



BEWDLEY
Town Council

01299 400157

townclerk@bewdleytowncouncil.org

Town Clerk's Office
25(A) Load Street
Bewdley
DY12 2AE

29th May 2018

TO ALL MEMBERS OF THE TOWN COUNCIL

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **TOWN COUNCIL** to be held in The Council Chamber at The Guildhall, Bewdley on **4th JUNE 2018 at 7.00pm**

The Agenda for the Meeting is set out below:

Nick Farress
Town Clerk

AGENDA

1. To receive and accept apologies for absence.
2. Declarations of Interest:
 - (i) Register of Interests: Councillors are reminded of the need to update their Register of Interests.
 - (ii) To declare any Disclosable Pecuniary Interests in items on the agenda and their nature.
 - (iii) To declare any Other Disclosable Interests (Pecuniary or Non-Pecuniary) in items on the agenda and their nature.

Councillors who have declared a Disclosable Pecuniary Interest or Other Disclosable (Pecuniary or Non-Pecuniary) Interest which falls within the Code of Conduct para 12 (4) (b) must leave the room for the relevant items. Failure to register or declare a Disclosable Pecuniary Interest may result in the commission of a criminal offence

3. Dispensations
To be advised of written requests from Town Councillors to the Town Clerk to grant a dispensation to speak and/or vote on matters for which they have made a declaration of interest pursuant to Section 33 of the Localism Act 2011 and to the Council's adopted Standing Orders and Code of Conduct.

The Meeting will now be adjourned for Public Question Time

Councillors with Disclosable Interests may address the Council during this adjournment on an issue subject to the Councillor leaving the room in the event of an exchange on the issue between the public and the Council during the Public Period.

- (i) Public Question Time - General

Members of the public are invited to give their views and question the Council on items on the agenda, or to raise issues for future consideration at the discretion of the Chairman. Members of the public may not take part in the Council Meeting itself.

(ii) Police & Neighbourhood Watch Reports

To receive verbal or written reports from members of the Police Safer Neighbourhood Team and Neighbourhood Watch Coordinators and to allow questions from Town Councillors and members of the public to be made.

(iii) Reports from District and County Councillors

To receive verbal or written reports from District and/or County Councillors, and to allow questions from Town Councillors and members of the public to be made.

The meeting of the Council will now be reconvened

4. Mayoral Reports (*)

(i) Mayor's Report & Opening Remarks

(ii) Young Mayor's Report

5. Minutes (*)

(i) To approve the Minutes of the Town Council Meeting held on 8th May 2018

(ii) To approve the Minutes of the Annual Meeting of the Town Council held on the 11th May 2018

ITEMS REQUIRING DECISION

6. Accounts for May 2018 (*)

(i) To approve the Treasurer's schedule of payments to be made

(ii) To note the Council's Bank balances

(iii) To note the Bank reconciliation statement prepared by the Treasurer

(iv) To note the Council's income and expenditure to date for the current financial year.

7. Annual Return 2017/18 – Governance Statement (*)

To approve the Annual Governance Statement and authorise the Mayor and Town Clerk to sign on behalf of the Council.

8. Annual Return 2017/18 – Accounting Statements (*)

To approve the Annual Financial Return for submission to the External Auditor and authorise the Mayor to sign on behalf of the Council.

9. Standing Orders – Correction (*)

To agree the corrections made by NALC as follows:

(i) SO 17 d(ii) - Section 1 is now the Annual Governance Statement and section 2 contains the Accounting Statements;

(ii) SO 17 e – now includes that “the Annual Governance Statement must be approved before the Accounting Statements and shall be two separate Minuted items in that order”.

10. General Data Protection Regulation 2018 (*)

To receive a report and update from the Chairman of Wyre Forest CALC and the Town Clerk in relation to the new General Data Protection Regulation which came into force on the 25th May 2018 and approve the relevant documents in order to comply with the Regulation.

ITEMS FOR INFORMATION AND NOTING

11. Community Development Committee (*)
To note the draft Minutes of a meeting of the Community Development Committee held on the 21st May 2018 and discuss any issues arising from the Minutes.
12. Planning Committee (*)
To note the draft Minutes of a meeting of the Planning & Licensing Committee held on the 2nd May 2018 and discuss any issues arising from the Minutes.
13. Administration Matters
The Town Clerk to brief Councillors on any dates for forthcoming meetings and other administrative items to be noted.
 - (i) 6th June, Planning Committee 6.00pm, Guildhall
 - (ii) 9th June, Bewdley Carnival
 - (iii) 11th June, Neighbourhood Plan Steering Group 7.00pm, Guildhall
 - (iv) 18th June, Policy and Resources Committee 4.00pm, Guildhall

(*) Report/papers attached



BEWDLEY

Town Council

MINUTES OF THE TOWN COUNCIL MEETING
HELD ON 8th MAY 2018 AT 7.00PM IN THE GUILDHALL BEWDLEY

PRESENT

Councillor Mrs A Coleman (Mayor)
Councillor Mr J Byng
Councillor Mrs L Candlin
Councillor Mrs C Edginton-White
Councillor Mr P Edmundson
Councillor Miss M Fishwick
Councillor Mr P Harrison
Councillor Mr D Killingworth
Councillor Mr G Yarranton

In attendance: Nick Farress – Town Clerk
Kyle Daisley – Community Engagement Officer
PC Steve Thomas
4 Members of the Public

8589 APOLOGIES FOR ABSENCE

Councillors Liz Davies, Stephen Clee, John Beeson, and Roger Coleman.
Young Mayor Louisa Coleman, County Councillor Ian Hardiman and
District Councillor Rod Wilson.

8590 DECLARATIONS OF INTEREST

Councillor Byng declared a Pecuniary Interest in Minute 8594 (payment of salaries) as his wife is a Council employee. Councillor Byng did not vote on this item.

8591 COUNCILLORS' DISPENSATIONS

None

8592 MAYOR'S OPENING REMARKS & MONTHLY REPORT

The Mayor congratulated the newly elected District Councillors and welcomed Cllr Nick Harris to the meeting. The Mayor said that the Town Council looks forward to working with them in the future. The Mayor also extended her thanks to the Riverside Elim Church for welcoming the Town Council to their special service on St George's Sunday. On Bank holiday Monday, the Mayor presented a cheque to the Friends of Riverside North Park for £850.

**8593 MINUTES
AGREED**

That the minutes of the Town Council Meeting held on 3rd April 2018 be agreed as a true record of the proceedings and signed by the Mayor.

8594 ACCOUNTS

The Council considered the revised schedule of accounts and payments for April 2018 drawn up by the Treasurer, together with the balances held at Unity Bank, Cambridge Building Society, Scottish Widows and HM

Revenue & Customs and the current budgetary position as to income and expenditure for the period 1st April 2018 to 30th April 2018.

AGREED

(i) that the revised schedule of accounts be approved and signed by the Mayor with authority thereby given for the requisite cheques to be drawn;

(ii) that the cash balances be noted as follows:

- with Unity Bank current account of £ £81,908.06
- with Unity Bank deposit account of £10,564.60
- with Scottish Widows deposit account of £30,252.29
- with Cambridge Building Society saver account of £30,000.00
- with HMRC (VAT) of £ £16,620.17

(iii) that the reconciliation statement be noted;

(iv) that the Council's income and expenditure for the current financial year from 1st April 2018 to 30th April 2018 be noted.

8595 POLICY AND RESOURCES COMMITTEE

(i) The draft Minutes of a meeting of the Policy and Resources Committee held on the 16th April 2018 were noted.

(ii) It was **AGREED** to adopt the new NALC model Standing Orders as recommended by the Committee.

8596 PLANNING COMMITTEE

The draft Minutes of a meeting of the Planning Committee held on the 4th April were noted.

8597 PATIENT PARTICIPATION GROUP (PPG)

A report from Councillor Davies on the activities of the PPG was noted.

8598 TOGETHER GROUP

Councillor Byng gave a short report of the successes of the Together Group and asking for volunteers to help operate the Group.

8599 CORRESPONDENCE

Correspondence was received from Wyre Forest CAB, Bewdley Cricket Club, Wyre Community Land Trust and Bewdley Festival to thank the Council for community grants. These letters were noted by Council.

8600 ADMINISTRATION MATTERS AND DIARY DATES

- (i) 11th May, 7pm Mayor Making, Guildhall
- (ii) 21st May, 2pm Town Plan Working Group, Guildhall
- (iii) 21st May, 6pm, Community Development Committee, Guildhall
- (iv) Neighbourhood Plan Consultation until 4th June, please complete the survey and encourage participation! www.beinbewdley.org

The meeting was closed at 7.44pm

Signed.....

Mayor

Meeting of the Town Council – 4th June 2018

Town Council Meeting - Public Period

Questions raised by members of the public

Issues raised by members of the public were:

- Lack of recycling banks in the car parks;
- Rubbish on Severnside North over bank holiday weekend;
- Cock and Magpie new benches blocking pavement on Severnside North;
- New Load Street car park and compliments to contractor, Montel;
- Green space next to Load St car park – steps from upper car park and bench seating around the tree.

Police and Neighbourhood Watch Reports

PC Steve Thomas had circulated contact numbers for himself and the SNT for discussing local policing issues. All emergency calls should still go via 101 or 999. There has been a slight spike in shoplifting, having been 6 incidents in the last month.

District and County Councillor Reports and Questions

County and District Councillor Vale addressed the following issues:

- Highway safety issues in Bewdley with County Council Leader Cllr Geraghty, in particular Yew Tree Lane, Dowles Road and Welch Gate;
- Fly tipping at Ribbesford;
- Land at the end of the new car park (behind the Fire Station);
- Bridge repairs are in hand.

District Councillor Nick Harris addressed the following issues:

- Thanked the electorate for voting him in as the District Councillor for Bewdley and Rock;
- Green spaces at Laxton Drive and Derwent Drive;
- Litter over the bank holiday. Lessons will be learned as WFDC did not have enough resources to cope with the situation.



BEWDLEY Town Council

MINUTES OF THE ANNUAL TOWN COUNCIL MEETING **HELD ON FRIDAY 11TH MAY 2018 AT 7.00PM IN THE GUILDHALL BEWDLEY**

PRESENT

Councillor Mr J Beeson
Councillor Mr J Byng
Councillor Mrs L Candlin
Councillor Mrs A Coleman
Councillor Mr R Coleman
Councillor Mrs C Edginton-White
Councillor Mr P Edmundson
Councillor Miss M Fishwick
Councillor Mr P Harrison
Councillor Mr D Killingworth

In Attendance: Invited guests of the Mayor and Town Council, members of the public and Council staff.

8601 CIVIC AND THANK YOU AWARDS

"Thank You" Awards were given by the outgoing Mayor to Ian Williams, Sue Edwards and Tracy Grosvenor. The outgoing Mayor also awarded the Council's Civic Award to Carol Allen who is the Unit Leader of 1st Wribbenhall Brownies.

8602 MAYOR OF BEWDLEY 2018/19

On a motion proposed by Councillor John Beeson and seconded by Councillor Philip Edmundson, Councillor Roger Coleman was duly elected as Mayor for 2018/19.

Following a break in the proceedings for the robes and chain of office to be handed over, the Mayor duly read out and signed the Declaration of Acceptance of Office which was counter-signed by the Town Clerk.

8603 APOLOGIES FOR ABSENCE

Councillor Mrs E Davies

8604 ADDRESS BY THE MAYOR

The newly elected Mayor, Councillor Roger Coleman, addressed the meeting and paid tribute to the outgoing Mayor, Councillor Mrs Anna Coleman.

8605 ADDRESS BY PAST MAYOR

The Past Mayor, Councillor Mrs Anna Coleman spoke of her Mayoral year and wished the new Mayor well in the role.

The Mayor then presented the Past Mayor with her Past Mayor's Badge together with a gift as a token reward for her hard work and commitment during the past year. The Past Mayor also presented her Past Deputy Mayor, Councillor Linda Candlin with a gift and thanked her for her support during the year.

8606 DEPUTY MAYOR OF BEWDLEY 2018/19

On a motion proposed by Councillor Roger Coleman and seconded by Councillor John Beeson, Councillor Philip Edmundson was elected as Deputy Mayor for 2018/19.

Councillor Edmundson then duly read out and signed the Declaration of Acceptance of Office which was counter-signed by the Town Clerk.

8607 YOUNG MAYOR AND DEPUTY YOUNG MAYOR

Following elections held by the Bewdley School's Youth Forum, Miss Star Powell was confirmed as the Young Mayor and read out and signed the Declaration of Office. Miss Erin Boddice was confirmed as the Deputy Young Mayor.

8608 APPOINTMENTS TO COMMITTEES AND WORKING GROUPS

On a motion proposed by Councillor Roger Coleman and seconded by Councillor Philip Edmundson, the membership of Committees was **agreed** as follows:

Planning Committee:

Councillors Beeson
, Byng, Mrs Candlin, R Coleman, Mrs Davies, Edmundson, Mrs Edginton-White, Miss Fishwick, Harrison, Killingworth and Yarranton.

Policy and Resources Committee:

Councillors Beeson, Byng, Mrs Candlin, Clee, R Coleman, Mrs Davies, Mrs Edginton-White and Harrison.

Community Development Committee:

Councillors Mrs Candlin, Mrs Edginton-White, Miss Fishwick, Killingworth and Yarranton.

8609 APPOINTMENTS TO BEWDLEY ORGANISATIONS

On a motion proposed by Councillor Mrs Liz Davies and seconded by Councillor Mrs Roger Coleman the following Councillors were **appointed** to represent the Town Council on the following Bewdley Organisations:

Civic Society:	Mayor
Community Transport Helpline:	Cllr Mrs Davies
Development Trust:	Cllr Mrs Edginton-White
Medical Practice Patients' Participation Group:	Cllr Mrs Davies
Millennium Green Planning Group:	Cllrs Byng, Mrs Candlin, Mrs Davies, Harrison and Yarranton
Museum Management Committee:	Cllr Mrs Edginton-White
Old Grammar School Trust:	Mayor
Burltons, Cookes and Sayers Almshouses:	Mayor

8610 APPOINTMENTS OF COUNCILLORS TO OUTSIDE BEWDLEY ORGANISATIONS

On a motion proposed by Councillor John Beeson and seconded by Councillor Gordon Yarranton the following Councillors were **appointed** to represent the Town Council on the following external organisations:

Worcestershire CALC (County Association of Local Councils)	Mayor
Wyre Forest Citizens Advice Bureau	Councillor Killingworth
Wyre Forest Community Emergency Planning Forum	Councillor Mrs Edginton-White

8611 AGREED MEETING SCHEDULE

Town Council	First Monday in the month	7.00pm	Guildhall, Bewdley
Planning Committee	First Wednesday in the month	6.00pm	Guildhall, Bewdley
Policy & Resources Committee	Bi-monthly from June on the third Monday in the month	7.00pm	Guildhall, Bewdley
Community Development Committee	Bi-monthly from May on the third Monday in the month	7.00pm	Guildhall, Bewdley unless otherwise stated

Signed.....
Mayor
4th June 2018

AGENDA ITEM 6 - 4TH JUNE 2018**SCHEDULE OF ACCOUNTS FOR MAY 2018**

<u>SERVICES</u>	<u>PAYMENT BY</u>	<u>GOODS £</u>	<u>VAT £</u>	<u>TOTAL £</u>	<u>STATUTORY PROVISION</u>
Salaries for May					
National Insurance Contributions					
Pension					
Admin Charge					
Total	Cheque				LGA 1972 s112
Mayor's Expenses - May	Cheque	148.19		148.19	LGA 1972 s 15
Mayor's Expenses - May	Cheque	75.94		75.94	LGA 1972 s 15
Broadband + phone calls- May	Direct Debit	49.19	9.84	59.03	LGA 1972 s 111
Photocopier usage 9/4-3/5	Direct Debit	18.20	3.64	21.84	LGA 1972 s 111
June Service charges	Direct Debit	55.00		55.00	LGA 1972 s 111
Lengthsman duties May					
Council duties	Cheque				LGA 1972 s 111
SUB-TOTAL: REGULAR PAYMENTS		346.52	13.48	360.00	
Plants and shrubs for Welsh Gate	Cheque	2,716.67	543.33	3,260.00	LGA 1972 s 111
Photography- Mayor making	Cheque	65.00		65.00	LGA 1972 s 111
Market electricity	Cheque	12.42	0.62	13.04	LGA 1972 s 111
Toilets consumables	Cheque	133.15	26.64	159.79	LGA 1972 s 111
Together Lunch Club 12/4/18		60.00			
Together Lunch Club 11/5/18		48.75			
	Cheque	108.75		108.75	LGA 1972 s 111
SUB-TOTAL: OCCASIONAL PAYMENTS		3,035.99	570.59	3,606.58	
TOTALS:		3,382.51	584.07	3,966.58	

Signed _____

Cllr Roger Coleman, Mayor

BEWDLEY TOWN COUNCIL

Bank balances as at May 2018

UNITY BANK CURRENT ACCOUNT

Balance from last statement (Attached)	£ 100,326.44
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ADD:

WFDC contribution to Community markets equipment	£ 4,995.00
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LESS:

November payments schedule	-£ 60.00
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February payments schedule	-£ 72.61
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March payments schedule	-£ 2,835.00
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April payments schedule	-£ 14,891.89
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May payments schedule	-£ 3,966.58
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Balance at end of March	£ 83,495.36
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VAT BALANCE

VAT owed to Bewdley Town Council by HMRC	£ 17,539.70
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UNITY BANK DEPOSIT ACCOUNT

Balance B/Fwd	£ 10,564.60
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Balance at end of March	£ 10,564.60
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SCOTTISH WIDOWS INVESTMENT

Balance at end of March	£ 30,252.29
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CAMBRIDGE BUILDING SOCIETY

Balance at end of March	£ 30,000.00
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Statement of your account

6002111 | 0152
Mr N Fieress
Bewdley Town Council
The Guildhall
Load Street
BEWOLEY Wores
DY12 2AH

Customer Services Centre, Nine Brindleyplace
Birmingham B1 2HB

To learn more about our convenient and easy to use Internet Banking service, call us today on 0345 140 1000.

If your name and address are incorrect or have changed, please send us a letter, signed in accordance with your mandate, advising the correct details.

For foreign payments -

Swift Code (BIC): NWBKGB2L
IBAN Number: GB93NW8K60023571 418024

Your deposits with Unity Trust Bank are eligible for protection up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about compensation provided by the FSCS, please visit www.FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at www.unity.co.uk/fscs

Contact us -
Tel: 0345 140 1000
Email: ufb@unity.co.uk
Web: www.unity.co.uk

Name of account: Bewdley Town Council

Date: 1 May 2018

Statement 274 (page 1 of 2)

Type of account: Current T2

Account number: 50728112

Bank sort code: 608901

Date	Details	Payments	Receipts	Balance
1 APR 18	Balance brought forward			45,732.01 *
3 APR 18	Direct Debit (WFDCC)	55.00		45,677.01 *
4 APR 18	Cheque 103534	100.00		45,577.01 *
9 APR 18	Cheque 103536	68.00		
9 APR 18	Direct Debit (MIDSHIRE COMMS)	31.75		45,477.26 *
10 APR 18	Cheque 103538	93.01		
10 APR 18	Cheque 103539	292.99		
10 APR 18	Cheque 103543	1,659.60		
10 APR 18	Cheque 103544	20.70		
11 APR 18	Cheque 103535	5,156.84		43,410.96 *
11 APR 18	Cheque 103545	40.00		
12 APR 18	Cheque 103537	349.37		38,214.12 *
12 APR 18	Cheque 103540	41.00		
12 APR 18	Cheque 103541	57.86		37,765.89 *
16 APR 18	Cheque 103547	798.96		
16 APR 18	Cheque 103560	900.00		36,865.93 *
17 APR 18	Cheque 103552	1,500.00		
17 APR 18	Cheque 103553	1,000.00		
17 APR 18	Cheque 103556	500.00		
17 APR 18	Cheque 103563	250.00		
17 APR 18	Cheque 103564	200.00		32,615.93 *
20 APR 18	Cheque 103546	127.90		32,488.03 *
25 APR 18	Cheque 103549	903.00		
25 APR 18	Cheque 103555	250.00		31,335.03 *
27 APR 18	WFDCC BACS		72,354.88	103,689.91 *
	Balance carried forward, cont. overleaf			103,689.91 * S

You can ask us to send you details of our rates and how we work them out.

Abbreviations: * credit balance DR overdrawn S Sub total (intermediate balance)

Registered Office: Unity Trust Bank plc, Nine Brindleyplace, Birmingham B1 2HB. Registered in England and Wales number 1713124

Name of account: Bewdley Town Council
Date: 1 May 2018
Account number: 50728112
Statement 274 (page 2 of 2)
Bank sort code: 608901
Type of account: Current T2

Date	Details	Payments	Receipts	Balance
30 APR 18	Balance brought forward			103,689.91 *
30 APR 18	Cheque 103565	3,216.00		100,473.91 *
1 MAY 18	Direct Debit (TALKTALK BUSINESS)	92.47		100,381.44 *
	Direct Debit (WFDCC)	55.00		100,326.44 *
	Balance carried forward			100,326.44 *

You can ask us to send you details of our rates and how we work them out.
Abbreviations: * credit balance DR overdrawn S sub total (intermediate balance)

Bewdley Town Council
Reconciliation Detail
Unity Current Account, Period Ending 01/05/2018

	Type	Date	Num	Clr	Amount	Balance
Beginning Balance						45,732.01
Cleared Transactions						
Cheques and Payments - 26 Items						
	Cheque	05/03/2018	103534	✓	(100.00)	(100.00)
	Bill Pmt -Cheque	03/04/2018	103535	✓	(5,156.84)	(5,256.84)
	Bill Pmt -Cheque	03/04/2018	103543	✓	(1,659.60)	(6,916.44)
	Bill Pmt -Cheque	03/04/2018	103552	✓	(1,500.00)	(8,416.44)
	Bill Pmt -Cheque	03/04/2018	103553	✓	(1,000.00)	(9,416.44)
	Bill Pmt -Cheque	03/04/2018	103549	✓	(903.00)	(10,319.44)
	Bill Pmt -Cheque	03/04/2018	103560	✓	(900.00)	(11,219.44)
	Bill Pmt -Cheque	03/04/2018	103547	✓	(799.96)	(12,019.40)
	Bill Pmt -Cheque	03/04/2018	103556	✓	(500.00)	(12,519.40)
	Bill Pmt -Cheque	03/04/2018	103537	✓	(349.37)	(12,868.77)
	Bill Pmt -Cheque	03/04/2018	103539	✓	(292.99)	(13,161.76)
	Bill Pmt -Cheque	03/04/2018	103555	✓	(250.00)	(13,411.76)
	Bill Pmt -Cheque	03/04/2018	103563	✓	(250.00)	(13,661.76)
	Bill Pmt -Cheque	03/04/2018	103564	✓	(200.00)	(13,861.76)
	Bill Pmt -Cheque	03/04/2018	103546	✓	(127.90)	(13,989.66)
	Bill Pmt -Cheque	03/04/2018	103538	✓	(93.01)	(14,082.67)
	Bill Pmt -Cheque	03/04/2018	103536	✓	(68.00)	(14,150.67)
	Bill Pmt -Cheque	03/04/2018	103541	✓	(57.86)	(14,208.53)
	Bill Pmt -Cheque	03/04/2018	Debit	✓	(55.00)	(14,263.53)
	Bill Pmt -Cheque	03/04/2018	103540	✓	(41.00)	(14,304.53)
	Bill Pmt -Cheque	03/04/2018	103545	✓	(40.00)	(14,344.53)
	Bill Pmt -Cheque	03/04/2018	103544	✓	(20.70)	(14,365.23)
	Bill Pmt -Cheque	09/04/2018	Debit	✓	(31.75)	(14,396.98)
	Bill Pmt -Cheque	23/04/2018	103565	✓	(3,216.00)	(17,612.98)
	Bill Pmt -Cheque	30/04/2018	Debit	✓	(92.47)	(17,705.45)
	Bill Pmt -Cheque	01/05/2018	Debit	✓	(55.00)	(17,760.45)
Total Cheques and Payments					(17,760.45)	(17,760.45)
Deposits and Credits - 1 Item						
	Deposit	27/04/2018		✓	72,354.88	72,354.88
Total Deposits and Credits					72,354.88	72,354.88
Total Cleared Transactions					54,594.43	54,594.43
Cleared Balance					54,594.43	100,326.44
Uncleared Transactions						
Cheques and Payments - 12 Items						
	Bill Pmt -Cheque	04/12/2017	103468		(60.00)	(60.00)
	Bill Pmt -Cheque	05/03/2018	103522		(72.61)	(132.61)
	Bill Pmt -Cheque	03/04/2018	103562		(500.00)	(632.61)
	Bill Pmt -Cheque	03/04/2018	103554		(500.00)	(1,132.61)
	Bill Pmt -Cheque	03/04/2018	103559		(500.00)	(1,632.61)
	Bill Pmt -Cheque	03/04/2018	103561		(500.00)	(2,132.61)
	Bill Pmt -Cheque	03/04/2018	103557		(250.00)	(2,382.61)
	Bill Pmt -Cheque	03/04/2018	103558		(250.00)	(2,632.61)
	Bill Pmt -Cheque	03/04/2018	103548		(170.00)	(2,802.61)
	Bill Pmt -Cheque	03/04/2018	103542		(100.00)	(2,902.61)
	Bill Pmt -Cheque	03/04/2018	103550		(35.00)	(2,937.61)
	Bill Pmt -Cheque	03/04/2018	103551		(30.00)	(2,967.61)
Total Cheques and Payments					(2,967.61)	(2,967.61)
Total Uncleared Transactions					(2,967.61)	(2,967.61)
Register Balance as of 01/05/2018					51,626.82	97,358.83
New Transactions						
Cheques and Payments - 30 Items						
	Bill Pmt -Cheque	08/05/2018	103566		(5,245.34)	(5,245.34)
	Bill Pmt -Cheque	08/05/2018	103590		(1,866.50)	(7,111.84)
	Bill Pmt -Cheque	08/05/2018	103587		(1,645.32)	(8,757.16)
	Bill Pmt -Cheque	08/05/2018	103575		(1,423.11)	(10,180.27)
	Bill Pmt -Cheque	08/05/2018	103571		(925.38)	(11,105.65)
	Bill Pmt -Cheque	08/05/2018	103591		(642.00)	(11,747.65)
	Bill Pmt -Cheque	08/05/2018	103567		(601.99)	(12,349.64)
	Bill Pmt -Cheque	08/05/2018	103580		(564.48)	(12,914.12)
	Bill Pmt -Cheque	08/05/2018	103585		(278.79)	(13,192.91)

Bewdley Town Council Reconciliation Detail

Unity Current Account, Period Ending 01/05/2018

Type	Date	Num	Clr	Amount	Balance
Bill Pmt -Cheque	08/05/2018	103584		(256.95)	(13,449.88)
Bill Pmt -Cheque	08/05/2018	103568		(233.15)	(13,683.01)
Bill Pmt -Cheque	08/05/2018	103582		(207.36)	(13,890.37)
Bill Pmt -Cheque	08/05/2018	103574		(182.00)	(14,052.37)
Bill Pmt -Cheque	08/05/2018	103596		(144.00)	(14,196.37)
Bill Pmt -Cheque	08/05/2018	103569		(136.54)	(14,332.91)
Bill Pmt -Cheque	08/05/2018	103579		(100.00)	(14,432.91)
Bill Pmt -Cheque	08/05/2018	103583		(70.82)	(14,503.73)
Bill Pmt -Cheque	08/05/2018	103578		(54.94)	(14,558.67)
Bill Pmt -Cheque	08/05/2018	103586		(50.40)	(14,609.07)
Bill Pmt -Cheque	08/05/2018	103589		(50.00)	(14,659.07)
Bill Pmt -Cheque	08/05/2018	103581		(50.00)	(14,709.07)
Bill Pmt -Cheque	08/05/2018	103570		(49.27)	(14,758.34)
Bill Pmt -Cheque	08/05/2018	103588		(28.16)	(14,786.50)
Bill Pmt -Cheque	08/05/2018	103576		(23.63)	(14,810.13)
Bill Pmt -Cheque	08/05/2018	103573		(20.00)	(14,830.13)
Bill Pmt -Cheque	08/05/2018	103577		(19.16)	(14,849.29)
Bill Pmt -Cheque	08/05/2018	103598		(12.50)	(14,861.79)
Bill Pmt -Cheque	08/05/2018	103599		(12.50)	(14,874.29)
Bill Pmt -Cheque	08/05/2018	103597		(12.50)	(14,886.79)
Bill Pmt -Cheque	08/05/2018	103572		(5.10)	(14,891.89)
Total Cheques and Payments				(14,891.89)	(14,891.89)
Total New Transactions				(14,891.89)	(14,891.89)
Ending Balance				36,734.93	82,466.94

Bewdley Town Council

Income & Expenditure Budget vs. Actual

April through May 2018

	TOTAL				
	Apr 18	May 18	Apr - May 18	Budget	£ Over Budget
Cash at Bank at start of the month	28,454	82,467			
Income					
Interest Received	0	0	0	500	(500)
Load St Toilets- WFDC	0	0	0	8,580	(8,580)
Total Miscellaneous Income	0	4,995	4,995		4,995
Precept	71,131	0	71,131	142,263	(71,132)
Shortfall Funding	1,224	0	1,224	2,447	(1,223)
Total Income	72,355	4,995	77,350	153,790	(76,440)
Expense					
Capital Expenditure					
Hats & Robes	0	0	0	500	(500)
Notice Boards & Town Signs	0	0	0	2,000	(2,000)
Street Poles, baskets & tubs	0	0	0	250	(250)
Town Clerk Office	1,967	0	1,967	3,750	(1,783)
Total Capital Expenditure	1,967	0	1,967	6,500	(4,533)
Council Costs					
Badges & Shields	582	0	582	600	(18)
Civic Award	189	0	189	200	(11)
Civic Ceremonies	36	65	101	1,250	(1,149)
Hats & Robes Maintenance	0	0	0	500	(500)
Insurance Valuations	0	0	0	150	(150)
Mayor's Chain Maintenance	0	0	0	500	(500)
Mayor's Expenses	495	224	719	5,000	(4,281)
Mayoral Roll	0	0	0	93	(93)
Public Meetings	0	0	0	300	(300)
Young Mayor's Expenses	0	0	0	500	(500)
Total Council Costs	1,302	289	1,591	9,093	(7,502)
Election cost & Provision	0	0	0	4,000	(4,000)
Employment Costs					
Assistant Town Clerk	1,008	0	1,008		
Community Engagement Officer	612	0	612		
Load St Toilets Cleaner	659	0	659		
Mayor's PA & Administrator	81	0	81		
Town Clerk	2,563	0	2,563		
Treasurer	249	0	249		
WFDC Admin Charge	60	0	60		
Employment Costs - Other	0	0	0	57,184	(57,184)
Total Employment Costs	5,232	0	5,232	57,184	(51,952)
Grant Aid & Donations					
Bewdley Bike Week	500	0	500	500	0

Bewdley Town Council

Income & Expenditure Budget vs. Actual

April through May 2018

	TOTAL				
	Apr 18	May 18	Apr - May 18	Budget	£ Over Budget
Bewdley Carnival Association	200	0	200	200	0
Bewdley Choral Society	0	0	0	1,500	(1,500)
Bewdley Cricket Club	250	0	250	250	0
Bewdley Horticultural Society	250	0	250	250	0
Bewdley Rotary Club	0	0	0	200	(200)
Bewdley TCC	250	0	250	250	0
Bewdley Twinning Association	250	0	250	250	0
Bewdley Youth Festival	500	0	500	500	0
Friends of Riverside North Park	1,000	0	1,000	1,000	0
Misc Donations	0	0	0	3,600	(3,600)
RBL Poppy Wreaths	0	0	0	100	(100)
Riverside Dementia Café	500	0	500	500	0
Wribbenhall Parish Room	500	0	500	500	0
Wyre Community Land Trust	500	0	500	500	0
Wyre Forest CAB	1,500	0	1,500	1,500	0
Wyre Forest Community Transport	900	0	900	900	0
Grant Aid & Donations - Other	0	0	0	0	0
Total Grant Aid & Donations	7,100	0	7,100	12,500	(5,400)
 Millennium Green Maintenance	 0	 0	 0	 750	 (750)
Neighbourhood Plan	1,880	0	1,880	2,000	(120)
Operating Costs					
Advertising & Official notices	0	0	0	100	(100)
Audit Fees	0	0	0	600	(600)
Broadband	92	49	141	220	(79)
Computer	0	0	0	175	(175)
Garage Rent- rear 14 Load st	0	0	0	3,000	(3,000)
Insurance	0	0	0	4,500	(4,500)
Intruder Alarm	0	0	0	400	(400)
Legal Fees	0	0	0	500	(500)
Photocopier	60	18	78	980	(902)
Postage	0	0	0	300	(300)
Refreshments	42	0	42	100	(58)
Service Charge & Business rates	55	55	110	660	(550)
Small Office Equipment	0	0	0	150	(150)
Software & Support	535	0	535	355	180
Staff Advertising	0	0	0	50	(50)
Staff Travel	0	0	0	50	(50)
Stationery & Print	108	0	108	1,400	(1,292)
Subscriptions	1,275	0	1,275	1,200	75
Telephones	0	0	0	250	(250)
Town Clerk- Temp Cover	0	0	0	500	(500)
Training- Staff	252	0	252	800	(548)
Travel & Training- Councillors	0	0	0	200	(200)
Unity Bank Charges	0	0	0	120	(120)
Total Operating Costs	2,419	122	2,541	16,610	(14,069)
 Property Costs & Loan Repayment	 3,448	 0	 3,448	 10,000	 (6,552)

Bewdley Town Council

Income & Expenditure Budget vs. Actual

April through May 2018

	TOTAL				
	Apr 18	May 18	Apr - May 18	Budget	£ Over Budget
Small Grants Fund	50	0	50	1,000	(950)
Together Project	60	49	109	250	(141)
Town Events					
Carnival Fireworks	0	0	0	1,800	(1,800)
Christmas Festivities	266	0	266	5,000	(4,734)
Christmas Lights	0	0	0	8,000	(8,000)
Community Showcase Event	0	0	0	200	(200)
Heritage & Harvest Fairs	0	0	0	1,000	(1,000)
Markets	5	12	17	200	(183)
Music Festival	0	0	0	2,000	(2,000)
Promoting Bewdley	0	0	0	200	(200)
Royal Events	0	0	0	1,000	(1,000)
Total Town Events	271	12	283	19,400	(19,117)
Town Maintenance					
Bus Shelters cleaning & maint	135	0	135	750	(615)
Churchyards	0	0	0	1,500	(1,500)
General Maintenance	0	0	0	1,500	(1,500)
Lengthsman	233	0	233		233
Lifebuoys	0	0	0	150	(150)
Load Street Green Space	0	0	0	750	(750)
Load Street Toilets	0	133	133	8,580	(8,447)
Maintenance of existing seats	0	0	0	250	(250)
Signs & Notice Boards	100	0	100	100	0
Street Poles, Tubs & Baskets	0	0	0	2,500	(2,500)
Town Clock	0	0	0	170	(170)
War Memorials	0	0	0	300	(300)
Welsh Gate Planting	0	2,717	2,717		2,717
Wyre Hill Play Area	0	0	0	4,500	(4,500)
Total Town Maintenance	468	2,850	3,318	21,050	(17,732)
Town Tourist Leaflet & Map	0	0	0	950	(950)
Total Expense	24,197	3,322	27,519	161,287	(133,768)
Income/ (Expense) for the year	48,158	1,673	49,831	(7,497)	57,328
Unity Trust Deposit Account	10,565	10,565			
Scottish Widows Investment	30,252	30,252			
Cambridge Building Society Investment	30,000	30,000			

Section 1 – Annual Governance Statement 2017/18



ITEM 7

We acknowledge as the members of:

BEWDLEY TOWN COUNCIL

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

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

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

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

MINUTE REFERENCE
dated DD/MM/YY

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

Chairman SIGNATURE REQUIRED
Clerk SIGNATURE REQUIRED

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

AUTHORITY WEBSITE ADDRESS



Section 2 – Accounting Statements 2017/18 for

BEWDLEY TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	105,130	107,272	<i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i>
2. (+) Precept or Rates and Levies	94,864	128,377	<i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i>
3. (+) Total other receipts	36,798	40,958	<i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i>
4. (-) Staff costs	52,742	61,972	<i>Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.</i>
5. (-) Loan interest/capital repayments	0	0	<i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i>
6. (-) All other payments	76,778	96,886	<i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i>
7. (=) Balances carried forward	107,272	117,749	<i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i>
8. Total value of cash and short term investments	144,752	116,418	<i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i>
9. Total fixed assets plus long term investments and assets	508,950	515,234	<i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i>
10. Total borrowings	0	0	<i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i>
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	<i>The Council acts as sole trustee for and is responsible for managing Trust funds or assets.</i>
	✓		<i>N.B. The figures in the accounting statements above do not include any Trust transactions.</i>

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

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

DD/MM/YY

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

DD/MM/YY

and recorded as minute reference:

MINUTE REFERENCE

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

SIGNATURE REQUIRED



Error in NALC's New Model Standing Order:

Eagle-eyed Gill Lungley has noticed that SO 17 (d)(ii) has not been revised to reflect changes in regulations so that it is now wrong. If your council is going to adopt the new model, make sure to correct this standing order. It refers to Accounts and Accounting Statements, and requires that "As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide ... to the Council the accounting statements for the year in the form of Section 1 of the annual governance and accountability return, as required by proper practices, for consideration and approval."

As Gill points out, section 1 is now the Annual Governance Statement, and section 2 contains the accounting statements.

NALC is aware of this, and says that model standing orders will be corrected. I have asked if a corrected version could also refer to the requirement in the 2015 Accounts and Audit Regulations that section 1 is approved by the council before section 2.

As councils obviously need to be comprehensively nannied about this, you will be picked up by the external auditor if both the agenda and minutes for the meeting at which these statements are approved do not make the sequence of approval absolutely clear. There must be no tergiversation about this.

Reminders from CALC

Dates for the Diary

Area Meetings	Bromsgrove	Wednesday 13 th June
	Malvern Hills	Tuesday 5 th June
	Wychavon	Thursday 7 th June
Executive Committee		Wednesday 4 th July
County Council Parish and Town Council Conference		Tuesday 9 th October

Internal Audit

DKE Audit Services, provided by Duncan Edwards, is Worcestershire CALC's approved internal auditor. Details are on the CALC web site.

16. **RESPONSIBLE FINANCIAL OFFICER**

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

17. **ACCOUNTS AND ACCOUNTING STATEMENTS**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported andwhich includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which

is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June. **The Annual Governance Statement must be approved before the Accounting Statements and shall be two separate Minuted items in that order.**

18. FINANCIAL CONTROLS AND PROCUREMENT

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the

Report/Briefing Paper

To: Full Council
From: Town Clerk & Cllr Derek Killingworth
Date: 4th June 2018
Status: OPEN
Subject: General Data Protection Regulation 2018

1. Purpose

To update the Council on the new General Data Protection Regulation (GDPR).

2. Recommendations

(i) To note the steps already taken by the Council in respect to the new Regulation and to note work in progress;

(ii) To approve the following documents:

- **Updated Data Protection Policy (BTC019);**
- **Privacy Notice for residents;**
- **Privacy Notice for councillors and employees.**

3. Background and Key Issues

The General Data Protection Regulation ("GDPR") took effect in the UK on 25 May 2018. It replaces the existing law on data protection (the Data Protection Act 1998) and gives individuals more rights and protection regarding how their personal data is used by councils. Local councils and parish meetings must comply with its requirements, just like any other organisation.

The GDPR has a number of underlying principles. These include that personal data:

- (a) Must be processed lawfully, fairly and transparently.
- (b) Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- (c) Should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- (d) Must be accurate and where necessary kept up to date.
- (e) Should not be stored for longer than is necessary, and that storage is safe and secure.
- (f) Should be processed in a manner that ensures appropriate security and protection.

The way consent is obtained will change under the GDPR as individuals have more rights to decide how their data is processed. Where processing personal data is based on consent, the council must be able to evidence the consent. Consent must be by an "opt in" method and can be withdrawn at any time. However, the Town Council processes very little personal information (if any) about residents. Most of the personal information we hold relates to employees and councillors.

A staff member or councillor cannot 'choose' to withhold their consent or to exercise their right to withdraw it. If a staff member were to withdraw consent, this would put the council in an impossible situation, as it would be obliged to continue to process the personal data whilst the individual carries out their role. A councillor does not have a free choice to withhold their consent to the processing of their personal data in connection with the role they are performing in the council. This means that 'consent' is not an appropriate legal basis to process personal data for staff or councillors.

The GDPR sets out six lawful bases for processing data. These are:

1. Consent
2. Legitimate interests
3. Contractual necessity
4. Compliance with legal obligation
5. Vital interests
6. Public interest

Unless an exemption applies, at least one of these will apply in all cases. It is possible for more than one to apply at the same time. One of the new requirements for Privacy Notices is that we must set out in the Privacy Notice which Lawful basis we are relying on. In the Privacy Notices attached to this report you will notice that we have opted to rely on more than one lawful basis. For us and for most councils, the relevant ones will be:

- consent (but not for staff, councillors and other role holders),
- compliance with a legal obligation (which includes performance of statutory obligations),
- contractual necessity (for example with contractors), etc.

Councillors and employees are required to sign the Privacy Notice to acknowledge receipt and understanding. Privacy Notices have been drafted by NALC and adapted for Bewdley Town Council.

Steps already taken to comply with GDPR.

The Town Council already has a Data Protection Policy and has been complying with the Data Protection Act 1998. The following, further measures have already been implemented:

1. Updated Data Protection Policy (attached);
2. Privacy Notice for residents has been produced and posted online (attached);
3. Privacy Notice for employees and councillors has been produced and circulated (attached);
4. A data audit has begun to document the data we do hold, the legal basis for using the data and how long we keep the data for;
5. A shredding company has been contracted to dispose of confidential office waste;
6. The IT systems have been updated to ensure that PCs and files are password protected so that unauthorised access to electronic documents is prevented;
7. Names of members of the public are no longer stated in meeting Minutes.

Steps we need to take to comply with GDPR

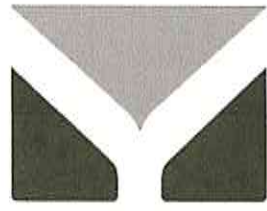
1. Complete the data audit;
2. Produce a data retention policy;
3. Produce an IT and internet usage policy.

The Office of the Information Commissioner has stated that after the 25th May 2018, organisations need to be able to demonstrate that they have taken the necessary steps to start to comply with GDPR. The Town Council has done so and the outstanding tasks will be completed in due course.

4. Attachments

- Appendix 1 - GDPR Presentation Slides
- Appendix 2 - Data Protection Briefing Note
- Appendix 3 - Glossary
- Appendix 4 - Updated Data Protection Policy
- Appendix 5 - Privacy Notice for Residents
- Appendix 6 - Privacy Notice for Councillors and employees

End



Kidwells Solicitors

Parish Council GDPR Guide

Rebecca Hardy - Practice Director Kidwells Law

rh@kidwellssolicitors.co.uk

01905 676 757



GDPR - what is it?

- Single legal framework across Europe
- Legislation catching up with technological advances
- Designed to "harmonise" data privacy laws
- Gives greater protection and rights to individuals
- Introduced following new technological challenges



Key Words

- Transparency
- Openness
- Compliance documents



Remember the Positives

- Opportunity to refresh data protection systems
- Review cyber security
- Chance to review and clean up data held
- Assurance to public that Parishes working securely



What is Data?

Name		Email Addresses
Social Media Posts		Photo
Medical Information		IP Address
Cookies		Bank Details
Parish Minutes		Biometrics
Clerk & Councillor Names		Contact Details
Email addresses		



GDPR Principles

- To process data lawfully, fairly and transparently
- To collect data for specified, explicit and legitimate purpose
- To only keep data that is adequate, relevant and necessary
- To ensure all data is accurate and kept up to date
- To only retain data for as long as necessary for original use
- To process data in appropriate and secure manner



When can you hold Data?

- Consent received for specific purpose
- Necessary for entering or performing a contract
- Compliance with a legal obligation
- To protect vital interests of data subject
- Public interest task or exercise of official authority
- Legitimate interests
- Preventing fraud and direct marketing



Rights of Data Subjects

To be clear in writing

- 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
- Rights in relation to automated decision making and profiling



Parish Council Accountability

“The new legislation creates an onus on companies to understand the risks that they create for others, and to mitigate those risks.

It’s about moving away from seeing the law as a box ticking exercise, and instead to work on a framework that can be used to build a culture of privacy that pervades an entire organisation.”

- Protect against Cyber Crime
- IT Infrastructure
- Data Protection Officer



Data Protection Officers (DPOs)

- Responsibilities:
 - To inform and advise the organisation and its employees/councillors/volunteers about their obligations to comply with the GDPR.
 - To monitor compliance including managing internal data protection activities
 - To advise on data protection impact assessments
 - Train staff & raise awareness
 - Conduct internal audits
 - First point of contact for the Regulator.



Controller & Processor

- Data Controller

A person or organisation who determines the how and what of data processing.

eg: Parish Council and/or Councillors

- Data Processor

Any organisation or person who processes personal data on behalf of the data controller.

eg: IT Company, HR, Payroll, Computer software



Personal Data Breaches

- A 'personal data breach'
 - Breach of security
 - Accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed.
- Examples:
 - Lost memory stick or laptop
 - Misplaced minutes
 - Cyber hack
 - Any business/organisation having sight of data without legal right



Reporting Requirements

- To report sufficiently serious breaches of data security to ICO within 72 hours
- Significant detrimental effect on individuals:
 - Result in discrimination
 - Damage to reputation
 - Financial loss
 - Loss of confidentiality
 - Significant economic or social disadvantage.
- Could result from:
 - Destruction, loss, alteration, unauthorised disclosure or access



Cost of non-compliance

- **Administrative fines**
 - In each case will be effective, proportionate, and dissuasive taking into account technical and organisational measures implemented;
 - Up to € 20,000,000 or, up to 4% of the total worldwide annual turnover of the preceding financial year.
- **Reputational damage and loss of trust**
- **Compensation claims for damages done (material/non-material)**



Parish Council Must Haves

- Privacy Notices- Employees & Councils / Residents
- Data Register
- Information Security Policy
- Data Protection Policy
- Subject Access Procedure
- Consent Forms
- Legal and compliant T&Cs with third party processors
- Updated employee contracts and Handbook



Parish Council Next Steps

- Educate staff and Councillors on GDPR
- Understand what personal data is held and where
- Establish where such data came from and how it is used/shared
- Identify lawful basis for processing and keeping personal data
- Seek consent (if required) and ensure accuracy with data subject
- Document the above in a data register
- Make fully accessible Council Privacy Notice(s)
- Appoint Data Protection Officer

Keeping Data Safe



The GDPR has a number of underlying principles. These include that personal data:

- (a) Must be processed lawfully, fairly and transparently.
- (b) Is only used for a specific processing purpose that the data subject has been made aware of and no other, without further consent.
- (c) Should be adequate, relevant and limited i.e. only the minimum amount of data should be kept for specific processing.
- (d) Must be accurate and where necessary kept up to date.
- (e) Should not be stored for longer than is necessary, and that storage is safe and secure.
- (f) Should be processed in a manner that ensures appropriate security and protection.



General Data Protection Regulation

Glossary: The jargon explained

Consent is a positive, active, unambiguous confirmation of a data subject's agreement to have their data processed for a particular purpose. Consent must be easy to withdraw and must be freely given, provided on an opt-in basis rather than opt-out.

Data controller is the person or organisation who determines the how and what of data processing.

Data processor is the person or firm that processes the data on behalf of the controller.

Data subject is the person about whom personal data is processed.

Personal data is information about a living individual which is capable of identifying that individual e.g. a name, email address or photo.

Privacy Notice is a notice from a data controller to a data subject describing how personal data will be used and what rights the data subject has.

Processing is anything done with/to personal data (obtaining, recording, adapting or holding/storing) personal data.

Sensitive personal data is also described in the GDPR as 'special categories of data' and is the following types of personal data about a data subject: racial or ethnic origin; political opinions; religious beliefs; trade union membership; physical or mental health or condition; sexual life or orientation; genetic data; and biometric data.



BEWDLEY
Town Council

Data Protection Policy

Policy Document BTC/019/DP

Dated: December 2017

Status: Adopted 8th January 2018

Last Reviewed: May 2018

1. Introduction

The Town Council holds and processes information about employees, councillors, residents and customers, and other data subjects for administrative and commercial purposes.

When handling such information the Town Council, and all staff or others who process or use the information, must comply with the data protection principles as set out in the General Data Protection Regulation (GDPR).

2. Data Protection Principles

There are six principles set out in the GDPR which in summary state that data shall:

- i. be processed fairly, lawfully and transparently;
- ii. be obtained for a specified and lawful purpose and shall not be processed in any manner incompatible with the purpose;
- iii. be adequate, relevant and not excessive for the purpose;
- iv. be accurate and up-to-date;
- v. not be kept for longer than necessary for the purpose;
- vi. be kept safe from unauthorised processing, and accidental loss, damage or destruction;

3. Definitions

"Employees, councillors, residents and customers, and other data subjects" may include past, present and potential members of those groups.

"Other data subjects" and *"third parties"* may include contractors, suppliers, contacts, referees, friends or family members.

"Processing" refers to any action involving personal information, including obtaining, viewing, copying, amending, adding, deleting, extracting, storing, disclosing or destroying information.

"Personal data" is information about an identifiable, living individual.

"Sensitive personal data" is personal data consisting of information relating to racial or ethnic origin, political opinion, religious or other beliefs, trade union membership, physical or mental health or condition, sexual orientation or criminal proceedings or convictions.

"Data Controller" is a 'person' who determines the purposes for which and the manner in which any personal data are, or are to be, processed. A 'person' as recognised in law may be an individual, organisation or body of persons.

"Data Protection Officer" is an individual working on behalf of the Data Controller with responsibility for the data protection within that organisation.

4. Responsibilities

Bewdley Town Council is the Data Controller and must ensure that any processing of personal data for which they are responsible complies with the Act.

The Data Protection Officer is the Town Clerk, who acts on behalf of the Council, and is responsible for:

- i. fully observing conditions regarding the fair collection and use of information;
- ii. meeting the Council's legal obligations to specify the purposes for which information is used;

- iii. collecting and processing relevant information, only to the extent that is required to fulfil operational needs/to comply with legal requirements;
- iv. ensuring the quality of information used;
- v. applying strict checks to determine the length of time that information is held;
- vi. ensuring that the rights of the people whom information is held are able to be fully exercised under the Act;
- vii. taking appropriate technical and organisational security measures to safeguard personal information;
- viii. ensuring that personal information is not transferred abroad without suitable safeguards;
- ix. ensuring that everyone managing and handling personal information;
 - a. full understands that they are contractually responsible for following good practice in terms of protection;
 - b. is adequately trained to do so;
 - c. are appropriately supervised.

Appendix A of this policy sets out guidelines for staff members, volunteers and councillors that process or may have access to personal data.

5. Storage and Retention

Personal data is kept in paper-based systems and/or on a password-protected computer system.

The Council will keep different types of information for differing lengths of time, depending on legal and operational requirements.

6. Access to Information

Any employee, councillor, resident, customer or other data subjects have a right to:

- i. ask what personal information the Council holds;
- ii. ask what this information is used for;
- iii. be provided with a copy of the information;
- iv. be given details of the purposes for which the Council uses the information and any other persons or organisations to whom it is disclosed;
- v. ask that any incorrect data held is corrected.

If it is felt by the data subject that any personal information held is incorrect the individual may request that it be amended.

7. Breach of Policy

Compliance with the GDPR is the responsibility of all councillors and members of staff. Any deliberate or reckless breach of the policy may lead to disciplinary action and where appropriate, legal proceedings.

Any individual who believes that the Council has breached any of the requirements of the GDPR should raise the matter with the Town Clerk. Alternatively, a complaint can be made to the Information Commissioner, Wycliffe House, Water Lane, Wilmslow, Cheshire. SK9 5AF.

8. Privacy Notice

The Council have published a Privacy Notice which contains more detailed information about how the Council use personal data and how it is protected. To view the Statement, go to <http://www.bewdleytowncouncil.org/community/bewdley-town-council-12549/privacy-statement/>

Appendix A –

Guidelines for Staff, Volunteers and Councillors

During the course of your duties with Bewdley Town Council, you will be dealing with information such as names/addresses/phone numbers/email addresses of members of the public. You may be told or overhear sensitive information while working for the Town Council.

The Data Protection Act 1998 (and the subsequent General Data Protection Regulations (GDPR) 2018) gives specific guidance on how this information should be dealt with by organisations such as Bewdley Town Council. In short, to comply with the law, personal information must be collected and used fairly, stored safely and not disclosed to any other person unlawfully.

To help you meet the terms of the Data Protection Act (and GDPR 2018) while working for Bewdley Town Council, the following guidelines are issued. Please read them carefully and ask the Data Protection Officer (Town Clerk) if you are in any doubt about any of them.

Sharing of personal information

“Personal information” includes details such as addresses/phone numbers and health details supplied by members of the public.

Such information may be shared between staff and Councillors at Bewdley Town Council for work purposes, but should not be given to anyone outside the Council without explicit consent from the person concerned.

If such a situation arises, please ask your line manager or the Town Clerk for advice.

Unlawful disclosure of personal information

Under the Data Protection Act you are committing a criminal offence if you disclose personal information ‘knowingly or recklessly’ to anyone you are not supposed to, so please be careful.

Give consideration to any conversations you are having containing personal or sensitive information that could possibly be overheard by people who should not have access to such information.

Use of files, books and other paper records

In order to prevent unauthorised access and accidental loss or damage to personal information held on paper, please take good care of the files, books and other paper records you use, and ensure that they are stored safely before you leave the building.

Use of email

Please ensure that before sending emails that they contain no personal or sensitive information that the recipients should not have access to. This is a particular risk when forwarding emails or adding in new recipients to an email chain.

Disposal of scrap paper

Be aware that names/addresses/phone numbers and other information written on scrap paper are also considered to be confidential. Such notes must be shredded or disposed of in the confidential waste paper bags within the office.



GENERAL PRIVACY NOTICE

Your personal data – what is it?

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

Who are we?

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

Other data controllers the council works with:

- Wyre Forest District Council
- Worcestershire County Council
- The Community Housing Group
- National Association of Local Councils
- West Mercia Police

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

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

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

- Names, titles, and aliases, photographs;
- Contact details such as telephone numbers, addresses, and email addresses;
- Where they are relevant to the services provided by a council, or where you provide them to us, we may process information such as gender, age, marital

status, nationality, education/work history, academic/professional qualifications, hobbies, family composition, and dependants;

- Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;
- The personal data we process may include sensitive or other special categories of personal data such as criminal convictions, racial or ethnic origin, mental and physical health, details of injuries, medication/treatment received, political beliefs, trade union affiliation, genetic data, biometric data, data concerning and sexual life or orientation.

How we use sensitive personal data

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

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

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

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

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.

- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

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

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

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

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

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

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

How long do we keep your personal data?

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

Your rights and your personal data

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

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

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

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

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

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

3) *The right to have your personal data erased*

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.

- When we receive your request, we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4) *The right to object to processing of your personal data or to restrict it to certain purposes only***
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request, we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5) *The right to data portability***
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6) *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7) *The right to lodge a complaint with the Information Commissioner's Office.***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

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

Further processing

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

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.bewdleytowncouncil.org. This Notice was last updated in February 2018.

Contact Details

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

The Data Controller, Bewdley Town Council, 25(A) Load Street, Bewdley DY12 2AE

Email: townclerk@bewdleytowncouncil.org

PRIVACY NOTICE**For staff*, councillors and Role Holders****

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

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

Your personal data – what is it?

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

Who are we?

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

The council works together with:

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

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

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

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.

- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

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

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

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

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.

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

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

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

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

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

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

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

How we use sensitive personal data

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

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

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

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

What is the legal basis for processing your personal data?

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

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

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

Sharing your personal data

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

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

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we

believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

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

Your rights in connection with personal data

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

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

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

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

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

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

3. *The right to have your personal data erased*

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

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

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

5. *The right to data portability*

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

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

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

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

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

Transfer of Data Abroad

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

Further processing

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

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on www.bewdleytowncouncil.org. This Notice was last updated in February 2018.



Contact Details

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

The Data Controller, Bewdley Town Council, 25(A) Load Street, Bewdley DY12 2AE

Email: townclerk@bewdleytowncouncil.org

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

I have read and understood this Privacy Notice:

Name _____ Sign _____

Position _____

Date _____



**MINUTES OF THE COMMUNITY DEVELOPMENT COMMITTEE HELD ON
MONDAY 21st MAY 2018 AT 7.00PM AT THE GUILDHALL**

PRESENT

Cllr Linda Candlin (Chair)
Cllr Philip Edmundson (from 7.05pm)
Cllr Calne Edginton-White
Cllr Mary Fishwick

In attendance: Nick Farress, Town Clerk

163 Election of Chairman

Councillor Linda Candlin was elected Chairman for the 2018/19 Council year on a motion proposed by Councillor Edginton-White and seconded by Councillor Mary Fishwick.

164 Election of Vice Chairman

Councillor Edginton-White was elected as Vice Chairman for the 2018/19 Council year on a motion proposed by Councillor Linda Candlin and seconded by Councillor Mary Fishwick.

165 Apologies

Cllrs Anna Coleman and Roger Coleman and Kyle Daisley, Community Engagement Officer.

166 Declarations of Interest

None

167 Dispensations

None

Public Question Time

There were no questions from members of the public.

168 Minutes

The minutes of the meeting held on 19th March 2018 were approved as a true record and signed by the Chairman.

169 Community Market

As agreed at the last meeting, the Community Engagement Officer provided an updated report which showed evidence that the concept of a community market would be welcomed plus examples from other similar markets in other towns.

AGREED

That the Community Engagement Officer be authorised to continue with the community market concept and keep this Committee updated as to progress.

170 Leisure Centre Ownership and Usage

As agreed at the last meeting, this was placed on the Agenda for discussion. The Town Clerk had received an update from Wyre Forest DC and read this to the Committee. The Centre is currently operated by Places for People on behalf of WFDC. The ownership is more complex involving a capital payback to WFDC in 2029 so this would make an asset transfer very complicated before that time. The Youth Centre may be up for sale but has its own issues surrounding safeguarding which has discouraged potential purchasers/lessees. It is possible to transfer the operation of the centre to the Town Council and this would at least give the Town Council a stake in the future development of the site.

It was **AGREED** to recommend the following to the Policy and Resources Committee:

- (i) that the Town Council enter into discussions with WFDC in relation to taking on the operation of the Leisure Centre;
- (ii) that the eventual asset transfer of the Leisure Centre is added to the Corporate Plan;
- (iii) that the Town Council enter into discussions with WCC in relation to the potential purchase of the Youth Centre building;
- (iv) that the Chairs of P&R, CDC and the Town Clerk take up the offer of a meeting with WFDC to discuss the detail of such arrangements.

171 Stanley Baldwin Statue

The Town Clerk and Councillor Edmundson advised that the Civic Society had not yet indicated when the statue would be installed and/or unveiled. It was noted that the Town Council remain ready to remove and/or store any street furniture as required.

172 Community Pantomime

The Chairman presented a report proposing that the Town Council support the organisation of a community pantomime and that the Community Engagement and Events Officer take the lead on the project. A venue for the show had been identified as the Mecure Bewdley The Heath Hotel and that a Lottery application had been made for funding.

AGREED

That the Town Council support the community pantomime project and to authorise the Community Engagement Officer to continue with organising the show.

173 Grit Bin Locations

The Town Clerk presented a summary of the locations suggested by members of the community that would benefit from a new grit bin or locations where a grit bin once was and has not been replaced. The locations were:

- The Hollow, off Richmond Road;
- Lakes Road/Baldwin Road;
- Tudor Road/Lyttleton Road;
- Castle Lane;
- Jordan's Walk/Kidderminster Rd;
- Meadow Rise (bottom);
- Sandbourne Drive (on the bend);
- Blossom Hill Estate.

AGREED

- (i) That the list of locations is sent to WCC and WCC Councillors;
- (ii) That the Lengthsman is to check all grit bins in September/October to make sure they are serviceable and have sufficient supplies.

174 Health Liaison Group

The notes of a meeting of the Health Liaison Group held on the 5th April 2018 were noted.

175 Town Plan Working Group

The notes of a meeting of the Town Plan Working Group held on the 23rd April 2018 were noted. A discussion then took place as to the current PACT arrangements and whether the Town Council should take more of a lead on this initiative which seems to have waned in recent years. It was therefore agreed that the issue would be placed on the agenda of the next Police Liaison Group meeting. It was further agreed that the Mayor and Committee Chairs would be invited to sit on the Police Liaison Group and that the meeting be arranged on a Tuesday evening at 6pm TBC.

176 Green Space Adjacent to the new Load Street Car Park

The Town Clerk advised the Committee that now the new car park has been completed, the green space on the right of the car park was now ready to be adopted by the Town Council as agreed in principle. However, concerns have been raised that the green space is not accessible from the top car park and that the space is already being used by local street drinkers.

It was AGREED to recommend to the Policy and Resources Committee that the Town Council do not now adopt this piece of land as it is of little value as a public open space and would serve no useful function. The land should be retained and maintained by WFDC including the copper beech tree which is in its last stages of life and has the potential to become an expensive liability.

177 Community Members

It was agreed that the Town Clerk use Facebook to recruit potential new non-voting community members and that a summary of applications would be circulated to Members before the next meeting and interviews arranged with the Mayor.

Date and Time of Next Meeting

To note that the next scheduled ordinary meeting will be on **16th July 2018 at 6.00pm** (not 7.00pm as previously advised). Apologies already given by Councillor Edmundson.

The meeting closed at 8.25pm

Signed.....

Chairman Community Development Committee – 16th July 2018



**MINUTES OF THE TOWN PLANNING & LICENSING COMMITTEE HELD ON
WEDNESDAY, 2nd MAY, 2018 AT 6.00 PM IN THE GUILDHALL, BEWDLEY**

PRESENT

Councillor John Beeson
Councillor John Byng
Councillor Linda Candlin
Councillor Roger Coleman
Councillor Calne Edginton-White (Chair)
Councillor Mary Fishwick
Councillor Paul Harrison
Councillor Gordon Yarranton

In attendance:
Nick Farress, Town Clerk
Councillor Anna Coleman (Mayor)

- 7355 Apologies**
Apologies were received from Barbara Byng, Assistant Clerk.
- 7356 Declarations of Interest**
None.
- 7357 Dispensations**
None.

Public Question Time See end of Minutes

- 7358 Minutes**
The minutes of the Planning Committee Meeting held on 4th April 2018 were approved.
- 7359 18/0251 – 15 Park Lane**
Recommend **APPROVAL** subject to the plans satisfying the Conservation Officer.
- 7360 18/265 – 239 Westbourne Street**
Recommend **APPROVAL** subject to the Conservation Officer being happy with the proposed front door.
- 7361 18/0272/0273 – Marith House, High Street**
Recommend **APPROVAL** subject to the plans satisfying the Conservation Officer.

- 7362 18/2022 – Spring Grove House, Bewdley Bypass**
Noted for information.
- 7363 Draft Revised National Planning Policy Framework – Consultation**
It was agreed that the Chair and Town Clerk would meet and draft a response to this DCLG consultation and circulate this to all Committee Members for information. Any comments Members wished to make were to be forwarded to the Town Clerk.
- 7364 Unauthorised Development and Encampments – Consultation**
It was agreed that the Chair and Town Clerk would meet and draft a response to this DCLG consultation and circulate this to all Committee Members for information. Any comments Members wished to make were to be forwarded to the Town Clerk.
- 7365 Licensing**
(a) An application from the Arches Bar to place tables and chairs on the riverside and on the footway opposite the premises on Severnside South was received.
It was **AGREED** that Committee would **support** the application with the following conditions:
1. That chairs and tables are **not placed on the footway** as planned for highway safety reasons;
2. That the remaining tables and chairs on the riverside would **be removed at 9.00pm** so as not to attract anti-social behaviour overnight.

(b) The Town Clerk updated the Committee in relation to the application made by the Courtyard to place tables and chairs outside their premises on Severnside South. A Hearing date was awaited and the Town Council would be invited to make representations at that Hearing.
- 7366 Tree Policy for Bewdley**
The Chair proposed that a Tree Policy Working Group was formed to look at this in more detail and to share out the work required to compile such a policy. It was **AGREED** that Councillors Beeson, Byng, Miss Fishwick, Mrs Candlin, Mrs A Coleman and Yarranton would form the Working Group and would meet before the next Planning Committee meeting on the 14th May at 2.00pm at 25(A) Load Street.
- 7367 Representations**
It was decided that no representations would be made to the next Planning (Development Control) Committee of Wyre Forest District Council in relation to the planning applications considered above.
- 7368 Planning Decisions Update**
(a) The present position on outstanding applications was noted;
(b) An Appeal to the Secretary of State in relation to application 17/0380 was noted;
(c) An Appeal to the High Court by Gladman in relation to Land off The Lakes Road was noted.

The meeting closed at 7.15pm

Signed.....
Chairman at Planning & Licensing Committee
6th June 2018

Public Questions

A member of the public representing the "Say No to Gladman" campaign updated the Committee on the latest Appeal to the High Court in relation to the Land off The Lakes Road.

DRAFT