

Upper Hardres Parish Council

Documents & Policies

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Communications Policy

As digital, social media and electronic communications continue to develop and become the norm, Upper Hardres Parish Council will, within its limited resources both human and financial, endeavour to move forward, improve and expand all channels of communications within the Council, between the Council and the people, businesses, statutory authorities or agencies it works with or serves, and the wider global audience.

Those who do have access to, or do not wish to move into the electronic age, must not be discriminated against, and must therefore be accommodated by having access to notices of Agendas, Minutes and planning applications via a parish council noticeboard.

As is required by statute, all communications both internal and external must be received, sent or distributed by the Clerk to the Council as the Proper Officer.

1. Communication Standards and Expectations from the Parish Council as a corporate body and Councillors individually

- All communications must be: civil, tasteful and relevant
- Does not contain anything that is knowingly: unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, sexual or racially offensive
- Does not contain content that is knowingly copied from other sources that requires copyright consent
- Does not contain personal information, other than basic contact details
- Any type of Parish Council communication shall not be used, have attached or enclosed within it any political party, information, advertising or promotion, in any form
- Any type of Parish Council communication shall not be used, have attached or enclosed within it any commercial advertising or promotion, in any form.

2. Communications received both external and internal

- The Parish Council expect that all communications received meet the above standards. Any communications received not meeting the above standards will either be ignored or the sender informed of this policy
- Subject to workload, working time limitations, and the subject matter, all communications will be responded to as soon as possible or as appropriate.

3. Website

The UHPC website has been developed as a tool to meet and enhance Open Government and Transparency requirements by facilitating electronic access to PC statutory information, act as an official notice board, and offer a direct line of communication to the Clerk to the Council.

The website is hosted at no cost to the parish council by HugoFox on a Public Sector Bodies (Websites and Mobile Applications) (No.2) Accessibility Regulations 2018 compliant template. It was published in February 2020 and replaced the previous website which was hosted by KCC and was due to incur substantial costs.

The Clerk is webmaster and updates information on the website when necessary.

A specific website/email policy will be developed.

May 2018 (revised May 2021)

Community Engagement - Statement of Intent

Aims & Objectives

Upper Hardres Parish Council aims to encourage community involvement by using all available options such as our website, email list sign up, monthly parish magazine, annual newsletter, annual report, and noticeboards.

The Council will engage with all the community either as individuals, groups, organisations, clubs and societies.

The community will be able to access information both electronically and in hard copy from the Parish Clerk who works for 6 hours per week and is available by phone between 9am-5pm, Monday to Friday.

Opportunities

The community is encouraged to attend Parish Council meetings and take part in discussions, at the appropriate time and at the discretion of the Chairman.

The Parish Clerk welcomes members of the public to email, write or telephone within office hours to raise any issues of concern.

The Council will endeavour to bring to the attention of the community any consultations by other partners eg. City Council/County Council/KF&RS/Police etc.

Upper Hardres Parish Council will facilitate a meeting if there is a specific item that is in the interest of our parishioners eg. planning issues.

Roles of Members and Clerk

All Parish Council members abide by the Kent Code of Conduct and are available at reasonable times to speak with parishioners. Their contact details are on the Upper Hardres Parish Council website. The Clerk (who works 6 hours per week) is available by phone between 9am-5pm, Monday to Friday, and by email at any other time.

The aim of Upper Hardres Parish Council is to:
'improve the quality of life for our parishioners'

May 2018 (reviewed May 2021)

Complaints Procedure 1: Grievance and Discipline Resolution - council employees

Grievance and Discipline - Dispute Resolution

1.1 Conciliation and Mediation

Before resorting to formal procedures from the employee or from the Council it is the policy of the Council that discussions between both parties should be entered into with the express purpose of resolving the matter through a process of mediation seeking conciliation. Where necessary the Council will seek the services of an external expert to forward this process to reach a conclusion satisfactory to both parties in the dispute.

1.2 Redress of Grievance

You must apply in writing to the Chairman of the Council for redress of any grievance relating to your employment and/or any disciplinary decision applied to you. The Chairman shall report your application to a Grievance Panel meeting of the Council, held in the absence of the public and the press. You will have an opportunity to set out your grievance. The grievance will then be considered and a decision reached by the Panel.

Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel of the Council.

Under the provisions of the 1999 Employment Relations Act s.10 you have the right to have a representative of your choice present at any Grievance or Disciplinary hearing.

1.3 Disciplinary Rules

Before any disciplinary action is taken by the Council, a notice in writing giving details of the matter, either signed by the Chairman and authorised by the Council, or your line manager in accordance with their delegated responsibilities, shall be given to you. You (together with an adviser if you wish) will have a full opportunity to answer the complaint at a meeting of the Council's Disciplinary Panel held in the absence of the public and the press. Should you be dissatisfied with the Panel's decision you have the right to make an appeal to the Appeals Panel of the Council.

Complaints Procedure 2: Council administration and procedures

1. Upper Hardres Parish Council is committed to providing a high standard of service for the benefit of all members of the community who live or work within the parish.

2. This complaints procedure is **only** applicable to complaints about council administration and procedures.

3. This complaints procedure does NOT apply to the following:

- (i) A complaint by a Councillor against an employee
- (ii) A complaint about a Councillor
- (iii) A complaint by one Councillor against another.

The matters in item 3 are actioned under (i) employment legislation (ii & iii) The Code of Conduct.

4. Procedures:

- (i) A complaint must be made within 12 months of the matter/s which are subject to the complaint
- (ii) The complaint must be submitted in writing or by email to the Clerk of the Council
- (iii) Should the complainant not wish to submit the complaint to the Clerk, it may be submitted to the Chairman
- (iv) The complaint will be acknowledged within 7 working days
- (v) The Clerk or Chairman will in the first instance investigate and try to settle the complaint and report in full to the next full meeting of the Council
- (vi) Should a settlement not be reached, the Council will be required to convene a meeting of the Governance Committee (or 3 appointed council members) of the Parish Council
 - (a) The committee will convene and consider if the matter should be considered without the press and the public present and set a date for a hearing
 - (b) 14 working days' notice of the hearing date must be given. The Clerk and/or Chairman and the complainant will be invited to attend and make representation
 - (c) The decision of the committee must be communicated within 20 working days of the hearing
 - (d) To ensure openness, a summary of the complaint and decision will be reported via an agenda item to the next full meeting of the council.

Equality and Diversity Policy

Introduction

Upper Hardres Parish Council is committed to providing and promoting equal opportunities, eliminating discrimination and encouraging diversity in the Community.

Upper Hardres Parish Council aims to create a culture that respects and values each other's differences and which promotes dignity, equality and diversity.

Purpose

Upper Hardres Parish Council recognises that supporting equality is of primary importance. This policy will help Councillors and employees of the Council to develop sound and effective policies that impact on the local community, whilst ensuring that the Council meets its duty under the Equality Act 2010.

Scope

This policy applies to all employees, volunteers, contractors and elected members of Upper Hardres Parish Council.

It is the responsibility of any employee and Councillor of Upper Hardres Parish Council to ensure that they do not discriminate in any way. All employees and Councillors have a duty to uphold equal opportunities principles. Any breach of this policy will be dealt with appropriately.

Equality Act 2010

The Equality Act 2010 applies to public bodies and others carrying out public functions. It supports good decision-making by ensuring public bodies consider how different people will be affected by the activities, policies and services provided.

The Equality Act 2010 places a Public Sector Duty on Upper Hardres Parish Council to work to:

1. Eliminate discrimination, harassment, victimisation and any other conduct prohibited under the Act
2. Advance equality of opportunity between persons who share a protected characteristic and persons who don't share it
3. Foster good relations between persons who share a relevant protected characteristic and persons who don't share it

No individual will be discriminated against. This includes, but is not limited to the following characteristics (known as protected characteristics under the Act)

4. Age
5. Disability
6. Gender
7. Marital status and civil partnerships
8. Pregnancy and maternity
9. Race
10. Religion and beliefs
11. Sexual orientation
12. Ethnic origin
13. Nationality

Equality Commitments

Upper Hardres Parish Council supports for the principles and practices of the Equality Act 2010 and recognises that it is the duty of all Councillors and employees to accept their personal responsibility for fostering a fully integrated community at work by respecting and adhering to the principles of equality for all.

Upper Hardres Parish Council will actively promote equality throughout the organisation through the application of policies which will ensure that individuals receive treatment that is fair and equitable and consistent with their relevant aptitudes, potential, skills, experiences and abilities.

Upper Hardres Parish Council is committed to:

14. Promoting equality opportunity for all persons
15. Promoting a good and harmonious environment in which all persons are treated with respect and valued
16. Preventing occurrences of unlawful direct discrimination, indirect discrimination, harassment and victimisation
17. Fulfilling its legal obligations under the Equality Act 2010

Policy Review

Upper Hardres Parish Council will review this Policy as is necessary and appropriate, and at a minimum on an annual basis.

May 2018 (reviewed May 2021)

Filming, Videoing, Photography, Audio Recording and use of social media at Council Meetings

Upper Hardres Parish Council supports the principles of openness and transparency and allows filming, recording and taking photographs at its meetings that are open to the public. It supports the relevant and respectful use of social networking (eg. Twitter, Facebook) to communicate with people about events happening in the parish.

Out of courtesy to members of the public attending meetings, and to discuss any specific requirements, anyone wishing to film, record, photograph etc, is requested to contact the Council at least one week before the start of the meeting. The Chairman will be informed of any filming/recording to take place.

The Chairman of the meeting will have absolute discretion to terminate or suspend any of these activities if, in their opinion, continuing to do so would prejudice proceedings at the meeting.

The circumstances in which termination or suspension may occur include:

1. Public disturbance, disruption or suspension of the meeting;
2. The meeting agreeing formally to exclude the press and public from the meeting due to the exempt/confidential nature of the business being discussed in accordance with statutory procedures;
3. Where it is considered that continued recording/photography/filming may infringe the rights or privacy of an individual or intimidate them;
4. When the Chairman considers that a defamatory statement has been made.

The Council requests those recording proceedings do not edit any film / recordings / photographs in a way that could lead to misinterpretation of the proceedings, or infringe the core values of the Council. This includes refraining from editing an image or views expressed in a way that may ridicule, or show lack of respect towards those being photographed / filmed / recorded.

The use of flash photography or additional lighting will not be allowed unless this has been discussed in advance. The use of recording / filming / broadcasting equipment will be silent and will not distract those involved in the democratic process or impinging on the decision making or block viewing from the public seating area.

To protect their privacy, members of the public attending or speaking at the meeting must not be filmed.

At the beginning of each meeting the Chairman will make an announcement that the meeting may be filmed, recorded or photographed, and meeting agendas will include the following:

“The Council, members of the public and the press, may record, film or photograph this meeting where the public and the press are not lawfully excluded.

To protect their privacy, members of the public attending a meeting should not to be filmed without their permission.”

General Data Protection Regulation Policy

May 2021 *(to be reviewed annually)*

Purpose of the policy and background to the General Data Protection Regulation

This policy explains to councillors, staff and the public about GDPR. Personal data must be processed lawfully, fairly and transparently; collected for specified, explicit and legitimate purposes; be adequate, relevant and limited to what is necessary for processing; be accurate and kept up to date; be kept only for as long as is necessary for processing and be processed in a manner that ensures its security.

This policy updates any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from May 2018. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement.

This policy explains the duties and responsibilities of the council and it identifies the means by which the council will meet its obligations.

Identifying the roles and minimising risk

GDPR requires that everyone within the council must understand the implications of GDPR and that roles and duties must be assigned.

The Council is the Data Controller and the Clerk /RFO is the Data Protection Officer (DPO). It is the DPO's duty to undertake an information audit and to manage the information collected by the Council, the issuing of privacy statements, dealing with requests and complaints raised, and the safe disposal of information. This will be included in the Job Description of the Clerk/RFO/DPO

Appointing the Clerk as the DPO must avoid a conflict of interests, in that the DPO should not determine the purposes or manner of processing personal data. GDPR requires continued care by everyone within the council, Councillors and staff, in the sharing of information about individuals, whether as a hard copy or electronically.

A breach of the regulations could result in the Council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected. Therefore, the handling of information is seen as medium risk to the council (both financially and reputationally) and one which must be included in the Risk Management Policy of the council.

Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information, and the council undertaking training in data protection awareness.

Data breaches

One of the duties assigned to the DPO is the investigation of any breaches. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the Parish Council.

Investigations must be undertaken within one month of the report of a breach. Procedures are in place to detect, report and investigate a personal data breach. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals - if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage.

Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.

It is unacceptable for non-authorised users to access IT using employees' log-in passwords or to use equipment while logged on. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal council matters on social media sites could result in reputational damage for the Council and to individuals.

Privacy Notices

Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR).

The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a council does with their personal information. A privacy notice will contain the name and contact details of the Data Controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and should advise the individual that they can, at any time, withdraw their agreement for the use of this information. Issuing of a privacy notice must be detailed on the Information Audit kept by the council.

The council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved. All privacy notices must be verifiable.

Information Audit

The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the council will share that information. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the council undertakes a new activity. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

Individuals' Rights

GDPR gives individuals rights with some enhancements to those rights already in place:

- the right to be informed
- the right of access
- the right to rectification
- the right to erasure
- the right to restrict processing
- the right to data portability
- the right to object
- the right not to be subject to automated decision-making including profiling.

The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometimes known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge.

Data portability refers to the ability to move, copy or transfer data easily between different computers.

If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.

If a request is considered to be manifestly unfounded, then the request could be refused or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme. The Parish Council will be informed of such requests.

Children

There is special protection for the personal data of a child. The age when a child can give their own consent is 13.

If the council requires consent from young people under 13, the council must obtain a parent or guardian's consent in order to process the personal data lawfully. Consent forms for children age 13 plus, must be written in language that they will understand.

Summary

Main actions arising from this policy are:

- To query if the Council must be registered with the ICO
- To query if it is acceptable for the Clerk to act as DPO
- A copy of this policy to be available on the Council's website. The policy will be considered as a core policy for the Council
- The Clerk's Contract and Job Description (if appointed as DPO) to be amended to include additional responsibilities relating to data protection
- An information audit to be conducted and reviewed at least annually or when projects and services change
- Privacy notices to be issued
- Data Protection to be included on the Council's Risk Management Policy
- The Parish Council will manage the process.

This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.

All employees, volunteers and Councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Upper Hardres Parish Council, May 2021 (*last review*)

Appendix 1

Information Asset Register (personal data kept or processed by UHPC):

Stored by / method:

1. Councillor contact details

Clerk, paper and digital

2. Councillor declarations of interest	Clerk, paper and digital
3. Clerk employment and recruitment records	Clerk, digital
4. Minutes of meetings	Clerk, paper and digital
5. Correspondence/emails with local residents	Clerk, paper and digital
6. Arrangements with volunteers	Clerk, digital
7. Contracts with contractors/suppliers	Clerk, digital
8. Bank details of contractors/suppliers	Clerk, digital
9. Electoral register	Clerk, paper and digital
10. Communications with other local authorities	Clerk, paper and digital
11. Communications with third parties	Clerk, paper and digital
12. Local Planning Applications	Clerk, paper and digital
13. Historical Parish Minutes books	Clerk, paper
14. Email addresses of local residents (<i>who have given express consent to receive emails</i>)	Clerk, digital

Appendix 2

Publications produced by UHPC:

1. Minutes and Agendas
3. Standing Orders
4. Financial Regulations
5. Policies
6. End of Year Accounts
7. Notices / newsletters / reports
8. Asset Register and Inventory Register
9. Information Asset Register
10. Website

Health & Safety Policy

Introduction

Under the Health & Safety at Work Etc. Act 1974, s.2, local councils have a legal responsibility to ensure the safety of its employees and others and must recognise and accept its responsibilities.

Although the Employers Health & Safety Policy Statements (Exception) Regulations 1975/1584 confirm that employers with fewer than 5 employees are exempt from the s.2(3) duty, Upper Hardres Parish Council recognises it is good practice to have a Health & Safety Policy in place.

Upper Hardres Parish Council recognises and accepts its responsibilities as an employer for providing a safe and healthy working environment for all its employees, contractors, voluntary helpers and others who may be affected by the activities of the Council

The Council will meet its responsibilities under the Health and Safety at Work Etc Act 1974, and will provide, as far as is reasonably practicable, the resources necessary to fulfil this commitment. Employers' Liability insurance is in place.

The Council will seek, as and when appropriate, expert technical advice on Health and Safety to assist the Clerk, as the Council's Safety Officer, in fulfilling the Council's responsibilities for ensuring safe working conditions.

Aims of the Health and Safety Policy

To provide as far as is reasonably practicable:

- A safe place of work and a safe working environment
- Arrangements for considering, reporting and reviewing matters of Health and Safety at work, including regular risk assessments of working activities
- Systems of work that are safe and without risks to health
- Obtaining specialist technical advice and assistance on matters of Health and Safety when necessary
- Sufficient information, instruction and training for employees, contractors and voluntary helpers to carry out their work safely
- Care and attention to the health, safety and welfare of employees, contractors, voluntary helpers and members of the public who may be affected by the council's activities.

Arrangements and Responsibilities for carrying out the UHPC Health & Safety Policy

As UHPC's Safety Officer, the Clerk will:

- Keep informed of relevant health and safety legislation
- Advise the Council on the resources and arrangements necessary to fulfil the Council's responsibilities under the Health and Safety Policy
- Make effective arrangements to implement the Health and Safety Policy
- Ensure that matters of health and safety are regularly discussed at meetings of the Parish Council

- Ensure that regular risk assessments are carried out of working practices and facilities, with subsequent consideration and review of any necessary corrective/protective measures. Maintain a file of risk assessments, summarised in the minutes
- Make effective arrangements to ensure those contractors or voluntary helpers working for the Council comply with all reasonable health and safety requirements. All contractors will be required to abide by the terms of the contractors' service level agreement and specified scope of work and will be given a copy of the Council's Health & Safety Policy
- Ensure that work activities by the Council do not unreasonably jeopardise the health and safety of members of the public
- Maintain a central record of notified accidents
- When an accident or hazardous incident occurs, take immediate action to prevent a recurrence or further accident and to complete the necessary accident reporting procedure
- Act as the contact and liaison point for the Health and Safety Executive.

All employees, contractors and voluntary helpers will:

- Comply with Codes of Practice or work instructions for health and safety
- Take reasonable care for their own health and safety, to use appropriate personal protective clothing and, where appropriate, ensure that appropriate first aid materials are available
- Take reasonable care for their own health and safety when using computer screens and, where appropriate, to consult the HSE Guide 'Working with VDUs' available from the Clerk
- Take reasonable care for the health and safety of other people who may be affected by their activities
- Not intentionally interfere with or remove safety guards, safety devices or other equipment provided for health and safety
- Assess the need for, and conduct a risk assessment for, any manual handling to ensure any risk of injury is reduced
- Not misuse any plant, equipment tools or materials
- Contractors to have their own public liability insurance in place
- Report any accidents or hazardous incidents to the Clerk.

Additional matters

In accordance with the Insurance Policy, the Council will undertake regular inspections of Bossingham Playing Field, noting any items deemed hazardous. These will be reported to the Clerk and the Council so that immediate remedial work/repair/replacement may be organised. Playing Field inspections will be discussed as an item on the agenda and the risk assessment updated as necessary.

May 2018 (reviewed May 2021)

Privacy Policy

This privacy policy sets out how Upper Hardres Parish Council uses any information that you give us when you use our **website** as a guest, registered member/user, or when you register for any online current or future services, or register for the **UHPC Email List**.

WEBSITE

Collection of non-personal data

Our website host, HugoFox, may collect certain non-personal data when you visit our web site, such as the type of browser you are using, the type of operating system being used and the domain name of your internet service provider (or ISP) Collection of Personal Data.

We will only collect personal data (as defined by the General Data Protection Act 2018) when it is required by us to provide you with a current or future service. (Example parish newsletter or notification service)

How the information is collected and used

We may use non-personal data to analyse the use of our website (which pages are visited etc) which will allow us to improve the design and content to meet changing needs or requirement. In the ordinary course of parish business, we use your personal data solely to provide the service or information requested. We DO NOT rent out or sell on your personal data.

It is possible, although extremely unlikely, that we may be forced to disclose personal data in response to legal process or when we believe, in good faith, that the law requires it. For example, in response to a court order, subpoena or law enforcement request.

Third Parties

Our website uses links to or gives access to other websites whose information practices or policies may be different to ours. We have no control over information that is submitted to or collected by such third parties and therefore we cannot be responsible for the protection and privacy of any information you provide whilst visiting such sites, as they are not governed by this privacy policy.

Transmission of Information

We cannot guarantee that any email sent from you to us or vice versa is received or that the content is or will remain secure during transmission. The latter is also applicable to information submitted via our website contact form.

Cookies

You can accept or decline cookies by modifying the settings on your browser. However, you may not be able to use all the interactive features of our website, if cookies are disabled.

UHPC EMAIL LIST

Requests to join the UHPC Email List are to be made to the clerk. Your email address will be used by the clerk to send information to you by email of occasional parish news updates and information, invitation to the Annual Parish Meeting, and your email address will be 'Blind Copied' on these emails. Your email address will not be shared with third parties. If you wish to Unsubscribe from the UHPC Email List at any time, you are invited to email the clerk with Unsubscribe in the subject line.

Reviewed May 2021

Public Participation at Council meetings

Parish Council meetings, including all full meetings or committees, are open meetings. This means that the press and the general public are able to attend.

There are only two exceptions:

(a) when Councillors have confidential matters to discuss and pass a resolution to move into a Part II (private) meeting which excludes the press and the general public

(b) The Annual Parish Meeting or extraordinary Parish Meeting where only registered electors of the Parish are entitled to speak and vote.

Public Speaking at meetings

The general public have NO rights to participate in the proceeding of the Council, unless invited to do so, following a resolution of the Council, and the public contribution being relevant to the agenda item under consideration or discussion.

The Parish Council have adopted the following provisions to encourage open communication and sharing of information:

(i) Agenda item – Public Participation - included on agendas

A member of the general public may, under this agenda item, raise in person, any matter, ask a question and/or address the Council on a specific subject/s. In all cases public comments and Council responses must be made through the Chairman of the meeting who has the authority to place a time restriction on proceedings. Time is limited to 5 minutes per speaker.

Members of the general public unable to attend may submit their comments, concerns or questions in writing or by emailing the Clerk to the Council, providing these are received by noon on the day preceding a published meeting. Depending on the matter raised the Clerk will respond, if appropriate, within 7 days of the meeting date.

(ii) Planning Application/s

Members of the general public will be granted the opportunity to address the meeting on planning applications published on the meeting agenda, without the legal requirement to suspend and re-convene the meeting.

The Applicant - 2 minutes

Objectors and/or supporters a collective time - 2 minutes

Other rules may apply to fully constituted Resident or Community Groups.

(iii) Ward Councillors attending

Ward Councillors (being Members of the Public) will be invited to address the meeting under a specific agenda item or at the discretion of the Chairman, without the legal requirement to suspend and re-convene the meeting.

May 2018 (reviewed May 2021)

Records Management (records retention, destruction and archive)

Financial records

Accounts kept for 8 years then destroyed (shredded).

Minutes

Recent Minutes stored at Clerk's home, archived Minutes stored at Bossingham Village Hall.

Planning Applications

Some historic/contentious Planning Applications stored at Bossingham Village Hall.

Recent application details letters from CCC stored at Clerk's home.

Two - three year's applications listed on website via HugoFox planning app.

Historic applications available on Canterbury City Council website planning pages.

Register of Electors

Current paper copy and digital copy kept at clerk's home, destroyed annually when new Register received from CCC.

To be updated as necessary.

May 2018 (reviewed May 2021)