



Chard Town Council

The Guildhall, Fore Street, Chard, Somerset TA20 1PP

01460 239567 www.chard.gov.uk

Mayor: Cllr Jason Baker Executive Officer: Paul Russell

All Council & Committee Meetings are open to the Public and Press

FINANCE & AUDIT COMMITTEE

Date of Publication: Wednesday 21st July 2021

TO: All Members of the Finance & Audit Committee

Cllr Mrs Bates (Chair), Cllr Baker, Cllr Carnell, Cllr Bulmer, Cllr Mrs Morrison, Cllr Mrs O'Brien, Cllr Williams and Cllr Mrs Wootton.

NOTICE OF MEETING

You are hereby summoned to attend a meeting of the Finance & Audit Committee to be held on Tuesday 27th July 2021, commencing at 19:00 hours in the Auditorium, The Guildhall, Fore Street, Chard TA20 1PP.

A handwritten signature in black ink, appearing to read 'Paul Russell'.

Paul Russell, Locum Town Clerk

PUBLIC PARTICIPATION

Before the meeting there will be a public session to enable the people of Chard to ask questions of, and make comments, to the Finance & Audit Committee. Questions not answered at this meeting will be answered in writing to the person asking the question, or may appear as an agenda item for the next meeting. Members of the Public are asked to restrict their comments, and/or questions to three minutes.

Please note that Social Distancing precautions are currently in place. Members of the public are encouraged to wear face coverings but may remove them once seated. Please use the hand sanitiser provided.

Public Participation Time

This section (at the Chairman's discretion may last up to 15 minutes) is not part of the formal meeting of the Committee.

2021/01 APOLOGIES FOR ABSENCE

Schedule 12 of the Local Government Act 1972 requires a record be kept of the members present and that this record form part of the minutes of the meeting. Members who cannot attend a meeting should tender apologies to the Town Clerk as it is usual for the grounds upon which apologies are tendered also to be recorded. Under Section 85(1) of the Local Government Act 1972, members present must decide whether the reason(s) for a member's absence are acceptable.

2021/02 DECLARATIONS OF INTEREST

Under the Localism Act 2011 (sections 26-37 and Schedule 4) and in accordance with the Council's Code of Conduct, members are required to declare any interests which are not currently entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.

2021/03 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

As certain items are expected to include the consideration of exempt information The Committee is, therefore, recommended to resolve "That, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed under 2020/11, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information".

2021/04 COMMITTEE MEETING MINUTES

To confirm and sign the minutes of the Policy & Resources Committee meeting held on Monday 26th April 2021.

2021/05 TOWN CLERK'S REPORT

To receive the Clerk's Report on matters outstanding that may not appear on the agenda.

2021/06 FINANCIAL MATTERS

- (a) Financial Regulations** – To review the Financial Regulations and agree to place the amendments proposed before the next Full Council meeting to be held on 13th September 2021 for adoption. Please see the attached draft revised Regulations.
- (b) Items referred to Committee** – Please see the attached report for consideration and adoption related to the items that were referred to Committee for consideration by Full Council at its Annual Meeting.
- (c) Budget Analysis Report** – To review the income and expenditure report and the balance sheet for the year to date (report attached)

2021/07 COMMITTEE MATTERS

- (a) Work Plan Update Report** – To note the update of the work plan attached.

- (b) **Heritage Action Zone** – To receive a verbal update on this initiative.

2021/08 GRANTS

- (a) **Grant Applications** – To consider the grant applications received. Grant information will be sent separately.
- (b) **Market Towns Investment Group** – To receive a verbal update on the progress of the MTIG projects funded by grants.

2021/09 DATE OF NEXT MEETING

To note that the next meeting of the Finance & Audit Committee will be held on Tuesday 26th October 2021 in the Guildhall, Fore Street, Chard TA20 1PP commencing at 7pm.

2021/10 CONFIDENTIAL MATTERS

At the time of publication there were no confidential items to be considered.



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Mayor: Cllr Jason Baker Locum Clerk: Paul Russell

POLICY & RESOURCES COMMITTEE

Minutes of the Policy & Resources Committee meeting held on Monday 26th April 2021, commencing at 19:00 hours via the Zoom.

PRESENT: Cllr Carnell (Chair), Cllr Baker, Cllr Bulmer, Cllr A Kenton, Cllr Mrs O'Brien, Cllr Williams and Cllr Wootton.

OFFICERS PRESENT: Locum Town Clerk.

Public Participation Time

There were no members of the public present. No matters were raised.

2020/32 APOLOGIES FOR ABSENCE

Apologies were received and accepted from Cllr Mrs J Kenton (meeting clashes)

2020/33 DECLARATIONS OF INTEREST

The following Declarations of Interest were made:

- Cllr O'Brien: (Prejudicial): Youth Club Area Committee – Agenda Item 2020/40(a);
- Cllr Wootton: (Prejudicial): Youth Club Area Committee – Agenda Item 2020/40(a).

2020/34 TO RESOLVE TO EXCLUDE MEMBERS OF THE PRESS AND PUBLIC

Proposed: Cllr Baker Seconded: Cllr O'Brien
Unanimous

Committee **RESOLVED** that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed under agenda item 2020/40, on the grounds that they involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information.

2020/35 COMMITTEE MEETING MINUTES

Proposed: Cllr A Kenton Seconded: Cllr Baker

For: Cllr Carnell, Cllr Baker, Cllr A Kenton, Cllr Mrs O'Brien, Cllr Williams and Cllr Wootton.

Abstention: Cllr Bulmer.

RESOLVED that the minutes of the Policy and Resources Committee meeting held on Tuesday 23rd February 2021 be agreed and signed as a correct record.

2020/36 TOWN CLERK'S REPORT

The Clerk had nothing to report.

2020/37 COMMITTEE MATTERS

- (a) **Work Plan Update Report** – Committee noted the update provided relating to the work plan report previously distributed. A revised Strategic Plan was being developed so the Plan would be amended in due course.
- (b) **Heritage Action Zone** – Committee noted that a grant of £80,000 had been secured to deliver a cultural programme for Chard, which would be completed by 31st March 2024. An initial meeting had been held and the first Consortium Group meeting was being scheduled for Tuesday 4th May 2021.

2020/38 GRANTS

- (a) **Grant Applications** – Committee noted that no grants had been submitted for consideration.
- (b) **Market Towns Investment Group** – Committee noted the verbal update on the progress of the MTIG projects. Five projects were currently under development including the replacement of the Victorian columns in Fore Street, the resurfacing of Howards Row, new signage and recycling bins and additional CCTV and festive lights infrastructure.

It was confirmed that the MTIG funding was available to all the market towns in South Somerset only.

2020/39 DATE OF NEXT MEETING

Committee noted that the next meeting of the Policy & Resources Committee would potentially be held on Tuesday 29th June 2021 commencing at 7pm, subject to the adoption of the Organisational Review and any Committee restructuring agreed at the Annual Town Council Meeting.

2020/40 CONFIDENTIAL MATTERS

As certain items to be discussed included the consideration of exempt information it was **RESOLVED** under Item 2020/34 that, in accordance with Section 100A(4) of the Local Government Act 1972, the public be excluded during the discussion of the matters referred to in the items listed below, on the grounds that they would involve the likely disclosure of exempt information, as defined in the respective paragraph of Part 1 of Schedule 12A of the Act, and the public interest in maintaining the exemption outweighed the public interest in disclosing the information.

- (a) **Youth Club Draft SLA** – Committee considered the final draft Service Level Agreement presented for consideration and adoption.

Proposed: Cllr Baker Seconded: Cllr Williams

For: Cllr Carnell, Cllr Baker, Cllr Bulmer, Cllr A Kenton and Cllr Williams.

Abstention: Cllr Mrs O'Brien and Cllr Wootton.

RESOLVED that the Youth Club SLA be formally adopted.

There being no other business the Chair thanked Members for their attendance and closed the meeting at 7:24pm.

CHAIR:

DATE:

**Please note that the Financial Regulations have
been sent as a separate item.**

Finance & Audit Committee

Date: 20th July 2021

Title: Deferred Items Report

Purpose of the Report: To provide Members with details of the deferred items from the Annual Town Council meeting held on 7th June 2021.

Contact Officer: Paul Russell

1. Recommendation

- 1.1 That the contents of the report are noted;
- 1.2 That items 3.3, 4.3, 5.3, 6.3, 7.2, 8.2, 9.2 and 10.1 be considered and agreed.

2. Background

- 2.1 At the Annual Town Council meeting held on 7th June 2021 a number of items were deferred for consideration at this meeting.
- 2.2 This report provides an overview of those items that were deferred and recommendations for Committee to consider.

3. Arrangements and Contributions to Other Local Authorities

- 3.1 Council is required to review any arrangements it may have in place with other local Authorities on an annual basis.
- 3.2 At present the only arrangement in place is the Street Cleaning contract with South Somerset District Council.
- 3.3 It is recommended that this remains in place and is reviewed following any agreed amendments with local authority organisation in Somerset.

4. Asset Register

- 4.1 Council is required to review its Asset Register on an annual basis and amend as required. A separate copy of the Council's Asset Register has been provided.
- 4.2 The Asset Register requires the following amendments:

Additional Items

The electric van:	£21,449
The bus shelter:	£4,710
Gazebos:	£5,157.73
New laptops:	£4,888

To write off

The green army trailer: To scrap
 Old Water Bowser: To scrap

- 4.3 Committee is asked to formally ratify the amendments above and to amend the asset register accordingly.

5. Confirmation of Arrangements for Insurance Cover in Respect of all Insured Risks

- 5.1 Chard Town Council is currently insured through the WPS Hallam Insurance Brokers and the insurance company is Royal & Sun Alliance Insurance plc.
- 5.2 The long-term agreement with WPS Hallam expired on 31st March 2022.
- 5.3 It is recommended that three alternative quotations be sought over the next few months in time for Council to make a decision on whether to continue with its existing provider or appoint a new insurance provider.

6. Subscriptions

- 6.1 Council is required to review its annual subscriptions. The Council has the following subscriptions in place.
- 6.2 Committee is requested to consider ratifying the following recommendations:
- Somerset Association of Local Councils (SALC): £1,599.94
 - Guild of Mace Bearers: £35
 - SLCC Annual Membership x 2: £618
 - South West Councils: £445
- 6.3 Committee is asked to formally ratify the annual subscriptions outlined above.

7. Review of the Council's Complaints Procedure

- 7.1 Committee is requested to review of the Council's Complaints Procedure which is included in Appendix One of this report
- 7.2 Committee is asked to formally ratify the complaints procedure without amendment.

8. Freedom of Information and Data Protection Policy

- 8.1 Committee is requested to review the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection policies. These are included in Appendix Two of this report.
- 8.2 Committee is asked to formally ratify the Freedom of Information and Data Protection policies without amendment.

9. Communications/Press/Media Policy

9.1 Committee is requested to review existing Communications Policy has been included as an appendix to this report.

9.2 Committee is asked to formally ratify the Communications Policy without amendment.

10. Employment Policies and Procedures

10.1 It is recommended that Committee delegates this item to the HR & Personnel Committee to review.

11 Review of Council's Expenditure Incurred Under the General Power of Competence

11.1 Committee is requested to note that the Council did not incur and expenditure under the General Power of Competence during the 2020/21 financial year.

COMPLAINTS PROCEDURE
(adopted on 16th July 2018)

1. Chard Town Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council, or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There is also the opportunity to raise your concerns in the public participation section of Council meetings.
3. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how the council has dealt with your concerns.
4. This Complaints Procedure does not apply to:
 - 4.1. complaints by one council employee against another council employee, or between the council as employer and a council employee. These matters are dealt with under the council's disciplinary and grievance procedures. If your complaint relates to an individual employee, you may be assured that it will be taken seriously and dealt with appropriately.
 - 4.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Town Council. If a complaint against a councillor is received by the Town Council, it will be referred to the Standards Committee of South Somerset District Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of South Somerset District Council.
5. You may make your complaint about the council's procedures or administration to the Town Clerk (or in the Clerk's absence the Deputy Town Clerk). You may do this in person, by phone, or by writing to or emailing the Town Clerk. The addresses and numbers are set out below.
6. The Town Clerk (or Deputy Town Clerk) will normally try to acknowledge your complaint within five working days. Wherever possible, the Town Clerk (or Deputy Town Clerk) will try to resolve your complaint within a further 10 working days.
7. If you do not wish the Town Clerk (or in the Clerk's absence the Deputy Town Clerk) to deal with your complaint, you may make your complaint directly to the Mayor who will arrange for your complaint to be investigated by another senior officer or, if it is appropriate, will appoint an independent investigating officer.
8. The Town Clerk, Deputy Town Clerk or investigating officer (as appropriate) will investigate each complaint, contacting you to obtain further information as necessary as well as obtaining information from employees or members of the Council.
9. The investigating officer will normally notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your

complaint. In exceptional cases, the twenty working days timescale may have to be extended. If it is, you will be kept fully informed of the reasons for the delay.

10. If you remain dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the Mayor for review. When reviewing the complaint, the Mayor can either respond directly to you with the outcome of the review or convene a Complaints Panel before making a decision.
11. If the Mayor decides to convene a Complaints Panel you will be invited to attend and explain your complaint. The investigating officer will respond and explain the reasons for reaching the decision taken. At the Mayor's discretion, you and the investigating officer may ask questions of each other. At the end, you will have the final word and both parties will be asked to withdraw while the Panel make a decision.
12. A decision will be made by the Complaints Panel and the outcome of the review and of what action (if any) the Council proposes to take as a result of your complaint will be notified to you by the Mayor, either at the conclusion of the Panel meeting or within 7 working days.

In the first instance, all complaints should be directed to the Town Clerk who is the Council's proper officer at the address below.

Chard Town Council
The Guildhall
Fore Street
Chard
Somerset
TA20 1PP

Tel: 01460 239567

Email: townclerk@chard.gov.uk



Information available from Chard Town Council under the model publication scheme

Chard Town Council, in common with other public bodies, makes information on its activities available to the public under the terms of the Freedom of Information Act 2000.

In summary, requests for information need to be made in writing and the Council has a period of 20 working days to respond. Those terms continue to apply in general.

In order to simplify the process, the Information Commissioner has approved a Model Publication Scheme which commits an authority to make more routine information available to the public as part of normal business activities. Outlined below is a list of such information identified in the Model Publication Scheme that Chard Town Council has available routinely and can provide access to upon request. This is based on the Model Scheme for Local Councils and reflects the responsibilities of Chard Town Council.

Availability of Information

In person: from Chard Town Council, The Guildhall, Fore Street, Chard, TA20 1PP from 9 am – 4 pm Monday to Friday

On the website: www.chard.gov.uk

SCHEDULE OF CHARGES

The Council will not charge for the inspection of documents or for viewing the information. However, if copies are required the following will apply:

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @10p per sheet (black & white)	Actual Cost
	Photocopying (colour) – not available	N/A
	Postage	Actual cost of Royal Mail standard 2 nd class

Statutory Fee		In accordance with the relevant legislation

Information to be published	How the information can be obtained?	Cost
		website is free! www.chard.gov.uk
Class 1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only		
<ul style="list-style-type: none"> Who's who on the Council and its Committees 	hard copy and/or website	hard copy 10p p/sheet website free
<ul style="list-style-type: none"> Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address) 	hard copy and/or website	hard copy 10p p/sheet website free
<ul style="list-style-type: none"> Location of main Council office and accessibility details 	hard copy and/or website	hard copy 10p p/sheet website free
<ul style="list-style-type: none"> Staffing structure 	hard copy and/or website	hard copy 10p p/sheet website free

Class 2 – What we spend and how we spend it - Current and previous financial year (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)		
Annual return form and report by auditor	hard copy and/or website	hard copy 10p p/sheet website free ditto
Finalised budget	hard copy and/or website	hard copy 10p p/sheet website free ditto
Precept	hard copy and/or website	hard copy 10p p/sheet website free ditto
Financial Standing Orders and Regulations	hard copy and/or website	hard copy 10p p/sheet website free ditto
Grants given and received	hard copy	hard copy 10p p/sheet

List of current contracts awarded and value of contract	hard copy	hard copy 10p p/sheet
Members' allowances and expenses	hard copy	hard copy 10p p/sheet

Class 3 – What our priorities are and how we are doing		
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	hard copy and/or website	hard copy 10p p/sheet website free
Business Plan	hard copy and/or website	hard copy 10p p/sheet website free

Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum		
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	hard copy and/or website	hard copy 10p p/sheet website free
Agendas of meetings (as above)	hard copy and/or website	hard copy 10p p/sheet website free
Minutes of meetings (as above) – NB this will exclude information that is properly regarded as private to the meeting	hard copy and/or website	hard copy 10p p/sheet website free
Reports presented to council meetings – NB this will exclude information that is properly regarded as private to the meeting	hard copy and/or website	hard copy 10p p/sheet website free
Responses to consultation papers	hard copy	hard copy 10p p/sheet
Responses to planning applications	hard copy and/or website	hard copy 10p p/sheet website free

Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only		
Policies and procedures for the conduct of council business: <ul style="list-style-type: none"> • Procedural standing orders • Committee and sub-committee terms of reference • Delegated authority in respect of officers • Code of Conduct • Policy statements 	hard copy and/or website hard copy and/or website hard copy hard copy and/or website hard copy and/or website	hard copy 10p p/sheet website free
Policies and procedures for the provision of services and about the employment of staff: <ul style="list-style-type: none"> • Equality and diversity policy • Health and safety policy • Policies and procedures for handling requests for information • Complaints procedures (including those covering requests for information and operating the publication scheme) 	hard copy and/or website hard copy and/or website hard copy and/or website hard copy and/or website	hard copy 10p p/sheet website free
Records management policies (records retention, destruction and archive)	hard copy	hard copy 10p p/sheet
Data protection policies	hard copy and/or website	hard copy 10p p/sheet website free
Schedule of charges for the publication of information	hard copy and/or website	hard copy 10p p/sheet website free

Class 6 – Lists and Registers Currently maintained lists and registers only		
(hard copy or website; some information may only be available by inspection)		
Any publicly available register or list (if any are held this should be publicised; in most circumstances, existing access provisions will suffice)	hard copy and/or website	hard copy 10p p/sheet website free
Assets Register	hard copy	hard copy 10 p/sheet
Disclosure log (indicating the information that has been provided in response to requests)	hard copy	hard copy 10p p/sheet
Register of members' interests	hard copy	hard copy 10p p/sheet
Register of gifts and hospitality	hard copy	hard copy 10p p/sheet

Class 7 – The services we offer - Current information only (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	(hard copy or website; some information may only be available by inspection)	
○ Allotments	hard copy	hard copy 10p p/sheet
○ Burial grounds and closed churchyards	hard copy	hard copy 10p p/sheet
○ Guildhall and Tourism Information Centre	hard copy	hard copy 10p p/sheet
○ Parks, playing fields and recreational facilities	hard copy	hard copy 10p p/sheet
○ Markets	hard copy	hard copy 10p p/sheet
○ Seating, litter bins, clocks, memorials and lighting	hard copy	hard copy 10p p/sheet
○ Agency agreements	hard copy	hard copy 10p p/sheet
○ A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	hard copy	hard copy 10p p/sheet

Contact details:

Town Clerk, Chard Town Council,
The Guildhall, Fore Street, CHARD, Somerset TA20 1PP
Phone : 01460 239567
Email : townclerk@chard.gov.uk

If you are unhappy with the way in which Chard Town Council has dealt with your request under the Freedom of Information Act 2000 you should raise the matter in accordance with our usual complaints procedure.

CHARD TOWN COUNCIL

DATA PROTECTION POLICY

1. Introduction

Chard Town Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This Policy is a statement of what the Town Council does to ensure its compliance with the Act.

The Data Protection Policy applies to all Town Council employees, councillors, volunteers, and contractors. The Policy provides a framework within which the Town Council will ensure compliance with the requirements of the Act and will underpin any operational procedures and activities connected with the implementation of the Act.

2. Background

The Data Protection Act 2018 governs the handling of personal information that identifies living individuals directly or indirectly and covers both manual and computerised information. It provides a mechanism by which individuals about whom data is held (the “data subjects”) can have a certain amount of control over the way in which it is handled.

Some of the main features of the Act are:

- All data covered by the Act must be handled in accordance with the Six Data Protection Principles (see Appendix 1)
- The person about whom the information is held (the Data Subject) has various rights under the Act including the right to be informed about what personal data is being processed, the right to request access to that information, the right to request that inaccuracies or incomplete data are rectified, and the right to have personal data erased and to prevent or restrict processing in specific circumstances. Individuals also have the right to object to processing based on the performance of a task in the public interest/exercise of official authority (including profiling), direct marketing (including profiling); and processing for the purposes of scientific/historical research and statistics. There are also rights concerning automated decision making (including profiling) and data portability.
- Processing of special categories of data must be done under a lawful basis. This data includes information about race, ethnic origin, political persuasion, religious belief, trade union membership, genetics, biometrics (where used for identification purposes), health, sex life and sexual orientation.
- The Data Protection Act deals with criminal offence data in a similar way to special category data and sets out specific conditions providing lawful authority for processing it.
- There is a principle of accountability of data controllers to implement appropriate technical and organisational measures that include internal data protection policies and procedures, staff training and awareness of the requirements of the Act, internal audits of processing activities, maintaining relevant documentation on processing activities, appointing a data protection officer, and implementing measures that meet

the principles of data protection by design and data protection by default, including data minimisation, transparency, and creating and improving security features on an ongoing basis.

- Data protection impact assessments are carried out where appropriate as part of the design and planning of projects, systems and programmes.
- Data controllers must have written contracts in place with all data processors and ensure that processors are only appointed if they can provide 'sufficient guarantees' that the requirements of the Act will be met and the rights of data subjects protected.
- Data breaches that are likely to result in a risk to the rights and freedoms of individuals must be reported to the Information Commissioner's Office within 72 hours of the council becoming aware of the breach. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the council will notify those individuals concerned directly.
- The Information Commissioner is responsible for regulation and issue notices to organisations where they are not complying with the requirements of the Act. She also has the ability to prosecute those who commit offences under the Act and to issue fines.

3 Policy Statement

The Town Council is committed to ensuring that personal information is handled in a secure and confidential manner in accordance with its obligations under the Data Protection Act 2018 and professional guidelines. The Town Council will use all appropriate and necessary means at its disposal to comply with the Data Protection Act and associated guidance.

4 Roles and Responsibilities

4.1 Data Protection Officer

The appointment of a Data Protection Officer is discretionary. If appointed they are responsible for the following tasks, *(In the absence of a DPO, these tasks will be covered by the council directly)*:

- informing and advising the Town council, any processor engaged by the Town council as data controller, and any employee of the Town council who carries out processing of personal data, of that person's obligations under the legislation
- providing advice and monitoring for the carrying out of data protection impact assessments
- co-operating with the Information Commissioner's Office,
- acting as the contact point for the Information Commissioner's Office
- monitoring compliance with policies of the Town council in relation to the protection of personal data
- monitoring compliance by the Town council with the legislation.

In relation to the policies mentioned above, the data protection officer's tasks include—

- (a) assigning responsibilities under those policies,
- (b) raising awareness of those policies,

- (c) training staff involved in processing operations, and
- (d) conducting audits required under those policies.

The Town council must provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

4.2 Town Council

The Town Council will be responsible for ensuring that the organisation complies with its responsibilities under the Data Protection Act through monitoring of activities and incidents via reporting by the Data Protection Officer. The Town Council will also ensure that there are adequate resources to support the work outlined in this policy to ensure compliance with the Data Protection Act.

4.3 All Staff and Councillors

All staff and councillors will ensure that:-

- Personal information is treated in a confidential manner in accordance with this and any associated policies.
- The rights of data subjects are respected at all times.
- Privacy notices will be made available to inform individuals how their data is being processed.
- Personal information is only used for the stated purpose, unless explicit consent has been given by the Data Subject to use their information for a different purpose.
- Personal information is only disclosed on a strict need to know basis, to recipients who are entitled to that information.
- Personal information held within applications, systems, personal or shared drives is only accessed in order to carry out work responsibilities.
- Personal information is recorded accurately and is kept up to date.
- They refer any subject access requests and/or requests in relation to the rights of individuals to the Data Protection Officer.
- They raise actual or potential breaches of the Data Protection Act to the Data Protection Officer as soon as the breach is discovered.

It is the responsibility of all staff and councillors to ensure that they comply with the requirements of this policy and any associated policies or procedures.

4.9 Contractors and Employment Agencies

Where contractors are used, the contracts between the Town Council and these third parties should contain mandatory information assurance clauses to ensure that the contract staff are bound by the same code of behaviour as Town council members of staff and councillors in relation to the Data Protection Act.

4.10 Volunteers

All volunteers are bound by the same code of behaviour as Town council members of staff and councillors in relation to the Data Protection Act.

5 Records Management

Good records management practice plays a pivotal role in ensuring that the Town council is able to meet its obligations to provide information, and to retain it, in a timely and effective manner in order to meet the requirements of the Act. All records should be retained and disposed of in accordance with the Town Council retention schedule.

6 Consent

The Town council will take all reasonable steps to ensure that service users, members of staff, volunteers, and contractors are informed of the reasons the Town council requires information from them, how that information will be used and who it will be shared with. This will enable the data subject to give explicit informed consent to the Town council handling their data where the legal basis for processing is consent.

Should the Town council wish to use personal data for any purpose other than that specified when it was originally obtained, the data subject's explicit consent should be obtained prior to using the data in the new way unless exceptionally such use is in accordance with other provisions of the Act.

Should the Town council wish to share personal data with anyone other than those recipients specified at the time the data was originally obtained, the data subject's explicit consent should be obtained prior to sharing that data, failure to do so could result in a breach of confidentiality.

7 Accuracy and Data Quality

The Town council will ensure that all reasonable steps are taken to confirm the validity of personal information directly with the data subject.

All members of staff and councillors must ensure that service user personal information is checked and kept accurate and up to date on a regular basis, for example, by checking it with the service user when they attend for appointments in order that the information held can be validated.

Where a member of the public exercises their right for their data to be erased, rectified, or restricted, or where a member of the public objects to the processing of their data, the Data Protection Officer must be notified, and the appropriate procedures followed.

8 Data Protection Impact Assessments

A data protection impact assessment is a process which helps to assess privacy risks to individuals in the collection, use and disclosure of information. They must be carried out at the early stages of projects and are embedded in to the Town council's decision-making process.

9 Providers

The Town council must have written contracts in place with all suppliers who process personal data on behalf of the Town council as “data processors”. The Town council will ensure that processors are only appointed if they can provide ‘sufficient guarantees’ through the procurement process that the requirements of the Act will be met, and the rights of data subjects protected.

10 Complaints

Any expression of dissatisfaction from an applicant with reference to the Town council’s handling of personal information will be treated as a complaint and handled under the Town council’s complaint’s processes. The Data Protection Officer will be involved in responding to the complaint.

Should the complainant remain dissatisfied with the outcome of their complaint to the council, a complaint can be made to the Information Commissioner’s Office who will then investigate the complaint and take action where necessary.

11 Security and Confidentiality

All staff and councillors must ensure that information relating to identifiable individuals is kept secure and confidential at all times. The Town council will ensure that its holdings of personal data are properly secured from loss or corruption and that no unauthorised disclosures of personal data are made.

The Town council will ensure that information is not transferred to countries outside the European Economic Area (EEA) unless that country has an adequate level of protection for security and confidentiality of information which has been confirmed by the Information Commissioner.

12 Rights of Data Subjects

Individuals wishing to request their information as a subject access request should contact the Town council, who will arrange for the information to be processed in accordance with the Data Protection Act. Further information on this is available in a separate document, *‘How to access your records’*.

Individuals should also make requests in writing to the Town council if they wish to exercise their other rights under the legislation.

APPENDIX 1

DATA PROTECTION PRINCIPLES

First Principle

processed lawfully, fairly and in a transparent manner in relation to individuals;

Second Principle

collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes; further processing for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes shall not be considered to be incompatible with the initial purposes;

Third Principle

adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed;

Fourth Principle

accurate and, where necessary, kept up to date; every reasonable step must be taken to ensure that personal data that are inaccurate, having regard to the purposes for which they are processed, are erased or rectified without delay;

Fifth Principle

kept in a form which permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed; personal data may be stored for longer periods insofar as the personal data will be processed solely for archiving purposes in the public interest, scientific or historical research purposes or statistical purposes subject to implementation of the appropriate technical and organisational measures required by the GDPR in order to safeguard the rights and freedoms of individuals;

Sixth Principle

processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Chard Town Council

MEDIA COMMUNICATIONS POLICY

If communication is managed effectively, the Council will be able to create and seize opportunities to communicate with stakeholders and the public and build an accurate and positive reputation.

This protocol acts as a simple reference tool for any Councillors or member of staff who engages with the media. It can clarify roles and responsibilities and help manage expectations.

Introduction

The purpose of this protocol is to clarify the roles and responsibilities of Councillors and staff in dealing with the media, and to provide guidance on how to handle media interest.

The Council recognises the need for openness and this should be reflected in how the media communications are dealt with.

The aim of the protocol is to ensure that the Council is seen to communicate in a professional and objective manner. In all cases, the Council's approach to the media should be: open and honest; proactive; responsive and timely

The Legal Context

This protocol reflects the guidance contained in the Code of Recommended Practice on Local Authority Publicity 2001 (as amended) and the Council must have regard to it and follow its provisions. The protocol should be read in conjunction with the Councillors Code of Conduct, the Staff Handbook and the Protocol for Councillor/Staff relations. All publicity will be produced in line with the Council's equality and diversity guidelines.

The Publicity Code is grouped into seven principles that publicity by local authorities should follow. It should

- Be lawful
- Be cost-effective
- Be objective
- Be even-handed
- Be appropriate
- Have regard to equality and diversity
- Be issued with care during periods of heightened sensitivity

This protocol will also explain how CTC will help achieve the following objectives:

- Share and celebrate success
- Give information about policies, services and events, and about the democratic process so that people feel more informed about the Council's work
- Handle negative issues clearly and decisively

The Media

Local paid for and free newspapers, regional newspapers, local BBC and independent radio and TV as well as national and occasionally international media have all covered Chard stories in recent years.

In addition, the internet and social media are vital media to disseminate local news.

Identifying Newsworthy Items

It is the responsibility of everyone working within the Council to identify worthy news items as early as possible.

Handling Media Enquiries

The Town Clerk will be responsible for all media enquiries and responses into the town office.

Councillors who are directly approached by the media should respond in accordance with the guidance contained in this protocol.

The Council should not pass comment on leaks, anonymous allegations or allegations about individual Councillors and staff. The Council is open and accountable and should always explain if there is a reason why it cannot answer a specific enquiry.

News Releases

News releases are one of the techniques for publicising Council activities, decisions and achievements.

There are two types of news releases – Official Council News Releases and Councillor News Releases.

Official Council Press Releases - An Official Council release is made on behalf of the Council as a whole; it will be written by a member of staff and issued by the Town Clerk. It is non-party political and will normally include a quote from the relevant Councillor(s). This is usually the Chair of the Council or relevant committee.

Official Council press releases will follow a corporate style appropriate for the media being targeted and a web based record will be maintained. All releases will accurately reflect the corporate view of the Council.

News Releases will not promote the views of specific political groups, publicise the activities of individual Councillors, or persuade the general public to hold a particular view.

It should be borne in mind that a news release is not always the best way to publicise an activity or event and alternative ways of communicating it should be considered e.g. posters, mailings, websites, social media etc.

Councillor News Releases - Councillor news releases are personal and are written and issued by the Councillor responsible. They may or may not be political and should not include the name of any staff member, use the Council crest or the Council telephone number as a point of contact. It would be beneficial for copies of intended releases, to be sent to the Town Clerk.

Councillors seeking advice should contact the Town Clerk

Interviews

Staff should never give their opinion on specific Council policy but must keep to the corporate line and key messages. Their role is to provide expertise and factual knowledge only, in support of the Council's approved and agreed policies.

Media Activity Ahead of Meetings

The media pick up many stories from agendas and reports ahead of meetings. All agendas are sent to the local media and published on the Chard Town Council website.

The media is welcome to attend meetings. During meetings Councillors and staff should be mindful that any comments and messages are put across in a manner which gives the journalist an accurate picture, rather than relying on the journalist's interpretation of what can be a complex issue or report.

Publicity in Election Periods

The rules governing publicity change when an election has been announced. In the period between the notice of an election and the election itself (Purdah) all proactive publicity about candidates or other politicians is halted. This applies to local, national or European elections. Conversely, Council business and the publicity associated with, can and should continue.

During this period, Council publicity should not deal with controversial issues or report views, proposals or recommendations in a way that identifies them with individual Councillors or groups of Councillors. This is to make sure that no individual Councillors or political party gains an unfair advantage by appearing in corporate publicity.

In these circumstances, where a quote is required, the relevant member of staff may be quoted, in accordance with the guidelines in this protocol.

Non-Council Related Media Activity

Councillors and staff who have contact with the media in a personal capacity or as members of non-Council related organisations must not refer to their Council posts and must make it clear to the journalist concerned that they are speaking in a personal capacity or on behalf of the non-Council related organisation.

Managing Negative Issues

From time to time the Council has to respond to negative issues. It is important that these situations are managed carefully so as to limit the potential for negative publicity.

Councillors and staff must alert the Town Clerk as soon as a potentially negative issue which may attract media interest comes to light. They should not wait until contact is made by the media.

Councillors and staff will work together to prepare holding statements, other information and carry out research even if no media have contacted the Council about an issue.

Correcting Inaccurate Reporting

Should the media publish something inaccurate about the Council, a quick decision needs to be taken by the Town Clerk on any action necessary to correct it.

This could be a letter, email, a post on social media or news release, or in exceptional circumstances to take legal advice. It should be noted that in the case of minor inaccuracies which have little or no impact on the message being conveyed, it can sometimes be counterproductive to complain. Each case must be judged individually.

Occasionally the Council will get something wrong. In these cases, damage limitation is the key – this can usually be achieved by accepting responsibility, apologising, and stating how we are going to learn from the error or put it right.

Monitoring and Evaluation

The Council will continually monitor the media coverage and collate it.

Freedom of Information and Data Protection

Councillors are reminded that they must not misuse Council resources for political or other inappropriate purposes. Should the Council receive a request for information under the Freedom of Information Act 2000 on a topic on which there is correspondence (email or written), normally that correspondence would have to be disclosed, unless it was exempt. The fact that the disclosure of the correspondence may prove embarrassing would not, in itself, prevent disclosure.

Chard Town Council has a responsibility under the Data Protection Act 2018 to hold, obtain, record, use and store all personal data relating to an identifiable individual in a secure and confidential manner. This policy supplements, and should be read in conjunction with the Council's Data Protection Policy

Internet Acceptable Use Policy

Internet use covers all websites, social networking sites such as Facebook, Twitter etc., forums and blogs and both Councillors and staff are encouraged to use them.

If the above are used in an official capacity or on Council related business, the guidance in this protocol must be adhered to and they must be used in a responsible and appropriate manner.

Under the consideration of Acceptable Use, when acting in the capacity of Chard Town Council, websites and social media should not:

- contain content that may result in actions for libel, defamation or other claims for damages be used to process personal data other than for the purpose stated at the time of capture promote any political party or used for political campaigning
- promote personal financial interests or commercial ventures
- be used for personal campaigns
- be used in an abusive, hateful or disrespectful manner

If social media is used in an unofficial capacity, Councillors and staff should restrain from making remarks that could be construed as bringing the Council into disrepute.

The above points should provide useful guidance to prevent misinterpretation.

It is best practice on any personal profile for an online social media account to state clearly that the views are those of the individual, and may not represent the views of Chard Town Council. It is also advised that the Council's logo, or any other Council related material is not used on a personal online account, for example, website, blog or social media platform as a profile picture or icon representing that account.

The following dangers could occur with the personal or Council use of social media (please note this is not an exhaustive list):

- Sharing images or personal details could lead to the exploitation of vulnerable people or groups
- Breaching a code of conduct, for example the 7 Principles of Public Life through tactless posting and commenting
- Bullying, instigating or fuelling online persecution or inappropriate debate through thoughtless posting and commenting
- Civil or criminal action taken against account holders relating to breaches of legislation
- Damage to a councillor's reputation or a Council's reputation
- The accidental or intentional release of confidential information

- Virus or malware attacks through online sites or downloads compromising systems or networks relating to Council business

In light of these risks, we should all be mindful and practice safe social media use and ensure that:

- A consistent and considered approach is adopted and maintained in the use of social media by councillors and staff
- Be aware that copyright laws do apply online
- Make sure Council information remains confidential where necessary and is not compromised through the use of social media - including blogging and websites (by individual or group use)
- Councillors adhere to the policies set out by various social media sites they are using, and are up-to-date with relevant legislation
- Councillors and staff should be conscious that they are and will be held personally responsible for content they publish (including 'commenting') on any form of social media – whether during or out of office hours. It should also be noted that an untrue statement or breach of a particular code of conduct may incur a libel action against an individual
- Councillors and staff should remember that social media sites are in the public domain and information published can be readily distributed by others. Even if a post is deleted or taken down it has a life span that someone could have seen and distributed

Councillors and staff must be aware and mindful that when using social media in a personal capacity it is expected they behave appropriately and in line with the Council's values and policies in the constitution. Any inappropriate online activity may result in disciplinary action.

Any Councillor receiving unwelcomed comments, threats, or harassment online should report it to the police. Any staff member should report it to the police and their line manager. If you feel your account is being attacked by someone acting as a 'Troll' it is best practice to ignore this person or persons and report the issue to the social media site on which the problem is occurring. There are also a number of options in relation to 'blocking' a person if the behaviour is particularly upsetting or abusive.

Young People and Publicity

Guidelines should be followed if commissioning photographs of children (i.e. under 18 years of age) or if planning photography of children at events and using visual media for publicity purposes.

Financial Reporting

Date: 20th July 2021

Title: Financial Report

Purpose of the Report: To provide Members with a financial report on the current financial position of Chard Town Council.

Contact Officer: Paul Russell

1. RECOMMENDATION

1.1 That the report be noted.

2. BACKGROUND

2.1 The Financial report below covers the first quarter of the 2021/22 financial year. Initial information was provided to Full Council on 12th July 2021.

2.2 New Financial Regulations have been drafted to over see financial transactions in the future and these will have been dealt with previously on the agenda.

3. FINANCIAL APPRAISAL

3.1 The bank reconciliations for April, May and June 2021 need to be formally reviewed and signed off by either the Committee Chair or an appointed Member. Committee is requested to formally nominate a Committee Member.

3.2 The detailed Income and Expenditure sheet for Month 3 (First Quarter) is included below for information.

3.3 The following overspends/variances have been identified and reasons provided. The negative underspends are currently being reviewed:

101	Administration	Reason
4025	Insurance	Overspent by £13 due to additional items being added to the insurance schedule. These are outlined in the revised asset list.
4206	Website	Overspend of £750 was agreed in 2020/21 to bring the Council website up to date with the accessibility regulations. This expenditure was incurred in the 2020/21 financial year but has been met in the 2021/22 financial year.
102	Civic & Council	Reason
4208	Civic & Regalia costs	Macebearer robe (£965) plus London Bridge additional expenditure.
302	Street Cleaning (agency)	Reason
4047	Vehicle Licence/Insurance	Fuel allocated to cost centre. To be amended.
304	Street Cleaning (agency)	Reason

4039	Play Equipment Maintenance	Costs related to play area maintenance has been allocated to this cost centre. Funding will be from the relevant EMR allocated by Council at the end of the 2020/21 financial year.
4040	Street Furniture	Bus shelter costs allocated to this cost centre. Funded by EMR. Total is £4,710.
308	Street Cleaning (agency)	Reason
4017	Refuse/waste disposal	This cost centre has been allocated the skip exchanges which should be allocated under 302/4017. To be amended.
4047	Vehicle Licence/Insurance	Fuel allocated to cost centre. To be amended.

3.4 The final report below is the detailed Balance Sheet for the first quarter.

Detailed Income & Expenditure by Budget Heading 20/07/2021

Month No: 3

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
<u>101 Administration (LGA 1972)</u>							
1010 Rent Received	88	25	100	75			25.0%
1021 Customer photocopies	0	0	150	150			0.0%
1026 Insurance claim receipt	100	0	0	0			0.0%
1076 Precept	645,663	330,531	661,062	330,531			50.0%
1079 Grants Rec'd Other	2,333	1,000	0	(1,000)			0.0%
1089 Miscellaneous Income	0	0	100	100			0.0%
1096 Interest Received	2,356	82	2,000	1,918			4.1%
Administration (LGA 1972) :- Income	650,540	331,638	663,412	331,774			50.0% 0
4001 Payroll Costs	186,701	50,462	186,500	136,038		136,038	27.1%
4002 Temporary/Casual Staff	983	0	2,000	2,000		2,000	0.0%
4003 Superannuation Deficit Funding	5,690	1,180	5,897	4,717		4,717	20.0%
4007 Health & Safety	0	0	1,000	1,000		1,000	0.0%
4008 Training/Courses	670	0	4,500	4,500		4,500	0.0%
4009 Travelling	0	0	600	600		600	0.0%
4020 Miscellaneous Expenses	242	32	800	769		769	3.9%
4021 Telephone & Fax	823	27	900	873		873	3.0%
4022 Postage	849	22	1,000	978		978	2.2%
4023 Stationery	494	276	1,000	724		724	27.6%
4024 Subscriptions	2,036	480	2,500	2,020		2,020	19.2%
4025 Insurance	23,071	24,013	24,000	(13)		(13)	100.1%
4026 Photocopy and Printing Charges	1,687	117	1,500	1,383		1,383	7.8%
4028 IT Hosting and Support	14,698	1,783	10,000	8,217		8,217	17.8%
4029 Staff Recruitment	0	0	500	500		500	0.0%
4044 Equip/Furniture/Small Tools	0	139	1,000	861		861	13.9%
4051 Bank Charges	950	235	1,000	765		765	23.5%
4055 Other Professional Fees	18,831	5,553	6,500	948		948	85.4%
4056 Legal Fees	862	0	1,000	1,000		1,000	0.0%
4057 Audit Fees	2,945	(1,825)	3,200	5,025		5,025	(57.0%)
4061 Till Surplus / Deficiency	13	0	0	0		0	0.0%
4063 Christmas Lights	10,720	0	10,000	10,000		10,000	0.0%
4206 Council Website	800	1,350	600	(750)		(750)	225.0%
Administration (LGA 1972) :- Indirect Expenditure	273,065	83,842	265,997	182,155	0	182,155	31.5% 0
Net Income over Expenditure	377,476	247,795	397,415	149,620			
6000 plus Tfr from EMR	3,009	0					
Movement to/(from) Gen Reserve	380,485	247,795					

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Detailed Income & Expenditure by Budget Heading 20/07/2021

Month No: 3

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
<u>102 Civic & Council (LGA 1972)</u>							
1184 Council Run Events	0	(126)	5,000	5,126			(2.5%)
Civic & Council (LGA 1972) :- Income	0	(126)	5,000	5,126			(2.5%) 0
4005 Member Training	310	0	500	500		500	0.0%
4009 Travelling	0	0	100	100		100	0.0%
4020 Miscellaneous Expenses	533	0	100	100		100	0.0%
4183 Civic Events	0	0	500	500		500	0.0%
4184 Council Run Events	0	0	4,500	4,500		4,500	0.0%
4200 Current Mayor's Allowance	4,500	(2,850)	4,500	7,350		7,350	(63.3%)
4201 Previous Mayor's Allowance	(110)	0	0	0		0	0.0%
4203 Councillors' Expenses	0	0	100	100		100	0.0%
4208 Civic & Regalia costs	35	1,229	500	(729)		(729)	245.7%
4211 Town Crier Honorarium	250	250	250	0		0	100.0%
4213 Mace Bearer Honorarium	0	250	250	0		0	100.0%
4987 Tfr to EMR - Election costs 478	0	478	0	(478)		(478)	0.0%
Civic & Council (LGA 1972) :- Indirect Expenditure 478	5,518	(643)	11,300	11,943	0	11,943	(5.7%)
Net Income over Expenditure							
	(5,518)	517	(6,300)	(6,817)			
6000 plus Tfr from EMR	0	478					
Movement to/(from) Gen Reserve							
	(5,518)	996					
<u>107 Grants (incl S137)</u>							
1079 Grants Rec'd Other	5,000	0	0	0			0.0%
Grants (incl S137) :- Income	5,000	0	0	0			0
4740 Community Payback Scheme	0	0	900	900		900	0.0%
4749 Section 137 Payments	0	0	20	20		20	0.0%
4750 Grant Aid	1,000	0	7,000	7,000		7,000	0.0%
4751 Annual Grants	3,000	0	3,000	3,000		3,000	0.0%
4753 Support Grant	19,586	2,500	10,000	7,500		7,500	25.0%
Grants (incl S137) :- Indirect Expenditure	23,586	2,500	20,920	18,420	0	18,420	12.0% 0
Net Income over Expenditure							
	(18,586)	(2,500)	(20,920)	(18,420)			
<u>201 Guildhall (s19 LGMPA 1976)</u>							
1002 FiT Electric generation tariff	1,037	0	1,100	1,100			0.0%
1003 FiT Electric Export Tariff	234	0	250	250			0.0%
1011 Antiques Fair	365	237	1,500	1,263			15.8%
1020 Letting Income	3,239	293	15,000	14,707			2.0%
1022 Hirers Refreshments	0	0	50	50			0.0%
Guildhall (s19 LGMPA 1976) :- Income	4,875	530	17,900	17,370			3.0% 0

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Detailed Income & Expenditure by Budget Heading 20/07/2021

Month No: 3

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
4001 Payroll Costs	62,784	12,955	83,000	70,045		70,045	15.6%
4002 Temporary/Casual Staff	708	0	0	0		0	0.0%
4006 Protective Clothing	139	0	750	750		750	0.0%
4007 Health & Safety	1,525	0	1,500	1,500		1,500	0.0%
4008 Training/Courses	0	0	1,500	1,500		1,500	0.0%
4009 Travelling	0	0	100	100		100	0.0%
4011 Rates	0	7,735	8,000	266		266	96.7%
4012 Water Charges	1,802	(123)	1,500	1,623		1,623	(8.2%)
4014 Electricity	13,942	1,092	11,000	9,908		9,908	9.9%
4015 Gas	6,913	0	7,000	7,000		7,000	0.0%
4016 Janitorial	425	217	1,200	983		983	18.0%
4017 Refuse/Waste Disposal	863	76	1,000	924		924	7.6%
4020 Miscellaneous Expenses	2	19	250	231		231	7.7%
4021 Telephone & Fax	728	211	700	489		489	30.1%
4023 Stationery	0	7	0	(7)		(7)	0.0%
4027 Hirers Refreshments	9	0	20	20		20	0.0%
4031 Other Advertising	0	65	100	35		35	65.0%
4036 Property Maintenance	3,016	12,159	15,000	2,841		2,841	81.1%
12,000							
4038 Maintenance/Service Contracts	3,481	602	4,000	3,398		3,398	15.1%
4044 Equipt/Furniture/Small Tools	51	0	2,000	2,000		2,000	0.0%
4050 Consumables	86	0	100	100		100	0.0%
4052 Bad Debts Written Off	0	0	100	100		100	0.0%
4059 Licences (incl PRS)	180	0	3,000	3,000		3,000	0.0%
4062 Heating & Air Conditioning	0	0	5,000	5,000		5,000	0.0%
Guildhall (s19 LGMPA 1976) :- Indirect Expenditure	96,654	35,014	146,820	111,807	0	111,807	23.8%
12,000							
Net Income over Expenditure	(91,780)	(34,484)	(128,920)	(94,436)			
6000 plus Tfr from EMR	408	12,000					
Movement to/(from) Gen Reserve	(91,372)	(22,484)					
<u>202 LIC (s144 LGA 1972)</u>							
1077 Grants Rec'd SSDC	500	0	500	500			0.0%
LIC (s144 LGA 1972) :- Income	500	0	500	500			0.0% 0
4014 Electricity	424	58	500	442		442	11.6%
4020 Miscellaneous Expenses	2	0	100	100		100	0.0%
LIC (s144 LGA 1972) :- Indirect Expenditure	426	58	600	542	0	542	9.6% 0
Net Income over Expenditure	75	(58)	(100)	(42)			

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Detailed Income & Expenditure by Budget Heading 20/07/2021

Month No: 3

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
<u>209 G & T Capital & Non-Recurring</u>							
4071 Loan Capital Repaid	47,987	24,743	49,223	24,480		24,480	50.3%
4072 Loan Interest Payable	5,133	971	4,500	3,529		3,529	21.6%
G & T Capital & Non-Recurring :- Indirect Expenditure	53,120	25,714	53,723	28,009	0	28,009	47.9% 0
Net Expenditure	(53,120)	(25,714)	(53,723)	(28,009)			
<u>301 Cemetery (s214 LGA 1972)</u>							
1020 Letting Income	65	0	30	30			0.0%
1030 Interment Income	12,202	3,975	20,000	16,025			19.9%
1031 Memorial Fees	3,311	934	3,500	2,566			26.7%
1032 Burial Rights	5,625	2,207	7,500	5,293			29.4%
Cemetery (s214 LGA 1972) :- Income	21,203	7,116	31,030	23,914			22.9% 0
4001 Payroll Costs	23,519	6,299	28,500	22,201		22,201	22.1%
4006 Protective Clothing	0	0	200	200		200	0.0%
4011 Rates	3,593	3,593	3,600	7		7	99.8%
4012 Water Charges	746	(8)	650	658		658	(1.2%)
4014 Electricity	1,266	177	800	623		623	22.1%
4020 Miscellaneous Expenses	699	0	100	100		100	0.0%
4021 Telephone & Fax	0	0	250	250		250	0.0%
4036 Property Maintenance	100	76	300	224		224	25.5%
4037 Grounds Maintenance	0	0	200	200		200	0.0%
4044 Equip/Furniture/Small Tools	54	367	500	133		133	73.3%
4050 Consumables	5	0	50	50		50	0.0%
Cemetery (s214 LGA 1972) :- Indirect Expenditure	29,982	10,503	35,150	24,647	0	24,647	29.9% 0
Net Income over Expenditure	(8,779)	(3,387)	(4,120)	(733)			
<u>302 Street Cleansing (Agency)</u>							
1080 Agency Income	58,192	0	58,500	58,500			0.0%
Street Cleansing (Agency) :- Income	58,192	0	58,500	58,500			0.0% 0
4001 Payroll Costs	57,389	12,155	77,500	65,345		65,345	15.7%
4002 Temporary/Casual Staff	1,039	0	1,000	1,000		1,000	0.0%
4006 Protective Clothing	210	0	900	900		900	0.0%
4007 Health & Safety	0	0	400	400		400	0.0%
4017 Refuse/Waste Disposal	5,518	542	7,000	6,458		6,458	7.7%
4041 Equipment Hire	12,880	0	5,000	5,000		5,000	0.0%
4043 Vehicle Maintenance	362	0	1,000	1,000		1,000	0.0%
4044 Equip/Furniture/Small Tools	267	47	1,000	953		953	4.7%

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Detailed Income & Expenditure by Budget Heading 20/07/2021

Month No: 3

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
4046 Vehicle Fuel	2,728	806	3,000	2,194		2,194	26.9%
4047 Vehicle Licence/Insurance	2,380	2,237	2,000	(237)		(237)	111.8%
4050 Consumables	496	305	1,500	1,195		1,195	20.3%
Street Cleansing (Agency) :- Indirect Expenditure	83,268	16,092	100,300	84,208	0	84,208	16.0% 0
Net Income over Expenditure	(25,076)	(16,092)	(41,800)	(25,708)			
<u>303 Allotments (s23 SH&AA 1908)</u>							
1010 Rent Received	4,155	(149)	4,000	4,149			(3.7%)
1015 Licence Fee	349	62	500	439			12.3%
Allotments (s23 SH&AA 1908) :- Income	4,504	(87)	4,500	4,587			(1.9%) 0
4001 Payroll Costs	1,035	285	1,200	915		915	23.8%
4012 Water Charges	656	0	400	400		400	0.0%
4013 Rent Payable	1,855	0	1,856	1,856		1,856	0.0%
4022 Postage	102	0	100	100		100	0.0%
4037 Grounds Maintenance	375	0	200	200		200	0.0%
4044 Equipt/Furniture/Small Tools	38	2	100	98		98	2.5%
Allotments (s23 SH&AA 1908) :- Indirect Expenditure	4,061	287	3,856	3,569	0	3,569	7.5% 0
Net Income over Expenditure	443	(374)	644	1,018			
<u>304 Amenities General (Sch14 LGA19)</u>							
1040 Sponsorship Income	0	0	2,200	2,200			0.0%
1089 Miscellaneous Income	250	250	500	250			50.0%
Amenities General (Sch14 LGA19) :- Income	250	250	2,700	2,450			9.3% 0
4013 Rent Payable	795	0	796	796		796	0.0%
4039 Play Equipment Maintenance	1,192	9,945	5,000	(4,945)		(4,945)	198.9%
4040 Street Furniture	829	4,894	3,000	(1,894)		(1,894)	163.1%
4,710							
4048 Flower Beds - planting etc	3,388	2,043	4,000	1,957		1,957	51.1%
4049 Flower Baskets	1,937	2,000	2,000	0		0	100.0%
4054 Arboriculture	2,000	350	5,000	4,650		4,650	7.0%
4065 CCTV	0	0	500	500		500	0.0%
Amenities General (Sch14 LGA19) :- Indirect 4,710 Expenditure	10,141	19,232	20,296	1,064	0	1,064	94.8%
Net Income over Expenditure	(9,891)	(18,982)	(17,596)	1,386			
6000 plus Tfr from EMR	2,355	4,710					
Movement to/(from) Gen Reserve	(7,536)	(14,272)					

Detailed Income & Expenditure by Budget Heading 20/07/2021

Month No: 3

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
<u>305 Jocelyn Park</u>							
1010 Rent Received	263	0	1,500	1,500			0.0%
Jocelyn Park :- Income	263	0	1,500	1,500			0.0% 0
4012 Water Charges	217	0	50	50		50	0.0%
4014 Electricity	628	0	150	150		150	0.0%
4036 Property Maintenance	0	28	2,000	1,972		1,972	1.4%
4037 Grounds Maintenance	0	0	2,940	2,940		2,940	0.0%
4044 Equipt/Furniture/Small Tools	0	0	500	500		500	0.0%
4985 Tfr to Sinking Fund - Jocelyn	0	0	300	300		300	0.0%
Jocelyn Park :- Indirect Expenditure	845	28	5,940	5,912	0	5,912	0.5% 0
Net Income over Expenditure							
	(582)	(28)	(4,440)	(4,412)			
<u>308 Amenities Central Costs (Sch14</u>							
1010 Rent Received	820	709	2,000	1,291			35.4%
1046 Recharge for vehicle fuel	409	0	400	400			0.0%
1089 Miscellaneous Income	245	0	0	0			0.0%
Amenities Central Costs (Sch14 :- Income	1,474	709	2,400	1,691			29.5% 0
4001 Payroll Costs	71,292	13,660	98,600	84,940		84,940	13.9%
4002 Temporary/Casual Staff	850	0	0	0		0	0.0%
4006 Protective Clothing	2,814	0	900	900		900	0.0%
4007 Health & Safety	1,422	103	500	397		397	20.6%
4008 Training/Courses	0	0	2,000	2,000		2,000	0.0%
4009 Travelling	0	0	200	200		200	0.0%
4011 Rates	1,210	1,210	1,250	40		40	96.8%
4012 Water Charges	31	0	40	40		40	0.0%
4014 Electricity	3,631	595	1,500	905		905	39.6%
4016 Janitorial	44	28	200	172		172	13.9%
4017 Refuse/Waste Disposal	892	1,090	1,000	(90)		(90)	109.0%
4020 Miscellaneous Expenses	32	45	100	55		55	45.0%
4021 Telephone & Fax	0	10	50	40		40	20.0%
4035 Vandalism	0	0	1,000	1,000		1,000	0.0%
4036 Property Maintenance	849	1,860	2,000	140		140	93.0%
4042 Equipment Maintenance	227	37	2,500	2,463		2,463	1.5%
4043 Vehicle Maintenance	2,370	1,000	2,500	1,500		1,500	40.0%
4044 Equipt/Furniture/Small Tools	35	994	1,000	6		6	99.4%
4045 Vehicle / Equipment Lease/Hire	1,388	0	1,000	1,000		1,000	0.0%
4046 Vehicle Fuel	1,329	138	1,500	1,362		1,362	9.2%
4047 Vehicle Licence/Insurance	1,801	2,179	1,800	(379)		(379)	121.1%
4050 Consumables	377	0	200	200		200	0.0%
Amenities Central Costs (Sch14 :- Indirect Expenditure	90,592	22,949	119,840	96,891	0	96,891	19.1% 0
Net Income over Expenditure							
	(89,118)	(22,240)	(117,440)	(95,200)			

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Detailed Income & Expenditure by Budget Heading 20/07/2021

Month No: 3

Cost Centre Report

	Actual Last Transfer Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent to/from EMR
<u>309 Amen Capital & Non-Recurring</u>							
4966 CP - New Vehicle Amenities	21,450	0	0	0		0	0.0%
4980 Tfr to Earmarked Reserves	0	0	4,000	4,000		4,000	0.0%
Amen Capital & Non-Recurring :- Indirect Expenditure	21,450	0	4,000	4,000	0	4,000	0.0% 0
Net Expenditure	(21,450)	0	(4,000)	(4,000)			
6000 plus Tfr from EMR	21,449	0					
Movement to/(from) Gen Reserve	(1)	0					
<u>401 Markets (Food Act 1984 s50)</u>							
1012 Markets	582	391	2,000	1,609			19.5%
1077 Grants Rec'd SSDC	5,660	0	0	0			0.0%
Markets (Food Act 1984 s50) :- Income	6,242	391	2,000	1,609			19.5% 0
4011 Rates	699	178	700	522		522	25.5%
4044 Equipt/Furniture/Small Tools	5,158	518	0	(518)		(518)	0.0%
Markets (Food Act 1984 s50) :- Indirect Expenditure	5,856	696	700	4	0	4	99.4% 0
Net Income over Expenditure	385	(305)	1,300	1,605			
Grand Totals:- Income	753,042	340,419	789,442	449,023			43.1%
Expenditure	698,563	216,272	789,442	573,170	0	573,170	27.4%
Net Income over Expenditure	54,479	124,148	0	(124,148)			
plus Tfr from EMR	27,221	17,188					
Movement to/(from) Gen Reserve	81,700	141,336					

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 20/07/2021

A/c	Description	Actual
<u>Current Assets</u>		
100	Debtors Control	3,980
103	Bookings Debtors	50
105	VAT Control	2,761
180	Stock - TIC	491
201	Co-Op Current/I A A/c	479,440
202	Co-Op 14 day Deposit	29,807
212	Petty Cash	295
233	Nationwide Instant Saver 9000	353,401
234	Nationwide Instant Saver 90010	157,272
Total Current Assets		1,027,496
<u>Current Liabilities</u>		
500	Creditors Control	23,052
549	Control - Misc Ticket Sales	72
551	Deposits Held - Market Traders	132
565	Holding Deposit	1,208
Total Current Liabilities		24,464
Net Current Assets		1,003,032
Total Assets less Current Liabilities		1,003,032
<u>Represented by :-</u>		
301	Current Year Fund	124,148
310	General Reserve	266,848
320	Capital Receipts Reserve	5,862
330	EMR MUGA	56,000
333	EMR - Election Costs	1,522
338	EMR Play Equipment	72,780
341	EMR Cemetery Chapel	55,750
343	EMR Cemetery	200,000
346	EMR MTIG	85,000
347	EMR Climate Change	35,000
350	Sinking Fund - Guildhall	86,666
351	Sinking Fund - Civic Regalia	2,500
352	Sinking Fund - Closed Ch'yard	7,750
353	Sinking Fund - Jocelyn Park	1,500
354	Sinking Fund - Guildhall Screen	1,707
Total Equity		1,003,032

CHARD TOWN COUNCIL
FINANCE & AUDIT COMMITTEE – 27th JULY 2021
WORKPLAN 2020/21 (BASED ON STRATEGIC PLAN OBJECTIVES 2019-23)

Ref No	Objective	Comments	Update June 2021
OVERALL REVIEW OF COUNCIL SERVICES			
1	Define Standards of Service: Establish a clear set of operational requirements so that service delivery performance can be measured and managed.	September 2021: This will be developed following recruitment.	No further update.
2	Value for Money Review of all Services: Undertake a review of all services to ensure that the most efficient and effective process is in place and ensure good stewardship of Public Funds	March 2022: To be completed prior to the commencement of the 2022/23 financial year.	No further update.
3	Redefining Roles and Responsibilities: Review the Council's organisation and develop the most effective staffing structure to deliver efficient and effective services and the Councils overall strategy.	Completed following adoption of the Organisational and Staffing Restructure review which is now being implemented.	Completed.
5	Disperse Office: The council wishes to ensure that Council staff are more visible and accessible to the public. To review the location of office accommodation and appropriate information technology.	Completed following adoption of the Organisational and Staffing Restructure review which is now being implemented.	Completed.
6	Audit of Who Owns What: Carry out an audit of public assets in Chard to enable Council to develop maintenance and investment plans and ensure that standards throughout Chard are of a high standard.	September 2021: This will be developed following recruitment.	No further update.
7	Update IT Provision: Review existing IT provision and identify the potential for improved efficiency and effectiveness through use of technology. Optimise use of technology in support of efficient and effective service delivery.	September 2021: Quotations currently being obtained. Demonstrations to be organised. Implementation following recruitment.	Ongoing
8	Consider Income Generation Potential: Consider options to generate additional income.	September 2021: This will be developed following recruitment	Ongoing

COMMUNICATIONS			
10	Improved Communication with the Community: Improved understanding and better interaction with community through Newsletters, Website, Social media, councillor's surgery, public meetings.	September 2021:.	Ongoing.
11	Improved Promotion of the Town: Enhancing Chard's reputation	To undertake a marketing strategy for Chard funded by the Welcome Back fund	Commence in September 2021
12	Improved Communication with Police: Co-ordinated action on safety and security	Commenced. Police invited to Council meetings. Access to CCTV.	Ongoing.
13	Engage to Protect Emergency Services: Preserve and enhance Chard Service provision	April 2022: Develop strategy during 2021/22 financial year to be implemented in April 2022.	No further progress.
ENVIRONMENTAL PROTECTION			
14	Ongoing effort to implement carbon neutral pledge: Maintain a focus on achieving the Council's pledge through regular activity aimed at achieving this goal.	Climate Change grant fund applied for and secured. Grants received for LED lighting, solar panels on the Guildhall and recycling initiative in the High Street.	Ongoing.
15	Council Example Setting: Demonstrate leadership and set an example. <ul style="list-style-type: none"> • Eliminate Single use plastics within the Council • Change Council energy supplier • Work with Highways to ensure that all Street Lights are changed to LED • Review use of pesticides and weed inhibiting chemicals 	Environmental Policy to be developed and in place by April 2022. Review objectives as part of Environmental Policy.	No further progress.
17	Council Working with others: Work with others to improve Chard Environmental outcomes <ul style="list-style-type: none"> • Seek a ban on the sale of recreational helium/sky lanterns • Facilitate community information in support of other public sector bodies 	Look to commence this objective in April 2022.	No further progress. HSHAZ an opportunity.
IMPROVEMENTS TO TOWN FACILITIES AND EXPERIENCES			
25	Review of all CTC Land etc: Ensure ownership is clearly understood so that CTC can focus on	To be undertaken following recruitment.	No further progress.

	improving areas it owns and work with others to set standards on land that they own with in Chard.		
35	Changing Place Provision: Work to improve facilities for people with disabilities.	April 2022: Work to commence on this objective.	No further progress.
36	CCTV and remote CCTV: Improve Security and address the high cost of vandalism, particularly in CTC play areas.	Implementation of new CCTV commenced.	Ongoing.
37	Community Buses: Provide improved transport options particularly from villages to enhance the vibrancy of the Town centre.	Priority to be reviewed in January 2022.	No further progress.
38	Additional Coach parking: Encourage Tourist visits.	Priority to be reviewed in January 2022.	District/County Council responsibility.
PLANNING & HIGHWAYS			
40	Neighbourhood Plan Engage the Community in planning for the future. The Town Council can facilitate the creation of a neighbourhood plan. Once in place a neighbourhood plan will increase the Communities ability to influence planning decisions and the amount of CIL money that the council can claim where CIL is applicable.	Council needs to review this aim.	No further progress.
COMMUNITY ENGAGEMENT			
41	Community Strategy: Define a specific integrated approach to facilitating, nurturing and increasing the activities of community groups within Chard including the following actions.	Council needs to review this aim.	No further progress.
42	Mapping Community Groups and Signposting: Ensure that all community groups are recognised so that CTC can offer equal support to all appropriate groups so that they are engaged and promoted.	Council needs to review this aim.	No further progress.
43	Review of Community Development Grants: Ensure that CTC grants policy provides an equitable approach that meets Well-being principles.	Review to be undertaken.	No further progress.
44	Increased Engagement with Groups: Actively use Town Council resources to promote and foster all	Council needs to review this aim.	No further progress.

	groups and assist groups in procuring the resources to develop and to meet their goals.		
TOURISM			
47	Tourism strategy Define Chards Tourism role and plan improvements to visitor experience.	Council needs to review this aim.	No further progress.
48	LIC future Clarify the role of the LIC focussed on visitors and residents alike and improve the service provided.	Council needs to review this aim.	No further progress.
49	Welcome Hosts Consider creating a Welcome Host programme to provide a focus for the visitor experience in Chard.	Council needs to review this aim.	No further progress.