



SANDHURST TOWN COUNCIL

COUNCIL OFFICES
SANDHURST MEMORIAL PARK
YORKTOWN ROAD
SANDHURST, BERKSHIRE
GU47 9BJ

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All Town Council Meetings are open to the Public and Press.

Dear Councillors Mrs H Hill (Mayor), N. Allen, D. Armstrong, Mrs J. Bettison, P. Bettison, D. Birch, Mrs E. Birch, A. Blatchford (Deputy Mayor), M. Brossard, Mrs S Davenport, P. Hodge, Ms G. Kennedy, Mrs P. McKenzie, R. McKenzie, K. Miah, G. Oberholzer, P. Panesar, J. Pope, J. Porter, D. Perera, M. Sanderson, A. Shellhorn, P Wallington, Mrs S. Warren.

You are hereby summoned to attend a meeting of the **Sandhurst Town Council** to be held in the **Kitty Dancy Room, Sandhurst Community Hall Complex, Sandhurst**, on **Thursday 3rd May 2018 at 7.30pm** for the purpose of considering and resolving upon the subjects and matters set out in the agenda below.

Angela Carey (Executive Officer)

Note: It is a legal requirement that the first order of business at the Annual Meeting be the election of the Chairman of Sandhurst Town Council (Mayor of Sandhurst). The first Town Council meeting following an election follows the set agenda prescribed by Standing Order 5 j. In accordance with tradition a page will be turned in the Book of Remembrance, prior to the start of the meeting.

1. Election of Mayor

The existing Mayor shall preside for the receipt of nominations and for the completion of a vote. (Decision item)

[The incoming Mayor shall take over the role of Chairman, on completion of the vote.]

2. Acceptance of Office by Mayor

Signing of Declaration of Acceptance of Office, the transfer of civic regalia and a welcome address by the incoming Mayor. (Procedural items)

3. Election of Deputy Mayor

To receive nominations for Deputy Mayor and the completion of a vote. (Decision item)

**4. Questions from Members of the Public
(Information item, to which a maximum of 15 minutes is allocated)**

An opportunity is provided for the people of Sandhurst to ask questions of, and make comments to, the Town Council.

To speak at the meeting please raise a hand when the Chairman asks 'Are there any questions from the public?'

Members of the Public will be invited to speak in turn by the Chairman and are requested to restrict their question or comment to three minutes.

Questions which are not answered at this meeting will be answered in writing to the person asking the question.

For the avoidance of doubt, whilst the meeting will occur in the presence of the public it is not a public meeting.

Public participation is not permitted on any agenda item outside of this initial opportunity to receive public questions / comments.

5. Apologies for absence

To receive and accept apologies for absence.

(Information item)

6. Members' interests

To receive any declaration of interests from Members on the business to be transacted.

7. Minutes of Town Council meeting

To receive and confirm the Minutes of the proceeding of the Town Council Meeting held on 1st March 2018, as a true and correct record (pages 0700-0702). (Decision item)

8. Strategy and Policy Committee Meeting

a) To receive and adopt the minutes of the Strategy and Policy Committee meeting held on 22nd March 2018 (pages 0714-0717).

(Decision item)

9. Leisure Committee Meeting

To receive and adopt the minutes of the Leisure Committee meeting held on 15th March 2018 (pages 0709-0713). (Decision item)

10. Environment Committee Meeting

To receive and adopt the minutes of the Environment Committee meeting held on 8th March 2018 (pages 0703-0706). (Decision item)

11. Planning Committee Meeting

To receive and adopt the minutes of the Planning Committee meetings held on 26th February 2018 (pages 0697-0699) and 26th March 2018 (pages 0718-0721). (Decision item)

12. Gurkha Welfare Trust

To receive a presentation from the Gurkha Welfare Trust which has been chosen as the Mayors Charity for 2018/19.

13. Terms of Reference

To receive and approve the structure of committees including delegation arrangements. (Annexe 1) (Decision Item)

14. Planning Committee membership

a) Appointment of members to the Planning Committee

b) Election of Planning Committee Chairman and Vice Chairman. (Decision item)

15. Environment Committee membership

- a) Appointment of members to the Environment Committee
- b) Election of the Environment Committee Chairman and Vice Chairman
(Decision item)

16. Leisure Committee membership

- a) Appointment of members to the Leisure Committee
- b) Election of the Leisure Committee Chairman and Vice Chairman. (Decision item)

17. Strategy and Policy membership

- a) Appointment of members to the Strategy and Policy Committee
- b) Election of the Strategy and Policy Committee Chairman and Vice Chairman.
(Decision item)

18. New committees

To appoint new committees if required. (Decision item)

19. Standing Orders

To defer the review and adoption of Standing Orders due to the recent recommended changes from NALC until the Strategy and Policy Committee have reviewed and discussed the changes. (Decision item)

20. Financial Regulations

To review and adopt existing Financial Regulations. (Decision item)

21. Subscriptions

To review the Council and Staff subscriptions and membership of other bodies.
(Annexe 2). (Decision item)

22. Outside bodies

To appoint representatives and substitutes to outside bodies, or to delegate the task to the first meeting of the Environment Committee in accordance with established practice.
(Annexe 3). (Decision item)

23. Inventory

To review the inventory of land and assets (Annexe 4) (Decision item)

24. Insurance

To review the insurance cover arrangements for the all risks policy (Annexe 5).
(Decision item)

25. Complaints procedure

To review the complaints procedure (Annexe 6). (Decision item)

26. Press and Media Policy

To review council procedure for dealing with the press and media (Annexe 7).
(Decision item)

27. Schedule of Meetings

To fix the dates and times of the ordinary meetings of the Town Council and the four principal committees for the ensuing year (Annexe 8). (Decision item)

28. General Data Protection Regulation

To discuss the GDPR requirements and to-

- a) Receive the recommendation from the Data Controller to adopt the relevant notices and policies (Annexe 9). (Decision item)

- b) Consider HALCs recommendation that Councillors use official email addresses. (Decision item).

29. Councillors Allowance

To receive the recommendation from the Strategy & Policy Committee that a continued allowance of zero for all councillors is adopted for one year. (Decision item).

30. Councillors' Reports

To receive any reports from members serving on the Borough Council or members who represent the Town Council on Outside Bodies. (Information item)

31. Executive Officer Report

To receive a report regarding the ongoing works and actions as required (Annexe 10). (Information item)

32. Balance at Bank

To receive the balances at the bank as at 31st March, 2018. (Information item)

Current account	£4,377
Business reserve	£534,995
Capital reserve	£374,597
Mayors Charity	£9467

33. Accounts

To receive and authorise the schedule of payments and receipts (Annexe 11). (Decision item)

34. Date of next meeting (Procedural item)

The next meeting of the Town Council will be 28th June 2018. (Procedural item).

FULL COUNCIL Annual frequency	<u>TOWN COUNCIL</u> 7				
COMMITTEES Annual frequency	STRATEGY AND POLICY 6		LEISURE 6	ENVIRONMENT 6	PLANNING 25
SUB-COMMITTEES (Listed below parent committee) Annual frequency	NEIGHBOURHOOD ACTION GROUP 4				
	PERSONNEL SUB-COMMITTEE Minimum 3				
WORKING GROUPS (Listed below parent committee) Annual frequency	NEIGHBOURHOOD DEVELOPMENT PLAN TBC		FIREWORKS 5	REMEMBRANCE DAY Minimum 3	
	GRANT PANEL 1		CHARGES 1		

1 The quorum of a committee or sub-committee shall be one third of its voting members and not less than three, unless otherwise directed by the Town Council in the case of a committee, or the parent committee in the case of a sub-committee.

Name:	Strategy and Policy
Status:	Committee - reporting to Town Council
Purpose:	To ensure that the finances of the Council are managed in an effective and efficient manner. This committee is appointed to take a holistic view of council operations, to consider the strategic direction of the council when approving policy and to oversee the creation of the annual budget.
Terms of reference:	To collate budget recommendations from individual committees and make a final recommendation to Town Council To receive policy recommendations and approve where the policy is in line with Town Council objectives To monitor performance with regard to health and safety compliance To monitor financial performance by way of internal control, internal audit and external audit To monitor risk management, by way of health and safety reporting, asset management and insurance cover. To be responsible for all aspects of staff employment and conditions To review manage and control capital projects authorised by the council To review and agree all contracts for services and supplies Performance monitoring To monitor and authorise spend in accordance with agreed budget To receive and authorise if appropriate, recommendations to modify budget from other committees (virement) To receive recommendations from committees for the allocation of earmarked reserves and manage council reserve
No. of members:	Eight
Quorum	One third of voting members and not less than three.
How composed:	Mayor * Deputy Mayor* Chairman of Planning Committee * Chairman of Leisure Committee * Chairman of Environment Committee * Representative of Central Sandhurst Ward Representative of Little Sandhurst Ward Representative of College Town Ward Representative of Owlsmoor Ward A minimum of two from each Ward
Reserve members	Vice Chairmen of Planning, Leisure and Environment Committees can act as substitute members for their relevant Chairmen Each Ward can nominate a substitute ward representative.
Notes:	* Where a Ward is represented by one or more councillors in the automatic membership positions it is not compulsory to nominate a separate Ward representative and / or a substitute Ward representative
Meets	Every other month, after all the other committees, in order to receive recommendations
Delegated powers	Approve operational policy in line with council objectives Monitor any expenditure authorised for compliance with health and safety Authorise virement of money where the total budget set by Town Council is not exceeded

Name:	Leisure
Status:	Committee - Reporting to Town Council
Purpose:	To promote and facilitate leisure activities in Sandhurst
Terms of reference:	<p>To provide formal and informal sporting and recreational opportunities to the public</p> <p>To monitor income and expenditure in relation to facility management</p> <p>To recommend spending plans and to maximise revenue through appropriate commercial lettings</p> <p>To recommend policy with regard to the use of public land and facilities</p> <p>To facilitate good relations with and between the local clubs, societies and public using the land and facilities</p> <p>To monitor and authorise spend in accordance with agreed budget</p> <p>To recommend variations to budget within a financial year to Strategy and Policy committee</p>
No. of members:	Minimum of eight Councillors (Voting members)
Quorum	One third of voting members and not less than three.
How composed:	<p>To be open to all members with full voting rights by Council appointment</p> <p>One representative - from each of the principal clubs / societies holding a lease with the Town Council (as co-opted non-voting members)</p> <p>One representative - from Sandhurst Residents Association (as co-opted non-voting member)</p> <p>One representative - from Sandhurst Sports Club (as co-opted non-voting member)</p>
Reserve members	None
Meets:	Every other month
Delegated powers	<p>Set scale of charges for facility letting</p> <p>Operational decisions regarding land management and use of recreational facilities</p> <p>Monitoring provision of large events on the fields of the Memorial Park</p>

Name: Environment
Status: Committee - Reporting to Town Council

Purpose: To be a focal point for all Community and Environment issues.
This committee is appointed to take responsibility for the wider influence of the Town Council across Sandhurst, including town wide initiatives for cleanliness, community cohesion, remembrance, RRR initiatives and Christmas Lights.

Terms of reference: To discuss and resolve action on all such areas of concern which affect the residents of Sandhurst.
Maintain and develop town bus shelters, notice boards and so on
To foster and develop relationships between the Council and the wider community
To recommend spending plans in line with these responsibilities.
Performance monitoring.
Consideration of all consultation documents received, and return of comments as appropriate

No. of members: Minimum of eight Councillors (Voting members)
Quorum: One third of voting members and not less than three.
How composed: To be open to all members with full voting rights by Council appointment
Reserve members: None
Meets: Every other month
Delegated powers: Respond to consultation documents which affect the town as a whole, on behalf of the Town Council
Appoint representatives to outside bodies, where this has not been completed directly by the Town Council
To oversee arrangements for Remembrance Service event

Name: Planning
Status: Committee - Reporting to Town Council

Purpose: To consider planning applications relating to Sandhurst and advise B.F.B.C. planning department.
This committee is appointed to determine and submit comments to the relevant planning authority, on behalf of Sandhurst Town Council

Terms of reference: To consider planning applications in Sandhurst, by reference to publicly available information of the planning authority
To monitor the submission of comments to Bracknell in relation to planning applications
Performance monitoring.
To support the activities of the Neighbourhood Development Plan working group

No. of members: Eight
Quorum: One third of voting members and not less than three.
How composed: To be open to all members with full voting rights by Council appointment
Two Councillors per Ward. (Minimum)

Reserve: A pool of four substitute members can be appointed, with each Ward able to nominate a substitute Ward representative
Meets: Once per month subject to decision of the Council
Delegated powers: To make recommendations to the planning authority with regard to proposed development.
To respond to planning related consultations on behalf of the Town Council

Name: Neighbourhood Action Group
Status: Sub-Committee - Reporting to Strategy and Policy

Purpose: This sub-committee is appointed to foster community action in support of making Sandhurst a better place to live, work and play

Terms of reference: To monitor the town and consider appropriate actions that can be taken by the group to improve the situation

No. of members: Unlimited

How composed: Open to any interested resident, at the discretion of the Chairman
Open to representatives of the Police
Open to representatives of the local Resident Associations
Open to representatives of BFC Youth Service (The SPOT)
Open to representatives of schools

Notes:

Name: Personnel
Status: Sub-Committee - Reporting to Strategy and Policy

Purpose: This sub-committee is appointed to manage the Executive Officer and oversee all aspects of the staffing resource, including making recommendation to Strategy and Policy on all matters relating to staffing, pay and performance. The sub committee has also been appointed as Data Controller for GDPR.

Terms of reference: To line manage the Executive Officer, providing guidance and support in the completion of the role.
To monitor the Performance of the Executive Officer
To recommend pay and pay awards for all staff to Strategy and Policy Committee
To support the performance monitoring, disciplinary and grievance processes for all staff
To monitor and recommend changes to the employment benefits of all staff, including insurances, pensions, leave allowances etc.
To demonstrate compliance to GDPR.
To report any personal data breach to ICO within 72 hours of becoming aware.

No. of members: Minimum of three

How composed: To be open to all members with full voting rights, by appointment of Strategy and Policy Committee
To include the Chairman of Strategy and Policy
To include the Vice-Chairman of Strategy and Policy

Notes:

Name: Neighbourhood Development Plan
Status: Working Group - Reporting to Strategy and Policy

Purpose: This working group is appointed to create a Neighbourhood Development Plan for Sandhurst- THIS HAS BEEN SUSPENDED FOR 12-18 MONTHS

Terms of reference:

No. of members:

How composed:

Notes:

Name: Grant Panel
Status: Working Group - Reporting to Strategy and Policy
Purpose: To review grant applications received and to produce recommended list of grant awards for the forthcoming year.
Terms of reference: To consider all valid applications for discretionary grant awards
To determine if criteria for the award of grants is met
To recommend amount of any award to eligible body
To balance the total number of grants recommended for award against budgeted funds
No. of members: Minimum of three
How composed: To be open to all members with full voting rights by appointment of Strategy and Policy - To include
Chair of Leisure
Chair of Environment

Notes:

Name: Fireworks
Status: Working Group

Purpose: This working group is appointed to organise and deliver the November Fireworks event, to achieve maximum benefit to local residents and community groups

Terms of reference:

No. of members:

How composed:

Notes:

Name: Charges
Status: Working Group

Purpose: This working group is appointed to recommend charges in relation to services, and to write / review terms and conditions of hire

Terms of reference:

No. of members:

How composed:

Notes:

Name: Remembrance Day

Status: Working Group

Purpose: This working group is appointed to make arrangements for the Remembrance Day Service

Terms of reference:

No. of members:

How composed:

Notes:

Annexe 2: Partnerships and Subscription Arrangements	
Meeting: Town Council	Date: 03 May 2018
Agenda item: 21	Author: Executive Officer

PARTNERSHIP / SUBSCRIPTION	RELATIONSHIP	FINANCIAL ARRANGEMENTS *
Hampshire Association of Local Councils	Training agreement	£1000
Institute of Groundsmanship	Industry advice and support	£150
Local Government Association	Advice and support	£2007
Society of Local Council Clerks	EO Membership (Including EO membership of the Institute of Local Council Management)	£324

* All values shown exclude VAT

ANNEXE 3

Organisation	Representatives 2016/17	Representatives 2017/18	Contact with updates
Blackwater Valley Recreation and Countryside Management Committee	Cllr Blatchford, Cllr Brossard (sub)	Cllr Blatchford Cllr Brossard (Sub)	Steve Bailey (steve.bailey@hants.gov.uk) Blackwater Valley Countryside Partnership Ash Lock Cottage Government Road Aldershot GU11 2PS
Bannister Charity	Cllr Mrs Bettison, Cllr P Hodge	Cllr Mrs J Bettison Cllr P Hodge	Chris Smith (chrissmith0751@gmail.com) 6 Glenhurst Close Blackwater Camberley Surrey GU17 9BQ
Blackbushe Airport Consultative Committee	N/A	Cllr Mrs S Davenport Cllr Mrs S Warren	Chris Gazzard Airport Manager Blackbushe Airport Ltd Terminal Building, Blackbushe Airport Camberley, Surrey, GU17 9LQ Mobile: +44 7595 343 312 Email: chris.gazzard@blackbusheairport.co.uk
Bracknell Forest Town & Parish Council Liaison Committee	Cllr Mrs J Bettison, Cllr A Blatchford	Cllr Mrs J Bettison Cllr A Blatchford	Democratic Services BFC
Sandhurst Day Centre	Cllr Ms G Kennedy	Cllr Ms G Kennedy	Sandhurst Day Centre Yorktown Road Sandhurst

ANNEXE 3

			Berks GU47 9BJ
Owlsmoor Centre	Cllr Mrs H Hill	Cllr Mrs H Hill	John Blewitt (handyserve@aol.com) Yeovil Road Owlsmoor Sandhurst GU47 0TD
Clean Team	Cllr Mrs P McKenzie Cllr M Brossard	Cllr Mrs P McKenzie Cllr M Brossard	Internal use
Museum Trust	Cllr P Hodge Cllr Ms G Kennedy	Cllr P Hodge Cllr S Warren	Mr M Clark Chairman Sandhurst Museum Trust 29 Scotland Hill Sandhurst Berkshire GU47 8JR
Biodiversity Forum	Cllr Brossard	Cllr M Brossard	Marlies Boydell Marlies.Boydell@bracknell-forest.gov.uk
Bracknell Forest Voluntary Association (Involve)	Cllr M Brossard, Cllr Mrs J Bettison (sub)	Cllr M Brossard Cllr Mrs J Bettison (Sub)	reception@involve.community involve Ground Floor Amber House Market Street Bracknell RG12 1JB

ANNEXE 3

<p>Resident Association Liaison Meetings</p>	<p>Cllr M Brossard Cllr P Bettison Cllr Mrs J Bettison</p>	<p>Cllr M Brossard Cllr P Bettison Cllr Mrs J Bettison Cllr Mrs S Davenport Cllr Ms G Kennedy</p>	
<p>Wellington College</p>	<p>Cllr Mrs P McKenzie</p>	<p>Cllr P Wallington</p>	<p>ljt@wellingtoncollege.org.uk Lisa Thompson</p>

YEAR ENDED 31 MARCH 2018		FIXED ASSET COST/VALUATION						DEPRECIATION PROVISIONS				NET BOOK VALUE	
OPERATIONAL ASSETS	Year	Life	B/Fwd	Additions	Revaluation	Disposals	C/Fwd	B/Fwd	Charge	Disposals	C/Fwd	B/Fwd	C/Fwd
<u>Other Land and Buildings</u>													
Community hall/office/changing rooms	23	60	401,006				401,006	147,204	6,683		153,888	253,802	247,119
Long Hall	19	60	305				305	96	5		101	209	204
Council chamber	23	60	122,638				122,638	44,965	2,044		47,009	77,672	75,629
			523,949	0	0	0	523,949	192,265	8,732	0	200,998	331,684	322,951
Caretakers house	23	60	120,000				120,000	44,000	2,000		46,000	76,000	74,000
Garages	23	60	6,000				6,000	2,200	100		2,300	3,800	3,700
Cricket pavilion	23	60	163,737				163,737	60,035	2,729		62,764	103,702	100,974
Drop in centre	23	60	85,343				85,343	31,311	1,422		32,734	54,032	52,609
Football pavilion	23	60	175,298				175,298	64,258	2,922		67,180	111,040	108,118
Guide Association Store	15	15	19,177				19,177	19,160	17		19,177	17	0
Total other land and buildings			1,093,504	0	0	0	1,093,504	413,229	17,922	0	431,152	680,275	662,353
<u>Vehicles, plant, furniture & equipment</u>													
Bus shelters	2	15	14,868	10,158			25,026	991	1,668		2,660	13,877	22,366
Play areas													
Memorial park	15	15	7,999				7,999	7,999	0		7,999	0	0
Memorial park additions 2007	12	15	15,850				15,850	12,680	1,057		13,737	3,170	2,113
Memorial park additions	12	15	16,677				16,677	10,683	1,112		11,795	5,994	4,882
Memorial Park 2010/11	8	15	14,977				14,977	7,987	998		8,986	6,990	5,991
Skateboard Park	15	15	69,172				69,172	69,172	0		69,172	0	0
Owlsmoor	10	15	7,726				7,726	4,820	515		5,335	2,906	2,391
APE project	2	15	18,555				18,555	1,237	1,237		2,474	17,318	16,081
Zip wire	2	15	11,211				11,211	747	747		1,495	10,464	9,716
MUGA 2017	1.00	15.00		63829.00			63,829		4,255		4,255	0	59,574
			162,167	63,829			225,996	115,326	9,922	0	125,248	46,841	100,748

	Year	Life	B/Fwd	Additions	Revaluation	Disposals	C/Fwd	B/Fwd	Charge	Disposals	C/Fwd	B/Fwd	C/Fwd
Furniture and Equipment													
Office tables and chairs	15	15	9,565				9,565	9,565	0		9,565	0	0
Drop In kitchen equipment	15	15	1,086				1,086	1,086	0		1,086	0	0
Computer Equipment	15	15	3,123				3,123	3,123	0		3,123	0	0
Coffee Machine	9	15	893				893	476	60		536	417	357
TV Kitty Dancy Room	5	5	1,088				1,088	915	173		1,088	173	0
Laptop	3	3	787				787	787	0		787	0	0
Events Flooring	1	5		3,015			3,015		603		603	0	2,412
			16,542	3,015			19,557	15,953	836	0	16,789	589	2,769
Vehicles and plant													
Tractors													
Kubota L5030	11	15	15,529				15,529	10,353	1,035		11,388	5,176	4,141
Kubota STW 34 RX65 CKJ	3	15	18,570				18,570	2,476	1,238		3,714	16,094	14,856
Trailers													
Wheatly	15	15	5,000				5,000	5,000			5,000	0	0
Twose Carrybox	15	15	1,500				1,500	1,500			1,500	0	0
TFM Engineering Trailer	15	15	580				580	580	0		580	0	0
Kubota TT2 Trailer	1	15		3,148			3,148		210		210	0	2,938
Mowers													
Votex Tractor Mounor Rotary Mower	15	15	1,800				1,800	1,800			1,800	0	0
Kubota G21	14	15	7,800				7,800	6,240	520		6,760	1,560	1,040
Hayter Condor Pedestrian Mower	15	15	3,300				3,300	3,300			3,300	0	0
Ransomes Certes Cylinder Mower	15	15	2,300				2,300	2,300			2,300	0	0
Kubota G1700 Ride On Rotary Mower	15	15	6,000				6,000	5,600	400		6,000	400	0
Hayter 324 Triple Mower	10	15	26,450				26,450	15,870	1,763		17,633	10,580	8,817
KUG2160P 21hp diesel ride-on	10	15	6,695				6,695	4,017	446		4,463	2,678	2,232
Rollers													
Grays Field Roller	15	15	650				650	650			650	0	0
Sisis Tractor Mounted Field Roller	15	15	1,200				1,200	1,200			1,200	0	0
Cricket Roller	15	15	10,050				10,050	10,050			10,050	0	0
Miscellaneous Items													
STIHL FS400	14	15	500				500	433	33		466	67	34
STIHL FS400	14	15	500				500	433	33		466	67	34
Husqvarna Chain Saw	15	15	380				380	380			380	0	0
Sisis Turfman Spiker/Scarifier	15	15	1,850				1,850	1,850			1,850	0	0
Sisis Rotorake	15	15	1,900				1,900	1,900			1,900	0	0
SISIS Maxisplit	15	15	2,905				2,905	2,317	194		2,510	588	395
Flemming PD400	13	15	800				800	667	53		720	133	80
Timberwolf TWPT01050H chipper	12	15	5,995				5,995	3,996	400		4,396	1,999	1,599
Variseeder	9	15	2,288				2,288	1,220	153		1,373	1,068	915

	Year	Life	B/Fwd	Additions	Revaluation	Disposals	C/Fwd	C/Fwd	Charge	Disposals	C/Fwd	B/Fwd	C/Fwd
Allman Sprayer (Tractor Mounted)	15	15	700				700	700			700	0	0
Chain Harrow	15	15	800				800	800			800	0	0
North Star Power Washer	15	15	500				500	471	29		500	29	0
Concrete Mixer	15	15	162				162	162			162	0	0
Generator	15	15	607				607	607			607	0	0
Bosch Circular Saw	15	15	97				97	97			97	0	0
Kirsten K1200 Power Sweeper	14	15	3,155				3,155	2,314	210		2,524	841	631
Tractor Mounted Spreader	5	15	1,075				1,075	286	72		358	789	717
Total vehicles, plant, furniture and equipment			131,638	3,148	0	0	134,786	82,513	6,790	0	96,357	42,072	38,430
CCTV Memorial Park	15	15	27,494				27,494	27,494	1,801		29,295	0	-1,801
CCTV upgrade 2010/11	9	15	15,479				15,479	7,224	1,032		8,256	8,255	7,223
CCTV Coffee Spot	15	15	8,375				8,375	7,094	558		7,652	1,281	723
Total CCTV			51,348	0	0	0	51,348	28,151	3,391	0	45,203	9,537	6,145
Infrastructure assets													
Drainage													
Bottom meadow drainage	22	60	109,810				109,810	34,142	1,830		35,972	75,668	73,838
Balancing pond	22	60	25,218				25,218	3,193	420		3,614	22,025	21,604
Footpaths/roads													
Garden Club Car Park	14	15	28,929				28,929	24,037	1,929		25,965	4,892	2,964
Pyres Acre Car Park	4	15	192,757				192,757	49,165	12,850		62,016	143,592	130,741
			221686.00	0.00	0.00	0.00	221686.00	73201.93	14779.07	0.00	87981.00	148484.07	133705.00
Bridges													
Multi-User Pitch	14	15	41,170				41,170	41,170			41,170	0	0
Memorial Park 2009 - cricket pitch	9	15	4,495				4,495	2,098	300		2,397	2,397	2,098
Parks/playing fields													
Memorial park	23	60	7,294				7,294	2,630	122		2,751	4,664	4,543
Total infrastructure assets			417,022	0	0	0	417,022	161,681	17,941	0	179,622	255,341	237,400

	Year	Life	B/Fwd	Additions	Revaluation	Disposals	C/Fwd	C/Fwd	Charge	Disposals	C/Fwd	B/Fwd	C/Fwd
Community assets													
Recreation grounds													
Owlsmoor	21	60	47,823				47,823	13,794	797		14,591	34,029	33,232
Other assets													
Sandhurst Well	11	60	28,469				28,469	4,270	474		4,745	24,199	23,724
Total community assets			76,292	0	0	0	76,292	18,065	1,272	0	19,336	58,228	56,956
Cricket Club loan May 16													
			7,871			7,871	0					7,871	0
Tug of war loan Oct 16													
			3,700			1,200	2,500					3,700	2,500
												0	0
Total loans			11,571	0	0	9,071	2,500	0	0	0	0	11,571	2,500
Total assets			1,974,954	80,150	0	9,071	2,046,033	835,909	59,742	0	916,365	1,118,330	1,129,667

ANNEXE 5: Insurance Policy	
Meeting: Town Council	Date: 3 rd May 2018
Agenda item: 24	Author: Angela Carey

When and how is insurance cover ensured?

- Sandhurst Town Council utilise an insurance broker Came & Company. The current insurance policy is with Aviva and that covers main obligations. (Employer's Liability £10m; Public liability £10m; Fidelity Guarantee for employed staff £150,000; plus vehicles.)
- Supplementary cover taken for Products Liability and Pollution £10m; and Officials indemnity for Councillors.
- The policy cover is reviewed by council officers no later than July in each year, to check detail of cover is appropriate for coming year.
- Insurance brokers are consulted for sector specific, whole of market information and a range of quotations are sought.
- Officer recommendations of insurance cover and the range of quotes, goes to a committee then Full Council for approval in September.



SANDHURST TOWN COUNCIL

COUNCIL OFFICES
SANDHURST MEMORIAL PARK
YORKTOWN ROAD
SANDHURST, BERKSHIRE
GU47 9BJ

Tel: 01252 879060 (24hr answer phone)
Fax: 01252 860070

Executive Officer

Email: stc@sandhurst.gov.uk
Website: www.sandhurst.gov.uk

ANNEXE 6

Complaints Procedure

(Draft 03 May 2018)

1. Sandhurst Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 14 May 2015 and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of Bracknell Forest Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of Bracknell Forest Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Executive Officer. You may do this in person, by phone, or by writing to or emailing the Executive Officer. The addresses and numbers are set out below.

6. Wherever possible, the Executive Officer will try to resolve your complaint immediately. If this is not possible, the Executive Officer will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Executive Officer, you may make your complaint directly to the Mayor of Sandhurst who will report your complaint to the Strategy and Policy Committee of the Council.
8. The Executive Officer or the Strategy and Policy Committee of the Council will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Executive Officer or the Mayor will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)
10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Executive Officer of Sandhurst Town Council

Address: Sandhurst Town Council
Council Offices
Yorktown Road
Sandhurst
Berkshire.
GU47 9BJ

Telephone: 01252 879060
Email: EO@Sandhurst.gov.uk

The Mayor of Sandhurst (Chairman of Sandhurst Town Council)

Address: c/o Sandhurst Town Council
Council Offices
Yorktown Road
Sandhurst
Berkshire.
GU47 9BJ

Telephone: 01344 775395 *
Email: hazel.hill@sandhurst.gov.uk *

*To be updated with newly elected Mayors details.

SANDHURST TOWN COUNCIL
Press and Media Policy

Communications with the Press and Public

- (i) The Executive Officer will clear all press reports, or comments to the media, with the Chairman of the Town Council (Mayor of Sandhurst) or the Chairman of the relevant committee.
- (ii) Press reports from the council, its committees or working parties are from the Executive Officer or their Deputy, or via the reporter's own attendance at a meeting in accordance with the separate 'Protocol for Reporting at Meetings'.
- (iii) Unless a Councillor has been authorised by the town council or a committee or sub-committee to speak to the media on a particular issue, Councillors who are asked for comment by the press should make it clear that it is a personal view and ask that it be clearly reported as their personal view.
- (iv) Unless a Councillor is absolutely certain that he/she is reporting the view of the council, they must make it clear to members of the public that they are expressing a personal view.
- (v) If Councillors receive a complaint from a member of the public, this should be dealt with under the Council's adopted complaints procedure, or via a council agenda item.

Contact details:

Sandhurst Town Council
Council Offices
Sandhurst Memorial Park
Yorktown Road
Sandhurst
Berkshire
GU47 9BJ

Email: STC@sandhurst.gov.uk

Telephone: 01252 879060

Annexe 9: General Data Protection Regulation	
Meeting: Personnel Sub-Comm.	Date: 3 May 2018
Agenda item: 28	Author: Executive Officer

Purpose of report

To apprise the council of the update on GDPR requirements.

Background

Councillors have been offered a training event run by BFBC to help gain a better understanding of GDPR. Several have attended.

Councillors have been advised to consider what personal data they hold concerning individuals and if they have the individuals consent to do so. Following 25th May 2018 consent must be obtained from the individual to allow any personal data to be kept.

Councillor's emails are included in subject access reports, therefore those using personal email addresses may have to provide information from their private email. It has been advised by HALC that every Councillor uses a Council Business email address (i.e. sandhurst.gov.uk).

SLCC have sent the following advice and information concerning GDPR-

We continue to discuss the issues with the Information Commissioner's Office (ICO) and our colleagues at NALC, particularly regarding the specific point of whether a clerk can, in certain cases, fulfil the role of the Data Protection Officer (DPO). Although this issue has not been resolved, I am now pleased to enclose your GDPR checklist and all the supporting documentation below.

ACTIONS TO TAKE NOW

1. Data audit – this is the first step towards compliance for any organisation, in essence it is the compilation of a list of the data your council holds, where it came from and who it is shared with
2. Privacy notices – you should review your current privacy notices and put a plan in place for making any necessary changes in time for GDPR implementation
3. Policies – you should update your council's policies relating to data processing and protection so that they reflect the new requirements

While the issues concerning the DPO are still to be resolved, the ICO has asked us to advise all members that there is a firm expectation that the above points will have been completed prior to 25th May.

I will keep you advised of any further developments or communications from the ICO.

The data audit is currently being completed.

The new privacy notices and policies were presented to the Data Controllers (Personnel Sub Committee) for consideration and a recommendation has been made for the council to adopt them.

Recommendation

All Councillors ensure that they are operating within the GDPR guidelines when dealing with personal data.

To consider the recommendation from HALC concerning councillor email addresses.

To consider the recommendation from the Data Controllers concerning the notices and policies and to adopt the notices and policies.



Sandhurst Town Council

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.



Council Name: Sandhurst Town Council

Council Address: Council Offices, Memorial Park, Yorktown Road, Sandhurst, Berks GU47 9BJ

Email Address: stc@sandhurst.gov.uk

Telephone numbers: 01252 879060

Email Contact Privacy Notice

When you contact us

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

The Councils Right to Process Information

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

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

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

Information Security

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

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

Children

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

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Personnel Sub Committee – 01252 879060



Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Data Information Officer: Personnel Sub Committee – 01252 879060 to request this.

Information Deletion

If you wish Sandhurst Town Council to delete the information about you please contact: Data Information Officer: Personnel Sub Committee – 01252 879060 to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact Data Information Officer: Personnel Sub Committee – 01252 879060 to object.

Rights Related to Automated Decision Making and Profiling

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

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to (Your Council Name) Data Information Officer: (Officers Name and contact details) and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

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



Sandhurst Town Council

Information & Data Protection Policy

Introduction

In order to conduct its business, services and duties, Sandhurst 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.

Sandhurst 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 Quality Policy and 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

Sandhurst 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 became 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.

Sandhurst 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: eo@sandhurst.gov.uk
- Phone: 01252 879060
- Correspondence: The Town Clerk, Council Offices, Memorial Park, Yorktown Road, Sandhurst, Berks, GU47 9BJ

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at: **(Your Data Protection Officers name) TBC**

Diversity Monitoring

Sandhurst 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 Sandhurst 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. (Your Council Name) 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: Sandhurst Town Council

Review Date: (Relevant date) **TBC**



Council Name: Sandhurst Town Council

Council Address: Council Offices, Memorial Park, Yorktown Road, Sandhurst, Berks GU47 9BJ

Email Address: stc@sandhurst.gov.uk

Telephone numbers: 01252 879060

Hirers Privacy Notice

When you hire the Community or Kitty Dancy Hall or hold an event on any of the fields, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, provide information, send invoices and receipts relating to your hire agreement. Your personal information will not be shared with any third party without your prior consent.

When you contact us

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

The Councils Right to Process Information

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

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

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

Information Security

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

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



Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Personnel Sub Committee – 01252 879060

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact: Personnel Sub Committee – 01252 879060 to request this.

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Rights Related to Automated Decision Making and Profiling

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

Complaints

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



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Councillor Privacy Notice

When you sign your acceptance of office and take your seat on Sandhurst Town Council

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. (The Council ask that you provide a dedicated email address for conducting Council business). Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

When you contact us

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

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Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Parish/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 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 and Twitter account intends to provide information and updates regarding activities and opportunities within our Parish/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 or Twitter 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.

Parish/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.

Parish/Town Council email

The Clerk to the council has their own council email address – eo@sandhurst.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, and/or otherwise will always be copied to the Clerk. 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.



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When you contact us

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The Councils Right to Process Information

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

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

Children

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

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting our Data Information Officer: Personnel Sub Committee – 01252 879060



Information Correction

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Right to Object

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Rights Related to Automated Decision Making and Profiling

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

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

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to Sandhurst Town Council Data Information Officer: Personnel Sub Committee – 01252 879060 and the Information Commissioners Office casework@ico.org.uk
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The Management of Transferable Data Policy

Contents

1	Purpose	2
2	Principals	2
3	Advice and Assistance	3
4	Responsibilities	3
5	Incident Management	3
6	Data Administration	3
7	Security	4
8	Use of removable media	4
9	Faulty or Unneeded Storage Devices	5
10	Breach procedures	5
11	Review And Revision	5
12	Employees Guide in Brief	5

Purpose

- 1.1 This policy supports the controlled storage and transfer of information by Councillors and all employees, temporary staff and agents (contractors, consultants and others working on behalf of the Council) who have access to and use of computing equipment that is owned or leased by Sandhurst Town Council.
- 1.2 Information is used throughout the Council and is sometimes shared with external organisations and applicants. The use of removable media may result in the loss of the ability to access information, or interference with the integrity of information, which could have a significant effect on the efficient operation of the Council and may result in financial loss and an inability to provide services to the public.
- 1.3 It is therefore essential for the continued operation of the Council that the availability, integrity and confidentiality of all storage devices are maintained at a level which is appropriate to the Council's needs.
- 1.4 The aims of the policy are to ensure that the use of removable storage devices is accomplished with due regard to:
 - 1.4.1 Enabling the correct data to be made available where it is required
 - 1.4.2 Maintaining the integrity of the data
 - 1.4.3 Preventing unintended consequences to the stability of the computer network
 - 1.4.4 Building confidence and trust in data that is being shared between systems
 - 1.4.5 Maintaining high standards of care towards data and information about individual parishioners, staff or information that is exempt from disclosure
 - 1.4.6 Compliance with legislation, policies or good practice requirements

2 Principals

- 2.1 This policy sets out the principles that will be adopted by the Council in order for material to be safely stored on removable media so that the risk of loss or corruption to work data is low.
- 2.2 Removable media includes but is not limited to:
USB memory sticks, memory cards, portable memory devices, CD / DVDs, diskettes and any other device that transfers data between systems, or stores electronic data separately from email or other applications.
- 2.4 Any person who intends to store Council data on removable media must abide by this Policy. This requirement devolves to Councillors, employees and agents of the Council, who may be held personally liable for any breach of the requirements of this policy.
- 2.5 Failure to comply with this policy could result in disciplinary action.

3 Advice and Assistance

- 3.1 The clerk will ensure that everyone that is authorised to access the Councils information systems is aware of their obligations arising from this policy.
- 3.2 A competent person should be consulted over any hardware or system issues. Advice and guidance on using software packages should be also sort from a competent person.

4 Responsibilities

- 4.1 Clerks are responsible for enforcing this policy and for having arrangements in place to identify the location of all data used in connection with Council business.
- 4.2 Users of removable media must have adequate Records Management / Information Security training so that relevant policies are implemented.

5 Incident Management

- 5.1 It is the duty of all employees and agents of the Council to not allow storage media to be compromised in any way whist in their care or under their control. There must be immediate reporting of any misuse or irresponsible actions that affect work data or information, any loss of material, or actual, or suspected breaches in information security to the clerk.
- 5.2 It is the duty of all Councillors/Employees to report any actual or suspected breaches in information security to the clerk.

6 Data Administration

- 6.1 Removable media should not be the only place where data created or obtained for work purposes is held, as data that is only held in one place and in one format is at much higher risk of being unavailable through loss, destruction or malfunction of equipment, than data which is routinely backed up.
- 6.2 Where removable media is used to transfer material between systems then copies of the data should also remain on the source system or computer, until the data is successfully transferred to another computer or system.
- 6.3 Where there is a business requirement to distribute information to third parties, then removable media must only be used when the file cannot be sent or is too large to be sent by email or other secure electronic means.
- 6.4 Transferring material to removable media is a snapshot of the data at the time it was saved to the media. Adequate labelling must be undertaken so as to easily identify the version of the data, as well as its content.
- 6.5 Files must be deleted from removable media, or the removable media destroyed, when the operational use of the material has been completed. The Council's retention and

disposition schedule must be implemented by Councillors, employees, contractors and agents for all removable media.

7 Security

- 7.1 All storage media must be kept in an appropriately secure and safe environment that avoids physical risk, loss or electrical corruption of the business asset. Due to their small size there is a high risk of the removable media being mislaid lost or damaged, therefore special care is required to physically protect the device and the data. Anyone using removable media to transfer data must consider the most appropriate way to transport the device and be able to demonstrate that they took reasonable care to avoid damage or loss.
- 7.2 Virus Infections must be prevented from damaging the Councils network and computers. Virus and malware checking software approved by the Council, must be operational on both the machine from which the data is taken and the machine on to which the data is to be loaded. The data must be scanned by the virus checking software, before the media is loaded on to the receiving machine.
- 7.3 Any memory stick used in connection with Council equipment or to store Council material should usually be Council owned. However work related data from external sources can be transferred to the Council network using memory sticks that are from trusted sources and have been checked using current anti-virus software.
- 7.4 The Council will not provide support or administrator access for any non-council memory stick.

8 Use of removable media

- 8.1 Care must be taken over what data or information is transferred onto removable media. Only the data that is authorised and necessary to be transferred should be saved on to the device.
- 8.3 Council material belongs to the Council and any equipment on which it is held should be under the control of the Council and not available to be used for other purposes that may compromise the data.
- 8.4 All data transferred to removable media should be in accordance with an agreed process established by the Council so that material can be traced.
- 8.5 The person arranging the transfer of data must be authorised to make use of, or process that particular data.
- 8.6 Whilst in transit or storage the data must be given appropriate security according to the type of data and its sensitivity.
- 8.7 Encryption must be applied to the data file unless there is no risk to the Council, other organisations or individuals from the data being lost whilst in transit or storage. If

encryption is not available then password control must be applied if removable media must be used for the business purpose.

9 Faulty or Unneeded Storage Devices

- 9.1 Damaged or faulty media must not be used. The clerk must be consulted over any damaged equipment, peripherals or media.
- 9.2 All unneeded or faulty storage devices must be dealt with securely to remove the data before reallocating or disposing of the device.

10 Breach procedures

- 10.1 Users who do not adhere to this policy will be dealt with through the Councils disciplinary process.
- 10.2 11.3 Where external service providers, agents or contractors breach the policy, this should be addressed through contract arrangements.

11 Review and Revision

- 11.1 This policy will be reviewed annually by the Council and revised according to developments in legislation, guidance, accepted good practice and operational use.

12 Employees Guide in Brief

- 12.1 Data and information are valuable and must be protected.
- 12.2 Only transfer data onto removable media, if you have the authority to do so.
- 12.4 All transfer arrangements carry a risk to the data.
- 12.5 Run the virus checking programme on the removable media each time it is connected to a computer.
- 12.6 Only use approved products for Council data.
- 12.7 Activate encryption on removable media wherever it is available and password protection if not available
- 12.8 Data should be available for automatic back up and not solely saved to removable media.
- 12.9 Delete files from removable media, or destroy the media, after the material has been used for its purpose.



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

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Fire proof safe- STC	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	Loft - STC	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	Loft & filing cabinet - STC	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	Loft - STC	Bin
Receipt and payment accounts	Indefinite	Archive	Loft - STC	N/A
Receipt books of all kinds	6 years	VAT	Loft - STC	Bin
Bank statements including deposit/savings accounts	Last completed audit year	Audit	Loft - STC	Confidential waste
Bank paying-in books	Last completed audit year	Audit	Fire proof safe - STC	Confidential waste
Cheque book stubs	Last completed audit year	Audit	Fire proof safe - STC	Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Loft - STC	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.
Paid invoices	6 years	VAT	Loft - STC	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	Loft - STC	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	Loft - STC	Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	Loft - STC	Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)	Loft - STC	Bin
Wages books/payroll	12 years	Superannuation	Loft - STC	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	Loft - STC	Bin
Insurance company names and policy numbers	Indefinite	Management	Loft - STC	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	Loft - STC	Bin
Town Park equipment inspection reports	21 years		Loft - STC	
Investments	Indefinite	Audit, Management	Loft - STC	N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Loft - STC	N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Loft - STC	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		Filing cabinets & Loft - STC	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).	Filing cabinets & Loft - STC	N/A
Magazines and journals	Council may wish to keep its own publications For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act	Filing cabinets & Loft - STC	Bin if applicable

Document	Minimum Retention Period	Reason	Location Retained	Disposal
		published by a local council therefore constitute materials which the British Library holds.		
	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 	The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.	Management	On s drive & in filing cabinet - STC	Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	In email folders, filing cabinets & loft - STC	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period be for 3 years	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.	Filing cabinet in back room or loft - STC	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	<p>Documents from legal matters, negligence and other torts</p> <p>Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.</p> <p>If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years		Loft- STC	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Filing cabinets - STC	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Loft - STC	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Filing Cabinet - STC	Confidential waste.
Sums recoverable by statute	6 years		Filing Cabinet - STC	Confidential waste.
Personal injury	3 years		Filing Cabinet - STC	Confidential waste.
To recover land	12 years		Filing Cabinet - STC	Confidential waste.
Rent	6 years		Filing Cabinet - STC	Confidential waste.
Breach of trust	None		Filing Cabinet - STC	Confidential waste.
Trust deeds	Indefinite		Filing Cabinet - STC	N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT	Filing cabinet & loft - STC	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	Filing cabinet & loft - STC	N/A
Terms and Conditions	6 years	Management	Filing cabinet & loft - STC	Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management	Filing cabinet & loft - STC	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	N/A
Minutes	Indefinite	Audit, Management	N/A	N/A
Legal papers	Indefinite	Audit, Management	N/A	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	N/A

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

ANNEXE 10: Executive Officer's Report	
Meeting: Town Council	Date: 3 May 2018
Agenda item: 31	Author: Angela Carey

1. Purpose of report

To appraise the Sandhurst Town Council of any important operational matters in the period March 2018 and to update with regard to work ongoing from previous decisions of the Town Council.

2. Recruitment

An advertisement for a part time caretaker has been active. This closes on 27th April 2018 and interviews will be taking place on 2nd May 2018. An update will be provided in the meeting following the assessment day.

3. Brookside Meadow Access Road

The resurfacing of the road on Brookside Meadow was completed on 23rd April 2018. The contractors have advised that the road is kept closed for 3 weeks to allow the concrete to cure. The electric barrier is being installed during week commencing 30th April 2018. Once the barrier has been installed and providing the concrete is curing to the level expected a decision on a date to reopen the road will be taken by the Chairman of Leisure and the Executive Officer and all clubs will be advised. Following this the fobs will be issued according to the policy.

4. Owlsmoor Park – Dr Stilliards Memorial Area

Following the ongoing problems with vandals destroying the block paving area around Dr Stilliards Memorial Bench quotes were obtained to relay the area. They were circa £3500. Following this Paul Waterfield said that he was happy to relay the area with the help of the grounds team. Paul & Nick surveyed the area and purchased the materials. The work was completed and the total cost was £533.81, a saving of approximately £3000.00.

5. Powers for dealing with unauthorised development and encampments

There is currently a consultation open to everyone concerning the above topic. It is being run by the Ministry of Housing and Local Government. The closing date is 15th June 2018. The link to obtain the information

is [https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697354/Consultation - unauthorised encampments.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/697354/Consultation_-_unauthorised_encampments.pdf).

PAYMENTS - FEBRUARY 2018			
Date Paid	Payee Name	Cheque Ref	Amount Paid
02/02/2018	Mayors Charity Account	013826	£450.00
02/02/2018	North Camp Village Landscapes	013827	£17,000.00
02/02/2018	C Waters	013828	£200.00
06/02/2018	Bracknell Forest Borough Council	013829	£2,100.00
06/02/2018	Trade UK	013830	£163.50
06/02/2018	Beaumont Forest Products Ltd	013831	£230.40
06/02/2018	Chubb Fire & Security Ltd	013832	£120.24
06/02/2018	Coffin Mew LLP	013833	£1,607.40
06/02/2018	JB Corrie & Co Ltd	013834	£6,742.25
06/02/2018	Guardwell Securities	013835	£35.70
06/02/2018	H M Supplies Ltd	013836	£124.00
06/02/2018	Local Government Association	013837	£1,200.00
06/02/2018	Perfect Fit Technologies Ltd	013838	£352.32
06/02/2018	Bracknell Printroom Group	013839	£36.00
06/02/2018	Quality Stationers & Printers	013840	£87.19
06/02/2018	Smith & Howard Ltd	013841	£1,118.40
06/02/2018	SCS Automation UK Ltd	013842	£3,076.80
06/02/2018	Screwfix Direct Ltd	013843	£29.98
06/02/2018	Lister Wilder Ltd	013844	£2,368.92
07/02/2018	Berkshire Pension Fund	013845	£953.62
07/02/2018	DAC Beachcroft Claims Ltd	013846	£588.00
07/02/2018	Petty Cash	013847	£455.17
07/02/2018	Seldram Supplies (formerly A1)	013848	£161.09
07/02/2018	Veolia Environmental Services	013849	£600.46
07/02/2018	Hampshire County Council	013850	£39.91
07/02/2018	H M Supplies Ltd	013851	£5.50
07/02/2018	Hampshire Association of Local Councils	013852	£48.00
07/02/2018	King & Sons (Sandhurst) Ltd	013853	£88.36
13/02/2018	Blackwater Valley Countryside Trust	013854	£200.00
13/02/2018	N Mehta	013855	£200.00
13/02/2018	L Jackson	013856	£200.00
14/02/2018	Seldram Supplies (formerly A1)	013857	£124.00
14/02/2018	Barrett Corp & Harrington Ltd	013858	£606.00
14/02/2018	Castle Water Ltd	013859	£192.02
14/02/2018	Clearwater Technology Ltd	013860	£378.00
14/02/2018	Easy Flags	013861	£58.00
14/02/2018	Go Wristbands	013862	£380.00
14/02/2018	North Camp Village Landscapes	013863	£12,000.00
14/02/2018	Peninsula Business Services Ltd	013864	£1,116.00
14/02/2018	Rigby Taylor Ltd	013865	£207.10
14/02/2018	Network Rail	013866	£83.36
14/02/2018	Society of Local Council	013867	£418.80
14/02/2018	Lister Wilder Ltd	013868	£34.84
15/02/2018	D Cox	013869	£31.15
20/02/2018	Bracknell Forest Borough Council	013870	£120.00
20/02/2018	Four Candles	013871	£173.94
20/02/2018	H M Supplies	013872	£156.00
20/02/2018	Perfect Fit Technologies Ltd	013873	£246.00

20/02/2018	Peeks Of Bournemouth Ltd	013874	£399.84
21/02/2018	S Lord-Castle	013875	£200.00
22/02/2018	Commercial Storage Ltd	013876	£432.00
22/02/2018	Clearwater Technology Ltd	013877	£146.40
22/02/2018	Harper Door Specialists Ltd	013878	£312.00
22/02/2018	Local Government Association	013879	£1,200.00
06/02/2018	Bracknell Forest Borough Council	DD	£25.10
06/02/2018	Vodafone Ltd	DD	£39.84
07/02/2018	B&CE Holdings Ltd	DD	£120.20
15/02/2018	NatWest Autopay	DD	£7.77
15/02/2018	Right Fuel Ltd	DD	£1.22
20/02/2018	Thamesway Ltd	DD	£216.00
20/02/2018	Mainstream Digital Ltd	DD	£5.89
20/02/2018	Feb Wages	DD	£12,454.81
22/02/2018	British Gas	DD	£468.30
26/02/2018	HMRC	DD	£4,463.51
28/02/2018	NatWest	DD	£75.99
		Total	£77,477.29

PAYMENTS - MARCH 2018			
<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>
07/03/2018	Seldram Supplies (formerly A1)	013880	£65.00
07/03/2018	Trade UK	013881	£249.28
07/03/2018	Clearwater Technology Ltd	013882	£3,206.40
07/03/2018	Fernoak Tree Surgeons Ltd	013883	£1,740.00
07/03/2018	Guardwell Securities	013884	£108.53
07/03/2018	Hampshire County Council	013885	£17.02
07/03/2018	Longacres Nursery	013886	£90.00
07/03/2018	Bracknell Printroom Group	013887	£65.00
07/03/2018	Sandhurst Parochial Church	013888	£75.00
07/03/2018	Smith & Howard Ltd	013889	£404.40
07/03/2018	Screwfix Direct Ltd	013890	£336.98
08/03/2018	Petty Cash	013891	£236.84
08/03/2018	Uniting Creative Arts	013892	£350.00
13/03/2018	Acumen Waste Services Ltd	013893	£177.00
13/03/2018	Trade UK	013894	£533.15
13/03/2018	Veolia Environmental Services	013895	£535.70
13/03/2018	Fenland Leisure Ltd	013896	£140.40
13/03/2018	Came & Company	013897	£307.83
13/03/2018	Emo Oil Ltd	013898	£1,144.33
13/03/2018	Hooper Stonemasons	013899	£612.00
13/03/2018	H M Supplies Ltd	013900	£36.00
13/03/2018	Hampshire Association of Local Councils	013901	£72.00
13/03/2018	Interserve FS (UK) Limited	013902	£169.52
13/03/2018	King & Sons Sandhurst Ltd	013903	£372.00
13/03/2018	Lightatouch Internal Audit Services	013904	£625.00
13/03/2018	Perfect Fit Technologies Ltd	013905	£352.32
13/03/2018	Spy Alarms Ltd	013906	£926.40
13/03/2018	ST Photos Ltd	013907	£251.40
15/03/2018	Abracadabra Leaflet Distribution	013908	£1,116.65
15/03/2018	Elite GSS Ltd	013909	£2,564.40
15/03/2018	Lister Wilder Ltd	013910	£129.94
16/03/2018	Berkshire Pension Fund	013911	£953.62
16/03/2018	Sandhurst Sports Club	013912	£101.00
21/03/2018	True Sound Hire Ltd	013913	£1,200.00
23/03/2018	Seldram Supplies (formerly A1)	013914	£200.45
23/03/2018	Bracknell forest Council	013915	£2,855.57
23/03/2018	Guardwell Securities	013916	£39.84
23/03/2018	Harper Door Specialists Ltd	013917	£3,876.00
23/03/2018	IBS Office Solutions	013918	£370.15
23/03/2018	Indentibadge Company Ltd	013919	£22.88
23/03/2018	Local Government Association	013920	£1,200.00
23/03/2018	Rigby Taylor Ltd	013921	£113.02
23/03/2018	Royal British Legion Surrey	013922	£250.00
23/03/2018	Sandhurst Joggers	013923	£200.00
23/03/2018	Healthwatch Bracknell Forest	013924	£200.00
29/03/2018	Hampshire County Council	013925	£43.12
29/03/2018	KT Textiles	013926	£131.10
29/03/2018	Loddon Door Services Ltd	013927	£885.53
29/03/2018	Bracknell Printroom Group	013928	£1,448.00
29/03/2018	Peeks Of Bournemouth Ltd	013929	£13.59

29/03/2018	Rigby Taylor Ltd	013930	£3,576.41
29/03/2018	Spaldings (UK) Ltd	013931	£547.56
31/03/2018	AHS Ltd	013941	£3,360.00
31/03/2018	Atlas Adventure Ltd	013942	£173.00
31/03/2018	Bracknell Forest Borough Council	013943	£120.00
31/03/2018	Trade UK	013944	£267.84
31/03/2018	DD Hire Services Ltd	013945	£60.60
31/03/2018	FPLUK Freight Products Ltd	013946	£85.80
31/03/2018	King & Sons (Sandhurst) Ltd	013947	£136.22
31/03/2018	Bracknell Print Room Group	013948	£934.00
31/03/2018	Play Inspection Company Ltd	013949	£366.00
31/03/2018	Screwfix Direct Ltd (Trade UK)	013950	£28.99
31/03/2018	Guardwell Securities	013951	£170.46
31/03/2018	Veolia Environmental Services	013952	£600.46
13/03/2018	Bracknell Forest Borough Council	DD	£25.10
13/03/2018	British Gas	DD	£1,952.23
13/03/2018	British Gas	DD	£361.66
13/03/2018	British Gas	DD	£32.44
13/03/2018	British Gas	DD	£422.06
13/03/2018	Mainstream Digital Limited	DD	£285.32
13/03/2018	NatWest Autopay	DD	£7.77
13/03/2018	South East Water Ltd	DD	£197.83
13/03/2018	Right Fuel Ltd	DD	£1.22
13/03/2018	Vodafone Ltd	DD	£40.29
15/03/2018	Thamesway Limited	DD	£216.00
15/03/2018	B&CE Holdings Ltd	DD	£121.27
20/03/2018	March Wages	DD	£13,443.66
22/03/2018	HMRC	DD	£4,391.74
23/03/2018	British Gas	DD	£698.02
29/03/2018	NatWest	DD	£68.52
31/03/2018	British Gas	DD	£472.70
31/03/2018	British Gas	DD	£803.92
31/03/2018	British Gas	DD	£147.72
31/03/2018	British Gas	DD	£21.56
31/03/2018	British Gas	DD	£106.15
31/03/2018	Vodafone Ltd	DD	£39.84
		Total	£65,368.45

RECEIPTS FEBRUARY 2018		
Date	Name of Payer	£ Amount
01/02/2018	S Lord-Castle	£96.00
02/02/2018	N Mehta	£200.00
05/02/2018	K Sunuw	£37.80
05/02/2018	Bracknell Forest Council	£100.00
06/02/2018	Sandhurst Town Football Club	£1,200.00
07/02/2018	M Timms	£64.00
07/02/2018	M Timms	£88.00
07/02/2018	L Frost	£200.00
08/02/2018	S Wanem	£9.00
08/02/2018	M Bor	£132.00
08/02/2018	S Gurung	£12.00
08/02/2018	R Salmon	£280.00
08/02/2018	Brown Garden Waste Sacks	£55.00
09/02/2018	Yateley & District U3A	£72.00
12/02/2018	S Lord-Castle	£200.00
12/02/2018	Sandhurst Baptist Church	£20.00
13/02/2018	M Rai	£79.20
15/02/2018	Sandhurst Joggers	£20.00
15/02/2018	Sandhurst Tennis Club	£18.00
15/02/2018	Mums & Monsters	£90.00
15/02/2018	Hathavelli Yoga	£270.00
15/02/2018	Historical Society	£45.00
15/02/2018	Howe & Co	£150.00
15/02/2018	Sandhurst WI	£70.00
15/02/2018	Camera Club	£72.00
15/02/2018	Sandhurst Tug of War	£300.00
15/02/2018	V Lamport	£84.00
15/02/2018	B Davies	£20.00
15/02/2018	Crowthorne & Wokingham RNLI	£20.00
15/02/2018	Camera Club	£20.00
15/02/2018	Forever Living	£40.00
15/02/2018	St Georges Owlsmoor	£20.00
16/02/2018	M Young	£50.40
19/02/2018	Sandhurst Sports Saturday FC	£57.00
19/02/2018	Beflabuless	£144.00
20/02/2018	Sandhurst Boys & Girls FC	£743.50
22/02/2018	Groundwork UK	£1,000.00
23/02/2018	Littlesocs	£72.00
23/02/2018	ABC Tennis	£8.50
23/02/2018	L Pearce	£21.60
28/02/2018	S.E.H.E.N Tennis	£3.00
28/02/2018	Sandhurst WI	£50.00
28/02/2018	Sandhurst Gardening Club	£63.00
28/02/2018	P Salter	£20.00
28/02/2018	P Martin	£144.00
28/02/2018	L Clarke	£144.00
28/02/2018	Hathavelli Yoga	£391.50
28/02/2018	Brown Garden Waste Sacks	£30.00
	Total	£7,026.50

RECEIPTS MARCH 2018		
Date	Name of Payer	£ Amount
01/03/2018	Weightwatchers	£540.00
02/03/2018	SCL Security Ltd	£705.60
07/03/2018	Sandhurst Sports Club	£307.83
07/03/2018	BCH Ltd	£606.00
07/03/2018	Pinkney Yoga	£144.00
08/03/2018	P Rechberger	£20.00
09/03/2018	Slimming World	£319.20
09/03/2018	Cluttons LLP	£875.00
12/03/2018	S & E Neilson	£120.00
13/03/2018	Beflabules	£144.00
14/03/2018	Pinkney Yoga	£144.00
14/04/2018	Beauty is the bag	£40.00
16/03/2018	Sandhurst WI	£50.00
16/03/2018	Sandhurst Gardening Club	£63.00
16/03/2018	P & P Salter	£20.00
16/03/2018	P Martin	£144.00
16/03/2018	L Clarke	£144.00
16/03/2018	Hathavelli Yoga	£391.50
16/03/2018	Brown Garden Sacks	£30.00
20/03/2018	Lady Flora	£108.00
20/03/2018	Little Socs	£96.00
21/03/2018	Sandhurst Counselling Service	£20.00
21/03/2018	SCL Security Ltd	£234.00
23/03/2018	Enchanting Glass	£60.00
23/03/2018	E Glover	£3,000.00
26/03/2018	Sandhurst Tennis club	£4.50
26/03/2018	Sandhurst Sports Sunday FC	£57.00
28/03/2018	Weightwatchers	£240.00
28/03/2018	Pinkney Yoga	£144.00
29/03/2018	Sandhurst Tug of War	£1,800.00
29/03/2018	G & F Sweets	£150.00
29/03/2018	Sandhurst Gardening Club	£63.00
29/03/2018	P Martin	£144.00
29/03/2018	Camberley Chiropractic Clinic	£40.00
29/03/2018	Yateley & Crowthorne Big Band Society	£63.00
29/03/2018	Sandhurst Camera Club	£72.00
29/03/2018	Sandhurst Historical Society	£45.00
29/03/2018	Brown Garden Sacks	£50.00
29/03/2018	B Budhathoki	£138.60
29/03/2018	S Hassain	£36.00
29/03/2018	A Prince	£22.00
29/03/2018	Mums & Monsters	£120.00
29/03/2018	S Orchard	£40.00
29/03/2018	D Rita Ray	£264.00
29/03/2018	Brown Garden Sacks	£40.00
29/03/2018	Brown Garden Sacks	£40.00
29/03/2018	L Clarke	£144.00
	Total	£12,043.23