



Edenbridge Town Council

Town Clerk: Christine Lane CertHE Local Policy



Notice is hereby given of the Annual Council Meeting of Edenbridge Town Council, to be held in Rickards Hall on Monday 14 May 2018 at 7.30pm, which Councillors are summoned to attend.

Town Clerk
09/05/2018

AGENDA

The meeting will open with Cllr M McArthur in the Chair

1. TO RECEIVE APOLOGIES FOR ABSENCE
2. ELECTION OF CHAIRMAN, AND SIGNING OF ACCEPTANCE OF OFFICE
3. ELECTION OF VICE CHAIRMAN
4. DECLARATIONS OF INTERESTS OR PREDETERMINATIONS AND REVIEW OF REGISTER OF INTERESTS

Dual hatted members of the District Council wish to state that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.

5. PUBLIC QUESTIONS

The Council will receive questions and statements from the public (this is the only opportunity for members of the public to make a contribution during the meeting) and from members with prejudicial interests on items on the Agenda. Both members and public are limited to 3 minutes per person to speak.

6. TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON 9 APRIL 2018
7. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE ON THE AGENDA
 - 7.1
8. TO RECEIVE THE FOLLOWING REPORTS
 - 8.1 Open Spaces Committee, 16 April
 - 8.2 Planning & Transportation Committee, 23 April
 - 8.2 Finance Committee, 23 April
 - 8.3 Delegate reports
 - 8.3.1 County Councillor Up-date
9. REVIEW OF DELEGATED ARRANGMENTS TO COMMITTEES, SUB-COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES

Council offices: Doggetts Barn, 72A High Street, Edenbridge, Kent TN8 5AR

Office hours: Monday – Friday 9.00am – 5.00pm Tel: (01732) 865368 Fax: (01732) 866749

Email: townclerk@edenbridgetowncouncil.gov.uk Web: www.edenbridgetowncouncil.gov.uk

10. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES, SUB COMMITTEES AND WORKING GROUPS APPOINTMENT OF NEW COMMITTEES,ETC, CONFIRMATION OF THE TERMS OF REFERENCE
11. APPOINTMENT OF REPRESENTATIVES TO COMMITTEES, SUB COMMITTEES AND WORKING GROUPS
12. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK
13. REVIEW AND ADOPTION OF STANDING ORDERS
14. REVIEW OF ARRANGMENTS, INCLUDING CHARTERS, WITH OTHER LOCAL AUTHORITIES, GROUPS OR ORGANISATIONS AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES
15. REVIEW OF THE POWER OF COMPETENCY, ELIGIBILITY AND REVIEW OF ARRANGMENTS TO CONFIRM ELIGIBILITY
16. REVIEW OF LAND AND ASSETS INCLUDING BUILDINGS AND EQUIPMENT
17. ADOPTION OF FINANCIAL REGULATIONS AND RISK ASSESSMENT POLICY
18. REVIEW AND CONFIRMATION OF ARRANGMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS
19. REVIEW AND ADOPTION OF COUNCIL'S AND EMPLOYEES' MEMBERSHIPS AND SUBSCRIPTIONS PAID
20. CONFIRMATION OF AUTHORISED SIGNATORIES FOR COUNCIL'S BANK ACCOUNTS
21. CONFIRMATION OF THE APPOINTMENT OF THE INTERNAL AUDITOR AND ASSURANCE OF THEIR INDEPENDANCE
22. AUTHORISATION FOR PAYMENTS TO BE MADE BY DIRECT DEBIT AND ELECTRONIC PAYMENTS
23. REVIEW OF PAY AND CONDITIONS OF STAFF
24. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE
25. REVIEW OF COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 AND ESTABLISHMENT OF PROCEDURES HANDLING REQUESTS UNDER THE DATA PROTECTION ACT 1998
26. REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA CONTAINED IN THE COMMUNICATIONS AND COMMUNITY ENGAGEMENT STRATEGY
27. CONFIRM THE DATES AND TIMES OF ORDINARY COUNCIL MEETINGS
28. REVIEW OF COUNCILLORS' TRAINING AND REQUIRMENTS
29. HEALTH & SAFETY PERFORMANCE REVIEW 2017
30. ENVIRONMENTAL POLICY STATEMENT REVIEW 2017

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31. TO CONSIDER THE CURRENT PLANNING APPLICATIONS

32. OTHER BUSINESS

- 32.1 Annual Return**
- 32.2 Annual Accounts 2017/2018 / Allocation of Balances**
- 32.3 Pension Adjustment**
- 32.4 Community Infrastructure Levy (CIL) Spending Board**
- 32.5 20mph Zone and Wayfinder consultation**
- 32.6 General Data Protection Regulations 2018**
- 32.7 Annual General Meeting E&DRTA 17 May 2018**
- 32.8 West Kent Youth Provision Report**
- 32.9 South East Water – Draft Water Resources Management Plan 2019**
- 32.10 Traveller incursion Marsh Green 6 -9 May**

Copies of the agenda and background papers, except any exempt items, are available from Doggetts Barn before the meeting and plans can be examined there (Monday – Fridays 9am – 5pm)

33. CONFIDENTIAL ITEMS

- 33.1 Four Elms Road**

1. **TO RECEIVE APOLOGIES FOR ABSENCE**
2. **ELECTION OF CHAIRMAN, AND SIGNING OF ACCEPTANCE OF OFFICE**
3. **ELECTION OF VICE CHAIRMAN**
4. **DECLARATIONS OF INTERESTS AND REVIEW OF REGISTER OF INTERESTS AND CODE OF CONDUCT**

Members are requested to check and if necessary update their Declarations of Interests which are published on the Council's website <http://www.edenbridgetowncouncil.gov.uk/us/councillors/> and register any changes within 28 days with the Monitoring Officer via the Clerk.

It is a criminal offence if a member or co-opted member fails, without reasonable excuse, to comply with the requirements to register or declare disclosable pecuniary interests. It is also a criminal offence to take part in council business at meetings, or act alone on behalf of the council, when prevented from doing so by a conflict caused by disclosable pecuniary interests. This applies only to pecuniary interests, not to any breaches of the other elements of a code of conduct. Either offence is punishable by a fine of up to level 5 (currently an unlimited amount), and an order disqualifying the person from being a member of a relevant authority for up to five years. A prosecution must be brought within 12 months of the prosecuting authorities having the evidence to warrant prosecution, but any prosecution must be brought within 3 years of the commission of the offence and only by or on behalf of the Director of Public Prosecutions.

Members are reminded that they should leave the room for discussions and votes on items they have declared on their Disclosable Pecuniary Interests form, but are able to remain for discussions and votes on items declared on Appendix B Other Interests. Requests for dispensations can be made to the Clerk but should be submitted at least 24 hours before the meeting. In addition to declared interests, members' predetermined views on any item should be declared.

5. **PUBLIC QUESTIONS**
6. **TO CONFIRM THE MINUTES OF THE COUNCIL MEETING HELD ON 9 APRIL**
7. **MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE ON THE AGENDA**
8. **TO RECEIVE THE FOLLOWING REPORTS**
 - 8.1 **Open Spaces Committee, 16 April**
 - 8.2 **Planning & Transportation Committee, 23 April**
 - 8.2 **Finance Committee, 23 April**
 - 8.3 **Delegate reports**
 - 8.3.1 **County Councillor Up-date**
9. **REVIEW OF DELEGATED ARRANGMENTS TO COMMITTEES, SUB COMMITTEES, EMPLOYEES AND OTHER LOCAL AUTHORITIES**

Details of delegated powers are contained in the Terms of Reference for the Council's committees, sub-committees, working groups and task and finish groups. They were amended in April. Non-councillors do not have any voting rights. Copies are available on the Council's website <http://www.edenbridgetowncouncil.gov.uk/policies/council-policies> or in hard copy on request to the Clerk.

The Clerk: has the power to authorize expenditure on works of extreme urgency to a limit of £1,000, or £5,000 with approval of the Chairman of the appropriate Committee or Council, (Financial Regulation 4.5), in addition to the procedural powers as listed in the Council Standing Order 15.

Do members accept the delegation of powers outlined above?

10. REVIEW OF TERMS OF REFERENCE FOR COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS, APPOINTMENT OF NEW COMMITTEES, ETC, CONFIRMATION OF THE TERMS OF REFERENCE

Copies of the Terms of Reference of the council's committees, sub-committees, working groups and task and finish groups which were amended in April are available on the Council's Website <http://www.edenbridgetowncouncil.gov.uk/policies/council-policies> or in hard copy on request to the Clerk.

Do members accept the proposed Terms of Reference for committees, sub-committees, working and task and finish groups?

11. APPOINTMENT OF REPRESENTATIVES TO COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS

A list of the proposed appointments to committees, working groups and task and finish groups is attached.

Do members approve the proposed appointments?

12. REVIEW OF REPRESENTATION ON OR WORK WITH EXTERNAL BODIES AND ARRANGEMENTS FOR REPORTING BACK

A list of the groups and organisations on which the Council currently has formal representation is attached. A list of the proposed appointments is attached.

Do members approve the proposed appointments?

Councillors are reminded that brief informative notes are required from the Twinning Association Meetings, and on any exceptional items from other meetings at Councillors' discretion. Travel expenses are paid for attendance at meetings outside the Parish.

13. REVIEW AND ADOPTION OF STANDING ORDERS

Having amended this Council's Standing Orders at April Council NALC have issued a new draft. Details are attached outlining the changes in Legislation since 2013. Some are not relevant to this Council as they are for smaller authorities. The Council applies the Public Contract Regulations 2015 through its Financial Regulations but it would be prudent to update the Standing Orders. Attached is information on what is new.

Do members agreed to the proposed changes being made to the Standing Orders and their adoption?

14. REVIEW OF ARRANGEMENTS, INCLUDING CHARTERS, WITH OTHER LOCAL AUTHORITIES, GROUPS OR ORGANISATIONS, AND REVIEW OF CONTRIBUTIONS MADE TO EXPENDITURE INCURRED BY OTHER LOCAL AUTHORITIES

The following arrangements are currently in place:

Sevenoaks District Council: Ground maintenance, and playground inspection	£2,149.00
W.I. Hall: Administration and payroll services	£1,974.77
Edenbridge Citizens' Advice Bureau: Payroll services	£ 128.09
Freshwater Properties: Some maintenance services at the Leathermarket	£2,667.16
War Graves Commission: Maintenance of the War Graves,	£ 300.00
Summer Fun Activities Days: ETC in partnership with other Councils	£1,850.00
St John URC, Marsh Green: Grass cutting per cut if required	£ 62.04
Gt Stone Bridge Trust: Grass cutting per cut.	£ 89.42

Edenbridge Community Warden Partnership: Contributing £7,000 towards the work of the Warden and receiving a payment of £2,625 for providing management and administration services. The Council has Leases and/or Agreements with a number of other users and individuals for the use of its land and buildings, which are reviewed annually each November.

Do members approve the current arrangements?

15. REVIEW OF THE POWER OF COMPETENCY, ELIGIBILITY AND REVIEW OF ARRANGMENTS TO CONFIRM ELIGIBILITY

The Clerk currently holds the qualification required for the Council, should it so wish, to pass a motion and adopt the Power of Competency. Currently Council relies on its existing powers and s137 of the Local Government Act 1972 to undertake actions.

Do members wish to adopt the Power of Competency at this time?

16. REVIEW OF LAND AND ASSETS INCLUDING BUILDINGS AND EQUIPMENT

It is the Council's usual practice to appoint two councillors to come to Doggetts Barn to review the Council's Land Assets and two other councillors to review the Asset Register.

Which four members does Council propose should undertake this task?

17. ADOPTION OF FINANCIAL REGULATIONS AND RISK ASSESSMENT POLICY

Copies of the Financial Regulations which were reviewed in February are available on the Council's website <http://www.edenbridgetowncouncil.gov.uk/policies/council-policies> or in hard copy on request to the Clerk.

Risk Assessment Policies are available to view at the Town Council Offices and were adopted at the Council meeting in March.

Do members wish to adopt the Financial Regulations and Risk Assessment documentation unamended?

18. REVIEW AND CONFIRMATION OF ARRANGMENTS FOR INSURANCE COVER IN RESPECT OF ALL INSURED RISKS

Members reviewed the soundness of the Council's insurance arrangements at the Finance meeting held in April. The Asset Register was updated in October. The Council has taken out a long term agreement to remain with WPS (Aviva) until 1 July 2020.

19. REVIEW AND ADOPTION OF COUNCIL'S AND EMPLOYEES' MEMBERSHIPS AND SUBSCRIPTIONS PAID

Members are advised that they should carefully consider whether the groups and organizations the Council supports are appropriate. Councillors have a duty to consider issues with an open mind and subscriptions to some lobbying groups could be seen as implicitly supporting the views of that group and their wider objectives. Obviously, this does rather depend on how the information is used, so the question is posed for consideration. The Council currently holds membership of the following organisations

Are there any changes members wish to propose to the list of current memberships and subscriptions submitted before it is approved?

	2017/18	Membership Status	Renewal
Kent County Playing Fields Association	20.00	Full	1 st April
Institute of Groundsmanship	135.00	Affiliated	31 st October
Open Spaces Society	45.00	Parish Council	1 st November
Direct Information Service NALC	90.00	Full	1 st April
Kent Association of Local Councils	1,250.00	Full	1 st April
Gatwick Area Conservation Campaign	10.00	Parish Council	1 st May
Action with Communities in Rural Kent	65.00	Full	1 st April
Council for Protection of Rural England	36.00	Parish Council	1 st Nov
Society of Local Council Clerks	358.00	Full	1 st Feb
Institute of Cemetery and Crematorium	90.00	Full	1 st April
Information Commissioner	35.00		1 st November

20. CONFIRMATION OF AUTHORISED SIGNATORIES FOR COUNCIL'S BANK ACCOUNTS

Previously Cllrs A Layland, S McGregor, M McArthur, J Scholey and B Todd were authorised as signatories for the Council's bank accounts. A number of the accounts are now managed online, so some level of computer expertise is required but training can be provided. With the resignation of J Woollorton a further signature is required.

Does Council wish to approve those named above as signatories for the Council's bank accounts and who is it proposed is authorized to fill the vacancy?

21. CONFIRMATION OF THE APPOINTMENT OF THE INTERNAL AUDITOR AND ASSURANCE OF THEIR INDEPENDENCE, ADOPTION OF THE INTERNAL AUDIT PLAN

Do members wish to reappoint Mr Tim Hill as the Internal Auditor for the Council subject to receipt of his confirmation of independence and willingness to do so. . Mr Hill has served in this role for a number of years.

A copy of the draft Internal Audit Plan for 2018/19 is attached (the changes have been highlighted in red). Do members have additional comment prior to its approval?

22. AUTHORISATION FOR PAYMENTS TO BE MADE BY DIRECT DEBIT AND ELECTRONIC PAYMENTS

Approval is sought for authorization of the following suppliers to be paid by direct debit, and wherever possible all other payments to be made electronically to reduce bank charges.

Sevenoaks District Council	Council Tax
Focus 4 U Ltd	Telephone /Broadband
Aviva Health	Insurance
Barclays Bank	Bank charges
British Gas	Electricity
British Gas	Gas
E.ON Energy	Street Lighting
Petrocell	Fuel
Information Commissioner's Office	Data Protection
O2	Mobile phones
Open Spaces Society	Membership
Water Wellbeing	Water
Aviva Insurance	Insurance
Institute of Groundsmanship	Membership
Action with Communities in Rural Kent	Membership
Ofcom	Radio Licenses
Sage Software	Payroll Software support

23. REVIEW OF PAY AND CONDITIONS OF STAFF

Before considering this item, the Council should consider Existing Standing Orders 11a.b. and decide whether or not the press and public should be excluded whilst matters personal to Council employees are considered.

Members are reminded that all staff are employed in accordance with the National Joint Council terms and conditions contained within the Green Book, and all posts have been evaluated under their job evaluation scheme. The NJC has reached agreement on the pay scales. The five staff on salary scales above grade 20 have received the expected 2% with the eight staff on lower grades receiving increases in excess of this. This is likely to result in a small budget shortfall. This award was implemented from 1 April 2018. The second part of the agreement will become

effective in 1 April 2019 when the new GLPC pay spine will be implemented to address the imbalance that has occurred as lower grades have been increased to take into account the living wage.

24. REVIEW OF COUNCIL'S COMPLAINTS PROCEDURE

No changes are proposed to the Council's complaints procedure, which was adopted in May 2014. A copy is available on in hard copy on request to the Clerk or on the Council's website <http://www.edenbridgetowncouncil.gov.uk/policies/council-policies>

Do members agree to the re-adoption of the existing policy?

25. REVIEW OF COUNCIL'S PROCEDURES FOR HANDLING REQUESTS MADE UNDER THE GENERAL DATA PROTECTION REGULATIONS 2018

The GDPR become law on 25 May. The Council has been working hard to comply with them. Please see item 32.6 for an update on this Council's proposals. As part of the process it is necessary to review our current policies and update them. It is proposed that the current data protection policy be replaced with an Information and Data Protection Policy, with the Retention and Disposal Policy becoming a separate document. It would seem appropriate, at the same time to adopt a Social Media and Communications Policy.

These three policies are attached for members consideration and adoption.

No requests for information under Freedom of Information were received in the last 12 months.

26. REVIEW THE COUNCIL'S POLICY FOR DEALING WITH THE PRESS/MEDIA CONTAINED IN THE COMMUNICATION AND COMMUNITY ENGAGEMENT STRATEGY

No changes are proposed to the Council's policy for dealing with the press/media contained in the communication and community engagement strategy which was adopted in May 2015. A copy is available in hard copy on request to the Clerk on the Council's website <http://www.edenbridgetowncouncil.gov.uk/policies/council-policies>

Do members agree to the re-adoption of the policy?

27. CONFIRM THE DATES AND TIMES OF ORDINARY MEETINGS OF THE FULL COUNCIL

The meeting dates of the full council and committee meetings were agreed at September 2018 Council, and are posted on the calendar on the Council's website <http://www.edenbridgetowncouncil.gov.uk/meetings/details>

28. REVIEW OF COUNCILLORS' TRAINING AND REQUIREMENTS

A review of the Councillors training requirements will be presented at the June Council meeting. Members are requested to add any additional training to their training logs in addition to that already recorded.

29. HEALTH & SAFETY PERFORMANCE REVIEW 2017
Health & Safety Performance Review 2017

	2017		
Employee Claims	0		
RIDDOR reportable incidents	0		
Other accidents/incidents across the Council	1		
Near misses	0		
Enforcement notices issued against the council	0		
Any accident trends identified	0		
Are there any outstanding enforcement issues	0		

Annual Accident statistics (no of incidents/working days (252)/no of staff 10)) Total 0.00

Members of Public (no of incidents/days in the year (365)/no of residents (8000)) Total 0.00

Noted: minor incident finger injured by spike on gate when unlocking. Action taken: spike filed

Members are requested to note this review which was previously presented in January 2018.

30. ENVIRONMENTAL POLICY STATEMENT REVIEW 2018

Following review, no changes are proposed to the Councils Environmental Policy Statement this year. A copy is available on the Council's Website or in hard copy from the Clerk.

Do members agree to the adoption of the amended policy?

31. TO CONSIDER THE CURRENT PLANNING APPLICATIONS (attached)

32. OTHER BUSINESS

32.1 Annual Return,

The Annual Governance statement Section 1 MUST be completed prior to the Accounting Statement. The Chairman will read out the 9 statements for approval by members, any 'No' responses will require an explanation to be given to the External Auditor.

The form has to be returned by 11 June deadline. If members require any further information, please could they ensure that it is requested before the meeting.

Once the assurances have been completed, the Chairman and Clerk will sign Section 1 of the Annual Return on behalf of the Council.

32.2 Annual Accounts 2017/2018 / Allocation of Balances

The Annual Accounts are presented for examination and approval. The Council's Internal Auditor has been asked to carry out his end of year Audit and complete Section 3 of the Audit prior to the meeting. If members have questions on them, please could they be discussed with the Finance Officer or the Clerk prior to the meeting. This year the External Auditor requires our submission by 11 June.

The dates for examining the accounts, under the public rights and publications legislation, will run from 2 July to 13 July.

Do members approve the Annual Accounts and request the Chairman and RFO sign them on Council's behalf, along with Section 2 Accounting Statement of the Annual Return?

The allocation of balances is presented for approval. Member will note how extremely tight the budget was. It is proposed that the surplus be added to reserves to go towards the cost of the by election.

Do members approve the allocation of balances?

32.3 Pension Adjustment

Following the submission of the annual pension return, a query was raised by the pension section over the pensionable status of the additional payments made to some staff during the period of extreme staff shortages last summer. As part of the changes from the final salary scheme to the the CARE scheme, any additional payment are now pensionable.

Retrospective approval is sought for the underpayment of £736.23.

32.4 Community Infrastructure Levy (CIL) Spending Board

An amendment has been made to the application process for grants from the District Council portion (75%) of the CIL funding. Appendix X1 – Community Infrastructure Levy Spending Board. No changes have been made to the process for the CIL payments (25%) due to be made to this Council.

Unfortunately, under a new a two stage process, the application made by this Council for funding towards renovation of the public toilets has been unsuccessful, as there is insufficient evidence to show that the required Planning Permission has been sought. This does not prevent the bid being re-submitted in the next round of applications, which run between 14 May – 30 July, with validation by October 2018 and the Board sitting by December 2018 or January 2019.

The Building Manager is preparing the Planning Application and the grant application will be resubmitted in the next window.

Notification of the funding being passed to this Council from developments that have commenced in this area between 1 October 2017 and 31 March 2018 is and has been received into the Council's Bank Account.

Section A	£2,657.22
Section B	<u>£4,095.91</u>
	<u>£6,753.13</u>

A copy of the Annual CIL Return is attached for member's consideration. It is suggested that the board may wish to meet to consider future proposals in May or early June. Please see item 32.5 below.

32.5 20mph Zone, Wayfinder signs and Car Park Entrance Consultation

The Town Council hosted an informal consultation on the above proposals on Saturday 12 May. Highways declined to attend but have now starting their formal consultation process on the 20mph scheme shortly.

This Council's consultation has been left in situ upstairs in Doggetts Barn for any Councillors not yet familiar with the proposals to see. Dependent on the outcome of the consultation, this Council will hopefully need to develop content, art work, and mapping for the wayfinders. Quotes for this work will be sought. Members may wish the CIL Board to consider this and the changes to the car park entrance as funding projects.

The Highways Formal Consultation is available with the plans for consideration. It only has a 3 weeks period for responses.

How do members wish to respond to this consultation?

32.6 General Data Protection Regulations 2018

The implementation of the new regulations has, and remains, an onerous task for the Council and its resources. The previous experience of the Administration Assistant has been invaluable in guiding the process. The Data Audit has been completed and hard copies will be available at the meeting. Unfortunately, due to the range of activities this council has it is rather small print. A copy will be attached to the email with the Agenda so that members can view it on screen. A copy of the Red Yellow and Green Actions list is attached to this report for member's information along with the draft of the Consent form. We have made good progress but there is a significant amount of work still to be undertaken to fully comply. The Information Commissioner's Office has made clear that they expect to see plans in place but do not expect full compliance to be achieved for some time. Indeed, it would be difficult to do so as the position on the appointment of a Data Protection Officer is the subject of a number of proposed amendments to the Bill currently being considered by Parliament. Tom Tugendhat MP has been asked to support the amendment seeking to remove the requirement for Town and Parish Councils to appoint a Data Protection Officer from the Bill. Its retention would have a significant financial impact on Council budgets. Members have previously been advised that it is

likely it will be necessary to budget £2,000 a year for this purpose, a further additional cost may be identified once the Impact Assessments has been completed, as it may also be necessary to review the Council's Insurance cover to include Cyber Security.

Cllrs Stuart McGregor and Margot McArthur have been briefed on the current position and have studied the policies proposed under Item 25. They are keen that all members fully understand their responsibilities to ensure that the Council is complying with the new regulations and request that members take time to read the documents. They suggest a training session be arranged where members can consider the impact assessment and familiarize themselves further with the developing legislation. It is anticipated that this will take place in early June.

By 25 May the Council is required to have consent forms from individuals for data they control or process. To meet this requirement, the Council needs to produce a privacy notice and get completed consent forms from those identified under the Data Audit as requiring one.

Two privacy notices will be required, a general privacy notice and a privacy notice for staff, councillors and role holders, which includes volunteers.

Do members approve the attached Privacy Notices?

It is proposed to invite the volunteers to an event in Rickards Hall at 3.30pm on Thursday 17 May to explain the documents, and hopefully get them completed. Cllr Alan Layland is to give a short presentation on relevant H&S and manual handling which should make the session more interesting. Members will be asked to complete theirs shortly.

32.7 Annual General Meeting E&DRTA 17 May 2018

This meeting is taking place at the W.I. Hall Station Road at 7.30pm. Representatives from the train operating company will be present. All members are invited to attend but it will be important that someone does represent the Council, sadly it seems likely that the dissolution of the Association will be proposed at the meeting.

Which Councillors wish to attend to represent the Council?

32.8 West Kent Youth Provision Report

Attached is a report from West Kent Extra giving an update of their activities, explaining the recent difficulties in providing detached youth work, and announcing that, with funding from SDC, there will be a new Edenbridge 8-12's club running on Thursdays from 3.45pm - 5.45pm, with a nurture group 5.45pm to 7.45pm.

Do members wish to show their appreciation to SDC for their support for this project?

32.9 South East Water – Draft Water Resources Management Plan 2019

On the Council's behalf, Cllr Clive Pearman has submitted a response to the above consultation. Please see his report below.

Once again, owing to the need for an on-line response, it has not been possible to copy my response, or to ask for my submission to be copied back to me, or to the Council. The submission does, however, carry the rider that it is made by me in my role as an Edenbridge Town Councillor with authority to reply on behalf of my fellow Town Councillors.

In brief, my observations are based upon the proposals contained within the consultative document which, in my opinion, deserve the observation of "Good so far, but". The qualification is based upon the report of the National Infrastructure Commission entitled '*Preparing for a drier future: England's water infrastructure needs*' and published this April and provides advice on how to address England's water supply challenges and deliver the appropriate level of resilience for the long term. The consultative document from South East Water goes about 5% of the way towards that goal, so is massively behind the need as at the present, when around one fifth of the national water supply is currently lost through leakages, etc., and as has been the case for the past 30 years following privatisation of the national water supply with the expectation that the individual water companies would immediately address that major problem.

Therefore, although the consultative document address issues such as the need for more reservoirs, desalination plants, reducing private and business demand through metering, recycling of waste water, etc., all of this is to be set-in-motion for achievement within the next 25-plus years and, therefore, does not take into account changing weather patterns which are predicted to create longer and warmer drier periods. There is certainly an obvious lack of urgency and apparent understanding of the need for prioritised work now, in the consultative document, rather than dribbling change in over the next 25 years. Hence my response of "Good so far, but!", and it's a heavy qualification.

Copies of the agenda and background papers, except any exempt items, are available from Doggetts Barn before the meeting and plans can be examined there (Monday – Fridays 9am – 5pm)

33. CONFIDENTIAL ITEMS

33.1 Four Elms Road

Minutes of the Council Meeting of EDENBRIDGE TOWN COUNCIL held in Rickards Hall at 7.30pm on Monday 9 April 2018

Present: Cllrs J Barnett, R Bell, T Bryant, Mrs J Davison, A Layland (Vice Chairman), V Maynard, M McArthur (Chairman), G Middleton, S McGregor, B Orridge, C Pearman, Z Roberts Smith, J Scholey and B Todd.

In attendance: Town Clerk, no members of the press or public.

1. TO RECEIVE APOLOGIES FOR ABSENCE

Cllr M Robson was absent.

2. ACCEPTANCE OF OFFICE

Guy Middleton and Zoe Roberts Smith signed their Acceptance of Office in front of the Clerk following their election to the Council on 5 April.

3. DECLARATIONS OF INTERESTS OR PREDETERMINATION

The District Council members stated that although they would be considering planning applications at this meeting they would be reconsidering them at the district level, taking into account all relevant evidence and representations there.

Cllrs T Bryant, R Bell and Z Roberts Smith declared pecuniary interests in item 9.1 The Star Inn.

The meeting was adjourned

4. PUBLIC QUESTIONS AND STATEMENTS – none

The meeting was reconvened.

5. TO RECEIVE, ADOPT AND SIGN THE MINUTES OF THE COUNCIL MEETING HELD ON 12 MARCH 2018

Resolved: that the minutes of the Council meeting held on Monday 12 March 2018 be duly signed by the Chairman as a true and accurate record of the meeting.

6. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT ELSEWHERE ON THE AGENDA

6.1 Road naming - Memorial to John Surtees CBE

The District Council had confirmed the following names for the Land North of the Railway Line and West of St Johns Way as Brooklands Crescent, Cadwell Park Mead, Clark Close, Donnington Park Close, Goodwood Road, Hailwood Drive, Hill Close, Mallory Park Mead, Silverstone Close, St Johns Way and Surtees Drive. They have named the blocks of apartments Graham House, Hawthorn Court, Dunlop House, Sheene Court, Hunt House, Wheldon Court and Duke Court.

7. TO CONSIDER THE CURRENT PLANNING APPLICATIONS - none

8. TO ADOPT THE FOLLOWING REPORTS

8.1 Annual Town Meeting, 19 March

Resolved: that the minutes presented by Cllr M McArthur be adopted, published on the website and made available at the library.

8.2 Planning and Transportation Committee, 26 March

Resolved: that the minutes presented by Cllr A Layland be adopted

8.3 Finance Committee, 26 March

Resolved: that the minutes presented by Cllr S McGregor be adopted

8.4 Personnel Committee, 3 April

Resolved: that, following an amendment to include the words 'Resolved: to review the pension provider for new staff as part of the review of Council activities this year.' into item 5.3, the minutes presented by Cllr M McArthur be adopted

8.5 County Councillor's Report March

Cllr Peter Lake was delayed and missed the meeting.

8.6 MP's Update – none

8.7 Working Group / Delegate Reports / Clerk's and Officers' Reports , - none

8.7.1 Twinning Association 8 March, noted

8.7.2 Parking Review Group – Update on Car Park Entrance 20MPH Zone and Wayfinders

Resolved: that Councillors would man a local consultation on the proposed 20mph zone and wayfinders scheme in May or early June. Cllrs Stuart McGregor, Bob Todd (possibly) Bob Orridge, John Scholey, Alan Layland, Roger Bell and Margot McArthur offered to be in attendance.

9. OTHER BUSINESS

9.1 Items referred from Committees for decision

9.1.1 Planning Application SE/17/03701/FUL The Star Inn, possible listing

As requested by the Planning Committee, the Clerk had investigated the possibility of getting the Star Inn listed. The Conservation Officer had advised that it is highly unlikely that it would meet the criteria for the National Listing scheme, but had requested a view on whether it could be added to the Local List of Heritage Buildings. A decision is expected in the next few days.

Resolved: that, if accepted, the Star Inn should be added to the list of Heritage Buildings.

9.2 Review of Standing Orders and Financial Regulations

No further amendments were proposed at this time.

9.3 Review of Terms of Reference

Resolved: that the Terms of Reference for Council should be amended to add the following clause.
'To ensure an effective system of Data Protection is in place, including the appointment of a Data Protection Officer, and to review its effectiveness as part of the Internal Audit Review.'

9.4 Review of Governance Risk Assessment

The Governance Risk Assessment had been circulated, with members offered the opportunity to check the content prior to the meeting.

Resolved: to sign off the Governance Risk Assessment and the Personnel Risk Assessment, which had inadvertently been missed from the Agenda of the Personnel Committee meeting.

9.5 Housing Allocation Policy

SDC is running a short 6 week consultation on its Housing Allocation Policy. Cllr James Barnett offered to study the document and provide a report for the Planning meeting on 23 April.

The meeting closed at 8.08pm

Minutes of the Meeting of the OPEN SPACES COMMITTEE held in Doggetts Barn at 7.30pm on Monday 16th April 2018

Present: Cllrs T Bryant (Chairman), A Layland, M McArthur, S McGregor, and B Todd (vice chairman)

In attendance: Cllr C Pearman
Cllr G Middleton
Deputy Clerk

There were no members of the press or public present.

1. APOLOGIES FOR ABSENCE

Apologies were received, noted, and accepted from Cllr J Barnett (away), and received and noted from the Head Groundsman. Cllrs R Bell and M Robson were absent

2. DECLARATIONS OF INTEREST, OR PREDETERMINATIONS

Cllr Layland: item 8.6 non-pecuniary, being a Trustee of the Eden Valley Museum
item 8.7 non-pecuniary, being a friend of the person requesting a bus shelter

3. PUBLIC QUESTIONS

None.

4. TO RECEIVE AND SIGN MINUTES OF THE OPEN SPACES COMMITTEE 22 January 2018

Resolved: that the minutes be signed by the committee chairman as a true and accurate record of the meeting.

5. TO RECEIVE ANALYSIS OF THE OPEN SPACES COMMITTEE'S RECEIPTS AND PAYMENTS TO 28 February 2018

Members noted the position one month from the end of the financial year.

The trailer was booked in for its service, and after inspection the quoted cost at £960.04 was referred to the committee chairman for approval, in order to progress the work to return the trailer to operation. It was

Resolved: to endorse this expenditure

In February the LCD display for the instrument cluster on the Bipper van failed, and the Town Clerk authorised swift repair on safety grounds. It was

Resolved: to endorse this urgent expenditures at a cost of £485

Members noted there was sufficient funding available in February for new gates and posts for Swan Lane allotments, in line with members' previous decision, so these were ordered and the groundstaff would install the items when ground conditions improve.

6. CORRESPONDENCE

6.1 SDC Arboricultural Officer re: roadside trees

Members noted Sevenoaks' Arboricultural Officer had circulated information about a court case and pending appeal hearing during 2018, concerning an accident in Surrey involving a falling tree and a passing bus. The outcome of this could significantly affect all landowners who have responsibility for substantial numbers of trees, particularly those next to highways or land where the public may have access (roads, railways, playing fields and parks, for example). It was

Resolved: to monitor the outcome of the case for report to committee

6.2 CLM re: field fencing

Members noted information received on behalf of the owner of land adjacent to the Recreation Ground, advising of a decision to boundary-fence the field, closing gaps next to the Rec boundary which were being used by a motorbike to access the farm fields. It was

Resolved: to monitor the situation on the Rec following closure of the boundary gaps.

6.3 GSBT re: old Mill Leat stream bed

Members noted the letter from GSBT agreeing to the committee's request to share the expense of removing occasional items of fly-tipping. Members were saddened to learn of the death of the Trust's long-serving clerk Mr Michael Ross, and

Resolved: to request Trustee Cllr Pearman to convey their condolences.

6.4 Allotment tenant re: deer fencing

Members considered a report from an allotment tenant of a sighting of deer on Swan Lane allotment site, and a request for improved perimeter fencing. As this was the only report, and allotment activity was increasing as the weather improved, it was

Resolved: to monitor the situation for any repeat sighting, before investigating costs of any increased height fencing.

6.5 Town Band re: open air free concert 11th July

Members considered the town band's annual request to hold its open air free concert in Stangrove Park this summer. It was

Resolved: to permit the use free of charge for a community event, subject to completion of an Open Spaces Hire Agreement, and meeting its Standard Conditions

6.6 Marsh Green Pre-school re: signage for the Green

Members considered a request Marsh Green pre-school to have a permanent sign on Marsh Green to help advertise its presence within the community. It was

Resolved: not to give permission, but suggest other means of raising the profile of the Pre-school.

6.7 Nomads FC re: fund-raising day 6th May

Members considered Nomads Football club's request to use Mowshurst for a club fund-raising day event, based around a six-a-side tournament. Subject to completion of an Open Spaces Hire Agreement, and meeting its Standard Conditions, it was

Resolved: to permit this community event at no additional charge.

7. HEAD GROUNDSMAN'S REPORT

Members noted that the new head groundsman left at the end of February, and Craig Open had been appointed in the post from this month. This was his first day in his new role, and an interim report had been prepared in his absence.

7.1 Routine and seasonal work

The team had carried out routine and seasonal work, with additional salt/gritting as necessary in the periods of very cold weather.

7.2 Groundstaff activity

The winter check of cemetery and churchyard memorials had been completed, with no items reported, and likewise the winter visual survey of trees. The first aid kits were checked, and the annual check of the team's driving licences carried out.

Members noted the lime tree in the Churchyard approved for reduction last meeting was subject to an application to the District Council, as it is within the Conservation Area. The outcome was awaited, and the work on hold until then.

The team had taken down the notice board at the front of Stangrove Park had been vandalised again, after it was refurbished it in February. The woodworker who made the new board for

Marsh Green had assessed it for repair and had quoted £260 quote for the work, to include new LH door, new thicker polycarbonate glazing for both doors, two new oak posts and complete repainting including header board. It was

Resolved: commission the work as quoted at £260, from the vandalism budget heading.

7.3 Items for the future

Members noted the purchase of the device to remotely operate the Cemetery Depot roller shutter door, with four coded key fobs, was still outstanding at the end of February, and the new head groundsman will progress this.

Having considered the results to date of investigations for a possible chipper to fit on the tractor, and potential costs ranging upwards from £10,092 plus VAT, it was

Resolved: to review this item in six months, seeking the opinion of the newly appointed head groundsman as to the necessity for the equipment.

Members noted the potential costs of repair to the spray marker machine, and the on-going trial of equivalent machine and paint from an alternative supplier arranged before the previous groundsman left. So far the grounds team were happy with the performance of the machine and paint, and the new head groundsman would negotiate with the supplier for a price for the machine at the end of the trial period.

8. OPEN SPACES BUSINESS FOR DECISION

8.1 To receive the Burial Report

Members noted the burial report updating the record of cemetery activity as follows:

January 2018	February 2018	March 2018
One burial	One burial	Four burials
		One ashes interment
	One Grant of Right	Two Grants of Right

8.2 To review Year 2 works within the 10 Year Maintenance Plan

Members noted the comparison with Year 2 budget.

The one outstanding item was repair to the Market Yard/Churchyard boundary wall. Following the decision to accept the surveyor's advice to rebuild the oldest (western) section of the wall with new foundations, and February council's acceptance of the contractor's amended quotation for works, it transpired that the nature of the works would now require a party wall agreement with the neighbouring property in the Churchyard, and also a Faculty from the Diocese as the Church believed it was the owner of the wall. Confirmation of this has been sought, but in the meantime the Archdeacon approved the repointing works for the remainder of the boundary.

From examination of property deeds, it was also difficult establish exact boundaries of the neighbouring property. Other than repointing to the Market Yard wall section on the east side of the car park, adjacent to Frantfield, works have been put on hold. After considerable discussion it was

Resolved: that the lease negotiation team (Cllrs Scholey, Pearman and Bryant) with Cllr Middleton would progress arrangement of a meeting to clarify the way forward, the view of the Conservation Officer should be sought, and funding for the works would be accrued into 2018/19 financial year.

8.3 To consider costings for Year 3 works within the 10 Year Maintenance Plan

Members noted comparative quotes were being sought for the Year 3 works which were mostly minor and fell broadly into four elements - hard landscape, soft landscape, fixtures, play equipment - with one major project at the Recreation Ground.

As the budget set in the Plan for the re-surfacing works at the Recreation Ground (eastern car park and western access drive/path off Lingfield Road to the Pavilion) was below the threshold for the Contract Finder website, four companies were invited to submit costings for the project. Two had responded to date, and the project had now been put on the Contract Finder website to seek other interest.

Members noted the path around the Sports Pavilion was originally not included in the Plan, but companies had been asked to quote additionally for this, as it may be sensible (depending on cost) to add this work while the contractors are on site. The costings would be presented to the next Open Spaces meeting on 4th June.

8.4 To arrange April Quarterly Monitoring visit and update the Action Plan

Members were reminded there had been no Open Spaces maintenance monitoring visits to sites by councillors since last summer. Two half-day visits need to be arranged this month, and it was

Resolved: the chairman would suggest dates, for circulation to members

8.5 To consider costings for annual weed control on sports pitches

Costings were sought from three companies for the annual treatment of sports pitches at Blossoms Park, the Recreation Ground, and now also Mowshurst football pitches under terms of the new lease. It was

Resolved: to commission Peter Duke to carry out the weed control treatment at £1,090 plus VAT

8.6 To consider War Memorial matters and WW1 commemoration

Members were reminded that from December Council meeting (item 8.6) councillors asked the Museum to confirm their research, to establish any restrictions in planning terms, and to ask the families whether they wish the honours to be added to the Memorial. It is understood that a meeting being arranged in the New Year, to address the above points, did not take place and there was no further news to date.

Members considered a proposal from the British Legion for installation of a support frame in front of the War Memorial, against which wreathes could lean, rather than being laid flat on the ground. The Legion would fund and arrange production of this, and sought Council's support for the proposal. It was

Resolved: to support the proposal in principle, subject to investigation whether particular permission would be necessary to add the support frame to the memorial.

Members considered a suggestion that the Town Council might like to provide a themed memorial seat as its contribution to the WW1 anniversary, to be installed at a suitable location. It was

Resolved: to purchase the WW1 seat design produced by David Ogilvy, at £695 plus delivery £105, plus VAT.

Cllr Layland left the meeting

8.7 To consider a request for additional bus shelter

Members considered information on passenger numbers, requested from the service provider of buses on the Swan Lane route outbound to Tunbridge Wells, in line with their decision at last meeting. Having previously considered costings, and location advice from Kent Highways, after considerable discussion it was

Resolved: not to install an additional bus shelter in Swan Lane opposite Swan Ridge, at this time.

Cllr Layland returned to the meeting

8.8 To consider additional planting in public places

Members noted the representative from a Dutch bulb company was not able to attend a meeting with councillors on 23rd February, but three councillors with the Deputy Clerk considered possible public locations to increase the amount of "planting colour" visible through the town. Six potential areas for swathe planting by contractor were identified. The Dutch company director visited Edenbridge just before Easter, for an initial meeting with the Deputy Clerk, and to view the suggested locations. He subsequently identified possible sites, and the range of costs (ex VAT) that the swathe planting could entail, from £3,000 for 200m², to £3,500 for 100m², depending on type of bulb mix chosen. It was

Resolved: not to pursue the swathe planting, but suggest the Community Warden adds the potential sites to the existing programme of planting in public areas, to create a longer term project into the future.

The councillors meeting on 23rd February also suggested six further small sites for the community planting initiative to consider for continuing, and those ideas had already been passed to the Community Warden.

8.9 To consider a request for use of Council premises for Bootcamps

Members at last meeting requested a presentation from MZ9 Fit and Fun, on the proposal for Bootcamps in Edenbridge. A representative was expected to attend the meeting to provide information, but did not. It was

Resolved: not to permit MZ9 use of Council open spaces for Bootcamps.

8.10 To consider a request for use of Council property for Christmas Lights events

Members considered requests for Council support from the new community group (Edenbridge Community Christmas Association) organising the town's Christmas event on 1st December. It was

Resolved: to permit use of the Recreation Ground in May as a venue for a sponsored walk to raise funds for the Christmas event (subject to liaison with the Rugby Club), and on the event day use of Doggetts Courtyard - both subject to the completion of an Open Spaces hire agreement and meeting its Standard Conditions, and at no charge for a community event. Also to permit use of Rickards Hall as an organization base on 1st December, the hall hire charge waived to support this initial event of the new group.

9. TO NOTE THE GENERAL REPORT OF OPEN SPACES ACTIVITY

Works to prevent unauthorised access by vehicles at Stangrove Park had been completed, and the works for Marsh Green had begun the previous week, though ground conditions were still difficult.

Members noted Nomads FC had accepted the proposed terms for temporary storage of the club's tractor in Mowshurst Barn, while a permanent location is sought for it.

The village sign at Marsh Green had been removed by the groundstaff as its post needed replacement, which the team would arrange, and then reinstall the sign.

10. PRESS RELEASE

No items were suggested for a Press Release

The meeting closed at 9.22pm

Minutes of a meeting of the PLANNING & TRANSPORTATION COMMITTEE held in Rickards Hall on Monday 26 March 2018 at 7.30pm

Present: Cllrs T Bryant, Mrs J Davison, A Layland (Chairman), S McGregor, B Orridge, J Scholey, B Todd (Vice Chairman)

In attendance: Finance Officer, Admin Officer, Cllrs G Middleton and Z Roberts Smith, fourteen members of the public, and no press.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs J Barnett (holiday), R Bell (family commitment), V Maynard (work commitment) and M McArthur (unwell). Cllr M Robson was absent.

2. DECLARATION OF INTERESTS OR PREDETERMINATION

Cllr S McGregor declared a non-pecuniary interest in item 8.5, being a near neighbour to St John's Way.

Cllrs T Bryant and Z Roberts Smith declared non-pecuniary interests in item 8.6, being near neighbours of The Star Inn.

The meeting was closed

3. PUBLIC QUESTIONS

Thirteen members of the public attended the meeting for planning application 18/00745/FUL and apparently more wanted to come but were unable – there was a great depth of feeling locally. A number of them spoke and their comments covered the following. The application was garden grabbing; it would set a precedent; residential gardens are excluded from the definition of brown field land; parking is already an issue at the property and more spaces will be lost; trees would go, and roots of neighbours' tree would be damaged by building work; the turning circle for the garage isn't an appropriate size, the driveway will only be wide enough for one vehicle at a time, and, with no passing space, vehicles would have to back up on the road; the plot isn't big enough for this size of development; there is a discrepancy with the applicant's boundary; the drive is currently adjoining a neighbour's, but separated by a beech hedge which would be removed, and the proposed new drive would be right up the side of her house and patio, with exhaust fumes in her kitchen and associated loss of amenities; overlooking; increase of traffic in the road; the access to the new dwelling would be too narrow for emergency vehicles.

One member of the public spoke about the problems with construction vehicles going up St John's Way instead of Enterprise Way. During one incident, whilst the vehicle was reversing out, it completely blocked the road by the roundabout for some considerable time.

The meeting was reopened

4. TO RECEIVE AND SIGN THE MINUTES OF THE PLANNING & TRANSPORTATION COMMITTEE HELD ON 26 March 2018

Resolved: that the minutes of the meeting held on 26 March be signed by the Committee Chairman as a true and accurate record of the meeting.

5. MATTERS ARISING FROM THE MINUTES NOT COVERED ELSEWHERE, FOR REPORT ONLY – none

6. PLANNING APPLICATIONS TO BE CONSIDERED

Erection of a 2 bedroom dwelling. New double garage. **Land To The Rear Of 49 Ridge Way Edenbridge KENT TN8 6AU Ref. No: 18/00745/FUL**

Members object to this application because it's garden grabbing, overdevelopment, and sets a precedent. In addition, members also object because of poor design in terms of the

dwelling, it would damage the overall ambience of the area, overlooking, loss of light, loss of amenities (vehicle fumes in neighbour's kitchen), loss of trees (Officer to check if any have TPOs), damage to neighbours' trees, and members wish the Officer to look closely at the boundary – there's uncertainty whether the applicant owns all the land in the proposed development.

There would be a loss of parking at 49 Ridge Way, but no net gain of parking spaces for the new dwelling. The turning circle to the proposed garage doesn't appear to be large enough for turning, which would then entail vehicles reversing out of the drive into Ridge Way, with inadequate visibility because of the large number of cars parked on it. There are no visibility splays, and the applicant doesn't own the land to one side of the drive.

Erection of detached single garage. Christmas Mill Shernden Lane Marsh Green Edenbridge KENT TN8 5PS Ref. No: 18/01045/HOUSE

Members support this application, provided the Officer is satisfied it is not new development in the Green Belt.

Single storey rear extension. Alterations to fenestration. Merrydown 8 Orchard Drive Edenbridge KENT TN8 5ES Ref. No: 18/01174/HOUSE

Members support this application.

For information

Reduce the height of 1 Lime tree to remove decay. St Peter And St Pauls Church Church Street Edenbridge KENT Ref. No: 18/01100/WTCA

Various works to trees. 31 Crown Road Edenbridge KENT TN8 6AN Ref. No: 18/01083/WTPO

Non-material amendment to SE/17/01625/REM Land North Of Railway Line And West Of St Johns Way St Johns Way Edenbridge KENT Ref. No: 18/01080/NMA

Details pursuant to condition 16 (boundary enclosures) of Appeal ref: G2245/W/3130787 relating to planning application ref: SE/14/03783/OUT. Land North Of Railway Line And West Of St Johns Way St Johns Way Edenbridge KENT TN8 6HF Ref. No: 18/00945/DETAIL

The following planning application was considered outside the meeting

Construction of awning/lean to over patio doors. 5 High Street Edenbridge KENT TN85AB Ref. No: 18/01099/FUL

Members had no comments.

7. SDC PLANNING DECISIONS – noted

8. PLANNING BUSINESS

8.1 Draft revised National Planning Policy Framework

Resolved: to submit the responses, with comments/amendments by Alan Dyer, to the Government's consultation on draft revisions to the NPPF.

8.2 Planning Appeal APP/G2245/W/18/3197312 Crouch House Farm Crouch House Road Edenbridge TN8 5LQ

The Town Council was not originally consulted on the application, but now it has gone to appeal, members

Resolved: to support the report from the SDC Planning Officer.

8.3 SDC Housing Allocations Policy

Members noted Cllr J Barnett had completed the SDC Housing Allocations Policy consultation, on behalf of the Council.

8.4 Consultation on unauthorised developments and encampments

The Government had recently issued a consultation on powers for dealing with unauthorised developments and encampments. NALC will be responding to the consultation on behalf of the local councils they represent, and have asked for feedback on a number of questions. The Council will also be responding on its own behalf. Members

Resolved: that Cllr B Todd would assist the Clerk in responding to this consultation.

8.5 St John's Way

Cllr McGregor gave an update on the problems caused by contractors' vehicles trying to access the building site to the west via St John's Way, instead of Enterprise Way, contrary to the planning permission conditions. A sign had gone up at the end of St John's Way saying no construction traffic, and two smaller ones were put up by the Clerk. Cllr McGregor has asked the SDC Enforcement Officer to arrange for larger signs, including one at Enterprise Way saying correct access for construction vehicles. Bellway are investigating what vehicles have been going down St John's Way as they don't think any of them were going to their site, and have asked for photos if possible. Members

Resolved: that the Town Council should write to Bellway, and copy in the Enforcement officer, pointing out that there is a condition on their planning application giving them total responsibility for vehicles gaining, or trying to gain, access to the site – this condition is not an optional extra, it's fundamental, and if they don't comply it will leave the planning permission void.

8.6 Listing for The Star Inn

An update was still awaited from the Conservation Officer on the possibility of listing The Star Inn.

8.7 Community assets

The Town Council has two community assets, St Paulinus Hall and the old library, which expire in June and July. Members

Resolved: to reapply for listing for both the buildings, and to add the Swan Inn.

8.8 Street naming and numbering – Section 64 Town Improvement Act 1847

The change of name – the conversion of an agricultural building at Chiswell Farm, known as the old cow shed, to a new residential dwelling called The Old Dairy, Chiswell Farm – was noted.

8.9 Rugby Club

The formal notification to the Town Council, as landowner, from Edenbridge Rugby Club, regarding work they proposed at the Recreation Ground, was noted.

9. TRANSPORT BUSINESS

9.1 Road issues – none

9.2 Rail issues

9.2.1 Edenbridge & District Rail Travellers' Association – newsletter noted

9.2.2 New timetable from 20 May – 'Check before you travel' campaign

The information from GTR regarding changes to their timetables was noted. Cllr Z Roberts Smith is to monitor the reduction in the number of morning trains for school children, from Edenbridge to Tonbridge, and see if it creates a problem.

9.2.3 SCRP Annual Review 2017

Members noted the Sussex Community Rail Partnership's Annual Review for 2017.

9.2.4 Update from Cllr M Robson – none

9.3 Aviation issues – Cllr C Pearman had nothing to report

9.4 Highways report – noted

10. PRESS RELEASE

There were no items on the agenda for which members wished to issue a press release.

The meeting closed at 8.23pm

Minutes of the meeting of the FINANCE COMMITTEE held in Rickards Hall on Monday 23 April 2018 at 8.26pm

Present: Cllrs T Bryant, Mrs J Davison, A Layland, S McGregor (Chairman), B Orridge, J Scholey (Vice Chairman) and B Todd.

In attendance: (Admin Officer), (Finance Officer). No members of the press or public were present.

1. APOLOGIES FOR ABSENCE

Apologies for absence were received, noted and accepted from Cllrs R Bell (family commitment) and M McArthur (unwell).

2. DECLARATIONS OF INTEREST

Cllr S McGregor	Pecuniary Interest	Item 6.4
	Edenbridge & District Twinning Association	

Cllr A Layland	Pecuniary Interest	Item 6.4
	Eden Valley Museum Trust	

3. TO RECEIVE AND SIGN THE MINUTES OF THE FINANCE COMMITTEE HELD ON 26 MARCH 2018

Resolved: that the minutes of the Finance Committee meeting held on 26 March be signed by the Committee Chairman as a true and accurate record of the meeting.

4. MATTERS ARISING FROM THE MINUTES FOR REPORT AND NOT COVERED ELSEWHERE (FOR INFORMATION ONLY)

None.

5. FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS

Members noted in detail the income and expenditure transactions for the month and

Resolved: that Cllrs S McGregor and J Scholey should sign the Financial Statement for the end of March confirming the analysis of receipts and payments paid expenditure transactions, and authorising the payments of unpaid expenditure transactions. To approve the financial comparisons and to accept the transfers into and out of reserve accounts.

5.6 Fund Transfer

Capital Reserves

Transfer In: Nil

Transfer Out: £1,052.25 S R Mercer
Stangrove Park Bollards

Revenue reserves

Transfer In: Nil

Transfer Out: £105,000.00

5.7 Paragraphs 5.1 to 5.5 approved by resolution of the Council:

5.8 Invoices outstanding for more than 3months

Nil

5. FINANCIAL STATEMENT AND ANALYSIS OF RECEIPTS AND PAYMENTS

An updated version of the Financial Comparisons was be tabled at the meeting.

6. FINANCE BUSINESS

6.1 Renewal of Council's Vehicle Insurance

Members were advised the renewal of the Council's vehicle insurance is due on 12 May. The RFO had contacted NFU Mutual (our present insurance company) and they had provided a quote of £2894.05 to insure all five Council vehicles on a comprehensive basis. This year the figure is £275.87 more than last year, as the new Head Groundsman is in a different age bracket. Members

Resolved: to renew with NFU Mutual for the coming year.

6.2 Review of the Council's Insurance Provider

Last July the Council agreed to a three year long term agreement, with Aviva, to benefit from stable ratings and substantial savings to the Council over the next three years. The Council has received rebates for the past five years, being classed as a low claim customer each preceding year, amounting to approximately £450 to £500 each time. The Council takes advantage of the monthly interest free instalment payment facility which Aviva provides.

Members noted the review of the Council's insurance provider.

6.3 Review of Investments

A chart showing the Council's current investments was reviewed by members. Cllr Scholey advised that he had heard through District Council that investment rates may increase in six to nine months' time.

6.4 Service Level Agreements (SLA's)

The annual reports for the SLA's with Eden Valley Museum Trust, Edenbridge & District Twinning Association and the HOUSE Project with West Kent Communities for 2017/18 had been circulated. Members were pleased to note that all organisations had met the requirements and had busy and successful years.

6.5 Precept

The first half of the precept (£248,649) is due to be paid into the bank account on 30 April. Members

Resolved: to transfer the precept money into the Barclays Reserve account (0.25%) until the year end has been completed and funds allocated.

6.6 Internal Auditor's Report

The Internal Auditor carried out an audit on 29 March 2018. He forwarded his report to Cllr M McArthur, as Chairman of the Council, and copies were provided for members' information. Members

Resolved: to accept the Internal auditor's report and did not propose any actions to be taken.

7. FINANCE CORRESPONDENCE

7.1 Section 137 Expenditure for 2018/19

The notification from NALC on Section 137 of the Local Government Act 1972, confirming the sum for parish councils in England for 2018/19 will be £7.86 per elector, was noted.

8. PRESS RELEASE

There were no items on the agenda for which members wished to issue a press release.

The meeting closed at 8.37pm

Received Income over £500

March 2018

Start of year 01/04/17

Paying Ref	Paid date	Net Cttee	Details
DC180309	09/03/18	£555.95	Sevenoaks District Council
10193	14/03/18	£726.20	Alex Jones Funeral Directors
10193	14/03/18	£515.75	Great Stone Bridge Trust
10193	14/03/18	£1000.00	Eden Valley Museum Trust
10193	14/03/18	£600.00	Nomads Football Club
DC180319	19/03/18	£618.70	KCC Members Grants
10195	26/03/18	£18,697.86	Trustees of Public Recreation ground
10196	28/03/18	£1,434.15	Cemetery fees
10198	28/03/18	£726.20	Cemetery fees
			Maintenance charges
			Cemetery fees
			Grass cutting
			Quarterly Rent
			Half yearly rent
			Access to car park
			Charity Account transfer
			Cemetery fees
			Cemetery fees

Paid Expenditure over £500.00 Mar

Start of year 01/04/17

-8665-

Cheque	Paid date	Tn no	Net	Cttee	Details	Heading
DD180301AV	01/03/18	38638	£904.13		Aviva	2050/1
DD180302	02/03/18	38653	£942.21	CS	British Gas	2010/3
IB180308	08/03/18	38539	£2,366.92	CS	Solar Advance Systems Ltd	2062
IB180308	08/03/18	38541	£1,041.39	CS	Pickering's Lifts	2060/7
IB180308	08/03/18	38542	£1,500.00		Edenbridge Community Christmas Association	1010
IB180308	08/03/18	38543	£2,106.02	CNCL	West Kent Extra	1010
IB180308	08/03/18	38544	£540.04	OS	S&N Machinery	3070/3
IB180308	08/03/18	38545	£13,943.75	CS	Trustees of Public Recreation Ground	2100
IB180308	08/03/18	38546	£4,737.23	CS	Trustees of Recreation Ground	2100
IB180315	15/03/18	38560	£1,335.00	OS	UK Power Networks (wayleaves)	3145
IB180315	15/03/18	38561	£1,808.00	OS	UK Power Networks (wayleaves)	3145
IB180315	15/03/18	38562	£1,448.00	CNCL	UK Power Networks (wayleaves)	1040
DD180315	15/03/18	38639	£725.34	OS	E-On UK Plc	3130
IB180315	15/03/18	38681	£4,717.82		KCC Pension Fund	2000/3
IB180328	27/03/18	38556	£653.50	CS	The Colvin Cleaning Group	2220/2/3
IB180328	27/03/18	38567	£2,895.00	CNCL	PS Technology	1040
IB180328	27/03/18	38571	£7,100.75	CS	Solar Advance Systems Ltd	2062
IB180329	29/03/18	38623	£1,052.25	CNCL	S R Mercer Groundworks Ltd	1100
IB180329	29/03/18	38625	£531.66	CW	Rawlins	4040
IB180329	29/03/18	38626	£875.00	CNCL	PS Technology	1040
IB180329	29/03/18	38627	£2,095.50	CNCL	Safestay Playground Maintenance Services Ltd	1040
IB180329	29/03/18	38628	£591.50	OS	Sevenoaks Direct Services	3030/1
IB180329	29/03/18	38630	£508.72	OS	S&N Machinery	3040/2
IB180329	29/03/18	38633	£2,385.00	OS	Streetsights	3145
IB180329	29/03/18	38634	£14,740.00	OS	Streetsights	3145
IB180329	29/03/18	38637	£771.70		Rigby Taylor Ltd	3050/14/6

Membership of Committees/Working and Task & Finish Groups Draft May 2018

Committees have delegated powers to authorize expenditure in line with budgets and council policy

OPEN SPACES	EMERGENCY PLANNING	PLANNING	FINANCE	FORWARD PLANNING	PERSONNEL	
J Barnett T Bryant A Layland M McArthur G Middleton S McGregor M Robson B Todd	R Bell T Bryant J Davison A Layland M V McArthur S McGregor G Middleton Z Roberts Smith M Robson B Todd	R Bell T Bryant J Davison A Layland M McArthur S McGregor G Middleton R Orridge J Scholey B Todd	R Bell T Bryant J Davison A Layland S McGregor M McArthur R Orridge Z Roberts Smith J Scholey B Todd	J Barnett R Bell T Bryant J Davison A Layland M McArthur S McGregor V Maynard G Middleton R Orridge C Pearman Z Roberts Smith J Scholey B Todd	A Layland M V McArthur J Scholey S McGregor R Orridge	

no delegated powers. Group Leads are in bold

Community Infrastructure Board	Internal Audit Group including one newer Cllr	Lease/ SLA Negotiating	Schools Feasibility T&F	Aviation Consultation T & F	Parking T & F	Community Development Committee
J Davison A Layland M McArthur S McGregor J Scholey <i>Clerk</i> <i>RFO</i>	J Scholey A Layland Z Roberts Smith B Todd	C Pearman J Scholey Chairman of Open Spaces G Middleton <i>Clerk</i>	R Bell A Layland C Pearman Z Roberts Smith B Todd <i>Clerk & Officers as required</i>	R Orridge C Pearman G Middleton <i>Officers as required</i>	J Barnett R Bell S McGregor B Todd <i>Officers as required</i>	A Layland M McArthur C Pearman

Representatives to external bodies

The external bodies on which the Council has representatives are listed below, with details of their respective meetings.

External Body and contact details	When does it meet	How often does it meet	How necessary?	Councillors
Edenbridge Primary School Associate Governor/Marketing office@edenbridge.kent.sch.uk	Flexible to suit members	6 times a year,+ 6 optional Governors meetings	Advisable	1. B Todd Sub R Bell
Recreation Management ERFC/ECC/Nomads townclerk@edenbridgetowncouncil.gov.uk	Day time	Half yearly	Lease monitoring	1 Zoe Roberts Smith 2. C Pearman
Edenbridge Town Village Hall Management Committee jimburbridge@hotmail.co.uk	Evening – 7.30pm	Usually 3 times a year	Essential	1. B Todd 2. T Bryant
Edenbridge Twinning Association secretary@edta.org.uk	Flexible, to suit members'	Once a month (except Dec/Jan)	Essential/ Constitution	1. Chairman of Council 2. S McGregor
Eden Valley Chamber of Commerce info@edenvalleychamber.org.uk	Evening – 6pm (1½ hrs max)	First Tues of the month	Essential	1. A Layland Sub C Pearman
Eden Valley Museum Trust curator@evmt.org.uk	Usually evening – 7.30pm	Quarterly	Essential	1. B Orridge Sub V Maynard
Great Stone Bridge Trust Mr Ross – 01342 323687	Afternoon	Between 4 and 8 times a year	Essential	1. C Pearman – 4 years, Sept 2015 2. B Todd – 4 years, Jan 2018
KALC & Sevenoaks Area Committee Philip McGarvey mcgarveycllr@talktalk.net	Evening	Quarterly	Essential	1. M Robson 2. J Barnett
Partners And Community Together (PACT) Maxine Quinton 01732 227377 maxine.quinton@sevenoaks.gov.uk Town Clerk	Morning	Quarterly	Advisable	1. B Todd 2. A Layland
Edenbridge Citizens' Advice Bureau Jill Eyre 03000 422 888 edenbridge@cabnet.org.uk	Evening	Quarterly	Advisable	1. James Barnett 2. Temp Zoe Roberts Smith Sub V Maynard

The Edenbridge Partnership Kathy Staff 01732 865368 kathy@edenbridgetowncouncil.gov.uk Deputy Clerk	Day time	Quarterly first Fri of the month	Essential	1 C Pearman 2. A Layland
Friends of Edenbridge Parish Church janebrown9@btinternet.com	Evening – 8pm	3 to 4 times a year	Advisable	1. V Maynard Sub J Scholey
Sevenoaks District Arts Council Doreen Pascall doreen@pascallhome.freemove.co.uk	Council reps not elected to Executive Committee	Every 2 months but rep only required at AGM	Advisable	G Middleton Sub M McArthur
Edenbridge Rail Travellers' Ass Geoff Brown gbrown887@btinternet.com	Evening – 8pm	Every 2 months	Advisable	1. M Robson Sub G Middleton
Uckfield Railway Line Parishes Committee Ian Smith ianbsmith@yahoo.com Led by Buxted Parish	Evening	Quarterly	Advisable	1. M Robson Sub G Middleton
Tonbridge and Redhill Steering Group (Sussex Community Rail Partnership) sharon@sussexcrp.org	Morning	Quarterly	Advisable	1. M Robson Sub G Middleton
North Downs Line Community Rail Partnership (Buxted) sharon@sussexcrp.org Tourism Officer	Daytime	Quarterly	Advisable	1. M Robson Sub G Middleton
Eden Valley Tourism Forum lindsey@edenbridgetowncouncil.gov.uk Tourism Officer	Day time	Half yearly	Advisable	1 G Middleton 2.M McArthur
Eden Centre Board matt.hayden@kent.gov.uk Town Clerk	Day time	Quarterly	Essential	1. J Davison Sub A Layland
Campaign to Protect Rural England Sevenoaks PK Committee susanpittman@btinternet.com				(1. E Cookson)
Edenbridge Youth Consortium kate.craib@wkha.org.uk Town Clerk	Day time	Quarterly	Advisable	1. B Todd 2. C Pearman

Neighbourhood Planning Steering Group kathy@edenbridgetowncouncil.gov.uk fay-skinner@hotmail.co.uk Deputy Clerk	Probably daytime	Monthly	Advisory	1. S McGregor 2. A Layland
NP Working Groups Group kathy@edenbridgetowncouncil.gov.uk fay-skinner@hotmail.co.uk	Usually Evenings	Monthly	Advisory	1. R. Bell 2. T Bryant 3. C Pearman 4. B Orridge 5. M McArthur
Eden Valley Footpaths Forum annette@annettehards.org.uk Tourism Officer		Half yearly		1. S McGregor 2. A Layland
Youth Forum cheryl.banks@westkentextra.org		Monthly		1. B Todd 2. R Bell
Edenbridge Economic and Business Forum alhsconsultant@aol.com		Quarterly		1. Chairman 2. A Layland 3. G Middleton

Council Representative to external bodies Draft May 2017

6 APRIL 2018

L04-18 | 2018 MODEL STANDING ORDERS

Introduction

NALC has published new model standing orders. These replace the model standing orders contained in Local Councils Explained (© 2013 NALC).

NALC's new model standing orders incorporate or reference the requirements of new legislation that has been introduced since the last model standing orders were published in 2013.

Due to greater divergence in the legislation in England and Wales, there are now separate model standing orders for parish councils in England and community councils in Wales.

2018 model standing orders – what's new?

The 2018 model standing orders incorporate or reference the requirements of new legislation introduced after 2013. The relevant legislation is listed below.

1. Amendments to the Public Bodies (Admission to Meetings) Act 1960 which provides the right to report at council and committee meetings (England).
2. Amendments to the Local Government Act 1972 which permit electronic service of summons and agendas on councillors (England).
3. Amendments to the Local Government Act 1972 which require advance public notice of a council meeting to be published electronically (Wales).
4. The Smaller Authorities (Transparency Requirements) (England) Regulations 2015 which require councils in England with a gross annual income or expenditure (whichever is higher) that does not exceed £25,000 to publish certain information electronically.
5. The Local Government (Transparency Requirements) (England) Regulations 2015 which requires councils in England with a gross annual income or expenditure (whichever is the higher) that exceeds £200,000 to publish certain information electronically.
6. The Public Contracts Regulations 2015 which introduced requirements for the tendering and award of contracts (i) with an estimated value over £25,000 in England and (ii) with an estimated value which exceeds the

thresholds in the Public Contracts Directive which are currently £4,551,413 for a public works contract and £181,302 for a public service and public supply contract in England and Wales.

7. Utilities Contracts Regulations 2016 which introduced requirements for the tendering and award of a contract for a utility activity with an estimated value which exceeds the relevant financial thresholds, currently £363,424 for a supply, services or design contract, £4,551,413 for a works contract and £820,370 for a social and other specific services contract.
8. Changes to data protection legislation introduced by the General Data Protection Regulation (GDPR) which will come into force on 25 May 2018. The Data Protection Act 1998 is expected to be repealed and replaced by the Data Protection Act 2018 by this date.

2018 model standing orders – what else has changed?

There are a few very minor drafting improvements. In addition, relevant standing orders now encourage corporate responsibilities in relation to the provision and management of information (including personal data).

Aside from model standing orders which incorporate or reference new statutory requirements, the majority of standing orders from 2013 remain unchanged.

Edenbridge Town Council

Draft Internal Audit Plan for 2018/19

The amendments to the Accounts and Audit Regulations 2011 require that an internal audit plan is prepared for the Council to consider and formally approve.

The majority of the audit work will be done by sample testing a sufficient number of transactions to gain an assurance that the systems of financial control work effectively and provide accurate information to support the Council's activities. It is therefore proposed that a review of the following control objectives is carried out to ensure they are being achieved throughout the year to a standard adequate to meet the needs of the Council:

1. Significant risks are assessed by the Council to ensure it is effectively governed and its objectives are achieved, along with a review of the adequacy of the arrangements to manage these. **In particular the progress of the 10yr and 30yr asset maintenance programme should be monitored.**
2. Appropriate books of account have been kept accurately throughout the year
3. The annual precept requirement resulted from an adequate budgetary process, with progress against the budget regularly monitored and reserves appropriate
4. The Council's Financial Regulations have been met, payments supported by invoices with expenditure approved and VAT appropriately accounted for
5. Expected income fully received, based on correct prices, accurately recorded and promptly banked, and VAT appropriately accounted for
6. **Authorised expenditure is fully paid, based on correct prices, accurately recorded, and VAT appropriately accounted for. Payments are authorised by two councillors who have been chosen by the Council to do so.**
7. Petty cash payments properly supported by receipts with expenditure approved and VAT appropriately accounted for
8. Salaries to employees and allowances to members paid in accordance with Council approvals, and PAYE and NI requirements accurately applied
9. Complete and accurate Asset and Investment registers that are properly maintained
10. Regular and year-end bank account reconciliations accurately carried out
11. Accounting statements produced during the year are prepared on the correct accounting basis, agreed to the cash book, supported by an adequate audit trail from underlying records, and where appropriate debtors and creditors accurately recorded

12. The Council has been forward thinking and has reviewed its strategy, vision and the impact of the Localism Bill as part of the Forward Planning processes
13. Where applicable, trust funds (including charitable) responsibilities as trustee are met by the Council
14. Awareness to the potential of fraud, error or non-compliance, and any issues that may increase this potential, including a review of the arrangements for the security of systems data
15. Appropriate training of councillors and staff has been carried out to enable efficient transaction of business.
16. Council is represented on outside bodies only by persons who have been authorised by Council to do so.

Additional Items that Council would like included in the audit programme, or greater emphasis given to, then the proposed internal audit plan set out above can be amended

For 2018/19:

- Monitor the implementation of the General Data Protection Regulations

DRAFT
Information & Data Protection Policy

Introduction

In order to conduct its business, services and duties, Edenbridge Town Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- Confidential information about other organisations because of commercial sensitivity.
- Personal data concerning its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Edenbridge Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our ICT Policy which will ensure information considerations are central to the ethos of the organisation.

The Town Council will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme which is based on the statutory model publication scheme for local councils.

Protecting Confidential or Sensitive Information

Edenbridge Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulation (GDPR) which become law on 25th May 2018 and will like the the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information.

The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of BTC or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

Personal data - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Processing information or data - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the Technology used.

Edenbridge Town Council processes **personal data** in order to:

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- The individual has consented to the processing
- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: townclerk@edenbridgetowncouncil.gov.uk
- Phone: 01732 865368
- Correspondence: The Town Clerk, Doggetts Barn, 72a High Street, Edenbridge, Kent, TN8 5AR.

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at: **Data Protection Officer to be confirmed.**

Diversity Monitoring

Edenbridge Town Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

The Council will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against Unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data. Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Edenbridge Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

The Councils Right to Process Information

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

Processing is with consent of the data subject, or

Processing is necessary for compliance with a legal obligation.

Processing is necessary for the legitimate interests of the Council.

Information Security

The 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.

Rights of a Data Subject

Access to Information: an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk or Data Protection Officer:

Information Correction: If they believe that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact: Town Clerk.

Information Deletion: If the individual wishes the Town Council to delete the information about them, they can do so by contacting the Town Clerk.

Right to Object: If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting the Town Clerk or Data Protection Officer.

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

Complaints: If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk, Data Protection Officer or the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and

administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary undertake checks on both staff and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure in its integrated quality management system.

Data Transparency

The Council has resolved to act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

Demand led: new technologies and publication of data should support transparency and accountability

Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.

Timely: data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils will be exempt from the requirement to have an external audit from April 2017. Edenbridge Town Council exceeds this turnover but will never the less ensure the following information is published on its Website for ease of access:

- All transactions above £100.
- End of year accounts
- Annual Governance Statements
- Internal Audit Reports
- List of Councillor or Member responsibilities
- Details of public land and building assets
- Draft minutes of Council and committees within one month
- Agendas and associated papers no later than three clear days before the meeting.

Adopted by Council: Edenbridge Town Council
Review Date: May 2019

DRAFT
Retention and Disposal Policy

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of 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 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

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

3. Roles and Responsibilities for Document Retention and Disposal

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

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
 - Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
 - Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
 - Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?
- 5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

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

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

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

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

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

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

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

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

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

- 6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

- 7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.
- 7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.
- 7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

- 8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).
- 8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:
- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
 - Local Government Act 1972, sections 225 – 229, section 234
 - SLCC Advice Note 316 Retaining Important Documents
 - SLCC Clerks' Manual: Storing Books and Documents
 - *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

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

Edenbridge Town Council - Appendix A: List of Documents for Retention or Disposal DRAFT

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

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	Council Offices	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Council Offices	Confidential waste
VAT records (General)	6 years	VAT	Council Offices	Confidential waste
VAT records (Rents)	20 years (Council minute books/ fees and charges)	VAT	Council Offices / Kent Archive	Archived
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Council Offices	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Council Offices	Confidential waste
Wages books/payroll	12 years	Superannuation	Council Offices	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Council Offices	Bin
Insurance company names and policy numbers	Indefinite	Management	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	Council Offices	Bin
Town Park equipment inspection reports	21 years	Management	Council Offices	Bin
Investments	Indefinite (Council minute books)	Audit, Management	Council Offices / Kent Archive	Archived
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Council Offices / Kent Archive	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Council Offices	Confidential waste. A list will be kept of those documents disposed of to

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				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	Information	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).	Council Offices/ Museum	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st 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.</p>		Bin if applicable
Record-keeping				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <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 	<p>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.</p>	Management		<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p> <p>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
General correspondence	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.</p> <p>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>Bin (shred confidential waste)</p> <p>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.</p> <p>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</p> <p>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>Confidential waste</p> <p>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
	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.			
Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years			Confidential waste.
Sums recoverable by statute	6 years			Confidential waste.
Personal injury	3 years			Confidential waste.
To recover land	12 years			Confidential waste.
Rent	6 years			Confidential waste.
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite			N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT		Confidential waste A list will be kept of those documents disposed of to meet the requirements of

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				the GDPR regulations.
Lettings diaries	Electronic files linked to accounts	VAT		N/A
Terms and Conditions	6 years	Management		Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management		Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
For Allotments				
Register and plans	Indefinite	Audit, Management		N/A
Minutes	Indefinite	Audit, Management		N/A
Legal papers	Indefinite	Audit, Management		N/A
For Burial Grounds				
<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)		N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	Planning Papers			
Applications	1 year	Management		Bin
Appeals	1 year unless significant development	Management		Bin
Trees	1 year	Management		Bin
Local Development Plans	Retained as long as in force	Reference		Bin
Local Plans	Retained as long as in force	Reference		Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes		N/A
	CCTV			
Daily notes	Daily	Data protection		Confidential waste
Radio rotas	1 week	Management		Confidential waste
Work rotas	1 month	Management		Confidential waste
Observation sheets	3 years	Data protection		Confidential waste
Stats	3 years	Data protection		Confidential waste
Signing in sheets	3 years	Management		Confidential waste
Review requests	3 years	Data protection		Confidential waste
Discs – master and working	For as long as required	Data protection		Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management		Confidential waste
Code of Practice	Destroy on renewal Review annually	Management		Confidential waste
Photographs/digital prints	31 days	Data protection		Confidential waste

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Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Town 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 page, Twitter account, Instagram account 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 Facebook pages, Twitter and Instagram account intends to provide information and updates regarding activities and opportunities within our Town and promote our community positively.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

In order to ensure that all discussions on the Council page are productive, respectful and consistent with the Council's aims and objectives, we ask you to follow these guidelines:

- Be considerate and respectful of others. Vulgarity, threats or abuse of language will not be tolerated.
- Differing opinions and discussion of diverse ideas are encouraged, but personal attacks on anyone, including the Council members or staff, will not be permitted.
- Share freely and be generous with official Council posts, but be aware of copyright laws; be accurate and give credit where credit is due.

- Stay on topic
- Refrain from using the Council's Facebook page or Twitter site for commercial purposes or to advertise market or sell products.

The site is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people or authorities. Please do not include personal/private information in your social media posts to us.

Sending a message/post via Facebook, Twitter or Instagram will not be considered as contacting the Council for official purposes and we will not be obliged to monitor or respond to requests for information through these channels. Instead, please make direct contact with the council's Clerk and/or members of the council by emailing.

We retain the right to remove comments or content that includes:

- Obscene or racist content
- Personal attacks, insults, or threatening language
- Potentially libellous statements.
- Plagiarised material; any material in violation of any laws, including copyright
- Private, personal information published without consent
- Information or links unrelated to the content of the forum
- Commercial promotions or spam
- Alleges a breach of a Council's policy or the law

The Council's response to any communication received not meeting the above criteria will be to either ignore, inform the sender of our policy or send a brief response as appropriate. This will be at the Council's discretion based on the message received, given our limited resources available. Any information posted on the Facebook page not in line with the above criteria will be removed as quickly as practically possible. Repeat offenders will be blocked from the Facebook page. The Council may post a statement that '*A post breaching the Council's Social Media Policy has been removed*'. If the post alleges a breach of a Council's policy or the law the person who posted it will be asked to submit a formal complaint to the Council or report the matter to the Police as soon as possible to allow due process.

Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload.

The Council may, at its discretion, allow and enable approved local groups to have and maintain a presence on its website for the purpose of presenting information about the group's activities. The local group would be responsible for maintaining the content and ensuring that it meets the Council's 'rules and expectation' for the web site. The Council

reserves the right to remove any or all of a local group's information from the web site if it feels that the content does not meet the Council's 'rules and expectation' for its website. Where content on the website is maintained by a local group it should be clearly marked that such content is not the direct responsibility of the Council.

Town Council email

The Clerk to the council has their own council email address;
townclerk@edenbridgetowncouncil.gov.uk

The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can. An 'out of office' message should be used when appropriate.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk or appropriate Officer. 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.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

These procedures will ensure that a complete and proper record of all correspondence is kept.

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Video Conferencing e.g. Skype

If this medium is used to communicate please note that this policy also applies to the use of video conferencing.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors 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).

Members should also be careful only to 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.

Planning Applications for consideration 14 May

Variation of condition 4 (proposed curtilages of each property) and condition 5 (approved plans) of application 17/00229/FUL to change of use of 3 offices to create 2 semi detached dwellings. Removal of rear porch and internal pre - fabricated walls, insertion of conservation style roof light in utility, with associated bin storage and landscaping with amendment to alter the boundary wall and residential curtilage for each dwelling and bin storage areas. **92 High Street Edenbridge KENT TN8 5AR Ref. No: 18/01320/CONVAR**

Listed Building Consent to make minor alterations to SE/17/00300/LBCALT and to alter the boundary wall and residential curtilage for each dwelling and bin storage areas, and provide full details as set out in the LBC conditions. **92 High Street Edenbridge KENT TN8 5AR Ref. No: 18/01321/LBCALT**

The erection of a garden studio at the rear. **7 Elm Cottages Hilders Lane Edenbridge KENT TN8 6LB Ref. No: 18/01269/HOUSE**

Conversion of stables into a three bedroom house. Erection of a part two storey part single storey extension to rear including roof lanterns. Creation of first floor to include four velux windows. Changes to external fenestration. **Land North Of Wheatsheaf Inn Marsh Green Road Marsh Green Edenbridge KENT TN8 5QL Ref. No: 18/01123/FUL**

Erection of steel frame, profile clad building. **Crown Oak Buildings Gabriels Farm Marsh Green Road Marsh Green Edenbridge KENT TN8 5PP Ref. No: 18/01093/FUL**

Demolition of existing bungalow and detached garage and the erection of 7 residential dwellings with associated parking. AMENDED Acoustics report and revised plans reducing the number of dwellings. **Orchard Bungalow Four Elms Road Edenbridge KENT YN8 6AT Reference SE/17/01034/FUL**

Development of a 3 storey Residential building. AMENDED amended access into site and new refuse storage area. **Swan Inn Swan Lane Edenbridge KENT TN8 6BA SE18/00690/FUL**

Construction of awning/lean to over patio doors. **5 High Street Edenbridge KENT TN8 5AB Ref. No: 18/01099/FUL**

Already considered: Members had no objection

Various works to trees.

Various works to 1 Oak tree. 11 St Johns Way Edenbridge KENT TN8 6GA Ref. No: 18/01292/WTPO | Received: Tue 24 Apr 2018 | Validated: Tue 24 Apr 2018 | Status: Application - Pending Consideration

Reduce the crown and re-shape 1 Oak tree. **Bower Wood Crouch House Road Edenbridge KENT TN8 5EH Ref. No: 18/01363/WTPO |**

Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual Governance and Accountability Return 2017/18 Part 3

To be completed by:

- **all smaller authorities* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and**
- **any other smaller authorities that either:**
 - **are unable to certify themselves as exempt; or**
 - **have requested a limited assurance review.**

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
 - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
 - a bank reconciliation as at 31 March 2018
 - an explanation of any significant year on year variances in the accounting statements
 - your notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18, page 4**
- **Section 2 – Accounting Statements 2017/18, page 5**
- **Section 3 – The External Auditor Report and Certificate 2017/18, page 6**
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

**for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.*

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?		
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?		
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?		
Section 1	For any statement to which the response is 'no', is an explanation provided?		
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?		
	Has an explanation of significant variations from last year to this year been provided?		
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?		
	Has an explanation of any difference between Box 7 and Box 8 been provided?		
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? NB: do not send trust accounting statements unless requested or instructed.		

*More guidance on completing this annual return is available in **Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices**, which can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

Annual Internal Audit Report 2017/18

Edenbridge Town Council

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

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

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

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

Date(s) internal audit undertaken

03/05/2018

Name of person who carried out the internal audit

Mr T Hill

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit



Date

03/05/2018

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

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

Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

Edenbridge Town Council

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

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

*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

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

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

MINUTE REFERENCE	SIGNATURE REQUIRED
Chairman	
DO/NN/11/11	SIGNATURE REQUIRED
Clerk	

Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

AUTHORITY WEBSITE ADDRESS

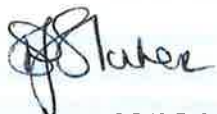
Section 2 – Accounting Statements 2017/18 for

Edenbridge Town Council

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	477,386	579,166	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	462,278	476,826	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	143,443	116,313	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	266,459	276,063	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	237,481	338,723	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	579,166	557,519	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	582,322	605,079	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	3,497,969	3,632,601	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

Signed by Responsible Financial Officer



Date

03/05/2018

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

and recorded as minute reference:

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

Section 3 – External Auditor Report and Certificate 2017/18

In respect of

Edenbridge Town Council

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2017/18

(Except for the matters reported below)* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

3 External auditor certificate 2017/18

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Consolidated Balance Sheet

31/03/17 £			31/03/18 £
	Long Term assets		
0.00	Investments		0.00
0.00	Long Term Debts		0.00
0.00	TOTAL LONG TERM ASSETS		0.00
	Current assets		
517,529.55	Investments	529,355.55	
0.00	Loans Made	0.00	
0.00	Investments	0.00	
0.00	Stocks	0.00	
10,196.27	VAT Recoverable	14,892.05	
1,967.82	Debtors	17,672.45	
0.00	Payment in Advance	0.00	
64,792.67	Cash in Hand & at Bank	75,723.65	
594,486.31	TOTAL CURRENT ASSETS		637,643.70
594,486.31	TOTAL ASSETS		637,643.70
	Current liabilities		
0.00	Loans Received	0.00	
0.00	Temporary Borrowing	0.00	
0.00	VAT Payable	0.00	
15,173.00	Creditors	79,922.24	
147.20	Receipts in Advance	202.40	
15,320.20	TOTAL CURRENT LIABILITIES		80,124.64
579,166.11	TOTAL ASSETS LESS CURRENT LIABILITIES		557,519.06
0.00	Long Term Borrowing	0.00	
0.00	Deferred Liabilities	0.00	
0.00	Deferred Credits	0.00	
0.00			0.00
579,166.11	NET ASSETS		557,519.06
	Represented by		
109,962.86	General Fund		9,460.10
61,801.64	Contingency & Unallocated Resv		350,514.84
1,000.00	Cemetery		1,000.00
756.25	Lighting XXX		0.00
7,504.14	Election		7,504.14
33,950.02	Neighbourhood Plan		33,358.71
127,025.29	Property Fund XXX		0.00
130,831.30	Depreciation Equipment & tools		13,000.00
5,631.06	30 Year Building Plan		31,425.00
8,679.50	10 year Building Plan		6,100.00
49,945.00	Open Spaces 30 Year Plan		105,000.00
33,846.19	Open Spaces 10 Year Plan		-4,930.00
8,232.85	Community Warden		5,086.26
579,166.10			557,519.05

Signed
Chairman
Date
AUDIT OPINION

Responsible Financial Officer

Income and Expenditure Account

31/03/17 £		31/03/18 £
	INCOME	
10,740.76	Cemetery Income	13,021.80
44,096.73	Central Services/EP/Council (incl Grants & Sale of Assets)	45,602.87
0.00	Church House Income	0.00
12,396.00	Community Warden	11,343.00
0.00	Drawings from Capital Fund	0.00
0.00	Footpaths/Tourism Development Income	0.00
42,249.88	Income	11,427.87
1,823.22	Interest & Investments	3,543.08
32,136.00	Open Spaces Income	31,374.34
462,278.00	Precept	476,826.00
0.00	Public Services Income (Toilets & Lighting)	0.00
0.00	Rickards Hall Income	0.00
0.00	WI Income	0.00
605,720.59	INCOME TOTAL	593,138.96
	EXPENDITURE	
0.00	Cemetery Expenditure	0.00
265,888.74	Central Services/EP/Council/General Administration	312,185.77
9,571.23	Church House Expenditure	10,565.45
18,393.09	Community Warden	20,482.81
0.00	Expenditure	0.00
22.54	Footpaths/Tourism Development Expenditure	7.43
0.00	Grants (excl Section 137)	0.00
0.00	Loan Repayments	0.00
188,589.35	Open Spaces Expenditure	251,007.24
0.00	Provision for Doubtful Debts	0.00
0.00	Public Services Expenditure (Toilets & Lighting)	0.00
12,825.38	Rickards Hall Expenditure	9,881.29
8,650.00	S. 137 Payments	10,656.02
0.00	Tourism assistant	0.00
0.00	WI Hall Expenditure	0.00
503,940.33	EXPENDITURE TOTAL	614,786.01
7,316.96	Balance as at 01/04/17	109,962.86
605,720.59	Add Total Income	593,138.96
613,037.55		703,101.82
503,940.33	Deduct Total Expenditure	614,786.01
0.00	Stock Adjustment	0.00
865.64	Transfer to/ from reserves	-78,855.71
109,962.86	Balance as at 31/03/18	9,460.10

EDENBRIDGE TOWN COUNCIL SUPPORTING STATEMENT

1 Fixed Assets

Movements in the year

This year the following assets with a value of over £100 were purchased:

2 Metal Guppy bins	£705
Anti-vandal football goals	£965
Rover rotary mower	£380
Dewalt 18v hammer drill	£150
Replacement signs Recreation Ground	£165
New computers & upgrading	£3,770
Stihl BR600 Leaf Blower	£410
Notice Board Marsh Green	£698
Blossoms Park signage	£112
Dog bin	£120
Eastgate seat	£493

£7,968

The following assets were disposed of as they were at the end of their useful life:

2 Metal Guppy bins	Scrapped 2017
Football goals	Scrapped 2017
Rover mower	Scrapped 2017
Compact percussion drill	Scrapped 2017
Old computers	Disposed of by PS Technology

The following assets were held:

Community Assets

Cemetery	£ 1.00	Nominal Value
Edenbridge Allotments	£ 1.00	Nominal Value
Marlpit Hill Allotments	£ 1.00	Nominal Value
Croft Lane	£ 1.00	Nominal Value
Market Yard	£ 1.00	Nominal Value
Recreation Ground	£ 1.00	Nominal Value
Blossoms Park	£ 1.00	Nominal Value
Forge Green	£ 1.00	Nominal Value
Marsh Green	£ 1.00	Nominal Value
Pound Green	£ 1.00	Nominal Value
Mowshurst	£ 1.00	Nominal Value
Stangrove Park	£ 1.00	Nominal Value
Tannery Land Endowment	£ 1.00	Nominal Value

**EDENBRIDGE TOWN COUNCIL
SUPPORTING STATEMENT**

Infrastructure

Playgrounds - Stangrove Park	£ 1.00	Nominal Value
- Recreation Ground	£ 1.00	Nominal Value
- Marsh Green	£ 1.00	Nominal Value
- Spitals Cross	£ 1.00	Nominal Value
- Skate Park at Blossoms Park	£ 1.00	Nominal Value
Street Lights (247 @ nominal £1.00 each)	£247.00	Nominal Value
	<hr/>	
	£265.00	

Land & Buildings

Depot	£ 134,028	Insurance Value
Doggetts Barn	£ 611,165	Insurance Value
Forge Croft Allotment Gardens Store	£ 18,764	Insurance Value
Pavilion	£ 1,080,798	Insurance Value
Public Conveniences	£ 144,749	Insurance Value
Mowshurst Barn	£ 80,417	Insurance Value
Mowshurst Garage	£ 22,518	Insurance Value
Blossoms Park Toilets	£ 45,570	Insurance Value
Church House and Rickards Hall	£ 1,286,662	Insurance Value
Recreation Ground Store	£ 27,877	Insurance Value
Cricket Store	£ 5,897	Insurance Value
	<hr/>	
	£ 3,458,445	

Assets

Memorial Clock	£ 3,183	Insurance Value
Office Equipment & all contents held at premises	£ 34,868	Insurance Value
Tools & Gardening Equipment	£ 66,790	Insurance Value
Civic Regalia	£ 3,445	Insurance Value
Emergency Planning Equipment	£ 9,047	Insurance Value
Laptops/iPad/Video camera	£ 2,550	Insurance Value
Bus Shelter on B2026	£ 2,944	Insurance Value
Solar Panels on Depot	£ 6,493	Insurance Value
Cemetery Gates & Flagpole	£ 1,267	Insurance Value
Flashing Speed Sign	£ 3,129	Insurance Value
Vehicles	£ 40,175	Insurance Value
	<hr/>	
	£ 173,891	

£3,632,601

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EDENBRIDGE TOWN COUNCIL
SUPPORTING STATEMENT

2 Leases at 31 March 2018 - the following leases were in operation:

Sevenoaks District Council Stangrove Park 999 year lease from 1 October 1981

Land/Investments held in Trust for Charity Commission

Registered Number 302733	Recreation Ground	Part of Lingfield Rd Recreation Gd.
Registered Number 302732	Public Recreation Ground	Blossoms Park
Registered Number 307544	The Norman Foundation	School Prizes

Leases Given at 31 March 2016

E/B Town Village Hall Charity	W.I Hall	50 years from 1998	Expires 2048
Eden Valley Museum Trust	Church House	25 years from 2000	Expires 2025
Trustees of Nomads	Land at Mowshurst	25 years from 2017	Expires 2042
Trustees of Nomads	Clubhouse	25 years from 2017	Expires 2042
Cricket Club	Land at Blossoms Park	25 years from 2016	Expires 2041
E/B Town Band	Use of Band Hut	60 years from 1987	Expires 2047
Edenbridge Rugby Football Club	Use of grounds and pavilion	Lingfield Road Recreation Ground	20 years from 2011 Expires 2031
Ritagate Ltd (Trading as Bray Associates)	Right to hold weekly general market	5 year licence agreement from 2013.	Extended March 2018 for 1 year.

Short Term Agreements

Local Resident	Use of Mowshurst Garage
Forge Singers	Land at Doggetts Barn

3 Borrowings

None

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EDENBRIDGE TOWN COUNCIL
SUPPORTING STATEMENT

4 Debts Outstanding

At the year end debts of £32,564.50 were outstanding and due to the Council. The ages of these debts were:-

	No	Net Values
Less than 30 days	5	£31,079.80
Between 30 & 60 days	1	£ 153.70
Between 3 and 6 months	1	£ 1,331.00
Accruals	0	£ 0.00
	<hr/>	<hr/>
	7	£ 32,564.50
	<hr/>	<hr/>

5 Creditors Outstanding

At the year end creditors of £79,922.24 were outstanding and due for payment. The ages of these debts were:-

	No.	Net Values
Less than 30 days	20	£ 69,288.54
Between 30 & 60 days	1	£ 693.70
Between 3 and 6 months	0	£ 0.00
Accruals	9	£ 9,940.00
	<hr/>	<hr/>
	37	£ 79,922.24
	<hr/>	<hr/>

6. Section 137 Payments

Section 137 of the Local Government Act 1972 enables Parish Councils to spend up to £7.57 per head of electorate for the benefit of people in the area on activities or projects not specifically authorized by other powers. The limit for this Council in the year ended 31st March 2018 was £51,604.69 (based on an electorate of 6817) and the following payments were made:

Edenbridge Community First Responders	£ 150.00
West Kent Independent Mediation Service	£ 400.00
West Kent Communities	£ 9,606.02
HI Kent Deaf Charity	<u>£ 500.00</u>
	 £10,656.02
	<hr/>

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EDENBRIDGE TOWN COUNCIL
SUPPORTING STATEMENT

7.	Agency Work on behalf of other Authorities	<u>2017</u>	<u>2018</u>
	Part provision of Street Warden	£2,625.00	£2,625.00
	SDC Maintenance contract grass cutting & weed killing	£2,066.36	£2,149.00
	Freshwater Property- Maintenance Leathermarket	£2,564.52	£2,667.16
	WI Hall Administration	£1,898.83	£1,974.77
	Payroll Services CAB	£123.17	£128.09
	Maintenance War Graves	£300.00	£300.00
		<u>2017</u>	<u>2018</u>
8.	Advertising and Publicity		
	Recruitment and Advertising	£ 0.00	£134.90
	Premises Licence	£ 1,070.00	£1,070.00
9.	Salaries & Members' Allowances		
	No salaries in excess of £50,000 were paid and no members' allowances were paid.		
10.	Superannuation		
	For the year ended 31 March 2018 the Council's contributions to the superannuation fund equalled 21.4% of the gross salary.		
11.	Capital Reserves		
	Attached sheet shows opening balances, income, expenditure transfers and closing balances all of which have been approved by Council.		

EDENBRIDGE TOWN COUNCIL SUPPORTING STATEMENT

12. End of Year Summary

The Council has continued to maintain all areas of the town for which it is responsible to a very high standard. The 10 year and 30 year Maintenance Plans for Buildings and Open Spaces are operating successfully and substantial maintenance work was done throughout the year.

Last summer contractors were employed and all the hard landscaping work was carried out which included repairs to surfaces, walls and fencing at various locations.

The first stage of the Street Lighting replacement programme took place with 10 concrete columns and 3 old metal columns being replaced with new metal columns.

The eastern part of the Market Yard wall was repointed and it is anticipated the remaining work bordering the Churchyard will be completed this year.

Solar panels were installed on the pavilion roof as scheduled under the buildings Maintenance Plan.

Extensive work was carried out at the end of the year with part of the oak frame being replaced at Doggetts Barn, Church House and Rickards Hall. Sandstone repairs were made to the front of Church house along with repairs to the brickwork on all three buildings.

The computers in the office were also upgraded at the end of the year.

Income has been £27,000 lower than last year and expenditure £101,000 higher than last year. The reduced income is due to £30,300 less CIL money received than the previous year. In 2017/18 £18,750 was spent on hard landscaping, £28,000 on the Street Lighting project, £3,140 on Market Yard wall (with a further £16,300 of 17/18 Budget to be spent in 18/19), £9,500 on Solar Panels on the Pavilion roof and £37,460 on refurbishing the buildings. ,

Ritagate Ltd (trading as Bray Associates) has continued operating the weekly market, which is popular with many residents. The lease expired in March 2018 and has been extended for a further year.

Committees have operated cautiously and remained within their budgets despite continued increasing costs. Investments returns have remained low. The Council has, through careful governance, continued to improve facilities, maintain outdoor spaces and retain a high level of services for the benefit of both residents and visitors.

Responsible Finance Officer

Edenbridge Town Council

Audit Notes

Any item with a residual value of £500.00 or less is written off.

Small pieces of equipment purchased from revenue have been depreciated to NIL after 1 year.

ANALYSIS OF YEAR END BALANCES

31st March 2018

Consolidated Balance Sheet as at 31st March 2018

£557,519.05

Capital Fund	£548,058.95
Capital Land	£ 0
General Reserve Fund	£ 9,460.10
	<u>£557,519.05</u>

Allocation of Balances

Capital Restricted Fund

Capital Land	£0.00
--------------	-------

Reserve Funds

Cemetery Fund	£1,000	
Depreciation/Equipment tools	£13,000	
Election Expenses	£ 7,504.14	£9,460.10
Other Capital projects & Reserves		
10 Year Building Plan	£6,100.00	
30 Year Building Plan	£31,425.00	
Neighbourhood Plan	£33,358.71	
Contingency & Unallocated Reserves	£350,514.84	
Community Warden Funds	£5,086.26	
O S 10 year maintenance plan	-£4,930.00	
O S 30 year maintenance plan	£105,000	
	£548,058.95	

£557,519.05

CIL Report

Parish/Town Council Edenbridge

This report is to be completed in line with the following legislation:

Regulation 62A of The Community Infrastructure Levy Regulations 2010 (as amended)

Section 151 of the Local Government Act 1972

Accounts and Audit (England) Regulations 2011.

For Financial year - April 2017 - March 2018

1. The Total CIL Receipts for the reported year:

A*	B*
£4,101.07	£7,290.81

2. The total CIL expenditure for the financial year:

£0.00

3. Items (projects) that CIL has been applied to for this financial year:

A*	B*
None	None

4. The amount of CIL expenditure on each Item:

[illegible]

5. Details of any Recovery Notices Received:

(Note- this is where Sevenoaks District Council (SDC) has served a notice on your Council in the following situation:

- a) The money received from SDC has not been spent with 5 years of receipt; or
- b) The money has not been spent correctly (under the definitions sent out in your Notice of Payment letter).

i) The total value of CIL receipts subject to Notices served during the financial year:

—

ii) The total value of CIL receipts subject to a Notice served during the financial year that have not yet been paid to SDC:

—

6. The total amount of CIL receipts for the reported year retained at the end of the year:

£11,391.88

7. CIL receipts from previous years retained at the end of the reported year:

Year	CIL Amount Retained
2016 - 2017	£41,746.88

8. Items (projects) that have been committed to for the next financial year:

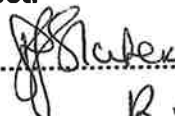
A*	B*
50% Public toilets £19,130.62	£20,869.38 (£10,000) Wayfinder Scheme.

In accordance with regulation 62A of the Community Infrastructure Levy Regulations 2010 (as amended) you must:

- Publish this report on your website
- Or on SDC's website if you do not have one.
- Send a copy of the report to the Charging Authority (SDC) no later than 31st December of each year for the financial year ending in March that year.
(As noted in the original CIL letter sent to you, we would ask that this information be provided by the end of September for the financial year ending in March each year to ensure that it can be used as part of SDC's Report on CIL spending and especially if you wish SDC to publish the information on your behalf).

Please be aware that any false reports will be dealt with in line with the above Legislation.

Please sign this document below to confirm who has provided the above information and that it is correct.

Signed.......... Name.....DAPHNE SLATER.....
Position.....RESPONSIBLE FINANCE OFFICER.....

Wayfinders & Market Yard Car Park

MARKET YARD CAR PARK ENTRANCE

The Town Council is considering a scheme to make a one-way entrance to the Market Yard car park from the High Street.

- Bollards will be removed so vehicals can enter the Market Yard from the High Street.
- A protected safe walking route will be installed
- The Market will be relocated within the car park
- There will be no loss of parking spaces
- No change to the access from Forge Croft

WAYFINDERS

The Town Council is looking to help people find their way around the Town, linking the areas of interest and encouraging walking. We would like to hear your suggestions for the High Street Wayfinders signs.

- What designs, colours, images etc. would you like?
- What locations & landmarks do you think are important in Edenbridge?
- All ideas welcome! The signs will be helpful to visitors and residents and should complement the surroundings.



What do you think?

Come along and see the plans as they are developed!



High Street Improvements & Proposed 20mph Zone

10am-2pm Saturday 12th May – Upstairs in Town Council Offices, Doggetts Barn

Edenbridge Town Council & Kent Highways are considering installing a 20mph speed limit in your area.

Research and evidence has demonstrated clear benefits from lowering speed limits in residential areas. In line with this, over the last decade, more and more highway authorities have proceeded to implement 20mph speed limits within their boundaries.



The main aims of the introduction of a 20mph speed limit in an area are to:

- improve the shopping experience
- improve road safety
- discourage passing through traffic
- encourage walking and cycling
- improve the local environment

Kent County Councillor Peter Lake and MP Tom Tugendhat are in support of the scheme.



YOUR HOME OR BUSINESS IS IN THE PROPOSED 20MPH ZONE



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Ordnance Survey 100019236

Wayfinders & Market Yard Car Park

MARKET YARD CAR PARK ENTRANCE

The Town Council is considering a scheme to make a one-way entrance to the Market Yard car park from the High Street.

- Bollards will be removed so vehicles can enter the Market Yard from the High Street.
- A protected safe walking route will be installed
- The Market will be relocated within the car park
- There will be no loss of parking spaces
- No change to the access from Forge Croft

WAYFINDERS

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- What designs, colours, images etc. would you like?
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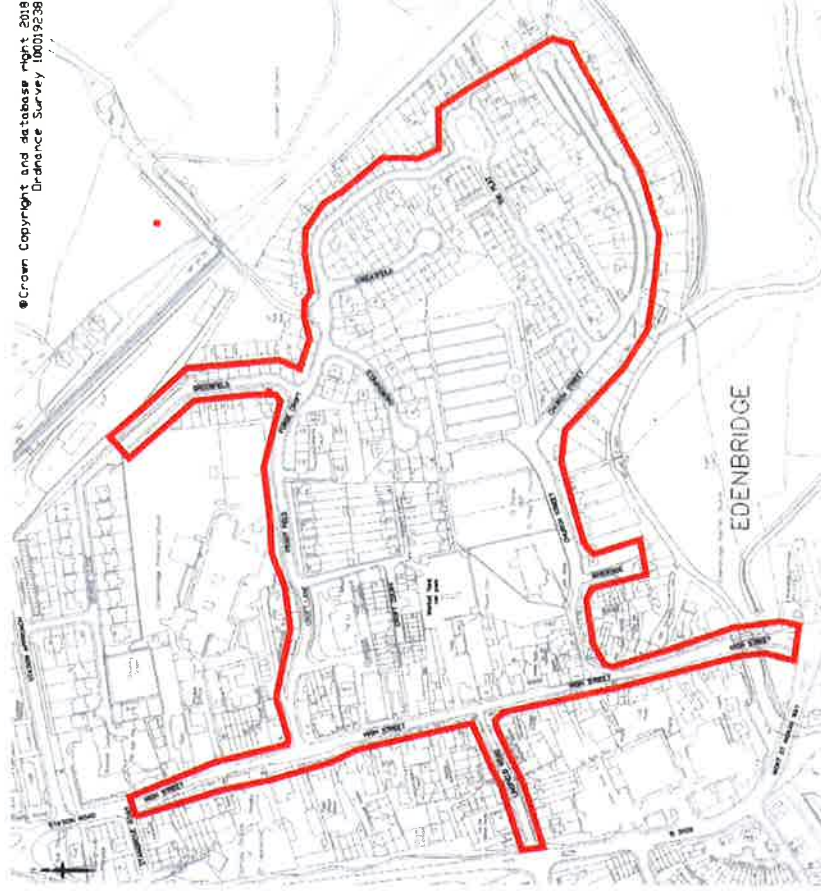
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AMBER

- Impact assessment – this is likely to produce further actions.
- Produce a consent form for under 13's.
- Produce consent form for councillors.
- Perform a data cleansing exercise in line with our destruction policy.
- Subject access request procedures in place and produce forms in accordance with the new regulations.
- Check procedures in place to ensure effective deletion of personal data.
- Data protection breach policy in place to ensure that any breaches are reported to the ICO within 72 hours.
- Conviction checks.
- Carry out checks on external processors e.g. Kent pensions, PAYE, banks, insurance, undertakers, SDC planning, Land Registry.
- Carry out processor checks on electronic data storage providers and social media platforms.
- Document the location of our cloud storage as this should be based in the UK.
- Update staff contracts, application forms.
- Update grants/SLA agreements forms.
- Update hire agreements.
- Update allotment application forms and tenancy agreements.
- Advise WI Hall committee and CAB how we will process their data.
- Set up council emails for Councillors.

GREEN

- Review our GDPR policies
- Review consents periodically (every 5 years)

Edenbridge Town Council GDPR Compliance Action Plan

Updated 9 May 2018

RED

- Ensure we have conducted a data audit and recorded our processing activities in it. ✓
- Create a GDPR folder in which all our policies and guidance can be found and easily updated. ✓
- Document our lawful basis to retain the data we hold. ✓
- Produce data privacy notices clearly defining our policies, one for staff and one for public, get approval from council.
- Publish privacy notices on council website and make copies available at Doggetts Barn.
- Ensure privacy notices are dated and set a reasonable review date.
- Produce and send out consent forms and/or hold event in which we can ask for consent to be given. Should send out invitations by mid May 2018. These forms should include the right to withdraw or change by contacting us at the council office. Consent required from the tourism forum, business forum, walkers, litter pickers, speed watchers and emergency planning volunteers.
- **Appoint a Data Protection Officer and inform the ICO who our Data Protection Officer is.**
- Check annual data protection fee has been paid. ✓
- Arrange staff and councillor training. To include:
 - Redacted reports
 - Front desk privacy notice
 - Email ping back (containing link to privacy notice)
 - When consent is required
- Review and adopt information and data protection policies and social media and electronics policy.
- Upgrade Council computer systems to the best possible package i.e. high level of data protection controls, encrypted emails. ✓
- Set up ping backs on email and social media.

[Insert council logo here]

PRIVACY NOTICE

For staff, councillors and Role Holders

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

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

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Edenbridge Town Council which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be "joint data controllers". This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date

- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including: level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.

- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

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

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on [this web page](#) [add URL]. This Notice was last updated in **February 2018**.

Contact Details

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

The Data Controller, Edenbridge Town Council

Email: townclerk@edenbridgetowncouncil.gov.uk

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

[Insert council logo here]

Edenbridge Town Council

GENERAL PRIVACY NOTICE

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by the Edenbridge Town Council which is the data controller for your data.

Other data controllers the council works with:

- Other data controllers, such as local authorities, statutory bodies
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies
- Edenbridge Allotment Society
- Registrars
- External professional advisors
-

We may need to share your personal data we hold with them so that they can carry out their responsibilities to the council. If we and the other data controllers listed above are processing your data jointly for the same purposes, then the council and the other data controllers may be "joint data controllers" which mean we are all collectively responsible to you for your data. Where each of the parties listed above are processing your data for their own independent purposes then each of us will be independently responsible to you and if you have any questions, wish to exercise any of your rights (see below) or wish to raise a complaint, you should do so directly to the relevant data controller.

A description of what personal data the council processes and for what purposes is set out in this Privacy Notice.

The council will process some or all of the following personal data where necessary to perform its tasks:

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;
- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

- We may process sensitive personal data including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

We use your personal data for some or all of the following purposes:

- To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
- To confirm your identity to provide some services;
- To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
- To help us to build up a picture of how we are performing;
- To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
- To enable us to meet all legal and statutory obligations and powers including any delegated functions;
- To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
- To promote the interests of the council;
- To maintain our own accounts and records;
- To seek your views, opinions or comments;
- To notify you of changes to our facilities, services, events and staff, councillors and other role holders;

- To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
- To process relevant financial transactions including grants and payments for goods and services supplied to the council
- To allow the statistical analysis of data so we can plan the provision of services.

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

What is the legal basis for processing your personal data?

The council is a public authority and has certain powers and obligations. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometimes when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Notice sets out your rights and the council's obligations to you.

We may process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy

Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.

Sharing your personal data

This section provides information about the third parties with whom the council may share your personal data. These third parties have an obligation to put in place appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- The data controllers listed above under the heading "Other data controllers the council works with";
- Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your rights and your personal data

You have the following rights with respect to your personal data:

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1) *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

- 2) ***The right to correct and update the personal data we hold on you***
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3) ***The right to have your personal data erased***
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) ***The right to object to processing of your personal data or to restrict it to certain purposes only***
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) ***The right to data portability***
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) ***The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) ***The right to lodge a complaint with the Information Commissioner's Office.***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on the Councils website [\[add URL\]](#). This Notice was last updated in February 2018.

Contact Details

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

The Data Controller, [insert council details]

Email:

[Insert council logo here]

PRIVACY NOTICE

For staff*, councillors and Role Holders**

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

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

Your personal data – what is it?

"Personal data" is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the "GDPR") and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by [insert name of council] which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be "joint data controllers". This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs,
- Start date / leaving date

- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.

- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.
- [We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so.] [Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.]

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

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

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

Appendix 4 – Privacy Notices

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. [Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas].

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on [this web page](#) [add URL]. This Notice was last updated in February 2018.

Contact Details

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

The Data Controller, [Add council details]

Email:

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

General Data Protection Regulations and contact from Edenbridge Town Council

Your privacy is important to us and we would like to communicate with you about the Council and its activities.

We would be grateful if you would please fill in your name and other contact details as set out and then confirm your consent by ticking the boxes below. You can find out more about how we use your data from the 'Privacy Notice' on our website www.edenbridgetowncouncil.gov.uk or from the Council Office.

Name			
Address			
Telephone Number			
Mobile Number			
Email Address			
May we contact you via social media e.g. Facebook, Twitter & Whatsapp.	Yes	No	
By signing below I agree to the Council processing my personal data			
Signature:	Date:		

*Please note; if you are under 13 years of age then a Parent / Guardian consent must be given.
Please ask for a different form.*

You can withdraw or change your consent at any time by contacting the Council Office.

Please grant consent by ticking the boxes below:

- ☐ We may contact you to keep you informed about what is going on, including news, events, meetings, clubs, and groups.
- ☐ We may contact you about groups and voluntary activities you may be interested to hear about or join.
- ☐ We may use your name and photo in our newsletter, in publications, on our website, or on our social media accounts.
- ☐ We may contact you to advise you of consultation events and to gather your response to consultations regarding the future of Edenbridge.

Please return by 25 May 2018 to information@edenbridgetowncouncil.gov.uk or deliver to Edenbridge Town Council, Doggetts Barn, 72a High Street, Edenbridge, TN8 5AR. If we do not hear from you we will assume you no longer want to hear from us.

12/04/2018

Report for Town and Parish council meeting 17th April

Detached work has been very difficult to execute the past few months in the Sevenoaks district, with very few young people out on the streets due to the weather. Roxanne Frost and Cheryl Banks have been going out on a Monday evening to the Bat & Ball area, Otford and Westerham but have very little findings. They will be heading out again starting in Westerham on the 23rd April.

We urge the parish councils to please email Roxanne Frost on: Roxanne.frost@wkha.org.uk if there are any specific concerns in your areas to ensure this is following up as soon as possible.

We have just been involved with Imago and Sevenoaks District Council on the Easter family fun days in; Leigh, Edenbridge, South Darenth & Horton Kirby and West Kingsdown. It was a great few days with a good turnout of young people and families. We are looking forward to being involved in the Summer Fun days also.

We are very excited and grateful to the Village association, Alison DeJager and the Parish Council for the 13-19's youth club re-opening in New Ash Green back in March. Youth club runs every Wednesday from 6:30pm.

We also are still running the West Kingsdown 11-19's youth club on a Thursday evening from 5:30pm- 7:30pm. We have struggled with numbers over the past few months due to the weather and very few young people out, but hope to pick up again during the next few weeks.

In addition, we are pleased to say we are running extra intense detached work in partnership with Hartley parish council for the next six months. This is starting Tuesday 17th April.

We are very happy to say, with thanks to funding from Sevenoaks district council, that we are opening an Edenbridge 8-12's club on a Thursday. Running from 3:45pm – 5:45pm for the nurture group and from 5:45pm- 7:45pm for another group. We now have seven 8-12's groups running across the Sevenoaks District.

We are also attending the Knockholt Carnival, Live on the Vine and have plans for some more festivals towards the end of the year.