5 Data Access and Storage

5.1 Use of any personally owned mobile device for business purposes is at the User's risk and the Council is not liable for any losses, damages or liability arising out of such use. This includes but is not limited to loss, corruption or misuse of any content, or loss of access to, or misuse of such personally owned mobile devices, its software or functionality.

5.2 When storing/processing confidential information on a mobile device, use of a Council issued mobile device should always be the preferred mechanism. Storage on personally owned mobile devices can put confidential data at risk of compromise and may be subject to access to third parties. Use of personally owned mobile devices should be authorised in writing by the Town Clerk.

5.3 Confidential information should not be stored or transferred to a cloud service unless it is under the Council's IT contract. The Contract must address the issues of confidentiality, integrity and availability of the information.

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Policy – Security of Data on Mobile Devices

5.4 Only store the minimum amount of information necessary (to carry out any required task) on a mobile device. –Officers must delete any confidential information on the device as soon as the information is no longer required.

6. Device and Physical Security

6.1 Mobile devices accessing Council information must have a strong password/passcode/PIN enabled to reduce opportunity for unauthorised access. Passwords/passcodes /PINS must be kept secure. The device should be set automatically to lock if inactive for 5 minutes or less, or locked manually.

6.2 Mobile devices used regularly to access/store confidential information should be subject to additional protection measure such as encryption to reduce opportunities for loss or compromise of the information.

6.3 Council issued mobile devices must be secured whether on or off on Council premises. Users must take responsibility for a mobile device and must ensure it is not left unattended in a busy public area, when travelling or in a car.

6.4 For officers using personally owned mobile devices – Officers must delete all Council information from their device on termination of employment, or if the device is being repaired, exchanged, sold, given away or otherwise disposed of. Officers may be required to provide a written undertaking that this will be done.

7. Reporting Loss or Theft

7.1 In the event of loss or theft of any mobile device, irrespective of whether it is a Council or personally owned device, the user must act promptly to minimise the risk of compromise to Council information immediately by:

7.1.1 ~~C~~changing their Council log-in password;
7.1.1

7.1.2 ~~C~~changing all other passwords that maybe on the device;
7.1.2

7.1.3 ~~r~~Reporting theft to the Police, the Town Clerk and the DPO;
7.1.3

7.1.4 ~~r~~Reporting theft or loss to the mobile phone network provider;
7.1.4

•7.1.5 DPO must report loss to the Information Commissioner within 72 hours.

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Hertford Town Council Constitution
Policy – Security of Data on Mobile Devices

Document 6.16

**RETENTION AND DISPOSAL OF DATA
POLICY**

(Guidance for Councillors and Officers)

Adopted 8 May 2018

Review by June 2020

1. Introduction

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- 1.1 The Council accumulates 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 document.
- 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 and individual officers 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 The Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations ('the Regulations') so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

1.5

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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:

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2.1.1 Retained – and for how long; or

2.1.1

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Policy – Retention and Disposal of Data Policy

~~2.1.2~~ – Disposed of – and if so by what method.

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~~2.2~~ There is some information that does not need to be kept at all or that are routinely destroyed in the course of daily business. This usually applies to information that is duplicated, unimportant or only of a short-term value. This may include:

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~~2.2~~

~~2.2.1~~ – ‘With compliments’ slips;

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~~2.2.1~~

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~~2.2.2~~ – Non-acceptance of invitations;

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~~2.2.2~~

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~~2.2.3~~ – Electronic mail messages that are not related to Council business;

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~~2.2.3~~

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~~2.2.4~~ – Requests for information such as maps, plans or advertising material.

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2.3 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.

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3. Roles and Responsibilities for Document Retention and Disposal

3.1 The Council is responsible for determining whether to retain or dispose of documents and will 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~~ The Council ensures that all employees are aware of the retention/disposal schedule.

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~~3.2~~

4. Document Retention Protocol

4.1 The Council has in place an adequate system for documenting the activities of the service. This system takes into account the legislative and regulatory environments to which it works.

Policy – Retention and Disposal of Data Policy

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:

4.2

4.2.1

f Facilitate an audit or examination of the business by anyone so authorised:

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4.2.2 **P**rotect the legal and other rights of the Council, its clients and any other

persons affected by its actions:

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4.2.3 v

v Verify individual consent to record, manage and record disposal of their personal data:

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4.2.4 **P**rovide authenticity of the records so that the evidence derived from them

is shown to be credible and authoritative.

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4.3 To facilitate this the following principles should be adopted:

4.3

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4.3.1 **R**ecords 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:

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4.3.2 **D**ocuments that are no longer required for operational purposes but need retaining should be placed at the records office.

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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.

~~4.5~~

5. Document Disposal Protocol

~~5.1~~ Documents should ~~only~~ be disposed of ~~once they have been if~~ reviewed in accordance with the following:

~~5.1~~

~~5.1.1~~ ~~i~~s retention required to fulfil statutory or other regulatory requirements?

~~5.1.1~~

~~5.1.2~~ ~~i~~s retention required to meet the operational needs of the service?

~~5.1.2~~

~~5.1.3~~ ~~i~~s retention required to evidence events in the case of dispute?

~~5.1.3~~

• ~~5.1.4~~ ~~i~~s 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:

~~5.3~~

~~5.3.1~~ ~~—~~ Non-confidential records: placed in the recycling bin for disposal;

• ~~c~~

~~5.3.2~~ ~~—~~ Confidential records or records giving personal information: shred documents ~~and thereafter dispose of using appointed contractor~~;

• ~~d~~

~~5.3.1~~ ~~—~~ Deletion of computer records including those in the recycle bin; ~~7~~

~~5.3.3~~

• ~~5.3.4~~ ~~t~~ ~~—~~ Transmission of records to an external body such as the County Records Office.

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Policy – Retention and Disposal of Data Policy

5.4 The following principles should be followed when disposing of records:

~~5.4.1~~ ~~A~~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~~ ~~and or cause reputational damage~~:-

~~5.4.2~~ ~~the Freedom of Information Act~~ ~~and any other regulations; codes of practice and guidance issued; or cause reputational damage.~~

~~5.4.1~~ ~~W~~here computer records are deleted steps should be taken to ensure that data is ‘virtually impossible to retrieve’ as advised by the Information Commissioner:-

~~5.4.3~~ ~~w~~Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office:-

~~5.4.4~~ ~~b~~Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

6. List of Documents

~~1.16.1~~ 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.

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Hertford Town Council Appendix 11 A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	<u>Website</u> <u>Hard copy of minutes at the Council Office for X amount of time</u>	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 10 years they must be archived and deposited with the Higher Authority
Agendas	10 years	Management	<u>Electronic - Shared drive & website</u> <u>Hard copy at Council Offices</u>	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	<u>Central database for example or with the Insurance and Risk team? Hard Copies Council offices.</u>	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	<u>Electronic - Shared drive</u>	Bin
Receipt and payment accounts	Indefinite	Archive	<u>Electronic - Shared drive. Hard Copies Council offices.</u>	N/A
Receipt books of all kinds	6 years	VAT	<u>Hard Copies Council offices.</u>	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	<u>Hard Copies Council offices.</u>	Confidential waste
Bank paying-in books	Last completed audit year	Audit	<u>Hard Copies Council offices.</u>	Confidential waste
Cheque book stubs	Last completed audit year	Audit	<u>Hard Copies Council offices.</u>	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Electronic - Shared drive. Hard Copies Council offices.	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	Hard Copies Council offices.	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Hard Copies Council offices.	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Hard Copies Council offices. Electronic- Shared drive	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Hard Copies Council offices.	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Hard Copies Council offices.	Bin
Wages books/payroll	12 years	Superannuation	Hard Copies Council offices.	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Hard Copies Council offices.	Bin
Insurance company names and policy numbers	Indefinite	Management	Hard Copies Council offices.	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	Hard Copies Council offices.	Bin
Town Park equipment inspection reports	21 years		Hard Copies Council offices. Electronic- Shared drive	
Investments	Indefinite	Audit, Management	Hard Copies Council offices.	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Hard Copies Council offices.	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.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Hard Copies Council offices.	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).	Hard Copies Council offices.	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
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 st 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.	Hard Copies Council offices.	Bin if applicable
Record-keeping				
To ensure records are easily accessible it is necessary to comply with the following: <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	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	Electronic - Shared drive	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 requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
General correspondence	<p>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.</p>	Management	<p>Hard Copies Council offices. Electronic - Shared drive</p>	<p>Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
Correspondence relating to staff	<p>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</p>	<p>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.</p>	<p>Hard Copies – kept in locked cupboard at Council offices</p>	<p>Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	<p>Documents from legal matters, negligence and other torts 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. If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years		Hard Copies – kept in locked cupboard at Council offices	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Hard Copies – kept in locked cupboard at Council offices	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Hard Copies – Council offices	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Hard Copies – Council offices	Confidential waste.
Sums recoverable by statute	6 years		Hard Copies – Council offices	Confidential waste.
Personal injury	3 + 1years		Hard Copies – kept in locked cupboard at Council offices	Confidential waste.
To recover land	12 years		Hard Copies – kept in locked cupboard at Council offices	Confidential waste.
Rent	6 years		Hard Copies – Council offices	Confidential waste.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Breach of trust	None		Hard Copies – kept in locked cupboard at Council offices	Confidential waste.
Trust deeds	Indefinite		Hard Copies – kept in locked cupboard at Council offices	N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> Application to hire Invoices Record of tickets issued 	6 years	VAT	Electronic - Shared drive. Hard Copies – Council offices	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	Electronic - Shared drive	N/A
Terms and Conditions	6 years	Management	Hard Copies – Council offices	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Hard Copies – Council offices	Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Allotments				
Register and plans	Indefinite	Audit, Management	Hard Copies – Council offices	N/A
Minutes	Indefinite	Audit, Management	Electronic - Shared drive. Hard Copies in signed minute book – Council offices	N/A
Legal papers	Indefinite	Audit, Management	Agreements kept as hard copies – Council offices	N/A
For Burial Grounds				

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> Register of fees collected Register of burials Register of purchased graves Register/plan of grave spaces Register of memorials Applications for interment Applications for right to erect memorials Disposal certificates Copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)	Safe - restricted access to authorised personnel. Once bound hard copies placed in cupboard in Council Offices	N/A
Planning Papers				
Applications	1 year	Management	Electronic - Shared drive	Bin
Appeals	1 year unless significant development	Management	Hard Copies – Council offices	Bin
Trees	1 year	Management	Hard Copies – Council offices	Bin
Local Development Plans	Retained as long as in force	Reference	Hard Copies – Council offices	Bin
Local Plans	Retained as long as in force	Reference	Hard Copies – Council offices	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	Electronic - Shared drive	N/A
CCTV				
Daily notes	Daily	Data protection	Electronic - Shared drive	Confidential waste
Radio rotas	1 week	Management	Electronic - Shared drive	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Work rotas	1 month	Management	<u>drive</u> <u>Hard Copies – Council offices</u>	Confidential waste
Observation sheets	3 years	Data protection	<u>Electronic - Shared drive</u>	Confidential waste
Stats	3 years	Data protection	<u>Electronic - Shared drive</u>	Confidential waste
Signing in sheets	3 years	Management	<u>Electronic - Shared drive</u>	Confidential waste
Review requests	3 years	Data protection	<u>Electronic - Shared drive</u>	Confidential waste
Discs – master and working	For as long as required	Data protection	<u>With CCTV provider</u>	Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management	<u>Electronic - Shared drive</u>	Confidential waste
Code of Practice	Destroy on renewal Review annually	Management	<u>Electronic - Shared drive</u>	Confidential waste
Photographs/digital prints	31 days	Data protection	<u>Electronic - Shared drive</u>	Confidential waste

FPA Objectives – 2016-19

<p>AAA. OBJECTIVE: Enhance the role of the County Town of Hertford as an attractive and safe place to live, work and visit and to promote it as a cultural destination</p>		
Action Required	Success Criteria	Responsible Committee
1. Agree quarterly policing priorities with the Safer Neighbourhood Team and feed in local residents and business views when setting those priorities.	Issues raised are successfully addressed and reported back to the Council.	FP&A or informal meeting
<p>Progress as of March 2019:</p> <p>Meeting with CI Orton took place on 5th November 2018. At that meeting it was agreed to meet every 6 months. The next meeting is scheduled for 3rd June 2019.</p>		
2. Continued funding of the Hertford Museum as a key resource for both residents and visitors to Hertford.	Continued provision of this important resource.	FP&A
<p>Progress as of March 2019:</p> <p>Funding for 2018/19 has been approved. This item is on track</p> <p>This objective is on track.</p>		
3. Consider how New Homes Bonus funding can be used to support community based projects such as the Hertford Arts Hub being considered by Courtyard Arts.	Improving the cultural offer or other community initiatives within the Town.	FP&A
<p>.Progress as of March 2019:</p> <p>Grant applications under this NHB allocation scheme were considered in June October and January 2019. Further applications will be considered at FP&A in March 2019.</p>		
4. Implementation of an 'Adopt your Street' litter pick initiative, with support from the Council.	A scheme is implemented where members of the public take some responsibility for clearing litter in their streets.	FP&A
<p>Progress as of March 2019:</p> <p>At present there are 27 plus a Cub Scout Group and a Beavers group involved in this initiative. Volunteers in all four wards of Hertford have adopted at least one</p>		

street. Positive feedback has been received from volunteers and the scheme continues to be advertised through social media and noticeboards.

This objective is on track

BBB. OBJECTIVE:

Support the town centre and business community, to ensure its ongoing viability

Action Required	Success Criteria	Responsible Committee
1. Provide financial support for local Community Groups and initiatives through the provision of Community Grants.	Positive promotion of the grant scheme; determination of grant applications in line with Town Council policy; positive case studies shown on the Town Council's website.	FP&A

Progress as of March 2019:

Grants under the scheme are considered at every meeting of the FPA Committee. Case studies are followed up after grants awarded and press releases issued on a regular basis.

This objective is on track.

CCC. OBJECTIVE:

Positively Influence Spatial and Economic Development

Action Required	Success Criteria	Responsible Committee
1. Draw up and implement an annual programme of maintenance to the Castle and Seed Warehouse ensuring good value for money.	Cost effective maintenance carried out in a timely manner.	FP&A

Progress as of March 2019

A programme is maintenance for is being undertaken for the current year. This item is on track.

2. The Town Council undertakes highways verge and signage maintenance as part of Hertfordshire County Council Highways Together Initiative.	This provides the opportunity for the council to contributing to a more pleasant environment.	FP&A
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Progress as of March 2019:

The scheme works on an ad-hoc basis but the Council is not able to carry out maintenance of areas of highway land because responsibility for this lies with the County and District Councils.

This objective is on track to the limited extent possible.		
3. Develop and implement a strategy for the Council to improve its carbon footprint and sustainability. Areas of action could include paper use, level of recycling and energy suppliers.	Reduced carbon footprint through exemplary practice.	FP&A
Agenda item for this Committee.		
DDD. OBJECTIVE: Effective Governance		
Action Required	Success Criteria	Responsible Committee
1. Undertake regular reviews to Council policy and Constitution (to include all standing Orders and Financial Regulations). Develop news policies where required.	Town Council is effectively run and managed; meeting all statutory requirements and exhibiting good practice wherever possible other	FP&A
Progress as of December 2018: This is done on a regular basis. The full Constitution was last reviewed and adopted on 27 March 2018. Standing Orders and Financial Regulations reviewed March 2019. This objective is on track.		
2. Review spending programmes (such as for New Home Bonus funding) as part of the annual budget setting process.	Spending programmes remain fit for purpose and result in positive outcomes.	FP&A
Progress as of March 2019: New Home Bonus allocation policy and process adopted in March 2018. Further work has been undertaken for the budget setting for 2019/2020.		
3. Ensure all requirements of the Council's Standing Orders and Financial Regulations are met when spending public money.	Assurance provided on an annual basis by the Town Clerk.	FP&A
Progress as of March 2019:		

<p>The Standing Orders and Financial Regulations are reviewed and re-adopted annually by the Council.</p>		
<p>4. Continue to meet financial transparency requirements including regular publication of Council expenditure.</p>	<p>Assurance provided on an annual basis by the Town Clerk.</p>	<p>FP&A</p>
<p>Progress as of March 2019:</p> <p>This is done on a quarterly basis to FP&A Committee. The first internal audit visit for 2018/19 took place in November 2018 with positive feedback received.</p> <p>The Second internal audit visit is scheduled for 25th April 2019.</p> <p>This objective is on track.</p>		
<p>5. Ensure recommendations made following internal and external financial audits are fully undertaken in a timely way</p>	<p>Town Clerk develops action plans and ensures their timely completion, reporting to Committee as appropriate.</p>	<p>FP&A</p>
<p>Progress as of March 2019:</p> <p>The feedback from both the internal and external auditor is excellent and the recommendations (if any) are implemented.</p>		
<p>6. Develop and implement training and development plans for Councillors and Staff.</p>	<p>Plans in place and training records held and reported to Personnel Sub Committee.</p>	<p>FP&A</p>
<p>Progress as of March 2019:</p> <p>A full-year staff training plan was approved at Personnel Sub Committee on 29 May 2018 and is being implemented.</p> <p>This objective is on track.</p>		
<p>7. For all activity undertaken by the Council (including management of property, land and public events) ensure that up to date risk assessments and appropriate licences are in place and health</p>	<p>Property and events are managed meeting within prevailing licensing and health and safety requirements.</p>	<p>FP&A and D&L</p>

and safety requirements are being adhered to.		
<p>Progress as of March 2019:</p> <p>All risks assessment are reviewed regularly.</p> <p>This objective is on track.</p>		
<p>8. Adopt and monitor Key Performance Indicators for the provision of Council services. Take corrective action as required.</p> <p>The KPIs reported are the costs of providing individual service functions of the Council compared where income is also generated by those functions. The KPIs are the monitored statistics that compare income to expenditure. Examples are the Cemetery and the Town and Tourist Information Centre.</p>	<p>The effectiveness of the Council's performance is tracked and reported at Committee demonstrating how well the Council has delivered its services to residents</p>	<p>All Committees</p>
<p>Progress as of March 2019:</p> <p>This is done on a quarterly basis. This objective is on track.</p>		
<p>EEE. OBJECTIVE: Customer Service Improvement</p>		
Action Required	Success Criteria	Responsible Committee
<p>Increase awareness amongst all Officers of what represents excellent customer service; embed best practice in all aspects of the customer service that the Council provides.</p>	<p>Increased awareness of how job role and responsibility directly impacts on customers</p>	<p>FP&A</p>
<p>Progress as of March 2019:</p> <p>All staff have a customer service related goal in their personal objectives.</p>		

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HERTFORD TOWN COUNCIL

BANK RECONCILIATION AS AT 31st January 2019

HSBC Current Account	0.01
HSBC Deposit Account	2,114,430.80
HSBC Money Market Account	0.00
Castle petty cash	348.02
T&TIC petty cash	34.90
Cemetery petty cash	50.00
Bank Statement balance	2,114,863.73

Less:

Cheques drawn on current/ not banked account @ 31/01/19	
HSBC Current Acct-CHQ Raised/ not posted @ 31/01/19	
HSBC Deposit Acct-Cash receipt/ not posted to sage-Jan pymt	
	0.00

Plus:

Receipts shown as received in the period but not Banked	
	0.00

Balance as per Sage Accounts System 2,114,863.73

Nominal Ledger Code 1200 HTC Current Account	0.01
Nominal Ledger Code 1205 HTC Deposit Account	2,114,430.80
Nominal Ledger Code 1230 HTC Money Market Account	0.00
Nominal Ledger Code 1240 Castle petty cash account	348.02
Nominal Ledger Code 1250 T&TIC petty cash account	34.90
Nominal Ledger Code 1260 Cemetery petty cash account	50.00

Balance As per Nominal Ledger 2,114,863.73

Check (Bank Statement-Sage) 0.00

Reconciliation performed by:

Muibat Babayemi

Muibat Babayemi - Finance Manager

08/02/2019

Date

Reconciliation independently checked by:

Joseph Whelan

Joseph Whelan - Town Clerk

8/2/2019

Date

Contact tel 03457 60 60 60
 see reverse for call times
 Text phone 03457 125 563
 used by deaf or speech impaired customers
www.hsbc.co.uk

Your Statement

Hertford Town Council
 THE CASTLE
 HERTFORDSHIRE
 HERTFORD
 SG14 1HR



Account Summary

Opening Balance	2,244,569.56
Payments In	54,853.32
Payments Out	184,992.08
Closing Balance	2,114,430.80

Interest Rate - Valid as at end date of the statement period

upto	150,000	0.50% AER
over	150,000	0.50% AER

International Bank Account Number
 GB16HBUK40241313663108

Branch Identifier Code
 HBUKGB4134B

1 January to 31 January 2019

Account Name
 Hertford Town Council

Sortcode Account Number Sheet Number
 40-24-13 13663108 494

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Dec 18	BALANCE BROUGHT FORWARD			2,244,569.56
01 Jan 19	CR HERTFORD PLAN INVOICE 5740		600.00	
	CR Parry Stuart PARRY11909		25.50	
	CR RADLEY M ADGD MAYORS QUIZ HAS		96.00	
	CR JHA M K/XP KUMAR JHA12056		12.75	2,245,303.81
02 Jan 19	CR CARD TXNS 311218 21258211		81.00	
	CR CASH IN AT HSBC BANK PLC HERTFORD		288.70	
	CR Glover-Ward Victor GLOVER-WARD11963		25.50	
	CR Jackson Raymond JACKSON11834		25.50	
	BP VINCE A K Vince11845		25.50	
	BP KHALIL H Khalil12088		25.50	
	TFR TRANSFER 31169955	120.00		2,245,655.51
03 Jan 19	CR CARD TXNS 020119 21205091		254.75	
	CR CARD TXNS 020119 21258211		64.00	2,245,974.26
	BALANCE CARRIED FORWARD			2,245,974.26

Contact tel 03457 60 60 60
 see reverse for call times
 Text phone 03457 125 563
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www.hsbc.co.uk

Your Statement

Hertford Town Council
 THE CASTLE
 HERTFORDSHIRE
 HERTFORD
 SG14 1HR



Account Summary

Opening Balance	2,310,574.27
Payments In	25,216.55
Payments Out	91,221.26
Closing Balance	2,244,569.56

Interest Rate - Valid as at end date of the statement period

upto	150,000	0.50% AER
over	150,000	0.50% AER

International Bank Account Number
 GB16HBUK40241313663108

Branch Identifier Code
 HBUKGB4134B

1 December to 31 December 2018

Account Name
 Hertford Town Council

Sortcode Account Number Sheet Number
 40-24-13 13663108 482

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
30 Nov 18	BALANCE BROUGHT FORWARD			2,310,574.27
01 Dec 18	CR DAY R W & M DAY11799		25.50	
	BP FIELD&FIELD 2019/11894		12.75	
	CR L Middlewood MIDDLEWOOD11838		25.50	
	CR HUTTON A & EA HUTTON11974/11925		30.60	
	CR SYME DR H SYME11870		25.50	
	CR HARTLEY JC & CGC HARTLEY11888		25.50	
	CR HARTLEY JC & CGC HARTLEY11929		25.50	
	CR DAVID GAGG GAGG12003		25.50	
	CR STUBLEY PH STUBLEY12002		6.37	
	CR HEININGER MJ & OE HEININGER12033		6.37	
	CR GENTRY RG GENTRY12154		25.50	2,310,808.86
02 Dec 18	CR GLANVILLE C&J GLANVILLE11893		12.75	
	BALANCE CARRIED FORWARD			2,310,821.61

Ref	Acct Name	Type	Date	Reference	Details	Amount
ALD001	ALDEHAM PARISH COUNCIL	PI	01/12/2018	5834	Civic Manager temp-W/E 12/11 to 3/12/18	3546.32
ALD001	ALDEHAM PARISH COUNCIL	PI	01/12/2018	5837	Civic Manager temp-W/E 10/12 to 31/12/18	3546.32
ALD001 Total						7092.64
ARC02	ARCO LIMITED	PI	13/12/2018	934559490	Arco-Trojan Trousers for Cemetery staff	19.19
ARC02	ARCO LIMITED	PI	06/12/2018	171176	Arco-Trojan Trousers for Cemetery	152.33
ARC02 Total						171.52
BEN02	R.W.BENNETT & SON	PI	04/12/2018	65	RW Bennett-Graves digging Nov 2018	1560
BEN02 Total						1560
BRA01	BRADZONE LIMITED	PI	03/12/2018	3159	Bradzone-Taxi charge Nov 2018	1728
BRA01 Total						1728
CAS03	CASTLE WATER LTD	PI	05/12/2018	1553992	Castle water-7/11 to 30/11	22.25
CAS03 Total						22.25
FRO01	FROOM	PI	30/11/2018	35896	Exchange skip at Hertford Cemetery	252
FRO01 Total						252
HCC01	HERTS COUNTY COUNCIL	PI	01/12/2018	H111807135	HCC-Toilet rools & Cleaning materials	317.35
HCC01 Total						317.35
HER20	Hertford Choral Society <i>Maria & Tate</i>	PI	18/12/2018	Chq Requisition	Hertford Choral Society-Maria Tate	57.6
HER20 Total						57.6
ITV01	ITVET	PI	03/12/2018	634204	Town Centre Wifi Dec 2018	1409.2
ITV01 Total						1409.2
MAY03	MAYORAL EXPENSES	PI	05/12/2018	Dec 18 Exp	Mayor Exp-Dec 2018 60 mileage@ 45p	213.2
MAY03 Total						213.2
MOR04	Morris & Young Mechanical Ltd	PI	01/12/2018	11564	Moris & Young-Annual AC Units maintenance 2018/19	158.4
MOR04 Total						158.4
NEW01	P.R.NEWSON LIMITED	PI	04/12/2018	10489	Tree work at Hertford Cemetery	390
NEW01 Total						390
PIT01	PITNEY BOWES	PI	10/12/2018	BG034580	Pitney-Meter Reset charge Nov 2018	969.88
PIT01 Total						969.88
REG01	REG'S COACHES LIMITED	PI	07/12/2018	12371	Daily Coach Tours	99.9
REG01	REG'S COACHES LIMITED	PI	07/12/2018	12367	Daily Coach Tours	145.8
REG01 Total						245.7
SOU02	SOUTH WEST COMMUNICATIONS LTD	PI	05/12/2018	463072	SW Tel-01/12/18 to 31/12/18	176.34
SOU02 Total						176.34
SOU07	SOUTHFIELD STATIONERS LTD	PI	06/12/2018	00085551	Stock items for the TIC	150.36
SOU07 Total						150.36
STA	Staff Expenses	PI	18/12/2018	Expenses	Staff Expenses JW Mileage & Travel	181.93
STA Total						181.93
TAL01	TALK TALK BUSINESS	PI	09/12/2018	06456936	Talk Talk-charges 09/12 to 08/01/19	261.19
TAL01 Total						261.19
TOT04	TOTAL GAS & POWER	PI	09/12/2018	182329890/18	Total Gas -SW gas usage 31/10 to 30/11/18	293.27

Date: 19/12/2018
 Time: 16:36:43

HERTFORD TOWN COUNCIL

List of Purchase Payments & Bank Payments By Bank

Date From : 24/12/2018
 Date To : 31/12/2019

Transaction No From : 1
 Transaction No To : 99,999,999

**** NOTE: All values shown on this report are in the Bank Account's operating Currency ****

Bank Code: 1200 Bank Name: HTC Current A/c 31169955

No	Type	Date	N/C	Ref	Details	Net Amount	Tax Amount	Gross Amount	B	Bank Rec. Date
95228	PP	24/12/2018	1200	BACS	Purchase Payment	7,092.64	0.00	7,092.64	N	
95229	PP	24/12/2018	1200	bacs	Purchase Payment	171.52	0.00	171.52	N	
95230	PP	24/12/2018	1200	bacs	Purchase Payment	1,560.00	0.00	1,560.00	N	
95231	PP	24/12/2018	1200	bacs	Purchase Payment	1,728.00	0.00	1,728.00	N	
95232	PP	24/12/2018	1200	bacs	Purchase Payment	22.25	0.00	22.25	N	
95233	PP	24/12/2018	1200	bacs	Purchase Payment	252.00	0.00	252.00	N	
95234	PP	24/12/2018	1200	bacs	Purchase Payment	317.35	0.00	317.35	N	
95235	PP	24/12/2018	1200	bacs	Purchase Payment	1,409.20	0.00	1,409.20	N	
95236	PP	24/12/2018	1200	bacs	Purchase Payment	57.60	0.00	57.60	N	
95237	PP	24/12/2018	1200	bacs	Purchase Payment	213.20	0.00	213.20	N	
95238	PP	24/12/2018	1200	bacs	Purchase Payment	158.40	0.00	158.40	N	
95239	PP	24/12/2018	1200	BACS	Purchase Payment	390.00	0.00	390.00	N	
95242	PP	24/12/2018	1200	BACS	Purchase Payment	969.88	0.00	969.88	N	
43	PP	24/12/2018	1200	bacs	Purchase Payment	245.70	0.00	245.70	N	
45	PP	24/12/2018	1200	BACS	Purchase Payment	176.34	0.00	176.34	N	
95246	PP	24/12/2018	1200	bacs	Purchase Payment	150.36	0.00	150.36	N	
95247	PP	24/12/2018	1200	bacs	Purchase Payment	261.19	0.00	261.19	N	
95248	PP	24/12/2018	1200	bacs	Purchase Payment	293.27	0.00	293.27	N	
95249	PP	24/12/2018	1200	BACS	Purchase Payment	1,130.20	0.00	1,130.20	N	
95250	PP	24/12/2018	1200	BACS	Purchase Payment	124.16	0.00	124.16	N	
95251	PP	24/12/2018	1200	bacs	Purchase Payment	24.00	0.00	24.00	N	
95252	PP	24/12/2018	1200	Bacs	Purchase Payment	181.93	0.00	181.93	N	
						<u>16,929.19</u>	<u>0.00</u>	<u>16,929.19</u>		
						<u>16,929.19</u>	<u>0.00</u>	<u>16,929.19</u>		

End of Report

[Handwritten signature]
 20th Dec 18

Account	Supplier	Type	Date	Reference	Details	Amount
3DD01 Total						55.64
ABE02 Total						37.50
CLE05 Total						724.09
COO01	L.H. COOK PLUMBING & HEATING LTD	PI	15/11/18	79737	Repairs to Castle kitchen basin waste pip	508.80
COO01	L.H. COOK PLUMBING & HEATING LTD	PI	28/11/18	79875	Repairs to boiler at SW	240.00
COO01 Total						748.80
COV01 Total						84.00
DOE01 Total						191.95
FIR03 Total						9.60
FOL01 Total						300.00
FRO01 Total						252.00
GAB01 Total						110.00
HEL01 Total						228.60
HER32 Total						60.00
LAN01	LANDSCAPE SUPPLY COMPANY	PI	26/11/18	80394	Tools for Groundstaff	82.63
LAN01	LANDSCAPE SUPPLY COMPANY	PI	03/12/18	80590	Cem- Health & Safety items	82.69
LAN01 Total						165.32
MOR04 Total						312.05
MUD01 Total						90.00
NPO01	NPOWER	PC	07/11/18	LGU9PXS6	To credit 19/07/18-30/09/18 invoice in ft	-1241.74
NPO01	NPOWER	PI	07/11/18	LGU9PZM	Electricity usage 19/07/18 to 30/09/18	922.63
NPO01	NPOWER	PI	28/11/18	LGU9WJRY	NPower-Electricity Usage 01/10/18-31/11	985.52
NPO01	NPOWER	PI	28/11/18	LGU9WJR2	NPower-Electricity Usage 01/10/18-31/11	1105.00
NPO01	NPOWER	PI	28/11/18	LGU9WJRZ	NPower-Electricity Usage 01/10/18-31/11	367.02
NPO01	NPOWER	PI	28/11/18	LGU9WJR3	NPower-Electricity Usage 01/10/18-31/11	35.92
NPO01	NPOWER	PI	28/11/18	LGU9WJR4	NPower-Electricity Usage 01/10/18-31/11	75.20
NPO01 Total						2249.55
PES01 Total						100.08
PRS01 Total						213.78
PUD01 Total						183.00
RIC03	RICKY TYLER LANDSCAPES	PI	01/12/18	12333	Grounds Maintenance at Pinehurst	192.00
RIC03	RICKY TYLER LANDSCAPES	PI	01/12/18	12335	Castle Grounds Maintenance	801.59
RIC03 Total						993.59
ROG01	SIONED ROGERS	PI	01/11/18	HCO150	Chair covers for the DS Suite	50.00
ROG01	SIONED ROGERS	PI	01/11/18	HCO151	Chair covers for the DS Suite	120.00
ROG01	SIONED ROGERS	PI	01/11/18	HCO152	Chair covers for the DS Suite	140.00
ROG01	SIONED ROGERS	PI	01/11/18	HCO153	Chair covers for the DS Suite	120.00
ROG01 Total						430.00
SHR01 Total						148.33
SOC01 Total						258.50
SOU02 Total						673.80
STA08	STAFF EXPENSES	PI	30/11/18		Expenses-5 Staff Expenses-mileage to allotments SV	6.95
STA08	STAFF EXPENSES	PI	01/12/18		Ausra Bitin Buzz Meeting for events	5.00
STA08	STAFF EXPENSES	PI	30/11/18	301118	Travel Expenses RD	22.59
STA08 Total						34.54
STE03 Total						60.00
T&J01	T & J FIRE LIMITED	PI	22/11/18	38046	Fire alarm service at the SW	118.02
T&J01	T & J FIRE LIMITED	PI	22/11/18	38047	Emergency light service at the SW	118.02
T&J01	T & J FIRE LIMITED	PI	22/11/18	38044	Fire alarm service at the Casrle	144.26
T&J01	T & J FIRE LIMITED	PI	22/11/18	38045	Emergency light service at the Castle	240.38
T&J01	T & J FIRE LIMITED	PI	22/11/18	38048	Door Magnets and retainers fitted at the	1010.62
T&J01 Total						1631.30
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	PI	03/12/18	Lynn Andre	3 Glass Xmas Trees Sold	118.50
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	PC	03/12/18	Lynn Andre	3 Glass Xmas Trees	-23.70
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	PI	03/12/18	Jane Carr	Framed Picture sold	25.00
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	PC	03/12/18	Jane Carr	Framed Picture sold	-5.00
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	PI	03/12/18	Hertford Ct	T32 Tickets sold for the Blockheads conce	704.00
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	PC	03/12/18	Hertford Ct	T32 Tickets sold for the Blockheads concer	-70.40
TTI01 Total						748.40
VIS02 Total						83.69
WAL01	WALTON LANE AUDIO SERVICES	PI	12/11/18	WLI1665	P.A. System for Remembrance Day	250.00
WAL01	WALTON LANE AUDIO SERVICES	PI	23/11/18	WLI1668	Hire of PA Syatem for Xmas Gala	810.00
WAL01 Total						1060.00
Grand Total						12238.11
SAMS						
Isabel Darby						21.42
Josephine potter						128.52
November Unison						62.75
December Unison						56.60
TOTAL Payment						12507.40

Name:
 Mulbat Babyemi *Mulbat Babyemi*
 Prepared By.....

Name:
 Peter Ruffles
 Signatory-1.....
 Name
 Linda Radford
 Signatory-2.....

Acct Ref	Sage ref	Type	Date	Inv Ref	Details	Amount
BRA03	95706	PI	08/12/2018	002	Branor Syst-Ruffles & Mayors pencils	45.00
BRA03 Total						45.00
CAR08	95692	PI	25/12/2018	92056	Pinehurst play area rent 25/12/18 to 24/03/19	150.00
CAR08 Total						150.00
CLE05	95698	PI	01/01/2019	SI-3835	Clear It Suppot Feb 2019	737.78
CLE05 Total						737.78
EHD01	95690	PI	20/12/2018	INV0008499	East Hert SW Refuse 01/04/18 to 30/09/18	107.52
EHD01	95691	PI	13/12/2018	INV0005177	East Hert Cas Refuse 01/04/18 to 30/09/18	527.02
EHD01 Total						634.54
FES01	95224	PI	17/12/2018	18-19261	TIC Stock Items	624.00
FES01 Total						624.00
GAS01	95680	PI	19/12/2018	102638	Cas Rent 25/12/18 to 24/03/19	16,458.39
GAS01 Total						16,458.39
GIL01	95595	PI	11/12/2018	27078	Service Clock 10/12/18	174.00
GIL01 Total						174.00
HCC01	95693	PI	01/12/2018	H111806733	HCC-Cleaner Materials	29.78
HCC01 Total						29.78
HUR01	95823	PI	07/01/2019	HBM132/56	Hurford Salvi-TTIC Rent Jan-Mar 2019	4,000.00
HUR01 Total						4,000.00
LOC05	95740	PI	03/01/2019	1063	CCPAs Traing-Muibat Babayemi-Dec 2018	40.00
LOC05 Total						40.00
MOB01	95821	PI	02/01/2019	1110441153	Mayor's Xmas Cards	150.00
MOB01	95822	PI	01/01/2019	1110426940	Hertford Calendars/Adverts	1,042.80
MOB01 Total						1,192.80
MUS01	95824		10/01/2019	368	Hertford Museum	35,085.75
MUS01 Total						35,085.75
NEW01	95756	PI	01/01/2019	10504	Tree work carried out in North Rd Cemetery-Newson	240.00
NEW01 Total						240.00
NOR08	95697	PI	03/01/2019	Annual Grant	North RD Plotholder Annual Grant 2019	2,000.00
NOR08 Total						2,000.00
PRI02	95758	PI	03/01/2019	027025	Pristine-Ladycare Castle hygiene	49.50
PRI02 Total						49.50
PUR01	95685	PI	20/12/2018	2488	Pur Choice-Staff Xmas dinner 2018	730.80
PUR01	95686	PI	20/12/2018	2500	Pur choice-Sandwiches & Cake for meetings	30.00
PUR01	95759	PI	01/01/2019	2471	Pure Choice-Bufferet @ St Andrew	43.50
PUR01	95760	PI	01/01/2019	2411	Pure Choice-Bufferet @ Kimberley Clark	104.94
PUR01	95761	PI	01/01/2019	2451	Pure Choice-Bufferet @ HCC	174.00
PUR01	95762	PI	01/01/2019	2496	Pure Choice-Bufferet @ Courtyard Arts	429.30
PUR01 Total						1,512.54
RIC03	95757	PI	01/01/2019	12541	Castle Ground Maintenance-R Tyler	801.59
RIC03 Total						801.59
SEL01	95689	PI	21/12/2018	00099	Sele Sch-Vintage tea party 2018	255.00
SEL01 Total						255.00

SHR01	95763	PI	01/01/2019	9503354093	Shred It-Serv Charge 17/12/18	148.33
SHR01 Total						148.33
SOL03	95687	PI	20/12/2018	18/19/199	Solely Sashes-SW Windows repairs Dec 2018	3,336.30
SOL03 Total						3,336.30
STA08	95766	PI	07/01/2019	Expenses MB	Travel expenses for training MB	88.76
STA08 Total						88.76
TTI01	95702	PI	27/12/2018	Sarah Lamb	TTIC Stock-Sarah Lamb-Earrings Stud	45.00
TTI01	95708	PC	27/12/2018	Sarah Lamb	TTIC Stock Sarah Lamb Comm	9.00
TTI01	95709	PC	27/12/2018	Eleanor Peters	TTIC Stock Eleanor Peters Earrings Hoops	94.00
TTI01	95705	PI	24/12/2018	Hertford Corn Exc	TTIC Stock-Eleanor Peters Comm	18.80
TTI01	95711	PC	24/12/2018	Hertford Corn Exc	TTIC-Hertford Corn Exchange Chris Addison-tickets	1,056.00
TTI01	95704	PI	24/12/2018	Lynn Andrews	TTIC Comm-Hertford Corn Exchange	105.60
TTI01	95710	PC	24/12/2018	Lynn Andrews	TTIC Stock-Lynn Andrews Xmas Tree Stand	84.00
TTI01	95764	PI	01/01/2019	Pauline Hazelwood	TTIC Lyn Andrews commission	16.80
TTI01	95765	PC	01/01/2019	Pauline Hazelwood	Pauline Hazelwood-1 book sold	4.99
TTI01 Total					Pauline Hazelwood Comm	1.00
VIS02	95701	PI	21/12/2018	10082376	Vision-metering charge 30/11/18 to 21/12/18	1,132.79
VIS02 Total						171.07
Grand Total					Grand Total	68,907.92

Two payments (3365/10 + 35256.82)

Damage Bond Refund Piers Clarke

Name: Muibat Babayemi
 Prepared By: *Muibat Babayemi 16/11/19*
 Name: Pat Chappell
 Seen by: *P. Chappell*

Name: Peter Ruffles
 Signatory-1: *Peter Ruffles*
 Name: Linda Radford
 Signatory-2: *Linda Radford*

Account	AccountName	Type	Transaction Reference	Details	Amount
BEN02	R.W.BENNETT & SON	PI	01/01/2019 76	Bennett - Graves dug at Hertford Cemetery - december	260.00
BEN02 Total					260.00
BEN03	THE BENGEO CLUB	PI	18/01/2019 1555	Bengeo Club-Room Hire 09/01/19	12.00
BEN03 Total					12.00
BLA06	BLACK KITE PRODUCTIONS	PI	10/01/2019 BKP001	Black kite - Videography of the Castle	350.00
BLA06 Total					350.00
BRO06	BROADMEAD LEISURE LTD	PI	01/01/2019 1923	Broadmead - repair playground equipment	948.00
BRO06	BROADMEAD LEISURE LTD	PI	01/01/2019 1922	Broadmead - Carry out 3 monthly inspection	90.00
BRO06 Total					1,038.00
CAR09	CARLEYS F.M.S. SIZZLERS UK	PI	04/01/2019 040119	Carleys - catering for quiz night	945.00
CAR09 Total					945.00
CAS03	CASTLE WATER LTD	PI	10/01/2019 1601133	Castle Water - SW Waste 01/12/18 to 31/12/18	28.74
CAS03	CASTLE WATER LTD	PI	16/01/2019 1616397	Castle Water-TTIC Waste 01/11/18 to 30/04/19	79.73
CAS03 Total					108.47
CAT03	W G CATTERALL	PI	07/01/2019 0397	Catterall - Tic Stock purchases	404.00
CAT03	W G CATTERALL	PC	07/01/2019 0397	Catterall - Tic Stock items	80.80
CAT03 Total					323.20
DEA01	DEAD CERT PEST CONTROL	PI	01/01/2019 2701	Deadcert - bait the boxes at allotment sites	202.50
DEA01	DEAD CERT PEST CONTROL	PI	01/01/2019 2700	deadcert - check the boxes at pinehurst	435.00
DEA01 Total					637.50
EAS02	EAST HERTS SIGNS & ENGRAVING	PI	01/01/2019 6889	East herts signs - Remembrance date change	37.80
EAS02	EAST HERTS SIGNS & ENGRAVING	PI	01/01/2019 6917	East herts signs - staff name strip	7.20
EAS02 Total					45.00
EHD01	EAST HERTS DISTRICT COUNCIL	PI	04/01/2019 0022835	EAST HERT-CAS GROUND MAINTENANCE OCT-DEC 18	3,720.96
EHD01	EAST HERTS DISTRICT COUNCIL	PI	04/01/2019 0022853	East Herts-HR Support 24/10/18 to 19/11/18	210.00
EHD01	EAST HERTS DISTRICT COUNCIL	PI	30/01/2019 0023140	East Herts-CCTV Charge Oct-dec 2018	6,398.40
EHD01 Total					10,329.36
FES02	FESTIVE TREES	PI	01/01/2019 2	Festive Trees - supply of Xmas Tree	96.00
FES02 Total					96.00
GAB01	GABRIEL'S HONEY FARM LTD	PI	11/01/2019 1260	Gabriels - Sale of Honey	110.00
GAB01 Total					110.00
HCC01	HERTS COUNTY COUNCIL	PI	01/01/2019 H121804751	HCC-Stationaries 20/12/18	202.17
HCC01 Total					202.17
MOB01	MOBILE STATIONERY PRINTING CENTRE	PI	01/01/2019 1110446033	Mspc - Printing of programmes	1,486.00
MOB01 Total					1,486.00
MUD01	MUDLARCS	PI	01/01/2019 3695	Mudlarks-Maintenance of (Leonards, holytrinity, Castle senso	90.00
MUD01 Total					90.00
NOR02	NORBURY LIMITED	PI	01/01/2019 40083	Norbury Fencing-Pontel Picket Panels	155.88
NOR02 Total					155.88
PEA04	PEAR TECHNOLOGY SERVICES LTD	PI	01/01/2019 121087	Pear tech-PT mapper update 01/07/18-31/07/19	270.00
PEA04 Total					270.00
PET01	AMY PETTINGILL	PI	03/01/2019 1422018	Pettingel - 13/07/18-03/01/19 - sale of Greeting cards	136.40
PET01 Total					136.40
PIT01	PITNEY BOWES	PI	10/01/2019 BG108632	Pitney Bowes Paper invoice	6.00
PIT01 Total					6.00
REI01	THE REINDEER HIRE COMPANY	PI	09/01/2019 RHC/2019/0002	Reindeer Nov 2018 - hire of Reindeer for Xmas Gala - deposit	537.00
REI01 Total					537.00
RIC03	RICKY TYLER LANDSCAPES	PI	01/01/2019 12539	Ricky Tyler - Maintenance of Pinehurst play area -	192.00
RIC03 Total					192.00
SOC01	SOCIETY OF LONDON THEATRE	PI	01/01/2019 OP/0064422	Society of London Theatre - Gift Card Sales - 01/12/18-31/12	350.00

*Waiting for bank details
See Invoice at the back.*

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SOC01										21.00
SOC01 Total										325.00
SOU02										173.93
SOU02 Total										173.93
SPA01										5,820.00
SPA01										4,500.00
SPA01 Total										10,320.00
T&J01										145.38
T&J01 Total										145.38
T&S001										420.00
T&S001 Total										420.00
TAL01										261.19
TAL01 Total										261.19
THE02										122.50
THE02 Total										122.50
TOT04										508.32
TOT04 Total										508.32
TTI01										
TTI01										
TTI01										
TTI01										
TTI01										
TTI01										
TTI01										
TTI01 Total										10.00
TXU01										2.00
TXU01										122.00
TXU01 Total										128.30
WEL02										123.33
WEL02										251.63
WEL02 Total										120.00
										20.00
										140.00
										56.60
										30,180.53

SOCIETY OF LONDON THEATRE
 SOUTH WEST COMMUNICATIONS LTD
 SPARXX
 SPARXX
 T & J FIRE LIMITED
 T&S Environmental Ltd
 TALK TALK BUSINESS
 THE KING'S ENGLISH
 TOTAL GAS & POWER
 TRAVEL & TOURIST INFORMATION CENTRE
 TRAVEL & TOURIST INFORMATION CENTRE
 TRAVEL & TOURIST INFORMATION CENTRE
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 TRAVEL & TOURIST INFORMATION CENTRE
 TXU / POWERGEN / E-ON
 TXU / POWERGEN / E-ON
 WELWYN HATFIELD COUNCIL
 WELWYN HATFIELD COUNCIL

01/01/2019 OP/0064422
 07/01/2019 465364
 01/01/2019 1737
 21/01/2019 2025
 08/01/2019 38625
 10/01/2019 4971
 09/01/2019 06478596
 01/01/2019 1919
 10/01/2019 183448226/19
 21/01/2019 Melinda Scarborou
 21/01/2019 Melinda Scarborou
 21/01/2019 Jane Carr
 21/01/2019 Jane Carr
 21/01/2019 Melanie Hart
 21/01/2019 Melanie Hart
 21/01/2019 Sarah Lamb
 21/01/2019 Sarah Lamb
 02/01/2019 H16AA3A4A9
 02/01/2019 H16AA2D745
 09/01/2019 Charity Banquet
 09/01/2019 Mayors Quiz Night 2

Society of London Theatre Theatre gift cards 01/12/18-31/12
 SW Comms-Line charges 01/01/19 to 31/01/19
 Sparkx-trenching, at parliament square
 Sparkx-trenching, at parliament square-Removal
 Tj fire-Annual Monitoring 01/01/19-31/12/19
 T & S Env.-North Rd Alltment maintenance
 Talk Talk-Castle Router 09/01/19-08/02/19
 King's writing consultancy services
 Total - Gas supply to SW - 30/11/18-31/12/18
 TTIC Stock-Dragon Fly-Melinda Scarborou
 TTIC Commission-Melinda Scarborou
 TTIC Stock-Rock Formation Jane Carr
 TTIC Commission-Rock Formation-Jane Carr
 TTIC Stock-Jewelries-Melanie Hart
 TTIC Commission-Jewelries-Melanie Hart
 TTIC Stock-Studs sold-Sarah Lamb
 TTIC Commission-Studs Sold-Sarah Lamb
 EON-Memorial Floor Light 01/12/18-31/12/19
 EON-CCTV Charge 01/10/18-31/12/18
 2 Tickets for Charity Banquet & Ball
 Tickets for Mayors Quiz Night

Unison-January Subscription

Name: Peter Ruffles
 Signatory-1
 Name: Linda Radford
 Signatory-2

Name: Muibat Babayemi
 Seen By: P. Chappell
 Name: Pat Chappell
 Prepared by: P. Chappell

Opening Balance in Bank @ 01/12/18	2,310,574.27
Receipts from Sales	30,043.97
Bank Receipts from Sales	50,108.85
[REDACTED]	276,296.29

Receipts on account	
Balance as at 31/01/19	2,114,430.80

Bank Statement	2,114,430.80
Dif	0

Dec-Jan 2019 Payments

Details	Amount
Total BACS Payment-Suppliers	137,260.57
Total Direct Debit & Other payments	139,035.72
[REDACTED]	276,296.29

Opening Balance in Bank @ 01/12/18	2,310,574.27
Receipts from Sales	30,043.97
Bank Receipts from Sales	50,108.85
Less Payments Dec-Jan 2019	- 276,296.29

Receipts on account

Balance as at 31/01/19	2,114,430.80
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Bank Statement	2,114,430.80
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Dif	0
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Dec-Jan 2019 Payments

Details	Amount
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Total BACS Payment-Suppliers	137,260.57
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Total Direct Debit & Other payments	139,035.72
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Total Sum of Payments	276,296.29
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Bank Ref	Date	sed.Number	Type	Posted Date	Ref2	Details	Amount
1200	31/12/2018	95186	PP	13/12/2018		Purchase Payment	55.64
1200	31/12/2018	95187	PP	13/12/2018	BACS	Purchase Payment	37.5
1200	31/12/2018	95188	PP	13/12/2018	BACS	Purchase Payment	724.09
1200	31/12/2018	95189	PP	13/12/2018	BACS	Purchase Payment	748.8
1200	31/12/2018	95190	PP	13/12/2018	BACS	Purchase Payment	84
1200	31/12/2018	95191	PP	13/12/2018	BACS	Purchase Payment	191.95
1200	31/12/2018	95192	PP	13/12/2018	BACS	Purchase Payment	9.6
1200	31/12/2018	95193	PP	13/12/2018	BACS	Purchase Payment	300
1200	31/12/2018	95194	PP	13/12/2018	BACS	Purchase Payment	252
1200	31/12/2018	95195	PP	13/12/2018	BACS	Purchase Payment	110
1200	31/12/2018	95196	PP	13/12/2018	BACS	Purchase Payment	228.6
1200	31/12/2018	95197	PP	13/12/2018	BACS	Purchase Payment	60
1200	31/12/2018	95198	PP	13/12/2018	BACS	Purchase Payment	165.32
1200	31/12/2018	95199	PP	13/12/2018	BACS	Purchase Payment	312.05
1200	31/12/2018	95200	PP	13/12/2018	BACS	Purchase Payment	90
1200	31/12/2018	95201	PP	13/12/2018	BACS	Purchase Payment	2249.55
1200	31/12/2018	95202	PP	13/12/2018	BACS	Purchase Payment	100.08
1200	31/12/2018	95203	PP	13/12/2018	BACS	Purchase Payment	213.78
1200	31/12/2018	95204	PP	13/12/2018	BACS	Purchase Payment	183
1200	31/12/2018	95205	PP	13/12/2018	BACS	Purchase Payment	993.59
1200	31/12/2018	95206	PP	13/12/2018	BACS	Purchase Payment	430
1200	31/12/2018	95207	PP	13/12/2018	BACS	Purchase Payment	148.33
1200	31/12/2018	95208	PP	13/12/2018	BACS	Purchase Payment	258.5
1200	31/12/2018	95209	PP	13/12/2018	BACS	Purchase Payment	673.8
1200	31/12/2018	95210	PP	13/12/2018	BACS	Purchase Payment	6.95
1200	31/12/2018	95211	PP	13/12/2018	BACS	Purchase Payment	5
1200	31/12/2018	95212	PP	13/12/2018	BACS	Purchase Payment	22.59
1200	31/12/2018	95213	PP	13/12/2018	BACS	Purchase Payment	60
1200	31/12/2018	95214	PP	13/12/2018	BACS	Purchase Payment	1631.3
1200	31/12/2018	95215	PP	13/12/2018	BACS	Purchase Payment	94.8
1200	31/12/2018	95216	PP	13/12/2018	BACS	Purchase Payment	20
1200	31/12/2018	95217	PP	13/12/2018	BACS	Purchase Payment	633.6
1200	31/12/2018	95218	PP	13/12/2018	BACS	Purchase Payment	83.69
1200	31/12/2018	95219	PP	13/12/2018	BACS	Purchase Payment	1060
1200	31/12/2018	95586	PP	21/12/2018	205980	Purchase Payment	125
1200	31/12/2018	95228	PP	24/12/2018	BACS	Purchase Payment	7092.64
1200	31/12/2018	95229	PP	24/12/2018	bacs	Purchase Payment	171.52
1200	31/12/2018	95230	PP	24/12/2018	bacs	Purchase Payment	1560
1200	31/12/2018	95231	PP	24/12/2018	bacs	Purchase Payment	1728
1200	31/12/2018	95232	PP	24/12/2018	bacs	Purchase Payment	22.25
1200	31/12/2018	95233	PP	24/12/2018	bacs	Purchase Payment	252
1200	31/12/2018	95234	PP	24/12/2018	bacs	Purchase Payment	317.35
1200	31/12/2018	95235	PP	24/12/2018	bacs	Purchase Payment	1409.2
1200	31/12/2018	95236	PP	24/12/2018	bacs	Purchase Payment	57.6
1200	31/12/2018	95237	PP	24/12/2018	bacs	Purchase Payment	213.2
1200	31/12/2018	95238	PP	24/12/2018	bacs	Purchase Payment	158.4
1200	31/12/2018	95239	PP	24/12/2018	BACS	Purchase Payment	390
1200	31/12/2018	95242	PP	24/12/2018	BACS	Purchase Payment	969.88
1200	31/12/2018	95243	PP	24/12/2018	bacs	Purchase Payment	245.7
1200	31/12/2018	95245	PP	24/12/2018	BACS	Purchase Payment	176.34
1200	31/12/2018	95246	PP	24/12/2018	bacs	Purchase Payment	150.36
1200	31/12/2018	95247	PP	24/12/2018	bacs	Purchase Payment	261.19
1200	31/12/2018	95248	PP	24/12/2018	bacs	Purchase Payment	293.27
1200	31/12/2018	95249	PP	24/12/2018	BACS	Purchase Payment	1130.2
1200	31/12/2018	95250	PP	24/12/2018	BACS	Purchase Payment	124.16
1200	31/12/2018	95251	PP	24/12/2018	bacs	Purchase Payment	24
1200	31/12/2018	95252	PP	24/12/2018	Bacs	Purchase Payment	181.93
1200	28/01/2019	96148	PP	14/01/2019	205981	Purchase Payment	184
1200	28/01/2019	95879	PP	14/01/2019	BACS	Purchase Payment	45
1200	28/01/2019	95880	PP	14/01/2019	BACS	Purchase Payment	150
1200	28/01/2019	95881	PP	14/01/2019	BACS	Purchase Payment	737.78
1200	28/01/2019	95882	PP	14/01/2019	BACS	Purchase Payment	634.54
1200	28/01/2019	95883	PP	14/01/2019	BACS	Purchase Payment	624
1200	28/01/2019	95884	PP	14/01/2019	BACS	Purchase Payment	16458.39
1200	28/01/2019	95885	PP	14/01/2019	BACS	Purchase Payment	174
1200	28/01/2019	95886	PP	14/01/2019	BACS	Purchase Payment	29.78
1200	28/01/2019	95887	PP	14/01/2019	BACS	Purchase Payment	4000
1200	28/01/2019	95888	PP	14/01/2019	BACS	Purchase Payment	40
1200	28/01/2019	95889	PP	14/01/2019	BACS	Purchase Payment	1192.8
1200	28/01/2019	95890	PP	14/01/2019	BACS	Purchase Payment	240
1200	28/01/2019	95891	PP	14/01/2019	BACS	Purchase Payment	2000
1200	28/01/2019	95892	PP	14/01/2019	BACS	Purchase Payment	49.5
1200	28/01/2019	95893	PP	14/01/2019	BACS	Purchase Payment	1512.54
1200	28/01/2019	95894	PP	14/01/2019	BACS	Purchase Payment	801.59
1200	28/01/2019	95895	PP	14/01/2019	BACS	Purchase Payment	255
1200	28/01/2019	95896	PP	14/01/2019	BACS	Purchase Payment	148.33

1200	28/01/2019	95897	PP	14/01/2019	BACS	Purchase Payment	3336.3
1200	28/01/2019	95898	PP	14/01/2019	BACS	Purchase Payment	88.76
1200	28/01/2019	95899	PP	14/01/2019	BACS	Purchase Payment	36
1200	28/01/2019	95900	PP	14/01/2019	BACS	Purchase Payment	75.2
1200	28/01/2019	95901	PP	14/01/2019	BACS	Purchase Payment	67.2
1200	28/01/2019	95902	PP	14/01/2019	BACS	Purchase Payment	950.4
1200	28/01/2019	95903	PP	14/01/2019	BACS	Purchase Payment	3.99
1200	28/01/2019	95904	PP	14/01/2019	BACS	Purchase Payment	35085.75
1200	28/01/2019	95905	PP	14/01/2019	BACS	Purchase Payment	171.07
1200	28/01/2019	96149	PA	15/01/2019	BACS	Payment on Account	204
1200	28/01/2019	95829	PP	17/01/2019	Reverse	Purchase Payment	300
1200	31/01/2019	96206	PP	30/01/2019	BAC	Purchase Payment	140
1200	31/01/2019	96172	PP	30/01/2019	BACS	Purchase Payment	260
1200	31/01/2019	96173	PP	30/01/2019	BACS	Purchase Payment	12
1200	31/01/2019	96174	PP	30/01/2019	BACS	Purchase Payment	350
1200	31/01/2019	96175	PP	30/01/2019	BACS	Purchase Payment	1038
1200	31/01/2019	96176	PP	30/01/2019	BACS	Purchase Payment	945
1200	31/01/2019	96177	PP	30/01/2019	BACS	Purchase Payment	108.47
1200	31/01/2019	96178	PP	30/01/2019	bacs	Purchase Payment	323.2
1200	31/01/2019	96179	PP	30/01/2019	bacs	Purchase Payment	637.5
1200	31/01/2019	96180	PP	30/01/2019	bacs	Purchase Payment	45
1200	31/01/2019	96181	PP	30/01/2019	BACS	Purchase Payment	10329.36
1200	31/01/2019	96182	PP	30/01/2019	BACS	Purchase Payment	96
1200	31/01/2019	96183	PP	30/01/2019	BACS	Purchase Payment	110
1200	31/01/2019	96184	PP	30/01/2019	bacs	Purchase Payment	202.17
1200	31/01/2019	96185	PP	30/01/2019	bacs	Purchase Payment	1486
1200	31/01/2019	96186	PP	30/01/2019	bacs	Purchase Payment	90
1200	31/01/2019	96187	PP	30/01/2019	BACS	Purchase Payment	155.88
1200	31/01/2019	96188	PP	30/01/2019	BACS	Purchase Payment	270
1200	31/01/2019	96189	PP	30/01/2019	BACS	Purchase Payment	136.4
1200	31/01/2019	96190	PP	30/01/2019	BACS	Purchase Payment	6
1200	31/01/2019	96191	PP	30/01/2019	BACS	Purchase Payment	537
1200	31/01/2019	96192	PP	30/01/2019	BACS	Purchase Payment	192
1200	31/01/2019	96193	PP	30/01/2019	BACS	Purchase Payment	329
1200	31/01/2019	96194	PP	30/01/2019	BACS	Purchase Payment	173.93
1200	31/01/2019	96195	PP	30/01/2019	BACS	Purchase Payment	10320
1200	31/01/2019	96196	PP	30/01/2019	BACS	Purchase Payment	145.38
1200	31/01/2019	96197	PP	30/01/2019	BACS	Purchase Payment	420
1200	31/01/2019	96198	PP	30/01/2019	BACS	Purchase Payment	261.19
1200	31/01/2019	96199	PP	30/01/2019	BACS	Purchase Payment	122.5
1200	31/01/2019	96200	PP	30/01/2019	BACS	Purchase Payment	508.32
1200	31/01/2019	96201	PP	30/01/2019	BACS	Purchase Payment	55.2
1200	31/01/2019	96202	PP	30/01/2019	BACS	Purchase Payment	20
1200	31/01/2019	96203	PP	30/01/2019	BACS	Purchase Payment	38.8
1200	31/01/2019	96204	PP	30/01/2019	BACS	Purchase Payment	8
1200	31/01/2019	96205	PP	30/01/2019	BACS	Purchase Payment	251.63
1200	31/01/2019	96377	PP	31/01/2019	BACS	Purchase Payment	1272
1200	31/01/2019	96378	PP	31/01/2019	BACS	Purchase Payment	205.15
1200	31/01/2019	96379	PP	31/01/2019	BACS	Purchase Payment	20.62
1200	31/12/2018	95220	BP	13/12/2018	Attendance Fee	Isabel Darby-SAMS-Nov 2018	21.42
1200	31/12/2018	95221	BP	13/12/2018	Attendance Fee	Josephine Potter-SAMS- Nov 2018	128.52
1200	28/01/2019	96237	BP	25/01/2019	Petty Cash	Petty cash Chq raised-205982	200
TOTAL							130,859.86

1200	31/12/2018	95577	PP	03/12/2018	DD	Purchase Payment	114.19
1200	31/12/2018	95578	PP	07/12/2018	DD	Purchase Payment	999.97
1200	31/12/2018	95579	PA	10/12/2018	DD	Payment on Account	20.39
1200	31/12/2018	95580	PA	10/12/2018	DD	Payment on Account	26.39
1200	31/12/2018	95581	PA	10/12/2018	DD	Payment on Account	28.8
1200	31/12/2018	95582	PA	17/12/2018	DD	Payment on Account	65.7
1200	31/12/2018	95583	PA	17/12/2018	DD	Payment on Account	917.66
1200	31/12/2018	95584	PP	18/12/2018	DD	Purchase Payment	174.03
1200	31/12/2018	95585	PA	19/12/2018	DD	Payment on Account	21.22
1200	31/12/2018	95589	PA	24/12/2018	DD	Payment on Account	49.06
1200	31/12/2018	95590	PA	24/12/2018	DD	Payment on Account	20.94
1200	31/12/2018	95675	PP	31/12/2018	DD	Purchase Payment	42.72
1200	28/01/2019	96143	PP	02/01/2019	DD	Purchase Payment	120
1200	28/01/2019	96144	PP	02/01/2019	DD	Purchase Payment	309.67
1200	28/01/2019	96145	PP	08/01/2019	DD	Purchase Payment	447.41
1200	28/01/2019	96146	PA	10/01/2019	DD	Payment on Account	20.39
1200	28/01/2019	96147	PA	10/01/2019	DD	Payment on Account	26.39
1200	28/01/2019	96150	PA	16/01/2019	DD	Payment on Account	65.7
1200	28/01/2019	96151	PA	16/01/2019	DD	Payment on Account	1888.5
1200	28/01/2019	96152	PA	17/01/2019	DD	Payment on Account	21.22
1200	28/01/2019	96153	PP	17/01/2019	DD	Purchase Payment	42.56
1200	28/01/2019	96154	PP	18/01/2019	DD	Purchase Payment	171.63

1200	28/01/2019	96155	PP	21/01/2019	DD	Purchase Payment	612
1200	28/01/2019	96156	PA	22/01/2019	DD	Payment on Account	21.1
1200	28/01/2019	96162	PA	17/01/2019	DD	Payment on Account	81.29
1200	28/01/2019	96238	PP	23/01/2019	DD	Purchase Payment	49.06
1200	31/01/2019	96376	PP	30/01/2019	DD	Purchase Payment	42.72
TOTAL							6,400.71
1200	28/01/2019	96157	BP	10/01/2019	AUTO TRANSFER	AUTO TRANSFER	20
1200	28/01/2019	96161	BP	21/01/2019	TOTAL CHARGES	TOTAL CHARGES	6.3
1200	31/12/2018	95588	BP	21/12/2018	TOTAL CHARGES	TOTAL CHARGES	9.2
1200	31/12/2018	95587	BP	13/12/2018	AUTO TRANSFER	AUTO TRANSFER	20
TOTAL							55.50
							GRANT
1200	28/01/2019	96233	BP	24/01/2019	CHIPS	CHIPS-Comm Grant	620
1200	28/01/2019	96235	BP	24/01/2019	Groundwork East	Groundwork East NHB Grant	16804
1200	28/01/2019	96232	BP	24/01/2019	Herts Festival	Herts Festival Music Comm Grant	1200
1200	28/01/2019	96234	BP	24/01/2019	Simon Balle	Simon Balle NHB grant	5000
TOTAL							23,624.00
							HMRC PAYE
1200	28/01/2019	96159	BP	17/01/2019	HMRC PAYE	HMRC PAYE JAN 2019 MTH 10	11001.49
1200	31/12/2018	95575	BP	17/12/2018	DEC PAYE	HMRC PAYE DEC 18 MTH9	10984.85
TOTAL							21,986.34
							PENSION
1200	28/01/2019	96160	BP	17/01/2019	HTC PENSION	HTC JAN PENSION MTH 10	12195.39
1200	31/12/2018	95576	BP	17/12/2018	Dec Pension	HTC Dec Pension Mth 9	12168.01
TOTAL							24,363.40
							PAYROLL
1200	28/01/2019	96158	BP	15/01/2019	JAN PAYROLL	HTC JAN PAYROLL	33323.24
1200	31/12/2018	95573	BP	14/12/2018	Dec Payrol	HTC Dec Payroll Mth 9	441.25
1200	31/12/2018	95574	BP	14/12/2018	Dec Payrol	HTC Dec Payroll Mth 9	34958.39
TOTAL							68,722.88
							UNISON
1200	31/01/2019	96236	BP	30/01/2019	Jan Unison Payment	Unison Jan 2019 payment MTH-10	56.6
1200	31/12/2018	95223	BP	13/12/2018	Unison payment Dec	HTC Unison Payment Dec 18	56.6
1200	31/12/2018	95222	BP	13/12/2018	Unison payment Nov	HTC Unison Payment Nov 18	62.75
TOTAL							175.95
SUB TOTAL PAID							276,296.34

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**REPORT TO FINANCE, POLICY & ADMINISTRATION COMMITTEE – 11TH
MARCH 2019**

AGENDA ITEM 16 (d) – DEBTOR & CREDITOR PAYMENT TIMES

1. PURPOSE OF THE REPORT

To update the committee on the time taken for the Council to make payments to its suppliers and receive payments from its customers in the first three quarters of the 2018/19 financial year.

2. FINANCIAL IMPLICATIONS

Effective credit control reduces the risk of outstanding debts becoming unrecoverable. Prompt payments to suppliers help maintain the Council's reputation and helps build relationships with local businesses.

3. BACKGROUND INFORMATION

The Council's customers (excluding allotment rents and burial fees) are invoiced and the accounting software records the date that the invoice was raised and the date that the customer's payment is subsequently banked.

Supplier invoices are recorded with their document date rather than the date of receipt. The payment of an invoice is recorded with the date the cheque was raised or bacs was processed through the bank.

In November 2008 this committee adopted the key performance indicators of 25 days for payments to suppliers and 30 days for receipts from customers and in March 2014 this committee reduced the key performance indicator from 30 days to 25 days for receipts from customers.

4. PAYMENT TIMES

The numbers shown below are a simple average and not a weighted average. The time taken to pay a supplier's invoice will generally be less than 30 days unless payment has been withheld pending resolution of disputed charges. There are currently no customers who persistently pay outstanding debts slowly.

*KPI – Key Performance Indicator

	Suppliers (Payments)	Customers (Receipts)
	KPI* 25 Days	KPI 25 days
2017/18 Quarter 1	26.0 days* ¹	9.6 days
2017/18 Quarter 2	22.3 days	19.0 days
2017/18 Quarter 3	21.2 days	15.1 days
2017/18 Quarter 4	21.5 days	19.0 days
2018/19 Quarter 1	23.3 days	14.7 days

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2018/19 Quarter 2	21.4 days	20.7 days
2018/19 Quarter 3	14.3 days	11.9 days
2018/19 Quarter 4	13.7 days	1.5 days

*1 KPI not met on suppliers due to late posting of cheques in Sage due to unforeseen circumstance.

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5. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee **note** the report.

Report by: Muibat Babayemi, Finance Manager

**REPORT TO THE FINANCE, POLICY & ADMINISTRATION COMMITTEE –
11TH MARCH 2019**

AGENDA ITEM 16(e) – INCOME & EXPENDITURE TO 31 DECEMBER 2018

1. PURPOSE OF THE REPORT

To provide the Committee with a commentary on income and expenditure in the third quarter of 2018/19.

2. COMMUNITY SERVICES – HIGHLIGHTS

4100 Cemetery Interments Income (Favourable)

The income received in the third quarter of 2018/19 was £50,917, which is £3,725 more than the third quarter of the previous financial year (2017/18). The projected total income for 2018/19 is £63,654, this target is likely to be achieved.

5030 Allotment Maintenance/Site Improvements (Favourable)

The budget for 2018/19 is £15,400. Total expenditure up to the end of the 3rd quarter is £5,789. This compares favourably to the same period in the previous financial year. However, there are incurred costs yet to be presented during this financial year.

The following costs will be incurred by 31 March 2019:

- Skips for the allotments - £840
- Trees works – at least £600 with some quotes for tree work still to be received
- removal of a damaged onsite toilet –Hertingfordbury Allotment (quote expected)
- replacement of a shed at Hertingfordbury Allotment-£250
- Toilets cleaning – Hertingfordbury £500).

5220 Cemetery Van Servicing & Fuel – (Unfavourable)

The budget for 2018/19 is £2,170 and total expenditure to date is £3,002. The over spending of £832 is due to the frequent repairs carried out on the current van.

5240 CCY Repairs & Maintenance

The budget for 2018/19 is £21,905. Total expenditure up to the end of the 3rd quarter is £560. Further expenditure of £4,700 during this financial year is committed for the repair of the gates of All Saints Church adjoining Gascoyne Way. The final element for this financial year for works already ordered is £1,400 for road surface repair at St Andrews Churchyard.

There is an additional requirement for £8 300 to undertake works at the Church Street Gates. This can be funded from 2018/19 budgets. Officers have started the process of commissioning the contractor. In the event that the works are not undertaken during the current financial year then

FP&A Committee will be asked to consider rolling forward sufficient funds to 2019//2020 budget to cover this work.

5345 Cemetery repairs to railings

Current expenditure is £0 so far in this financial year, however Cemetery railing repairs are due to be carried out during the current financial year with a ceiling cost of £4 000; which is within the annual budget of £4,773 for 2018/19.

5339 Cemetery Capital Expenditure

A new van will be delivered in March 2019. The initial payment of £1001.49 will be paid in March 2019 upon delivery. There will be a subsequent payment of £333.83 monthly for the remaining 35 months on the lease. The total cost of the lease for the 36 months will be £12,685.54 exclusive of VAT.

Summary

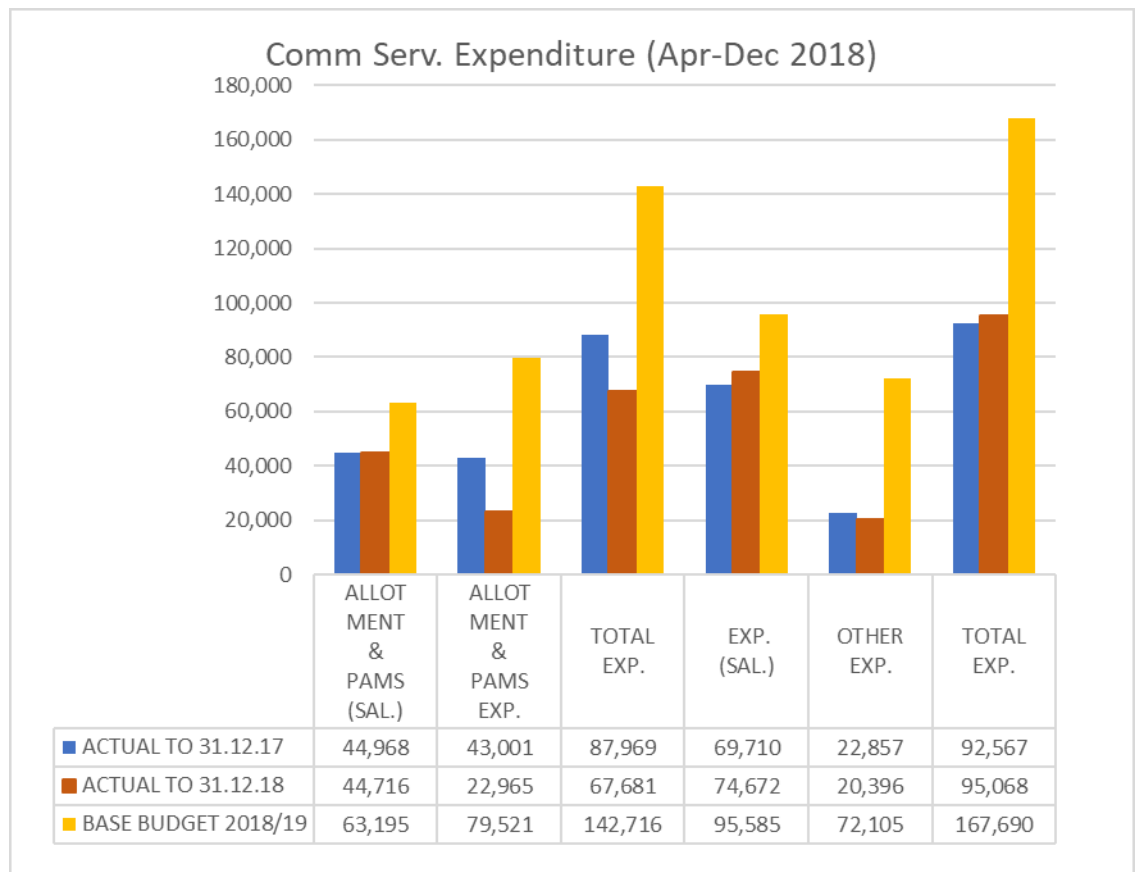
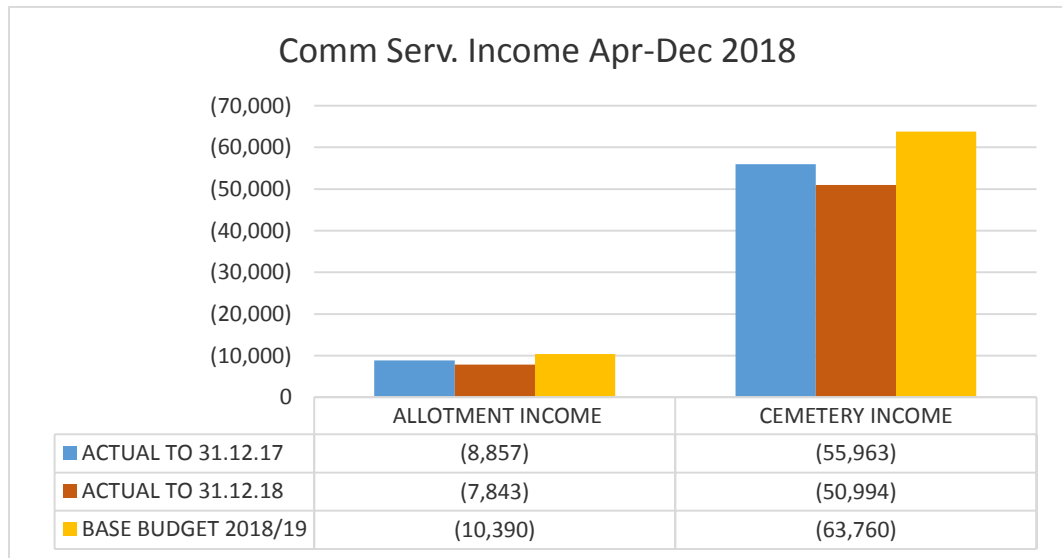
At this stage of the current year, no items other than those detailed above have been identified as deviating significantly from budget, either adversely or favourably. The projected outcome for quarter three of 2018/19 shows a projected surplus (underspend) of £11,803. The spend in the current year is £103,913 and the amount spent in the last financial year is £115,716.

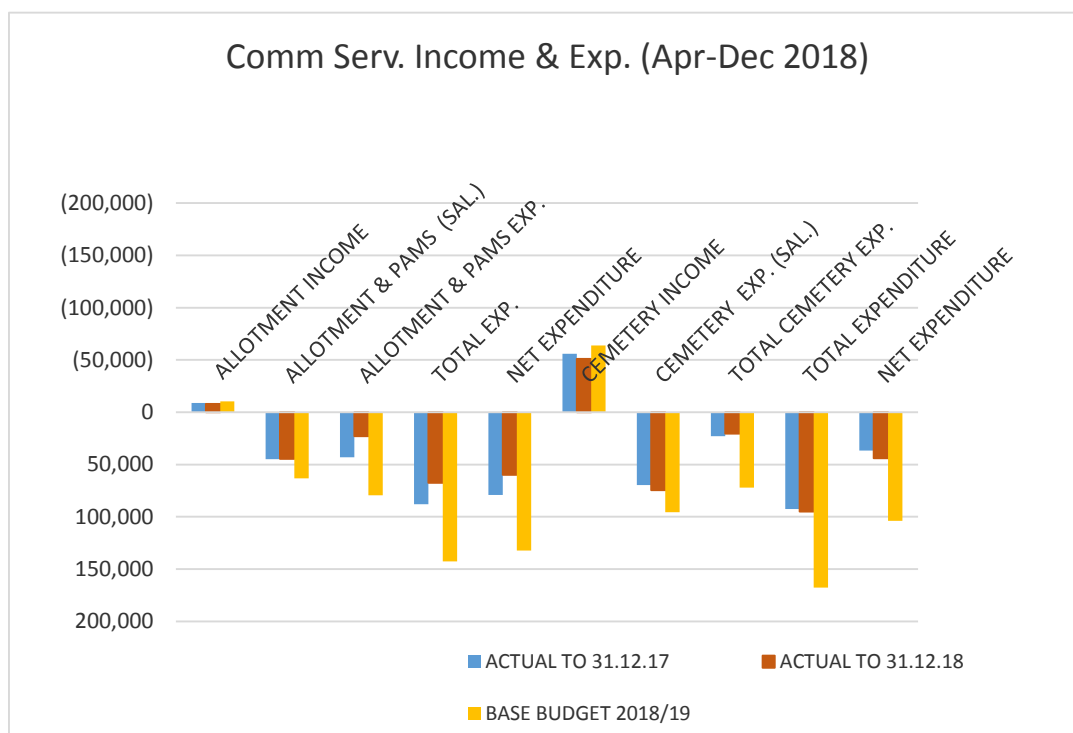
COMM SERVICES INCOME AND EXPENDITURE AT A GLANCE

ALLOTMENTS	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19
ALLOTMENT INCOME	(8,857)	(10,688)	(7,843)	(10,390)	(10,598)
ALLOTMENT & PAMS (SAL.)	44,968	59,983	44,716	63,195	63,195
ALLOTMENT & PAMS EXP.	43,001	64,134	22,965	79,521	77,931
TOTAL EXP.	87,969	124,117	67,681	142,716	141,126
NET EXPENDITURE	79,112	113,429	59,838	132,326	130,528
INCOME AS A PERCENTAGE OF EXPENDITURE	10.1%	8.6%	11.6%	7.3%	7.5%

CEMETERY	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19
INCOME	(55,963)	(85,460)	(50,994)	(63,760)	(65,035)
EXP. (SAL.)	69,710	92,841	74,672	95,585	95,585

OTHER EXP.	22,857	41,356	20,396	72,105	70,663
TOTAL EXPENDITURE	92,567	134,197	95,068	167,690	166,248
NET EXPENDITURE	36,604	48,737	44,075	103,930	101,213
INCOME AS A PERCENTAGE OF EXPENDITURE	60.5%	63.7%	53.6%	38.0%	39.1%





3. DEVELOPMENT & LEISURE - HIGHLIGHTS

4200 Downshire Suite Weddings & Receptions (Favourable)

The income received at the end of the third quarter is £40,304, which makes it more favourable by £1,959 when compared to the same period in the last Financial Year. There were 30 weddings in this third quarter.

4201 & 4202 Downshire Corporate & Private Hire (Unfavourable)

The income received at the end of the third quarter is £14,776 compared to £26,412 of the previous year. This shows an unfavourable position of £11,636. The decrease in revenue is due to less corporate hire. In the last Financial Year, there were 55 bookings but only 37 bookings had been made in the current financial year.

4210 Downshire Suite Catering income (Unfavourable)

The income received at the end of the third quarter is £8,903 compared to £9,239 of the previous year. This shows an unfavourable position of £336. However, the number of customers that chose to pay for corkage were 20 which makes it unfavourable when compared to 22 customers that paid for corkage in the same period last year.

4220 Event Income (Favourable)

The income received for stalls and open-air cinema for the third quarter is £32,257. This includes ticket sales for the open-air cinema of £12,434. This is a favourable position of £11,329 when compared to the previous year total income of £20,928. The events that took place in this financial

year had more sponsors such as McCarthy, Clover Kitchens, McMullen & new stall holders.

4500 & 4501 Travel & Tourist Information income

The net income generated at the end of the third quarter on both retail sales and the commission generated by ticket sales is £16,535 in total. This is an increase of 9% when compared to the same period in the last financial year of £15,157.

The Travel and Tourist Centre has introduced other products and services to the stock list. Additional products include alcohol and more souvenirs. The cost incurred during the sales of souvenirs and tickets has been taken into consideration. The figures above is the net of income and expenditure of the budget code 4500 and 4501.

Summary

At this third stage of the year, no items other than those detailed above have been identified as deviating significantly from budget, either adversely or favourably.

DEV & LEISURE INCOME AND EXPENDITURE AT A GLANCE

DOWNSHIRE SUITE	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19
TOTAL DOWNSHIRE INCOME	(73,996)	(83,595)	(63,983)	(86,919)	(88,657)
DOWNSHIRE EXP. (SALARIES)	28,455	44,123	40,627	50,095	50,095
DOWNSHIRE EXP. (OTHER)	13,737	15,810	11,604	24,999	24,999
TOTAL DS EXP.	42,193	59,932	52,231	75,094	75,094
NET EXPENDITURE	(31,803)	(23,663)	(11,751)	(11,825)	(13,563)

MILLBRIDGE ROOMS	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19
TOTAL MB ROOM INCOME	(13,044)	(16,351)	(13,589)	(15,450)	(15,759)
MB ROOM EXP. (SAL)	5,534	7,365	10,162	7,500	7,500
MB ROOM EXP. (OTHER)	1,282	1,322	1,343	1,621	1,621
TOTAL MB EXP.	6,815	8,687	11,506	9,121	9,121
NET EXPENDITURE	(6,229)	(7,664)	(2,084)	(6,329)	(6,638)

EVENTS	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19
TOTAL EVENT INCOME	(35,128)	(43,106)	(46,232)	(36,275)	(37,001)
EVENT EXP. (SALARIES)	68,677	93,376	58,979	106,855	106,855
EVENT EXP. (OTHER)	91,453	164,166	108,524	165,422	162,651
TOTAL Event EXP.	160,130	257,542	167,502	272,277	269,506
NET	125,002	214,436	121,271	236,002	232,505

EXPENDITURE					
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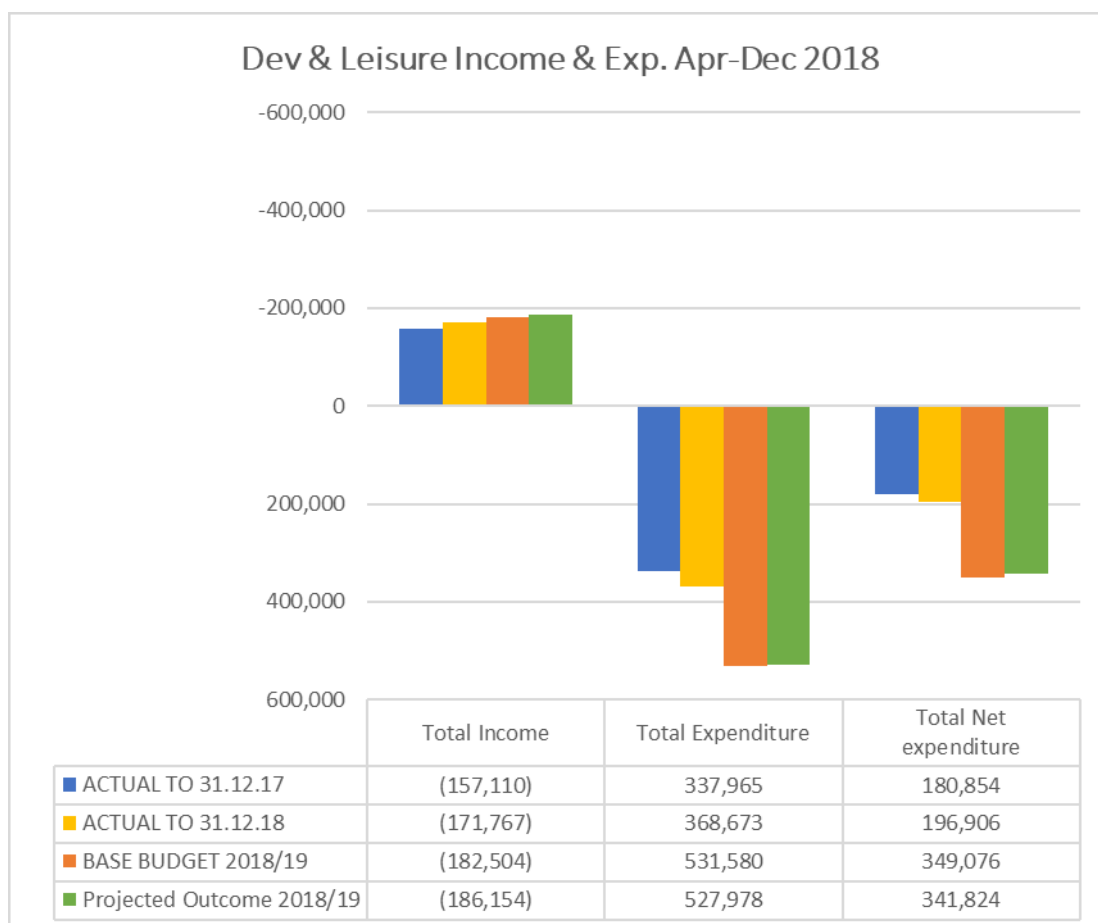
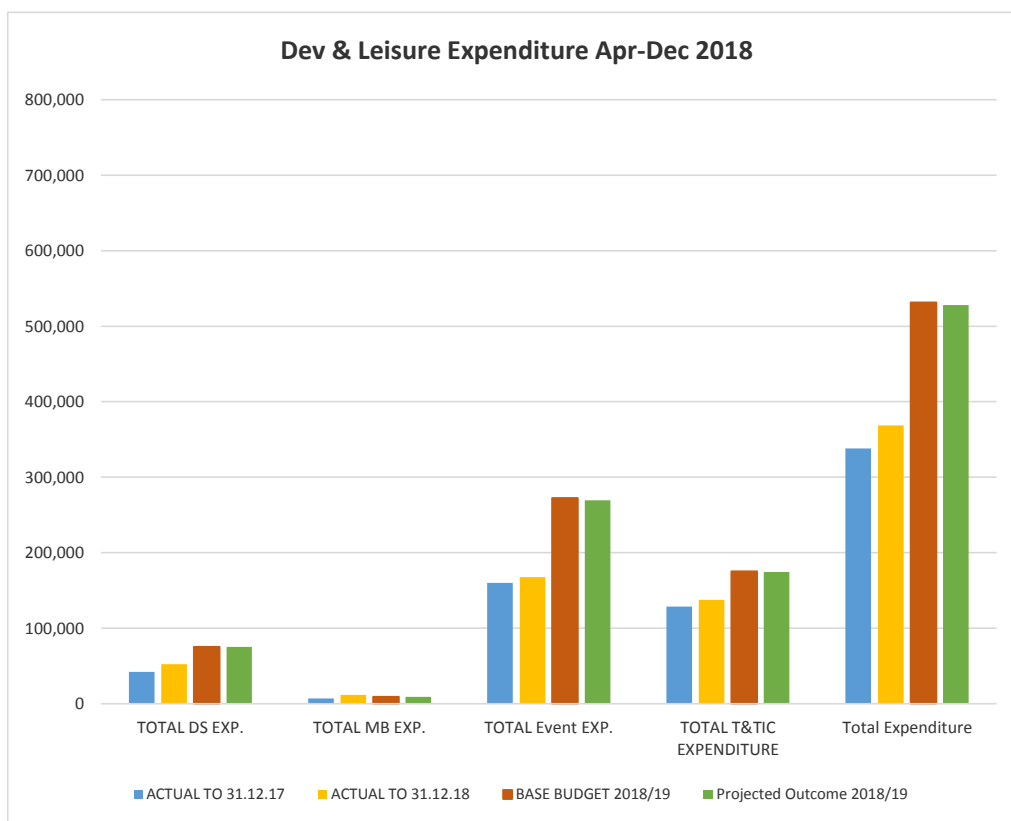
TOWN & TOURIST INFORMATION CENTRE	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19
TOTAL T&TIC INCOME	(34,942)	(42,834)	(47,963)	(43,860)	(44,737)
T&TIC EXP. (SALARIES)	77,008	102,533	74,557	108,080	108,080
T&TIC EXP. (OTHER)	51,818	68,296	62,876	67,008	66,177
TOTAL T&TIC EXPENDITURE	128,826	170,828	137,434	175,088	174,257
NET EXPENDITURE	93,885	127,995	89,470	131,228	129,520

Total Income	(157,110)	(185,886)	(171,767)	(182,504)	(186,154)
Total Expenditure	337,965	496,990	368,673	531,580	527,978
Total Net expenditure	180,854	311,104	196,906	349,076	341,824

The total Net Expenditure in the third quarter is £196,906 compared to £180,854 for the first three quarters of the last financial year. This shows an unfavourable position of £16,052,

The net expenditure at the end of the third quarter is 56.4% of the budgeted figure £349,076. However, invoices received in January include

- CCTV- £5,332)
- Christmas tree lighting £8,600
- Taxi Marshal- £2,400



4. FINANCE, POLICY & ADMINISTRATION - SIGNIFICANT ITEMS

4800 FP&A Bank Interest (£3,967 Favourable)

The Council Deposit Account in which money is held has received £6,467 at the end of the third quarter, this makes it favourable when compared to the budget figure of £2,500. There has been a significant reduction in the monthly charges and because of this, the council made some savings in paying suppliers by bacs. An average of £70 per month is saved and this equates to £840 per annum.

SALARY COSTS

Salary expenditure for this year is totally in alignment with the Council projected cost of **£742,545**. To date, this financial year, the Council has incurred costs of **£520,707**.

When the actual cost is compared to the expected cost of **£556,908**, this shows a favourable position of **£34,201**

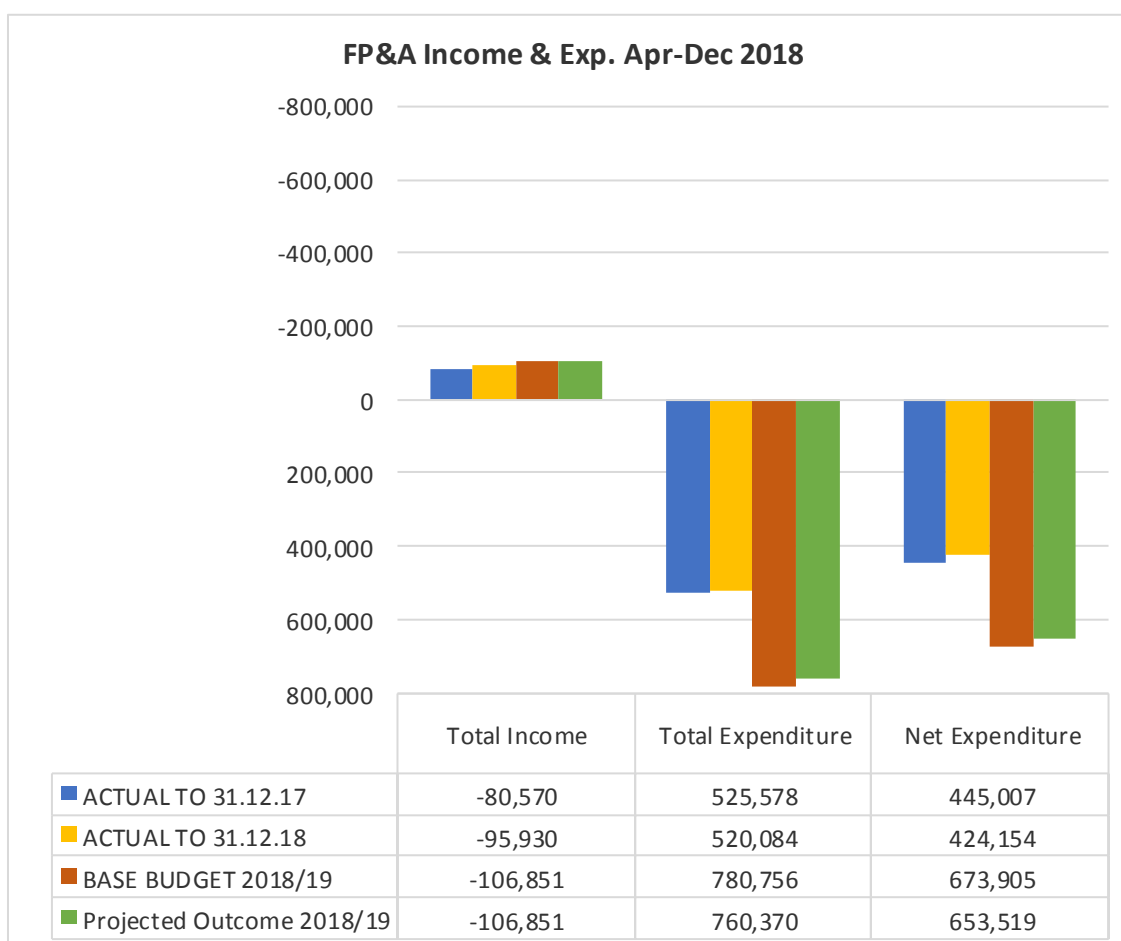
Most of the overtime expenditure has been incurred in the second quarter of the year.

FP & A INCOME AND EXPENDITURE AT A GLANCE

INCOME	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19
Bank Interest Income	(2)	(2,100)	(6,467)	(2,500)	(2,500)
Recharge	(2,521)	(2,597)	(1,500)	(416)	(416)
Castle Rent	(45,298)	(54,666)	(54,568)	(60,932)	(60,932)
Seed Warehouse	(32,749)	(41,930)	(33,395)	(43,003)	(43,003)
Total Income	- 80,570.24	- 101,292.78	- 95,930.19	- 106,851.32	- 106,851.32
EXPENDITURE	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
General Adm-Salaries	156,969	208,476	151,772	225,400	225,400
Gen Adm (Non Staff)	1,622	1,622	873	2,060	2,060
Gen Office Exp	56,561	76,144	52,232	95,189	94,591
Mayoral Exp	9,194	13,631	11,150	24,982	16,527
Election Expenses	0	0	0	5,000	5,000
Museum Salaries	3,018	4,042	3,173	4,305	4,305
Museum Grant	101,620	135,493	105,317	140,423	140,423
Community Grant	7,590	12,590	11,333	19,799	19,799

Castle Exp salaries	30,259	40,860	28,770	42,470	42,470
Castle Exp-General	133,189	185,177	128,342	169,150	158,406
Seed Warehouse Salaries	1,162	1,567	1,417	1,625	1,625
Seed Warehouse Expenses	9,262	18,088	10,102	29,478	28,888
Premises Administration Salaries	15,132	20,190	15,603	20,875	20,875
Total Expenditure	525,577.61	717,877.97	520,083.85	780,756.00	760,369.98

Details	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19
Total Income	(80,570)	(101,293)	(95,930)	(106,851)	(106,851)
Total Expenditure	525,578	717,878	520,084	780,756	760,370
Net Expenditure	445,007	616,585	424,154	673,905	653,519



5. SUMMARY

Changes have been made to the way income is recorded in this financial year. A review of how to present the income received for an event that took place and the event that is yet to happen is represented in this current financial year. This report shows a true and fair representation of the Councils income and expenditure to date. At this third stage of the year no items other than those detailed above have been identified as deviating significantly from budget, either adversely or favourably.

The total net expenditure is £20,853 less than the same period in 2017/18. However, there are costs that will be incurred before the end of the financial year. These are:

- Castle electricity (£6,000)
- SW Warehouse Electricity (£2,300).

An increase in revenue by £15,183 is due to rents billed in advance to the Council tenants for the period December-Mar 2019 and this is included in the third quarter income. Billing rent invoices in the right period allowed this to be captured in the 3rd quarter.

Committee	Projected Outcome	£
Finance, Policy & Administration	Surplus	20,836
Development & Leisure	Surplus	7,252
Community Services	Surplus	4,516
Total	Surplus	32,497
Transfers from General Reserves		(28,295)
Increase in General Reserve		4,202

6. RECOMMENDATION

It is **RECOMMENDED** that:

- a) The Committee **notes** the income and expenditure to the 31st December 2018.

Report by: Muibat Babayemi, Finance Manager

HERTFORD TOWN COUNCIL BALANCE SHEET

30.09.18

31.12.18

CURRENT ASSETS		
2,543,482.67	Cash & Bank Balances	2,245,071.68
9,496.55	Stock	9,496.55
19,009.15	Debtors	15,016.58
0.00	Payments in Advance	0.00
0.00	Accrued Income	0.00
0.00	Community Loans	0.00
2,571,988.37	TOTAL ASSETS	2,269,584.81
CURRENT LIABILITIES		
-2,285.20	Youth Town Council	-2,285.20
-4,219.47	Mayor of Hertford Appeal Fund	-5,077.19
-14,150.00	Tenants' Deposits Held	-14,150.00
-67,108.41	Creditors	-7,940.21
-18,851.03	Deferred Income	-19,378.97
-36,518.00	Accruals	-18,130.75
-143,132.11	TOTAL LIABILITIES	-66,962.32
2,428,856.26	NET ASSETS	2,202,622.49
REPRESENTED BY:		
1,134,355.84	General Reserve	934,872.27
148,598.16	Building Maintenance Reserve	148,598.16
35,166.89	CCTV Maintenance Reserve	35,166.89
25,112.94	Election Reserve	25,112.94
1,006,677.17	New Homes Bonus Reserve	979,926.97
62,995.63	LCTS Grant Reserve	62,995.63
15,949.63	Pinehurst Community Area Reserve	15,949.63
2,428,856.26	TOTAL EQUITY	2,202,622.49

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THE BIG PICTURE

SECTION 1 - OVERVIEW

	2017/2018 to 31.12.2017	2017/2018 to 31.03.2018	2017/2018 Projected Outcome to 31.12.2018	2018/2019 Base Budget	2018/2019 Projected Budget	2019/2020 Base Budget
INCOME						
Precept	(1,103,800)	(1,103,800)	(1,139,394)	(1,139,394)	(1,139,394)	(1,187,116)
Operational Income	(302,500)	(383,327)	(365,632)	(363,505)	(368,638)	(371,113)
Transfer from LCT			(326,534)			(30,000)
Transfer from Building reserve						(19,000)
Land Asset Sale	0	97,500	0	0	0	0
New Homes Bonus						
External Funding (Groundwork UK)	0			0	0	0
TOTAL INCOME	(1,406,300)	(1,389,627)	(1,465,928)	(1,502,899)	(1,508,032)	(1,607,229)
EXPENDITURE						
Wages	513,288	694,343	522,707	742,545	742,545	731,072
General Expenditure	530,790	760,753	528,800	880,197	853,177	841,635
Expenditure from Earmarked Reserves						
TOTAL EXPENDITURE	1,044,078	1,455,096	1,051,506	1,622,742	1,595,722	1,572,707
TOTAL (SURPLUS) / DEFICIT	(362,222)	65,469	(414,422)	119,843	87,689	(34,523)

SECTION 2 - OVERVIEW BY COMMITTEE

	2017/2018 to 31.12.2017	2017/2018 to 31.03.2018	2017/2018 Projected Outcome to 31.12.2018	2018/2019 Base Budget	2018/2019 Projected Budget	2019/2020 Base Budget
A - FINANCE POLICY & ADMINISTRATION						
Income	(80,570)	(101,293)	(105,173)	(106,851)	(106,851)	(107,273)
Expenditure	525,578	717,878	753,472	780,756	760,370	710,328
TOTAL (SURPLUS) / DEFICIT	445,007	616,585	648,299	673,905	653,519	603,055
B - DEVELOPMENT & LEISURE						
Income	(157,110)	(185,886)	(171,600)	(182,504)	(186,154)	(187,614)
Expenditure	337,965	478,904	495,202	531,580	527,978	553,750
TOTAL (SURPLUS) / DEFICIT	180,854	293,018	323,602	349,076	341,824	366,136
C - COMMUNITY SERVICES						
Income	(64,820)	(96,148)	(88,859)	(74,150)	(75,633)	(76,226)
Expenditure	180,536	258,314	304,961	310,406	307,373	308,629
TOTAL (SURPLUS) / DEFICIT	115,716	162,166	216,102	236,256	231,740	232,403
D - PRECEPT & EARMARKED RESERVE INCOME & EXPENDITURE						
Income	(1,103,800)	(1,006,300)	(1,103,800)	(1,139,394)	(1,139,394)	(1,236,116)
Expenditure						

TOTAL (SURPLUS) / DEFICIT	(1,103,800)	(1,006,300)	(1,103,800)	(1,139,394)	(1,139,394)	(1,139,394)	(1,236,116)
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A+B+C+D

TOTAL (SURPLUS) / DEFICIT	(362,222)	65,469	84,203	(414,422)	119,843	87,689	(34,523)
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E-NEW HOMES BONUS

Income from New Homes Bonus	576,799	856,987	818,032	1,027,364	1,207,259	1,180,509	835,777
Expenditure from Earmarked Reserves	(358,038)	(431,672)	(65,646)	(47,437)	(347,405)	(347,539)	(42,832)
Total Surplus/Deficit	218,761	425,315	752,386	979,927	859,854	832,969	792,945

SECTION 3 - MAJOR PROJECTS (AT A GLANCE)

	2017/2018 to 31.12.2017	2017/2018 to 31.03.2018	2017/2018 Projected Outcome to 31.12.2018	2018/2019 Base Budget	2018/2019 Base Budget	2019/2020 Base Budget
PINEHURST OUTDOOR COMMUNITY AREA						
Income	0	0	0	0	0	0
Expenditure	0	0	0	0	0	0
TOTAL (SURPLUS) / DEFICIT	0	0	0	0	0	0

CASTLE VENUE HIRE

Income	(73,996)	(83,595)	(79,000)	(63,983)	(86,919)	(88,657)	(89,353)
Expenditure	42,193	59,932	60,006	52,231	75,094	75,094	76,622
TOTAL (SURPLUS) / DEFICIT	(31,803)	(23,663)	(18,994)	(11,751)	(11,825)	(13,563)	(12,731)

COMMUNITY EVENTS

Income	(34,178)	(40,446)	(34,250)	(45,662)	(36,275)	(37,001)	(37,291)
Expenditure	35,420	37,732	39,113	32,501	37,756	37,001	41,281
TOTAL (SURPLUS) / DEFICIT	1,242	(2,715)	4,863	(3,161)	1,481	0	3,990

TOURIST INFORMATION CENTRE

Income	(34,942)	(42,834)	(42,400)	(47,963)	(43,860)	(44,737)	(45,088)
Expenditure	128,826	170,828	168,686	137,434	175,088	174,257	185,472
TOTAL (SURPLUS) / DEFICIT	93,885	127,995	126,286	89,470	131,228	129,520	140,383

MAIDENHEAD STREET PROJECT

Income							
Expenditure	299,968	299,968	540	0	299,968	299,968	0
TOTAL (SURPLUS) / DEFICIT	299,968	299,968	540	0	299,968	299,968	0

MUSEUM SUPPORT

Income	(8,516)	(11,355)	(11,355)	(11,355)	(11,355)	(11,355)	(11,355)
Expenditure	104,638	139,535	139,538	108,490	144,728	144,728	148,821
TOTAL (SURPLUS) / DEFICIT	96,122	128,180	128,183	97,135	133,373	133,373	137,466

Sele Ward Neighbourhood Plan	£3,636 / £15,850	(4,266)	(8,000)	(5,207)	(6,355)	(6,355)	(6,680)	Provision for the development of a Neighbourhood Plan for the Sele Ward.
Bengeo Ward Neighbourhood Plan	£2,046 / £10,000	(2,046)	(10,000)	(3,392)	(4,270)	(4,270)	(4,270)	Provision for the development of a Neighbourhood Plan for the Bengeo Ward.
Old Cross WW1 Memorial Benches	£2,109 / £2,000	(2,109)	(2,109)	(2,109)				Provision for the purchase and installation of two World War 1 memorial benches to be sited at Old Cross.
Adopt a Street Scheme	£740 / £800	(555)	(415)	(555)	(381)	(381)	(191)	Provision for support for a litter picking initiative.
Repair & stabilisation of Military Colours	£0 / £10,000		(10,000)		(345)	(345)	(345)	Provision for repair and stabilisation of the Military Colours.
Castle Interpretation Panels	£0 / £10,000		(10,000)		(588)	(588)	(588)	Provision for replacement of the interpretation panels in the grounds of Hertford Castle.
Arts Hub Funding	£20,000 / £40,000	(20,000)	(40,000)	(20,000)	20,000	20,000	20,000	Cost of seed funding for the Arts Hub on a match funding basis with East Herts Council and the developer.
St Leonards Church	10423				(10,423)	(10,423)	(10,423)	Provision for toilet facilities in a lean to extension at St Leonard
Courtyard Arts Funding	£10,000 / £10,000	(10,000)	(10,000)	(10,000)				Funding of £10,000 in principle on the understanding that match funding would be secured from both East Herts Council and the Arts Council.
North Road Plotholders	10000				(10,000)	(10,000)	(10,000)	
Presdales School	30000				(30,000)	(30,000)	(30,000)	
WW1 Centenary Commemoration	2225				(1,725)	(1,725)	(1,725)	
Water Tanks	2884 & 3327.97							Allotment maintenance- Replacement of water tanks at Bengeo-£2884.32 & Sale Rd-£3,327.97. Approved by FP & A, 07/01/19
Digital Computerised Cemetery project	5610							(5,610) Provision for digital computerised Cemetery Record-Approved 07/01/19
CC TV Mobile Camera	16000							(15,000) Provision for two mobile cameras approved 07/01/19
Seed/Warehouse Repair	15000							(15,000) Provision for SW building repairs approved 07/01/19
Community Service other projects								
DS Decoration & IT Upgrade								
CLOSING BALANCE	529,015	455,381	827,107	979,927	679,959	679,924	792,811	
LOTS GRANT RESERVE								
OPENING BALANCE	62,996	62,996	62,996	62,996	62,996	62,996	62,996	
Transfer from General Reserve								
Other income								(30,000)
Transfer to General Reserve								Localisation of Council Tax Support Grant
CLOSING BALANCE	62,996	62,996	62,996	62,996	62,996	62,996	32,996	
PINEHURST COMMUNITY AREA RESERVE								
OPENING BALANCE	15,950	15,950	15,950	15,950	15,950	15,950	15,950	
Transfer from New Homes Bonus								
Funding from East Herts Council								
Funding from Lafarge								
Funding from Riversmead HA								
Other income								
Expenditure								
CLOSING BALANCE	15,950	15,950	15,950	15,950	15,950	15,950	15,950	
TOTAL RESERVES	1,695,777	1,291,952	1,547,443	2,202,623	1,368,392	1,402,472	1,417,766	

HERTFORD TOWN COUNCIL BUDGET SUMMARY 2018/19

SECTION 1 - INCOME

	DESCRIPTION	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	BASE BUDGET 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20
A	BANK INTEREST	(2)	(2,100)	(800)	(6,467)	(2,500)	(2,500)	(2,570)
B	RECHARGE INCOME	(2,521)	(2,597)	(438)	(1,500)	(416)	(416)	(428)
C	CASTLE RENT INCOME	(45,298)	(54,666)	(60,932)	(54,568)	(60,932)	(60,932)	(60,932)
D	SEED WAREHOUSE RENT INCOME	(32,749)	(41,930)	(43,003)	(33,395)	(43,003)	(43,003)	(43,343)
E	DOWNSHIRE SUITE INCOME	(73,996)	(83,595)	(79,000)	(63,983)	(86,919)	(88,657)	(89,353)
F	EVENT INCOME	(35,128)	(43,106)	(35,200)	(46,232)	(36,275)	(37,001)	(37,291)
G	MILL BRIDGE ROOM INCOME	(13,044)	(16,351)	(15,000)	(13,589)	(15,450)	(15,759)	(15,883)
H	T&TIC INCOME	(34,942)	(42,834)	(42,400)	(47,963)	(43,860)	(44,737)	(45,088)
I	ALLOTMENT INCOME	(8,857)	(10,088)	(10,088)	(7,843)	(10,390)	(10,598)	(10,681)
J	CEMETERY INCOME	(55,963)	(85,460)	(78,771)	(50,994)	(63,760)	(65,035)	(65,545)
		(302,500)	(383,327)	(365,632)	(326,534)	(363,505)	(368,638)	(371,113)

SECTION 2 - WAGES EXPENDITURE

	DESCRIPTION	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	BASE BUDGET 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20
L	GENERAL ADMINISTRATION EXPENSES (SALARIES)	156,969	208,476	206,240	151,772	225,400	225,400	182,364
	SERGEANTS AT MACE HONORARIUMS	0						
M	MUSEUM SUPPORT (SALARIES)	3,018	4,042	4,045	3,173	4,305	4,305	4,466
N	CASTLE EXPENSES (SALARIES)	30,259	40,860	41,075	28,770	42,470	42,470	38,832
O	SEED WAREHOUSE EXPENSES (SALARIES)	1,162	1,567	1,565	1,417	1,625	1,625	2,528
P	PREMISES ADMINISTRATION (SALARIES)	15,132	20,190	20,195	15,603	20,875	20,875	29,062
Q	D&L EVENT EXPENDITURE (SALARIES)	68,677	93,376	93,440	58,979	106,855	106,855	72,979
Q2	TOWN CENTRE SUPPORT EXPENDITURE (SALARIES)	12,396	18,988	16,455	18,258	16,560	16,560	39,314
R	TOTAL T&TIC EXPENDITURE (SALARIES)	77,008	102,533	103,160	74,557	108,080	108,080	114,442
S	DOWNSHIRE SUITE EXPENDITURE (SALARIES)	28,455	44,123	36,835	40,627	50,095	50,095	52,127
T	MILL BRIDGE ROOM EXPENDITURE (SALARIES)	5,534	7,365	7,330	10,162	7,500	7,500	22,199
U	ALLOTMENT EXPENDITURE (SALARIES)	17,819	23,769	23,800	16,962	24,610	24,610	25,026
V	PUBLIC AMENITIES EXPENDITURE (SALARIES)	5,957	7,959	7,970	6,744	8,310	8,310	12,431
W	CLOSED CHURCHYARDS EXPENDITURE (SALARIES)	21,192	28,255	29,310	21,011	30,275	30,275	30,989
X	CEMETERY EXPENDITURE (SALARIES)	69,710	92,841	93,130	74,672	95,585	95,585	104,312
		513,288	694,343	684,550	522,707	742,545	742,545	731,072

SECTION 3 - GENERAL EXPENDITURE

DESCRIPTION	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	BASE BUDGET 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20
1 STAFF EXPENSES	1,622	1,622	2,000	873	2,060	2,060	2,101
2 CIVIC EXPENSES & MAYORAL ALLOWANCE	56,561	76,144	87,512	52,232	95,189	94,591	81,854
3 ELECTION EXPENSES	9,194	13,631	24,357	11,150	24,982	16,527	17,081
4 MUSEUM SUPPORT (GRANT FUNDING)	0	0	10,000	0	5,000	5,000	5,140
5B COMMUNITY GRANTS	101,620	135,493	135,493	105,317	140,423	140,423	144,355
6 CASTLE EXPENSES (GENERAL)	133,189	185,177	170,735	128,342	169,150	158,406	163,886
7 SEED WAREHOUSE EXPENSES (GENERAL)	9,262	18,088	30,456	10,102	29,478	28,888	18,303
8 D&L EXPENDITURE	35,420	37,732	39,113	32,501	37,756	37,001	41,281
9 TOWN CENTRE SUPPORT EXPENDITURE	43,637	89,360	108,598	57,765	111,106	109,090	114,217
11 T&TIC EXPENDITURE	51,818	68,296	65,526	62,876	67,008	66,177	71,029
12 DOWNSHIRE SUITE EXPENDITURE	13,737	15,810	23,171	11,604	24,999	24,999	24,495
13 MILL BRIDGE ROOM EXPENDITURE	1,282	1,322	1,575	1,343	1,621	1,621	1,666
14 ALLOTMENT EXPENDITURE	13,154	22,158	22,045	8,580	19,254	18,869	19,793
15 PUBLIC AMENITIES EXPENDITURE	8,107	14,687	20,554	11,516	24,850	24,353	25,546
16 CLOSED CHURCHYARD EXPENDITURE	21,740	27,290	40,010	2,869	35,417	34,709	16,409
17 TOTAL CEMETERY EXPENDITURE	22,857	41,356	68,142	20,396	72,105	70,663	74,124
	530,790	760,753	869,085	528,800	880,197	853,177	841,635

SECTION 4 - SUMMARY

DESCRIPTION	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	BASE BUDGET 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20
OPENING RESERVES	445,536	445,536	445,536	548,747	548,747	548,747	400,608
PLUS PRECEPT	1,103,800	1,103,800	1,103,800	1,139,395	1,139,394	1,139,394	1,187,116
PLUS TRANSFER FROM LCTS GRANT RESERVE							
PLUS OPERATIONAL INCOME	302,500	383,327	365,632	326,534	363,505	368,638	371,113
PROFIT SHARE OF LAND SALE	97,500	97,500					
LESS WAGES EXPENDITURE	(513,288)	(694,343)	(684,550)	(522,707)	(742,545)	(742,545)	(731,072)
LESS GENERAL EXPENDITURE	(530,790)	(760,753)	(869,085)	(528,800)	(880,197)	(853,177)	(841,635)
LESS TRANSFERS TO EARMARKED RESERVES	(26,320)	(26,320)		(28,296)	(28,297)	(28,297)	
CLOSING RESERVES	878,938	548,747	361,333	934,874	400,608	432,761	386,130

SECTION 5 - TOTAL NET EXPENDITURE

DESCRIPTION	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	BASE BUDGET 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20
PRECEPT	1,103,800	1,103,800	1,103,801	1,139,395	1,139,394	1,139,394	1,187,116
PLUS OPENING RESERVES	445,536	445,536	445,536	548,747	548,747	548,747	400,608
LESS CLOSING RESERVES	(878,938)	(548,747)	(361,333)	(934,874)	(400,608)	(432,761)	(386,130)
TOTAL NET EXPENDITURE	670,398	1,000,588	1,188,003	753,268	1,287,534	1,255,380	1,201,593

SECTION 6 - CHARGE TO BAND D PROPERTY OWNER

PRECEPT	1,103,800	1,103,800	1,103,800	1,139,395	1,139,394	1,139,394	1,187,116
TAX BASE	11,716	11,716	11,716	11,859	11,859	11,859	11,997
CHARGE PAYABLE BY BAND D PROPERTY	£94.21	£94.21	£94.21	£96.08	£96.08	£96.08	£98.95

FINANCE, POLICY & ADMINISTRATION COMMITTEE

INCOME

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
4800	F&A Bank Interest	-2	-2,100	-800	-6,467	-2,500	-2,500	-2,570	Interest from money held in HSBC On Call Deposit account
	TOTAL BANK INTEREST	-2	-2,100	-800	-6,467	-2,500	-2,500	-2,570	
4820	F&A Copier Recharge	0	0	-208		-208	-208	-214	Annual recharge to BEAMS for use of the Council's photocopier
4830	F&A Administration Recharges	-291	-291	-230		-208	-208	-214	Sundry recharge for purchase of stamps or stationery
4854	External funding for Civic Events	0	0	0	-1,500	0	0	0	Grants received towards the cost of the Royal Anglian Homecoming Parade, VE Day Beacon Lighting and Corporal Burt VC. Service.
4855	Highways Together Funding	-2,230	-2,306				0	0	HCC Locality Budget funding for local works (see expenditure code 7075)
4841	F&A Museum Cleaning Recharge	0	0	0		0	0	0	Recharge for cleaning at the Museum by HTC staff member (this stopped in December 2016)
	TOTAL RECHARGE INCOME	-2,521	-2,597	-438	-1,500	-416	-416	-428	
4600	CAS Rent 2nd Floor	-16,686	-22,248	-22,248	-22,248	-22,248	-22,248	-22,248	Rent for offices occupied by Creative Consultancy Ltd and CDA for Herts.
4610	CAS 2nd Floor Services	-8,000	-5,102	-11,200	-6,837	-11,200	-11,200	-11,200	Annual service charges.
4620	CAS Beams Rent	-10,800	-14,400	-14,400	-14,400	-14,400	-14,400	-14,400	Rent income from rooms 10 & 11 on the first floor of the Castle.
4635	CAS Grounds maintenance recharge	-6,812	-9,083	-9,084	-9,083	-9,084	-9,084	-9,084	Recharge to EHDC for maintaining their areas of the Castle grounds
4640	CAS Car park income	-3,000	-3,833	-4,000	-2,000	-4,000	-4,000	-4,000	Income for 4 parking spaces rented to Hertfordshire Planning Service and Private Finance.
	TOTAL CASTLE RENT INCOME	-45,298	-54,666	-60,932	-54,568	-60,932	-60,932	-60,932	
4700	SW 2nd Floor Income	-11,250	-15,000	-15,000	-15,000	-15,000	-15,000	-15,000	Office space occupied by Zoocha Ltd (2280 square feet of office space on the 2nd floor of the Seed Warehouse).
4720	SW Museum Rent	-8,516	-11,355	-11,355	-11,355	-11,355	-11,355	-11,355	Rent paid by Hertford Museum for use of 4,400 square feet of space at the Seed Warehouse.
4725	SW Recharge Income	-9,602	-11,067	-12,140	-2,499	-12,140	-12,140	-12,480	Annual recharge to the tenants of the Seed Warehouse of a proportion of the cost of utilities, insurance and other running costs of the building.
4745	SW 1st Floor Rent	-3,381	-4,508	-4,508	-4,541	-4,508	-4,508	-4,508	Rent for offices occupied by Mind in Mid Herts.
4750	SW Historic Building Grant	0	0	0			0	0	
	TOTAL SEED WAREHOUSE RENT INCOME	-32,749	-41,930	-43,003	-33,395	-43,003	-43,003	-43,343	
	TOTAL INCOME	-80,570	-101,293	-105,173	-95,930	-106,851	-106,851	-107,273	

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EXPENDITURE

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
7000	F&A Wages (Corporate Management)	126,652	167,984	165,730	123,794	183,165	183,165	139,629	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
7001	F&A Wages (Democratic Representation)	26,141	34,906	34,920	24,098	36,355	36,355	36,654	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
7004	F&A Wages (Charity Administration)	4,177	5,586	5,590	3,879	5,880	5,880	6,082	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
	GENERAL ADMINISTRATION EXPENSES (SALARIES)	156,969	208,476	206,240	151,772	225,400	225,400	182,364	
7003	F&A Wages (Temporary Staff)	1,622	1,622	2,000	873	2,060	2,060	2,101	The cost of agency staff required to cover during recruitment processes.
	GENERAL ADMINISTRATION EXPENSES (NON CONTRACT STAFF)	1,622	1,622	2,000	873	2,060	2,060	2,101	
7015	F&A Training	3,179	7,090	5,893	2,533	6,070	5,949	6,240	The cost of staff training courses and conferences.
7016	F&A Travel & Subsistence Expenses	1,191	2,454	2,143	1,252	2,207	2,163	2,269	Expenses incurred by officers including travel and subsistence and eye test fees etc.
7019	F&A HR Support	1,145	1,145	2,000	1,018	2,060	2,019	2,118	Contingency for professional HR advice.
7017	F&A Recruitment	0	223	1,072	1,142	1,104	1,082	1,135	Contingency for advertising costs incurred in the recruitment of new staff.
7020	F&A Insurance	18,163	18,163	18,163	12,749	18,708	18,334	13,232	Annual insurance policy with Zurich Municipal. Suggestion to reduce it by £6000
7025	F&A Audit fee	0	2,000	2,143	2,000	2,207	2,314	2,269	Provision for the cost of the external audit by BDO Stoy Hayward LLP.
7027	F&A Internal Audit fee	1,890	2,310	2,859	420	2,945	2,886	3,027	Provision for the cost of the internal audit services supplied by Audit Solutions Ltd.
7030	F&A Subscriptions	3,148	3,973	6,103	3,039	6,286	6,160	6,462	Annual membership subscriptions to SLCC, ICCM etc. HAPTC subscription not renewed.
7035	F&A Legal & Prof Fees	3,702	3,702	12,462	9	5,625	5,513	5,783	Contingency for legal & professional fees.
7028	F&A GDPR Compliance	0	0		2,250	10,000	9,800	280	Provision for the costs associated with compliance with the EU General Data Protection regulation (GDPR). Suggestion to reduce by £10,000
7090	F&A Bank Charges	1,260	2,681	2,500	2,223	2,575	2,524	2,647	Transaction charges for processing cheque payments and banking deposits.
7045	F&A Postage, Stationery, Copier	6,612	12,585	12,443	9,915	12,817	12,561	13,176	Provision for the purchase of stationary, photocopier leasing and the cost of postage.
7055	F&A Telephone & Fax	1,724	2,658	2,638	2,408	2,717	2,663	2,793	Provision for the cost of 4 telephone lines and one fax / broadband line.
7070	F&A Computer, Printer & IT	9,522	12,059	11,500	9,576	16,845	17,663	17,317	Provision for the cost of annual IT support, on site maintenance, broadband and website charges.
7075	F&A Highways Together Expenditure	2,230	2,306	2,230	1,580	0	0	0	Local work offset by HCC Locality Budget funding received (see income code 4855)
7199	F&A Capital Expenditure	2,795	2,795	2,795		2,438	2,389	2,506	Provision for the replacement of office equipment and furniture.
7060	F&A Printing (inc Town Report)	0	0	568	120	585	573	601	Provision for costs associated with the annual town meeting.
8100	Bad Debt Write-offs	0	-1	0		0	0	0	Provision for the write-off of debts considered to be unrecoverable.
	GENERAL ADMINISTRATION EXPENDITURE (OFFICE EXPENSES)	56,561	76,144	87,512	52,232	95,189	94,591	81,854	
7100	F&A Mayor's Allowance (Cllr JS)						0	0	Annual allowance for expenditure incurred by the Mayor in the course of Mayoral duties.
7101	F&A Mayor's Allowance (Cllr PM)						0	0	(Mayoral budget rolled forward, minute 12/13-97)
7112	F&A Mayor's Allowance (Cllr BW)		0	0	2,097	3,504	3,674	3,602	(Mayoral budget rolled forward, minute 18/19)
7105	F&A Mayor's Allowance (Cllr SD)	1,430	3,504	3,504	-769		0	0	
7111	F&A Members Training	225	275	1,072		1,104	1,082	1,135	Provision for members to attend training courses.

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NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
7120	F&A Attendant's Allowance	1,330	1,477	2,478	1,768	2,552	2,501	2,623	Provision for annual honorarium and attendance payments to SAMS.
7130	F&A Civic Events	3,092	5,236	8,316	7,636	8,565	8,394	8,805	Provision for the cost of Mayor Making, Silent Ceremony, Civic Breakfast and Remembrance Sunday.
7135	F&A Vintage Party	817	817	828	366	853	836	877	Annual contribution to the running costs of the Vintage Party.
7140	F&A Civic property	2,300	2,321	8,159	51	8,404	40	39	Contingency for the purchase of a past Mayor's badge and repairs or replacement of civic regalia. Suggestion to reduce it to nothing
3	CIVIC EXPENSES & MAYORAL ALLOWANCE	9,194	13,631	24,357	11,150	24,982	16,527	17,081	
7099	F&A Election Expenses	0	0	10,000	0	5,000	5,000	5,140	Proposed accrual towards the cost of the next elections due to be held in May 2019.
4	ELECTION EXPENSES	0	0	10,000	0	5,000	5,000	5,140	
7150	F&A Museum Admin costs	3,018	4,042	4,045	3,173	4,305	4,305	4,466	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
7151	F&A Museum Cleaning	0	0	0	0	0	0	0	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
M	MUSEUM SUPPORT (SALARIES)	3,018	4,042	4,045	3,173	4,305	4,305	4,466	
7160	F&A Museum Grant	101,620	135,493	135,493	105,317	140,423	140,423	144,355	Annual grant to Hertford Museum to assist with staffing & running costs.
5	MUSEUM SUPPORT (GRANT FUNDING)	101,620	135,493	135,493	105,317	140,423	140,423	144,355	
7180	F&A Grants	7,590	12,590	19,799	11,333	19,799	19,799	20,353	Provision for Community Grants (Section 137 expenditure)
5B	COMMUNITY GRANTS	7,590	12,590	19,799	11,333	19,799	19,799	20,353	
7200	CAS Cleaning	10,815	14,420	14,425	11,013	14,720	14,720	14,495	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
7201	CAS Caretaking	19,444	26,440	26,650	17,758	27,750	27,750	24,337	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
N	CASTLE EXPENSES (SALARIES)	30,259	40,860	41,075	28,770	42,470	42,470	38,832	
7205	CAS Rent	65,834	65,834	65,888	65,834	65,888	65,888	67,733	Annual rent paid to the Gascoyne Cecil Estates. Higher rent payable from the end of December 2016.
7210	CAS Rates	19,085	19,085	19,085	19,080	19,658	19,658	20,208	Business rates payable for the first and second floor of Hertford Castle.
7212	CAS Insurance	4,584	4,584	4,855	4,801	5,001	5,001	5,141	Annual insurance premium recharged by Gascoyne Cecil Estates for Hertford Castle.
7220	CAS Utilities	11,012	19,464	14,060	5,840	14,482	14,192	14,887	Provision for water and electricity charges. The Castle has electric storage heating incurring high costs during the winter months.
7270	CAS Cleaning (Other)	900	1,200	1,324	900	1,364	1,337	1,402	Provision for quarterly window cleaning charges.
7235	CAS Hygiene services	850	1,062	1,065	637	1,097	1,075	1,128	Provision for the cost of towel & mat laundry services and sanitary disposal services.
7240	CAS Janitorial supplies	809	1,019	1,054	502	1,086	1,064	1,116	Provision for the cost of sundry cleaning supplies & stocks.
7245	CAS Refuse	1,058	1,309	1,042	527	1,034	1,013	1,063	Provision for the weekly commercial refuse collection contract.
7246	CAS Recycling	96	604	800	1,119	1,630	1,597	1,676	Provision secure shredding and recycling of glass, plastics and cardboard.
7250	CAS Repairs & Maintenance	3,312	4,263	5,202	2,440	5,358	5,251	5,508	Contingency for minor repair & maintenance items.
7255	CAS Security & safety equip	3,415	3,898	3,106	3,015	3,199	3,135	3,289	Provision for annual charges for fire extinguisher refurbishment and equipment testing.

NOMINAL LEDGER CODE	DESCRIPTION	BASE BUDGET 2018/19							
		ACTUAL TO 31.12.17	ACTUAL TO 31.03.18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	
7260	CAS Health & Safety	2,084	2,859	2,472	293	1,104	1,082	1,135	Contingency for health & safety signage etc.
7265	CAS Car park maintenance	609	2,028	1,072	638	1,104	1,082	1,135	Contingency for repairs to automatic gates etc.
7267	CAS Grounds Maintenance	12,138	22,008	31,209	13,322	32,145	31,502	33,045	Maintenance costs recharged to the Council in relation to the Castle grounds.
7299	CAS Capital Expenditure	7,404	35,960	18,500	9,394	15,000	5,528	5,420	Provision for ongoing redecoration & refurbishment work. Any unspent balance to be rolled into an earmarked Building Maintenance Reserve. Suggestion to release £10000 from line
	CASTLE EXPENSES (GENERAL)	133,189	185,177	170,735	128,342	169,150	158,406	163,886	
7300	SW General Caretaking	659	896	895	830	940	940	1,622	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
7305	SW Cleaning	503	671	670	587	685	685	906	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	SEED WAREHOUSE EXPENSES (SALARIES)	1,162	1,567	1,565	1,417	1,625	1,625	2,528	
7315	SW Rates	0	0	0	0	0	0	0	Business rates payable for the Seed Warehouse. Vacant space and Museum areas are exempt from rates.
7330	SW Electricity	1,997	4,567	3,068	1,965	3,160	3,097	3,248	Provision for the cost of electricity supply to the whole building. The Mill Bridge Rooms have electrical storage heating.
7335	SW Gas	2,699	3,472	3,327	699	3,427	3,358	3,523	Provision for the cost of gas used in the building's two gas heating boilers.
7340	SW Water	586	710	662	430	682	668	701	Provision for cost of the building's water supply.
7345	SW Refuse	154	205	207	108	213	209	219	Provision for the weekly commercial refuse collection contract.
7350	SW Health & Safety	1,468	1,468	2,167	1,067	790	774	812	Provision for the cost of fire extinguisher servicing etc.
7355	SW Alarms & Security	1,217	1,625	3,068	381	3,160	3,097	3,248	Provision for the cost of intruder and fire alarm maintenance and monitoring and associated telephone lines.
7360	SW Repairs & Maintenance	1,141	1,146	2,957	2,673	3,046	2,985	3,131	Contingency for general repairs and maintenance.
7399	SW Capital Expenditure	0	4,895	15,000	2,780	15,000	14,700	3,420	Contingency for major building repairs. Any unspent balance to be rolled into an earmarked Building Maintenance Reserve. Suggestion to release £12000
	SEED WAREHOUSE EXPENSES (GENERAL)	9,262	18,088	30,456	10,102	29,478	28,888	18,303	
7400	PREM Administration Costs	15,132	20,190	20,195	15,603	20,875	20,875	29,062	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	PREMISES ADMINISTRATION (SALARIES)	15,132	20,190	20,195	15,603	20,875	20,875	29,062	
	TOTAL EXPENDITURE	525,578	717,878	753,472	520,084	780,756	760,370	710,328	

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SUMMARY

	TOTAL INCOME	-80,570	-101,293	-105,173	-95,930	-106,851	-106,851	-107,273	
	TOTAL EXPENDITURE	525,578	717,878	753,472	520,084	780,756	760,370	710,328	
	NET EXPENDITURE	445,007	616,585	648,299	424,154	673,905	653,519	603,055	

DEVELOPMENT & LEISURE COMMITTEE

INCOME									
NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/12/17	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
4200	DS Hire - Weddings & Receptions	-38,345	-39,425	-40,000	-40,304	-51,916	-52,954	-53,370	Actual income from civil weddings & receptions held at Hertford Castle. Anticipated income deferred.
4201	DS Hire - Corporate Hire	-13,384	-18,431	-15,000	-9,729	-12,858	-13,115	-13,218	Actual income from corporate hire of meeting rooms at Hertford Castle & anticipated income deferred.
4202	DS Hire - Private Hire	-13,028	-14,208	-14,000	-5,047	-11,845	-12,082	-12,177	Actual income from temporary parties, party functions and other private hire of rooms at Hertford Castle. Anticipated income deferred.
4210	DS Catering	-9,239	-11,532	-10,000	-8,903	-10,300	-10,506	-10,588	Actual income from catering provided for corporate hire customers. Anticipated income in Defrred
E	TOTAL DOWNSHIRE SUITE INCOME	-73,996	-83,595	-79,000	-63,983	-86,919	-88,657	-89,353	
4220	D&L Event Income	-20,928	-25,176	-21,000	-32,257	-22,630	-23,083	-23,264	Actual income from stall hirers at open days and other events. Anticipated income in defrred income
4224	D&L Event sponsorship	-13,250	-15,270	-13,250	-13,405	-13,645	-13,918	-14,027	Actual income from sponsorship of events
4219	External Grant Funding	-950	-950	-950			0	0	Community Grant from EHDC for Sele Community Day
4229	Hertford Entrepreneurs Network Funding	0	-1,710	0	-570	0	0	0	Funding from external sources for the Hertford Entrepreneurs Network events. See code 6033 for HEN expenditure.
4850	PAMS Christmas Tree Lights - donations	0	0	0	0	0	0	0	Income anticipated from donations from town centre businesses.
4851	PAMS Proceeds from sale of old Christmas lights	0	0	0	0	0	0	0	
F	TOTAL EVENT INCOME	-35,128	-43,106	-35,200	-46,232	-36,275	-37,001	-37,291	
4400	SW Mill Bridge Room Income	-13,044	-16,351	-15,000	-13,589	-15,450	-15,759	-15,883	Income anticipated from hire of the Mill Bridge Rooms by clubs, charities and private individuals.
G	TOTAL MILL BRIDGE ROOM INCOME	-13,044	-16,351	-15,000	-13,589	-15,450	-15,759	-15,883	
4500	TIC Income	-13,293	-17,546	-18,000	-25,401	-18,540	-19,911	-19,059	Actual income from the sale of souvenirs and books. See code 6195 for the cost of goods sold.
4501	TIC Income (ticket sales)	-21,249	-24,888	-24,000	-21,628	-24,720	-25,214	-25,412	Gross income anticipated from the sale of local event tickets, travel tickets and theatre vouchers. See code 6196 for the cost of tickets sold.
4511	TIC Hertford Calendar advertising sales	-400	-400	-400	-934	-600	-612	-617	The Hertford calendar has been produced since 2009.
H	TOTAL TOWN & TOURIST INFORMATION CENTRE INCOME	-34,942	-42,834	-42,400	-47,963	-43,860	-44,737	-45,088	
I	TOTAL INCOME	-157,110	-185,886	-171,600	-171,767	-182,504	-186,154	-187,614	

EXPENDITURE									
NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/12/17	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
6000	D&L Administration	68,677	93,376	93,440	58,979	106,855	106,855	72,979	Apporionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
O	D&L EVENTS EXPENDITURE (SALARIES)	68,677	93,376	93,440	58,979	106,855	106,855	72,979	
6010	D&L Events (entertainment)	10,035	8,847	10,050	8,562	9,366	9,179	9,628	Provision for Castle events, band concerts and Castle Open days
6011	D&L Events (hire of equipment/licences/health & safety)	18,399	19,321	18,500	18,195	17,510	17,160	19,500	Provision for Castle events, band concerts and Castle Open days.
6013	D&L Events - casual staffing costs	0	0	0	0	0	0	0	Contingency for paid casual staff in the event of insufficient volunteers being available.
6014	D&L Friends of Hertford Castle	30	30	298	177	306	300	315	Provision to cover the expenses of the Friends of Hertford Castle.
6018	D&L Castle Basement Refurbishment & Display	49	49	0	0	0	0	0	Provision for the creation of a Victorian kitchen display in the Castle basement and work to enhance the visual appearance of the basement.
6025	D&L Promotion/Marketing	6,773	9,349	8,058	4,969	8,300	8,134	9,500	Provision for event advertisements.
6035	D&L Castle Interpret panels	0	0	1,104	1,137	1,137	1,114	1,169	Contingency for the repair of the information boards in the Castle grounds.
6099	D&L Capital Expenditure	134	134	1,104	597	1,137	1,114	1,169	Contingency for replacement of catering equipment, marquees or outdoor furniture used for events.
J	D&L EVENTS EXPENDITURE (OTHER)	35,420	37,732	39,113	32,501	37,756	37,001	41,281	

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/12/17	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
6038	D&L Town Centre Co-ordinator	12,396	18,988	16,455	18,258	16,560	16,560	39,314	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	TOWN CENTRE SUPPORT EXPENDITURE (SALARIES)	12,396	18,988	16,455	18,258	16,560	16,560	39,314	
6032	D&L Town Centre Wifi	4,489	6,718	16,900	11,176	17,407	17,059	17,894	Provision for monthly broadband connection fees and project support
6033	Herford Entrepreneurs Network Funding	1,579	3,172	150	66	154	151	158	Expenditure and awards made by the Herford Entrepreneurs Network. See code 4229 for HEN income.
6036	D&L Town Development Fund	2,326	4,092	2,500	1,163	2,575	2,524	2,647	Provision for projects to be finalised for economic development within the town.
6037	D&L Town Centre Hanging Baskets	11,524	16,219	18,538	12,323	18,215	17,851	18,725	Provision for planting & maintenance of hanging baskets & Balance of £2319 roll forward
7080	D&L Xmas grant-tree/lights	235	22,723	24,000	10,641	30,000	29,400	30,840	Provision for the storage, maintenance and installation/removal of the Xmas lights displays and electricity charges etc.
6048	D&L Herford Market Devolved Management Study	0	0	5,000	0	0	0	0	Provision for a feasibility study for the Council to take on management of Herford Market.
6049	D&L Taxi Marshal scheme	6,864	8,928	10,000	5,838	10,300	10,300	10,588	Provision for the cost of the Taxi Marshal scheme with match funding from Herts County Council. This was previously funded from New Homes Bonus but from April 2017 it will be funded from a revenue budget.
6050	CCTV	16,619	27,509	31,510	16,557	32,455	31,806	33,364	Provision for the monitoring, maintenance, fibre optic rental, electricity and telephone costs associated with the CCTV system.
	TOWN CENTRE SUPPORT EXPENDITURE (OTHER)	43,637	89,360	108,598	57,765	111,106	109,090	114,217	
6100	TIC Administration	12,669	16,926	16,935	11,481	17,625	17,625	17,576	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
6101	TIC Wages & Salaries	64,340	85,607	86,225	63,076	90,455	90,455	96,866	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	TOTAL TOWN & TOURIST INFORMATION CENTRE EXPENDITURE (SALARIES)	77,008	102,533	103,160	74,557	108,080	108,080	114,442	
6110	TIC Rent	16,000	16,692	16,000	12,649	16,000	16,000	16,448	Rent and service charges payable for the premises in Market Place.
6115	TIC Rates	9,204	9,204	9,204	9,480	9,480	9,480	9,745	Business rates payable for the premises in Market Place.
6120	TIC Cleaning (other)	579	651	590	144	608	596	625	Provision for fortnightly window cleaning and quarterly paper recycling charges
6125	TIC Utilities	904	1,583	1,457	1,817	1,501	1,471	1,543	Provision for water and electricity charges.
6145	TIC Telephone & Fax	1,209	1,613	1,906	1,148	1,962	1,923	2,017	Provision for the 2 telephone lines, fax/broadband line and credit card processing line.
6150	TIC Postage	86	386	497	512	512	502	526	General provision for postage charges.
6152	TIC Copier(lease & copies)	1,390	3,399	2,232	2,527	2,299	2,253	2,363	Provision for the photocopier lease charges and usage charges.
6155	TIC Stationery & Sundries	360	602	1,040	694	1,071	1,050	650	Provision for the purchase of stationery, weekly local paper and other general expenditure.
6157	TIC Publication Printing (Accom Guide & calendar)	693	693	1,030	1,061	1,061	1,040	1,091	Provision for the printing costs of the annual accommodation guide. See income line 4510.
6165	TIC Computer / IT	132	288	590	568	607	595	624	Provision for on site IT support and replacement of minor items of equipment
6170	TIC Advertising	365	365	2,500	2,420	2,574	2,523	500	General provision for advertising costs.
6175	TIC Show stands/fees/sundries	0	0	0	0	0	0	0	Contingency for pitch fees or the cost of promotional goods given away at the Herts County Show.
6195	TIC Stock for resale	5,938	9,315	4,967	7,337	5,115	5,013	10,000	Cost of books and souvenirs sold in the T&TIC. See income line 4500.
6196	TIC Event tickets	13,447	22,013	22,000	23,158	22,660	22,207	23,294	Cost of event tickets, travel tickets and theatre vouchers sold in the T&TIC. See income line 4501.
6197	TIC Refurbishment / repairs & maintenance	1,019	1,019	1,019	927	1,050	1,029	1,079	Contingency for minor repair & maintenance items.
6198	TIC Health & Safety	493	493	493	7	508	498	522	Contingency for fire extinguisher servicing, PAT testing and alarm monitoring charges.
	TOTAL TOWN & TOURIST INFORMATION CENTRE EXPENDITURE (OTHER)	51,818	68,296	65,526	62,876	67,008	66,177	71,029	
6200	DS Functions sec/admin	13,693	24,513	19,285	23,779	26,855	26,855	26,734	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
6205	DS Functions management	6,194	7,958	5,895	8,943	6,010	6,010	15,208	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/12/17	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
6210	DS Caretaking	8,568	11,651	11,655	7,905	17,230	17,230	10,185	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
6215	DS Cleaning	0	0	0	0	0	0	0	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
6220	DOWNSHIRE SUITE EXPENDITURE (SALARIES)	28,455	44,123	36,835	40,627	50,095	50,095	52,127	Provision for advertising the Downshire Suite as a wedding venue
6225	DS Marketing & Promotion	1,881	2,631	5,150	1,827	5,304	5,304	5,453	Contingency for replacement of catering equipment or furniture for the Downshire Suite.
6230	DS Equipment	1,251	1,520	1,214	279	2,000	2,000	2,056	Contingency for professional cleaning charges for Downshire Suite carpets & curtains etc.
6230	DS Special Cleaning	394	394	618	636	636	636	654	Provision for music licences etc., Allowed to roll over £1746
6235	DS Licence (Civil Ceremonies, PPL & PRS)	291	254	2,000	1,663	2,446	2,446	2,514	Contingency for printing charges for promotional brochures and information leaflets.
6240	DS Stationery	17	17	1,705	433	1,755	1,755	600	Provision for the cost of catering provided to corporate hirers and the cost of tables hired as necessary.
6245	DS Catering Purchases & equipment hire	9,905	10,995	12,484	7,403	12,858	12,858	13,218	Provision for casual wages paid to a weddings officer not on the regular payroll.
6206	DS Functions - casual wages	0	0	0	0	0	0	0	Contingency for minor repair & maintenance items.
6250	DS Repairs & Maintenance	0	0	0	0	0	0	0	
6500	DOWNSHIRE SUITE EXPENDITURE (OTHER)	13,737	15,810	23,171	11,604	24,999	24,999	24,495	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
6500	SW MBR Salaries	5,534	7,365	7,330	10,162	7,500	7,500	22,199	
6510	MILL BRIDGE ROOM EXPENDITURE (SALARIES)	5,534	7,365	7,330	10,162	7,500	7,500	22,199	
6510	SW MBR running costs	0	41	122	23	125	125	129	Contingency for minor repair & maintenance items.
6525	SW MBR Marketing & Promotion	0	0	171	176	176	176	181	General provision for advertising costs or promotional leaflets.
6515	SW MBR Rates	1,282	1,282	1,282	1,320	1,320	1,320	1,357	Business rates payable for the Mill Bridge Room.
6515	MILL BRIDGE ROOM EXPENDITURE (OTHER)	1,282	1,322	1,575	1,343	1,621	1,621	1,666	
	TOTAL EXPENDITURE	337,965	478,904	495,202	368,673	531,580	527,978	553,750	

SUMMARY

	TOTAL INCOME	-157,110	-185,886	-171,600	-171,767	-182,504	-186,154	-187,614	
	TOTAL EXPENDITURE	337,965	478,904	495,202	368,673	531,580	527,978	553,750	
	NET EXPENDITURE	180,854	293,018	323,602	196,906	349,076	341,824	366,136	

**COMMUNITY SERVICES COMMITTEE
INCOME**

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/12/17	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
4000	ALLOT Rent from plots	-8,857	-10,180	-9,580	-7,843	-9,867	-10,064	-10,143	Rent invoices for period Jan'18 to Dec'18 raised in December'17.
4010	ALLOT Rent - Crawleys Field	0	-271	-271		-279	-285	-287	Land rented for grazing use adjacent to Hertingfordbury Park accessed via West Street.
4020	ALLOT Fishing Rights	0	-237	-237		-244	-249	-251	Income from fishing rights for the river Lea from the land adjacent to Hertingfordbury Park, accessed via West Street.
	TOTAL ALLOTMENT INCOME	-8,857	-10,688	-10,088	-7,843	-10,390	-10,598	-10,681	
4100	CEM Interments	-47,192	-76,342	-70,000	-50,917	-63,654	-64,927	-65,436	Income anticipated from fees for burials at North Road Cemetery.
4105	CEM Memorial Benches	0	0	0		0	0	0	Income from the supply of memorial benches for members of the public who request to purchase one.
4110	CEM Other income	-95	-118	-96	-76	-106	-108	-109	Sundry income from investments purchase as part of long term grave maintenance agreements.
4154	Historical Building Repair Grant	-8,675	-8,675	-8,675				0	Grant received for repair to St Andrew Church boundary wall
4155	CEM/CCY Memorial repair external funding	0	-325			0	0	0	External funding received towards repair of a memorial
4120	CEM Equipment trade-in proceeds	0	0	0		0	0	0	Income from the proceeds of sale / trade-in of equipment normally anticipated at the end of a lease period.
	TOTAL CEMETERY INCOME	-55,963	-85,460	-78,771	-50,994	-63,760	-65,035	-65,545	
	TOTAL INCOME	-64,820	-96,148	-88,859	-58,837	-74,150	-75,633	-76,226	

EXPENDITURE

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/12/17	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
5000	ALLOT Admin Salaries	14,179	18,923	18,930	13,126	19,625	19,625	19,849	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
5010	ALLOT Groundstaff Salaries	3,640	4,847	4,870	3,835	4,985	4,985	5,176	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	ALLOTMENT EXPENDITURE (SALARIES)	17,819	23,769	23,800	16,962	24,610	24,610	25,026	
5030	ALLOT Maint/ Site Improvements	12,270	18,581	18,443	5,789	13,404	13,136	15,836	Provision for pest control, toilet emptying, skip hire and maintenance items. Committee agreed virement of £2000 to go to 5040
5040	ALLOT Water Rates	884	1,577	1,602	2,790	3,650	3,577	1,695	Provision for water supply charges to allotment sites. Approved Virement Nov 2018
5086	ALLOT Grant to Sele Rd Lovely Grub Garden	0	0	0		200	196	206	One off grant to support the community group that maintain Sele Rd Lovely Grub Garden.
5085	ALLOT North Road Plottolders Grant	0	2,000	2,000		2,000	1,960	2,056	Annual grant paid for the devolved management of the North Road allotment site by the North Road Plottolders Group.
	ALLOTMENT EXPENDITURE (OTHER)	13,154	22,158	22,045	8,580	19,254	18,869	19,793	
5100	PAMS Admin Costs	5,957	7,959	7,970	6,744	8,310	8,310	12,431	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
5101	PAMS Pinehurst site inspection	0	0	0		0	0	0	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	PUBLIC AMENITIES EXPENDITURE (SALARIES)	5,957	7,959	7,970	6,744	8,310	8,310	12,431	
5110	PAMS Public clocks	280	504	520	1,652	1,536	1,505	1,579	Provision for the annual servicing of the Shire Hall and All Saints clocks which takes place in late November
5120	PAMS War Memorial	846	1,158	3,000	5,421	8,090	7,928	8,317	Provision for annual floodlighting charges and sundry repairs.
5170	PAMS Bins & Benches	125	125	1,104		1,137	1,114	1,169	Provision for repainting town centre bins and benches.

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/12/17	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
5140	PAMS - Youth Town Council	0	0	0	0	0	0	0	Annual grant given to the Hertford Youth Town Council.
5199	PAMS - Capital Expenditure	0	0	0	0	0	0	0	Provision for expenditure on bins and benches etc.
5175	PAMS - Pinehurst Play Area maintenance	6,856	7,867	8,020	4,444	7,200	7,056	6,168	Provision for grounds maintenance at Pinehurst-Virement of £1,200 from 5176-Committee meeting Nov 2018
5176	PAMS - Pinehurst Play Area Capital Expenditure	0	0	2,000	0	800	784	2,056	Provision for replacement of play equipment with any unspent balance transferred to the Pinehurst Reserve account at year end. Approved Virement of £1,200 to 5175
7500	PAMS Skate Park	0	5,032	5,910	0	6,087	5,965	6,257	The Town Council's contribution to the revenue costs of the skatepark at Hattham Common.
	PUBLIC AMENITIES EXPENDITURE (OTHER)	8,107	14,687	20,554	11,516	24,850	24,353	25,546	
5200	CCY Admin Costs	9,545	12,744	12,750	8,404	13,320	13,320	13,389	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
5210	CCY Groundstaff Salaries	11,647	15,510	16,560	12,607	16,955	16,955	17,600	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	CLOSED CHURCHYARDS EXPENDITURE (SALARIES)	21,192	28,255	29,310	21,011	30,275	30,275	30,989	
5240	CCY Repairs & Maintenance	17,941	22,755	26,600	560	21,905	21,467	2,518	Contingency for footpath resurfacing, railing repairs and other maintenance items. Additional £3,000 for resurfacing at St Andrews Churchyard and £13,000 for repainting gates either side of Gascoyne Way Suggestion to reduce the line by £20K for 2019/20 budget
5245	CCY Contract Gardening	1,999	2,734	3,410	1,999	3,512	3,442	3,610	Provision for contracted gardener to maintain St Leonards & Holy Trinity gardens.
5250	CCY Trees	1,800	1,800	10,000	310	10,000	9,800	10,280	Contingency for the maintenance, removal and replacement of trees as necessary.
	CLOSED CHURCHYARD EXPENDITURE (OTHER)	21,740	27,290	40,010	2,869	35,417	34,709	16,409	
5300	CEM Admin costs	20,940	27,892	27,870	23,278	28,760	28,760	34,949	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
5305	CEM Groundstaff Salaries	48,771	64,949	65,260	51,395	66,825	66,825	69,363	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	CEMETERY EXPENDITURE (SALARIES)	69,710	92,841	93,130	74,672	95,585	95,585	104,312	
5220	CCY Van servicing, fuel & repairs	2,639	3,269	3,500	3,002	2,170	2,127	2,231	Provision for the annual servicing, taxing and running costs of the Council's van.
5310	CEM Mobile phone	143	186	234	431	241	236	248	Provision for the monthly charges and top-up fees for the mobile phones used by the ground staff.
5315	CEM Burial Records	445	445	1,363	460	1,404	1,376	1,443	Contingency for programming fees for the bespoke burials database system
5320	CEM Rates	4,095	4,095	4,095	4,534	4,218	4,134	4,336	Business rates payable for North Road Cemetery
5335	CEM Train/Clothing & Health & Safety Equipment	1,793	1,817	2,373	756	745	730	766	Provision for staff training and the replacement of work clothes, safety boots and other safety items.
5340	CEM Repairs & Maintenance	1,055	13,071	5,514	827	5,679	5,565	5,838	Contingency for footpath resurfacing and other maintenance items.
5343	CEM Unbudgeted Cemetery Works	0	0	0	0	0	0	0	Contingency for Cemetery works outside the scope of normal budgetary requirements.
5342	CEM Repairs to Memorials	0	0	0	0	5,000	4,900	5,140	Contingency for repair of memorials which fail stability testing (where the owners of graves cannot be traced).
5345	CEM Repairs to Railings	0	0	8,207	0	4,773	4,678	4,907	Provision for the repair of gates and railings at North Road Cemetery. Additional £2,500 for repainting gates at the Cemetery.
5350	CEM Mess Room Utilities (incl site water)	328	661	723	441	745	730	766	Provision for mess room expenses and the water supply to the site.
5355	CEM Trees	0	350	5,519	0	5,685	5,571	5,844	Contingency for the maintenance, removal and replacement of trees as necessary.
5360	CEM Refuse	2,710	3,760	4,821	1,890	4,966	4,867	5,105	Provision for skip hire and soil heap removal.
5365	CEM Gravedigging	6,130	9,380	13,244	5,720	13,641	13,368	14,023	Provision for monthly charges for gravedigging.

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/12/17	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
5380	CEM Machinery fuel	364	487	1,463		1,507	1,477	1,549	Provision for fuel used in mowers and other equipment.
5385	CEM Mach repairs/minor.replace	747	2,084	2,957	513	3,046	2,985	3,131	Provision for servicing costs on leased equipment.
5395	CEM Mach new equip/lease	2,407	1,417	2,920	1,617	2,040	1,999	2,097	Quarterly lease charges for all the larger items of equipment (3 year lease).
5396	CEM Memorial Benches	0	0	0		0	0	0	The cost of purchase of memorial benches if requested by a member of the public. The associated income is shown under 4105.
5398	CEM Land acquisition	0	0	10,000		10,000	9,800	10,280	Provision for establishing a Cemetery Reserve to be developed over coming years for the future purchase of new Cemetery land.
5399	CEM Capital Expenditure	0	333	1,209	205	6,245	6,120	6,420	Provision for replacement of smaller items of equipment and sundry tools. Additional £5,000 for leasing a new van.
	CEMETERY EXPENDITURE (OTHER)	22,857	41,356	68,142	20,396	72,105	70,663	74,124	
	TOTAL EXPENDITURE	180,536	258,314	304,961	162,749	310,406	307,373	308,629	

SUMMARY

	TOTAL INCOME	-64,820	-96,148	-88,859	-58,837	-74,150	-75,633	-76,226	
	TOTAL EXPENDITURE	180,536	258,314	304,961	162,749	310,406	307,373	308,629	
	NET EXPENDITURE	115,716	162,166	216,102	103,913	236,256	231,740	232,403	