Ulley Parish Council Meeting to be held on Wednesday 26 September 2018 at Ulley Village Hall.

17 September 2018

Dear Councillor,

You are summoned to attend the Parish Council meeting of Ulley Parish Council at 7.00 at Ulley Village Hall.

Andrew Towlerton
Parish Clerk and Responsible Financial Officer

AGENDA

A public session will commence prior to the formal Council meeting in accordance with paragraph 4.6 of the Council’s Standing Orders.

PART I NON–CONFIDENTIAL ITEMS

In accordance with Regulation 4(6) of the Local Authorities (Executive Arrangements) (Meetings and Access to Information) (England) Regulations 2012, audio/visual recording and photography at Council
meetings is permitted in accordance with the Council’s protocol “Filming of Public Meetings”.

1. To receive and approve any apologies for absence.
2. To receive any questions from members of the Public.
3. Declarations of interest and dispensations.
   
i. To receive declarations of interest from councillors on items on the agenda.
ii. To receive written requests for dispensations for disclosable pecuniary interests (if any)
iii. To grant any requests for dispensation as appropriate.

4. To approve, sign and date the minutes of Parish Council held on 25 July 2018.

Parish Council Meeting

5. To receive information on the following on-going issues and decide further action where necessary –

   • Latest Crime Update (to receive the latest crime figures for the Parish)
   • Over hanging trees and straw on the roads (these were both raised at the last meeting as nuisances and highway. These issues have been raised with Street Pride and a report is to be provided on these discussions)

6. To consider and agree a Volunteer Policy for the Council and associated documents – A revised volunteer policy and associated documents (see attachments 6.1 and 6.2) have been prepared for following comments received on the approved one, which members need to consider as well as next steps.

7. To consider the latest Inspection Poynton Avenue Plan Area – The Council received a copy (see attachment 7.1) of the play area inspection report carried out in July 2018 for Poynton Area Plan Park for consideration.

8. To consider the Council’s involvement in Rotherham MBC’s - Town & Parish Council Winter Partnership Scheme 2018/19 (see attachment 8.1)

9. To consider and agree the Councils Data Protection Policy, Record Management Policy and Associated Documents (see attachments 9.1 to 9.4) – New legislative and other requirements have meant that
it is good practice for a Council to have a Data Protection Policy and associated Guidance.

10. To receive an update on the External Auditor’s Report in the Public Interest and consider next steps.


12. To receive a verbal and written report on financial matters including actual and forecast income and expenditure by the Council for the year 2018/2019, and to authorise any payments, including:
   - £59.99 towards the Sleeper Bench Memorial to Andrew Mozley.
   - £10.99 to Fosters for Tyre Sealant.
   - £28.85 to Yorkshire Water for water usage at the Hall.

13. To receive an update on, and consider any new, Halifax fund bids including any approved by the Halifax Estate and by the Council through delegated powers (see also attachment 11.1).

1. Introduction
Ulley Parish Council aims to maintain and improve areas in the village to which the public have access and volunteers make a vital contribution to this aim. We recognise the added value that volunteers bring to our village organisation and those who use our services.

Ulley Parish Council aims to have a reciprocal and mutually beneficial relationship with our volunteers.

The involvement of volunteers will be guided by the following principles of good practice:

- the tasks to be performed by volunteers will be clearly defined, so that everyone is sure of their respective roles and responsibilities;
- the Parish Council organisation will comply with the Data Protection Act and General Data Protection Regulations in the use of data held on all volunteers;
- volunteers will be provided with regular opportunities to share ideas/concerns with the Parish Council is happy to receive ideas and concerns at any time.

2. The Purpose of this Policy
By adopting this policy Ulley Parish Council aims to:

- highlight and acknowledge the value of the contribution made by volunteers;
- recognise the respective roles, rights and responsibilities of volunteers;
- confirm the Parish Council organisation’s commitment to involving volunteers in its work;
- establish clear principles for the involvement of volunteers; and
• ensure the ongoing quality of the work carried out by volunteers;

This policy provides a framework for the involvement of volunteers.

All potential volunteers will be asked to complete a volunteer’s registration form. Where there is specific training required this will be highlighted and records kept of the training outcomes.

3. Operation of the Policy

Once appointed volunteers will be given an overview of any relevant policies and procedures and will be expected to comply with them in particular any Health and Safety risk assessments and related operating procedures. This is of particular importance where the volunteers will be using equipment supplied by the Parish Council. All volunteers are covered under Ulley Parish Council’s Public Liability Insurance.

Volunteers will be reimbursable to claim reasonable expenses incurred as a direct result of their volunteering. Volunteers should discuss any planned expenditure prior to incurring it to ensure that it will be covered by the Parish Council.

4. Responsibility

Overall responsibility for the implementations, monitoring and review of the policy and procedures lies with the Ulley Parish Council. Implementation and adherence to this policy is the responsibility of all members and staff of the Parish Council and volunteers working with the organisation.

[Approved July - 2018]
[To be reviewed - July 2019]
Volunteer agreement

The Parish Council appreciates you volunteering with us and is committed to providing volunteers with a supportive environment. We hope that you will find your volunteer experience enjoyable and rewarding.

1. VOLUNTEER ROLE

Your role as volunteer is to assist in maintaining and/or improving land within the parish to which the public have access.

We expect you to perform your role to the best of your ability and to follow our approved procedures and standards, including health and safety and equal opportunities. You can expect us to deal with you in accordance with our equal opportunities policy.

2. INDUCTION AND TRAINING

We will provide an induction explaining what we do and how volunteers work with us. We will also provide training in the use of any equipment to ensure your health and safety.

3. CONTACT

Any of the Parish Councillors or the Parish Clerk are available as a point of contact during your volunteering with us. This can be to suggest improvements to working practices, ideas for new initiatives, reporting broken equipment, or to discuss any other ideas, problems or complaints you may have.

4. EXPENSES

We may reimburse certain out-of-pocket expenses incurred in connection with your volunteering with us. Volunteers should discuss any planned expenditure prior to incurring it to ensure that it will be covered by the Council.
5. **INSURANCE**

We will provide adequate insurance cover for you while you are undertaking voluntary work to assist in maintaining and/or improving land within the parish to which the public have access.

6. **CONFIDENTIALITY**

In the course of providing your volunteering services, there is a small chance that you may have access to confidential information relating to Ulley Parish Council or our constituents. We expect you not to use or disclose this information to any person either during your volunteering experience with us or at any time afterwards.

7. **LEAVING**

We ask that you give us as much notice as possible if you want to stop volunteering so we can take account of the change in circumstances when planning future activities. **Should you no longer wish to be a volunteer please contact the Parish Council as soon as possible after making this decision.**

This agreement is binding in honour only, is not intended to be a legally binding contract between us and may be cancelled at any time at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

Yours sincerely,

On behalf of Ulley Parish Council

I have read and understand the contents of this letter.

Signed ....................................................
[Name of volunteer]

Date ......................................................
Site Information

Inspection Ref: 628108  
Site Ref: 18430  
Customer Order No: None  
Operational Inspection - 24 July 2018 at 13:36  
Inspector: Terry Hill  
Risk Assessment: 10 - Low Risk

Location: The site is partially overlooked by properties in the local community
Disabled Access: Some accessible features; an area that presents difficulties to the majority of people with disabilities but in favourable circumstances and certainly in partnership can be accessed.
0 - Risk Assessment not Undertaken

Item: Ancillary Items - Site General
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1

Finding 1
This item is satisfactory - no work required

6 - Low Risk

Item: Ancillary Items - Palisade Logs
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number:
Total Findings: 1

Finding 1
Timbers rotting - Monitor
### 0 - Risk Assessment not Undertaken

<table>
<thead>
<tr>
<th>Item:</th>
<th>Ancillary Items - Sign</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Owner/Operator</td>
</tr>
<tr>
<td>Surface Type:</td>
<td>N/A</td>
</tr>
<tr>
<td>Equipment:</td>
<td>N/A</td>
</tr>
<tr>
<td>Compliance:</td>
<td>N/A</td>
</tr>
<tr>
<td>Surface Area</td>
<td>N/A</td>
</tr>
<tr>
<td>Compliance:</td>
<td>N/A</td>
</tr>
<tr>
<td>Ref/Part Number:</td>
<td></td>
</tr>
<tr>
<td>Total Findings:</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Finding 1

This item is satisfactory - no work required

### 3 - Very Low Risk

<table>
<thead>
<tr>
<th>Item:</th>
<th>Ancillary Items - Bench</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Owner/Operator</td>
</tr>
<tr>
<td>Surface Type:</td>
<td>N/A</td>
</tr>
<tr>
<td>Equipment:</td>
<td>N/A</td>
</tr>
<tr>
<td>Compliance:</td>
<td>N/A</td>
</tr>
<tr>
<td>Surface Area</td>
<td>N/A</td>
</tr>
<tr>
<td>Compliance:</td>
<td>N/A</td>
</tr>
<tr>
<td>Ref/Part Number:</td>
<td></td>
</tr>
<tr>
<td>Total Findings:</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Finding 1

Concrete slab broken - New slab required
Finding 1

This item is satisfactory - no work required

Finding 1

This item is satisfactory - no work required
### 0 - Risk Assessment not Undertaken

<table>
<thead>
<tr>
<th>Item:</th>
<th>Ancillary Items - Litter Bin</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Owner/Operator</td>
</tr>
<tr>
<td>Surface Type:</td>
<td>N/A</td>
</tr>
<tr>
<td>Equipment</td>
<td>N/A</td>
</tr>
<tr>
<td>Compliance:</td>
<td>N/A</td>
</tr>
<tr>
<td>Surface Area</td>
<td>N/A</td>
</tr>
<tr>
<td>Compliance:</td>
<td>N/A</td>
</tr>
<tr>
<td>Ref/Part Number:</td>
<td></td>
</tr>
<tr>
<td>Total Findings:</td>
<td>1</td>
</tr>
</tbody>
</table>

**Finding 1**

This item is satisfactory - no work required

### 6 - Low Risk

<table>
<thead>
<tr>
<th>Item:</th>
<th>Multi Use Games Area - Goal End</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Not Identified</td>
</tr>
<tr>
<td>Surface Type:</td>
<td>Grass</td>
</tr>
<tr>
<td>Equipment</td>
<td>N/A</td>
</tr>
<tr>
<td>Compliance:</td>
<td>N/A</td>
</tr>
<tr>
<td>Surface Area</td>
<td>N/A</td>
</tr>
<tr>
<td>Compliance:</td>
<td>N/A</td>
</tr>
<tr>
<td>Ref/Part Number:</td>
<td></td>
</tr>
<tr>
<td>Total Findings:</td>
<td>1</td>
</tr>
</tbody>
</table>

**Finding 1**

Presence of moles evident - Treat appropriately
10 - Low Risk

Item: Activity Equipment - Climbing Wall
Manufacturer: Not Identified
Surface Type: Grass
Equipment Compliance: No
Surface Area Compliance: No
Ref/Part Number: 
Total Findings: 1

Finding 1
Timbers rotting - Monitor

0 - Risk Assessment not Undertaken

Item: Other - Boulders
Manufacturer: Owner/Operator
Surface Type: N/A
Equipment Compliance: N/A
Surface Area Compliance: N/A
Ref/Part Number: 
Total Findings: 1

Finding 1
This item is satisfactory - no work required

Operational Inspection for Rotherham Metropolitan Borough Council at Poynton Avenue Poynton Avenue, Rotherham, S26 3YJ Inspected on the 24 July 2018
## 5 - Very Low Risk

<table>
<thead>
<tr>
<th>Item:</th>
<th>Other - Embankment Slide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Massey &amp; Harris</td>
</tr>
<tr>
<td>Surface Type:</td>
<td>Bark Mulch</td>
</tr>
<tr>
<td>Equipment Compliance:</td>
<td>Yes</td>
</tr>
<tr>
<td>Surface Area Compliance:</td>
<td>Yes</td>
</tr>
<tr>
<td>Ref/Part Number:</td>
<td></td>
</tr>
<tr>
<td>Total Findings:</td>
<td>1</td>
</tr>
</tbody>
</table>

### Finding 1

Safety surface low - Replenish surface

## 10 - Low Risk

<table>
<thead>
<tr>
<th>Item:</th>
<th>Swings - Single Point Swing - Type 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Not Identified</td>
</tr>
<tr>
<td>Surface Type:</td>
<td>Bark Mulch</td>
</tr>
<tr>
<td>Equipment Compliance:</td>
<td>No</td>
</tr>
<tr>
<td>Surface Area Compliance:</td>
<td>No</td>
</tr>
<tr>
<td>Ref/Part Number:</td>
<td></td>
</tr>
<tr>
<td>Total Findings:</td>
<td>1</td>
</tr>
</tbody>
</table>

### Finding 1

Safety surface low - Replenish surface
### 10 - Low Risk

<table>
<thead>
<tr>
<th>Item:</th>
<th>Rocking Equipment - See Saw</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Wicksteed Playgrounds</td>
</tr>
<tr>
<td>Surface Type:</td>
<td>Grass</td>
</tr>
<tr>
<td>Equipment Compliance:</td>
<td>No</td>
</tr>
<tr>
<td>Surface Area Compliance:</td>
<td>Yes</td>
</tr>
<tr>
<td>Ref/Part Number:</td>
<td></td>
</tr>
<tr>
<td>Total Findings:</td>
<td>2</td>
</tr>
</tbody>
</table>

#### Finding 1
Timbers rotting - New timbers required

#### Finding 2
Seat vandalised - New seat required

### 0 - Risk Assessment not Undertaken

<table>
<thead>
<tr>
<th>Item:</th>
<th>Activity Equipment - Balance Beam</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Sik Holz</td>
</tr>
<tr>
<td>Surface Type:</td>
<td>Grass Matrix Tiles</td>
</tr>
<tr>
<td>Equipment Compliance:</td>
<td>Yes</td>
</tr>
<tr>
<td>Surface Area Compliance:</td>
<td>Yes</td>
</tr>
<tr>
<td>Ref/Part Number:</td>
<td></td>
</tr>
<tr>
<td>Total Findings:</td>
<td>1</td>
</tr>
</tbody>
</table>

#### Finding 1
This item is satisfactory - no work required
### 4 - Very Low Risk

<table>
<thead>
<tr>
<th>Item: Activity Equipment - Log Walk</th>
<th>Manufacturer: Sik Holz</th>
<th>Surface Type: N/A</th>
<th>Equipment Compliance: Yes</th>
<th>Surface Area Compliance: Yes</th>
<th>Ref/Part Number:</th>
<th>Total Findings: 1</th>
</tr>
</thead>
</table>

**Finding 1**
Timbers rotting - Monitor

---

### 8 - Low Risk

<table>
<thead>
<tr>
<th>Item: Activity Equipment - Multi Play (Junior)</th>
<th>Manufacturer: Sik Holz</th>
<th>Surface Type: Grass Matrix Tiles</th>
<th>Equipment Compliance: No</th>
<th>Surface Area Compliance: Yes</th>
<th>Ref/Part Number:</th>
<th>Total Findings: 2</th>
</tr>
</thead>
</table>

**Finding 1**
Algae present - Monitor

**Finding 2**
Timbers split - Repair required

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Operational Inspection for Rotherham Metropolitan Borough Council at Poynton Avenue Poynton Avenue, Rotherham, S26 3YJ
Inspected on the 24 July 2018
### 0 - Risk Assessment not Undertaken

<table>
<thead>
<tr>
<th>Item:</th>
<th>Swings - 1 Bay 2 Seat (Cradle)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Massey &amp; Harris</td>
</tr>
<tr>
<td>Surface Type:</td>
<td>Grass Matrix Tiles</td>
</tr>
<tr>
<td>Equipment Compliance:</td>
<td>No</td>
</tr>
<tr>
<td>Surface Area Compliance:</td>
<td>Yes</td>
</tr>
<tr>
<td>Ref/Part Number:</td>
<td></td>
</tr>
<tr>
<td>Total Findings:</td>
<td>1</td>
</tr>
</tbody>
</table>

**Finding 1**

Service required - Service required

### 3 - Very Low Risk

<table>
<thead>
<tr>
<th>Item:</th>
<th>Activity Equipment - Boat</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Kompan Ltd</td>
</tr>
<tr>
<td>Surface Type:</td>
<td>Gravel</td>
</tr>
<tr>
<td>Equipment Compliance:</td>
<td>Yes</td>
</tr>
<tr>
<td>Surface Area Compliance:</td>
<td>Yes</td>
</tr>
<tr>
<td>Ref/Part Number:</td>
<td></td>
</tr>
<tr>
<td>Total Findings:</td>
<td>1</td>
</tr>
</tbody>
</table>

**Finding 1**

Inspection required - Bearings not working correctly
## Findings Information

### 6 - Low Risk (Finding 1)

<table>
<thead>
<tr>
<th>Item:</th>
<th>Ancillary Items - Palisade Logs</th>
<th>Risk Level:</th>
<th>L - Low Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Owner/Operator</td>
<td>Surface:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Finding:** Timbers rotting  
**Action:** Monitor

### 3 - Very Low Risk (Finding 1)

<table>
<thead>
<tr>
<th>Item:</th>
<th>Ancillary Items - Bench</th>
<th>Risk Level:</th>
<th>V - Very Low Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Owner/Operator</td>
<td>Surface:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Finding:** Concrete slab broken  
**Action:** New slab required
### 6 - Low Risk (Finding 1)

<table>
<thead>
<tr>
<th>Item:</th>
<th>Multi Use Games Area - Goal End</th>
</tr>
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<tbody>
<tr>
<td>Manufacturer:</td>
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</tr>
<tr>
<td>Risk Level:</td>
<td>L - Low Risk</td>
</tr>
<tr>
<td>Surface:</td>
<td>Grass</td>
</tr>
</tbody>
</table>

**Finding:** Presence of moles evident  
**Action:** Treat appropriately

### 10 - Low Risk (Finding 1)

<table>
<thead>
<tr>
<th>Item:</th>
<th>Activity Equipment - Climbing Wall</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Not Identified</td>
</tr>
<tr>
<td>Risk Level:</td>
<td>L - Low Risk</td>
</tr>
<tr>
<td>Surface:</td>
<td>Grass</td>
</tr>
</tbody>
</table>

**Finding:** Timbers rotting  
**Action:** Monitor
### 5 - Very Low Risk (Finding 1)

<table>
<thead>
<tr>
<th>Item:</th>
<th>Other - Embankment Slide</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Massey &amp; Harris</td>
</tr>
<tr>
<td>Risk Level:</td>
<td>V - Very Low Risk</td>
</tr>
<tr>
<td>Surface:</td>
<td>Bark Mulch</td>
</tr>
<tr>
<td>Finding:</td>
<td>Safety surface low</td>
</tr>
<tr>
<td>Action:</td>
<td>Replenish surface</td>
</tr>
</tbody>
</table>

### 10 - Low Risk (Finding 1)

<table>
<thead>
<tr>
<th>Item:</th>
<th>Swings - Single Point Swing - Type 3</th>
</tr>
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<tbody>
<tr>
<td>Manufacturer:</td>
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<td>L - Low Risk</td>
</tr>
<tr>
<td>Surface:</td>
<td>Bark Mulch</td>
</tr>
<tr>
<td>Finding:</td>
<td>Safety surface low</td>
</tr>
<tr>
<td>Action:</td>
<td>Replenish surface</td>
</tr>
</tbody>
</table>
10 - Low Risk (Finding 1)

<table>
<thead>
<tr>
<th>Item:</th>
<th>Rocking Equipment - See Saw</th>
<th>Risk Level:</th>
<th>L - Low Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Wicksteed Playgrounds</td>
<td>Surface:</td>
<td>Grass</td>
</tr>
<tr>
<td>Finding:</td>
<td>Timbers rotting</td>
<td>Action:</td>
<td>New timbers required</td>
</tr>
<tr>
<td>Manufacturer:</td>
<td>Wicksteed Playgrounds</td>
<td>Surface:</td>
<td>Grass</td>
</tr>
</tbody>
</table>

5 - Very Low Risk (Finding 2)

<table>
<thead>
<tr>
<th>Item:</th>
<th>Rocking Equipment - See Saw</th>
<th>Risk Level:</th>
<th>V - Very Low Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer:</td>
<td>Wicksteed Playgrounds</td>
<td>Surface:</td>
<td>Grass</td>
</tr>
<tr>
<td>Finding:</td>
<td>Seat vandalised</td>
<td>Action:</td>
<td>New seat required</td>
</tr>
</tbody>
</table>
### 4 - Very Low Risk (Finding 1)

<table>
<thead>
<tr>
<th>Item</th>
<th>Activity Equipment - Log Walk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer</td>
<td>Sik Holz</td>
</tr>
<tr>
<td>Risk Level</td>
<td>V - Very Low Risk</td>
</tr>
<tr>
<td>Surface</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Finding:** Timbers rotting  
**Action:** Monitor

### 8 - Low Risk (Finding 1)

<table>
<thead>
<tr>
<th>Item</th>
<th>Activity Equipment - Multi Play (Junior)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer</td>
<td>Sik Holz</td>
</tr>
<tr>
<td>Risk Level</td>
<td>L - Low Risk</td>
</tr>
<tr>
<td>Surface</td>
<td>Grass Matrix Tiles</td>
</tr>
</tbody>
</table>

**Finding:** Algae present  
**Action:** Monitor
### 8 - Low Risk (Finding 2)

<table>
<thead>
<tr>
<th>Item: Activity Equipment - Multi Play (Junior)</th>
<th>Risk Level: L - Low Risk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer: Sik Holz</td>
<td>Surface: Grass Matrix Tiles</td>
</tr>
</tbody>
</table>

**Finding:** Timbers split  
**Action:** Repair required

### 0 - Risk Assessment not Undertaken (Finding 1)

<table>
<thead>
<tr>
<th>Item: Swings - 1 Bay 2 Seat (Cradle)</th>
<th>Risk Level: N - Risk Assessment not Undertaken</th>
</tr>
</thead>
<tbody>
<tr>
<td>Manufacturer: Massey &amp; Harris</td>
<td>Surface: Grass Matrix Tiles</td>
</tr>
</tbody>
</table>

**Finding:** Service required  
**Action:** Service required
<table>
<thead>
<tr>
<th>Item:</th>
<th>Activity Equipment - Boat</th>
<th>Risk Level:</th>
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<tbody>
<tr>
<td>Manufacturer:</td>
<td>Kompan Ltd</td>
<td>Surface:</td>
<td>Gravel</td>
</tr>
</tbody>
</table>

Finding: Inspection required  
Action: Bearings not working correctly
Regeneration & Environment
Riverside House, Main Street, Rotherham, S60 1AE
Tel:
E: mail: andy.adams@rotherham.gov.uk

Our Ref. Your Ref. Please ask for:
APA/PTC2018/19 Andy Adams

3rd September 2018

FAO The Clerk to the Parish

Dear Sir/Madam,

Parish and Town Council Winter Partnership Scheme

I am pleased to inform you that Community Safety & Street Scene will once again partner Rotherham’s Parish and Town Councils this winter and we invite all Parish and Town Councils to join us. Should your Council wish to take part in this scheme, we will provide you with the necessary equipment and materials to clear your own highway ‘winter trouble spots’. We will also give you an induction/ health and safety presentation at a mutually agreeable time and venue (if required).

In brief terms, the partnership scheme operates as follows:
• Your Council will identify its own list of high priority highway footways and pedestrian areas and supply Andy Adams with a copy of this.
• You would make the decision to clear snow and ice from these areas and then deploy your own team of snow wardens.
• You would record the progress of your snow wardens on a daily basis and update the list of locations that they have treated.
• You would send a copy of these records to Andy Adams on a weekly basis. This is for Health and Safety purposes and the information will also be used to evaluate the success of the scheme.

Community Safety & Street Scene will provide your Council with the following items free of charge:
• A maximum of 5 tonnes of loose rock salt which would be delivered to a mutually agreed ‘secure and sheltered’ location
• Pairs of gloves
• High visibility vests
• Snow shovels

For your own information I enclose an example of a template that you may find useful and wish to adapt to suit your Council’s own requirements.

If you are interested in joining this scheme can you please contact me at your earliest convenience. Should you require any further information then please do not hesitate to contact me.

Yours faithfully

Andy Adams
Highway Asset Technician
Community Safety & Street Scene
ULLEY PARISH COUNCIL
DRAFT DATA PROTECTION POLICY (2018)

Adopted 2018.
Introduction

Ulley Parish Council needs to collect and use certain types of information about the Data Subjects who come into contact with it in order to carry on our work. This personal information must be collected and dealt with appropriately—whether on paper, in a computer, or recorded on other material - and there are safeguards to ensure this under the Data Protection Act 1998.

The following list below of definitions of the technical terms we have used and is intended to aid understanding of this policy.

Data Controller – The person who (either alone or with others) decides what personal information Ulley Parish Council will hold and how it will be held or used.

Data Protection Act 1998 – The UK legislation that provides a framework for responsible behaviour by those using personal information.

Data Protection Officer – The person(s) responsible for ensuring that it follows its data protection policy and complies with the Data Protection Act 1998

Data Subject/Service User – The individual whose personal information is being held or processed by Ulley Parish Council (for example: a client, an employee, a supporter)

‘Explicit’ consent – is a freely given, specific and informed agreement by a Data Subject (see definition) to the processing* of personal information* about her/him. Explicit consent is needed for processing sensitive* data

* See definition

Notification – Notifying the Information Commissioner about the data processing activities of Ulley Parish Council, as certain activities may be exempt from notification.

Information Commissioner – The UK Information Commissioner responsible for implementing and overseeing the Data Protection Act 1998.

Processing – means collecting, amending, handling, storing or disclosing personal information

Personal Information – Information about living individuals that enables them to be identified – e.g. name and address. It does not apply to information about organisations, companies and agencies but applies to named persons, such as individual volunteers or employees within Ulley Parish Council.

Sensitive data – means data about:

- Racial or ethnic origin
- Political opinions
- Religious or similar beliefs
- Trade union membership
- Physical or mental health
- Sexual life
- Criminal record
- Criminal proceedings relating to a data subject’s offences

**Data Controller**

Ulley Parish Council is the Data Controller under the Act, which means that it determines what purposes personal information held will be used for. It is also responsible for notifying the Information Commissioner of the data it holds or is likely to hold, and the general purposes that this data will be used for.

**Disclosure**

Ulley Parish Council may share data with other agencies such as the local authority, funding bodies and other voluntary agencies.

The Data Subject will be made aware in most circumstances how and with whom their information will be shared. There are circumstances where the law allows Ulley Parish Council to disclose data (including sensitive data) without the data subject’s consent.

These are:

1. Carrying out a legal duty or as authorised by the Secretary of State
2. Protecting vital interests of a Data Subject or other person
3. The Data Subject has already made the information public
4. Conducting any legal proceedings, obtaining legal advice or defending any legal rights
5. Monitoring for equal opportunities purposes – i.e. race, disability or religion
6. Providing a confidential service where the Data Subject’s consent cannot be obtained or where it is reasonable to proceed without consent: e.g. where we would wish to avoid forcing stressed or ill Data Subjects to provide consent signatures.

Ulley Parish Council regards the lawful and correct treatment of personal information as very important to successful working, and to maintaining the confidence of those with whom we deal.

Ulley Parish Council intends to ensure that personal information is treated lawfully and correctly.

To this end, Ulley Parish Council will adhere to the Principles of Data Protection, as detailed in the Data Protection Act 1998.

Specifically, the Principles require that personal information:

1. Shall be processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met,
2. Shall be obtained only for one or more of the purposes specified in the Act, and shall not be processed in any manner incompatible with that purpose or those purposes,
3. Shall be adequate, relevant and not excessive in relation to those purpose(s)
4. Shall be accurate and, where necessary, kept up to date,
5. Shall not be kept for longer than is necessary
6. Shall be processed in accordance with the rights of data subjects under the Act,
7. Shall be kept secure by the Data Controller who takes appropriate technical and other measures to prevent unauthorised or unlawful processing or accidental loss or destruction of, or damage to, personal information,
8. Shall not be transferred to a country or territory outside the European Economic Area unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal information.

Ulley Parish Council will, through appropriate management, strict application of criteria and controls:

- Observe fully conditions regarding the fair collection and use of information,
- Meet its legal obligations to specify the purposes for which information is used,
- Collect and process appropriate information, and only to the extent that it is needed to fulfil its operational needs or to comply with any legal requirements,
- Ensure the quality of information used,
- Ensure that the rights of people about whom information is held, can be fully exercised under the Act. These include:
  - The right to be informed that processing is being undertaken,
  - The right of access to one’s personal information
  - The right to prevent processing in certain circumstances and
  - The right to correct, rectify, block or erase information which is regarded as wrong information),
- Take appropriate technical and organisational security measures to safeguard personal information,
- Ensure that personal information is not transferred abroad without suitable safeguards,
- Treat people justly and fairly whatever their age, religion, disability, gender, sexual orientation or ethnicity when dealing with requests for information,
- Set out clear procedures for responding to requests for information.

**Data collection**

**Informed consent**

Informed consent is when
A Data Subject clearly understands why their information is needed, who it will be shared with, the possible consequences of them agreeing or refusing the proposed use of the data

and then gives their consent.

Ulley Parish Council will ensure that data is collected within the boundaries defined in this policy. This applies to data that is collected in person, or by completing a form.

When collecting data, Ulley Parish Council will ensure that the Data Subject:

- Clearly understands why the information is needed
- Understands what it will be used for and what the consequences are should the Data Subject decide not to give consent to processing
- As far as reasonably possible, grants explicit consent, either written or verbal for data to be processed
- Is, as far as reasonably practicable, competent enough to give consent and has given so freely without any duress
- Has received sufficient information on why their data is needed and how it will be used

**Data Storage**

Information and records relating to service users will be stored securely and will only be accessible to authorised staff and volunteers.

Information will be stored for only as long as it is needed or required statute and will be disposed of appropriately.

It is Ulley Parish Council responsibility to ensure all personal and company data is non-recoverable from any computer system previously used within the organisation, which has been passed on/sold to a third party.

**Data access and accuracy**

All Data Subjects have the right to access the information Ulley Parish Council holds about them. Ulley Parish Council will also take reasonable steps ensure that this information is kept up to date by asking data subjects whether there have been any changes.

In addition, Ulley Parish Council will ensure that:

- It has a Data Protection Officer with specific responsibility for ensuring compliance with Data Protection,
- Everyone processing personal information understands that they are contractually responsible for following good data protection practice,
- Everyone processing personal information is appropriately trained to do so,
- Everyone processing personal information is appropriately supervised,
- Anybody wanting to make enquiries about handling personal information knows what to do,
• It deals promptly and courteously with any enquiries about handling personal information,
• It describes clearly how it handles personal information,
• It will regularly review and audit the ways it hold, manage and use personal information
• It regularly assesses and evaluates its methods and performance in relation to handling personal information
• All staff are aware that a breach of the rules and procedures identified in this policy may lead to disciplinary action being taken against them

This policy will be updated as necessary to reflect best practice in data management, security and control and to ensure compliance with any changes or amendments made to the Data Protection Act 1998.

In case of any queries or questions in relation to this policy please contact the Clerk to Ulley Parish Council e-mail: clerk.ulleypc@outlook.com or tel: 07913 640881.

Adopted Date: ...........................................

Review Date: .............................................
ULLEY PARISH COUNCIL
DATA PROTECTION DRAFT DATA PROTECTION POLICY (2018)
ADOPTED 2018.
1 Introduction


1.2. It is important that the has in place arrangements for the retention and disposal of documents necessary for the adequate management of services in undertaking its responsibilities. This policy sets out the minimum requirements for the retention of documents and sets out the requirements for the disposal of documents. However, it is important to note that this is a live document and will be updated on a regular basis.

1.3. Ulley Parish Council will ensure that information is not kept for longer than is necessary and will retain the minimum amount of information that it requires to carry out its functions and the provision of services, whilst adhering to any legal or statutory requirements.

2. Aims and Objectives

2.1. It is recognised that up to date, reliable and accurate information is a vital to support the work that the Ulley Parish Council does and the services that we provide to our residents. This document will help us to:

- Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- Comply with legal and regulatory requirements, including the Freedom of Information Act 2000, the Environmental Information Regulations 2004 and the GDPR.
- Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily.
- Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

3. Scope

3.1. For the purpose of this policy, ‘documents’ includes electronic, microfilm, microfiche and paper records.

3.2. Where storage is by means of paper records, originals rather than photocopies should be retained where possible.

4. Standards of good practice

4.1. The Ulley Parish Council will make every effort to ensure that it meets the following standards of good practice:

- Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A.
- Personal information will be retained in locked filing cabinets within the Parish Clerk’s office, access to these documents will only be by authorised personnel.
- Disclosure information will be retained in a locked cabinet in the Parish Clerk’s Office.
- Appropriately dispose of information that is no longer required.
- Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes eg. Equalities data.
Wherever possible only one copy of any personal information will be retained and that will be held within a locked filing cabinet.

5. Breach of Policy and Standards

5.1. Any employee who knowingly or recklessly contravenes any instruction contained in, or following from, this Policy may, depending on the circumstances of the case, have disciplinary action, which could include dismissal, taken against them.

5.2. Where there is a breach of the policy, the Council may need to consider whether there is also a breach of the GDPR.

6. Roles and Responsibilities

6.1. The Parish Clerk has responsibility for implementation of the policy under delegation of the Parish Council.

6.2. The Parish Clerk is responsible for the maintenance and operation of this policy including ad-hoc checks to ensure compliance.

7. Retention

7.1. Timeframes for retention of documents have been set using legislative requirements, guidance from the National Association of Local Councils and the Chartered Institute of Personnel and Professional Development (CIPD).

7.2. Throughout retention the conditions regarding safe storage and controlled access will remain in place.

7.3. The attached ‘Appendix’ shows the minimum requirements for the retention of documents as determined by the Parish Council for the management of specific documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached ‘Appendix’

8. Disposal

8.1. Documents/data no longer required by Parish Council for administrative purposes must be finely shredded/disposed of through specialist waste removal contractors and deleted entirely and securely from the Parish Council computer system(s).
## APPENDIX A

### Document Retention Timescales

<table>
<thead>
<tr>
<th>Document</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Finance</strong></td>
<td></td>
</tr>
<tr>
<td>Financial Published Final Accounts</td>
<td>Indefinitely</td>
</tr>
<tr>
<td>Annual Governance and Accountability Return</td>
<td>Indefinitely</td>
</tr>
<tr>
<td>Final Account working papers</td>
<td>6 years</td>
</tr>
<tr>
<td>Records of all accounting transactions held in the financial management system</td>
<td>At least 6 years</td>
</tr>
<tr>
<td>Cash Books (records of monies paid out and received)</td>
<td>12 years</td>
</tr>
<tr>
<td>Purchase Orders</td>
<td>6 years</td>
</tr>
<tr>
<td>Cheque Payment Listings (Invoices received)</td>
<td>6 years</td>
</tr>
<tr>
<td>Payment Vouchers Capital and Revenue (copy invoices)</td>
<td>12 years</td>
</tr>
<tr>
<td>Goods received notes, advice notes and delivery notes</td>
<td>3 years</td>
</tr>
<tr>
<td>Petty cash vouchers and reimbursement claims</td>
<td>6 years</td>
</tr>
<tr>
<td>Debtors and rechargeable works records</td>
<td>6 years</td>
</tr>
<tr>
<td>Expenses and travel allowance claims</td>
<td>6 years</td>
</tr>
<tr>
<td>Asset Register for statutory accounting purposes</td>
<td>10 years</td>
</tr>
<tr>
<td>Adopted annual budget</td>
<td>6 years</td>
</tr>
<tr>
<td>Financial Plan</td>
<td>6 years</td>
</tr>
<tr>
<td>Budget Estimates – Detailed Working Papers and summaries</td>
<td>3 years</td>
</tr>
<tr>
<td>Bank Statements (electronic) and Instructions to banks</td>
<td>6 years</td>
</tr>
<tr>
<td>Bank Statements (Hardcopy)</td>
<td>6 years</td>
</tr>
<tr>
<td>Prime evidence that money has been banked</td>
<td>6 years</td>
</tr>
<tr>
<td>Refer to Drawer (RD) cheques</td>
<td>3 years</td>
</tr>
<tr>
<td>Cancelled Expenditure cheques</td>
<td>3 years</td>
</tr>
<tr>
<td>Bank Reconciliation</td>
<td>3 years</td>
</tr>
<tr>
<td>Cheques presented/drawn on the Council bank accounts</td>
<td>3 years</td>
</tr>
<tr>
<td>Grant/Funding Applications &amp; Claims</td>
<td>3 years</td>
</tr>
<tr>
<td>Precept Forms</td>
<td>Indefinitely</td>
</tr>
<tr>
<td>Internal Audit Plans/Reports</td>
<td>3 years</td>
</tr>
<tr>
<td>Fees and Charges Schedules</td>
<td>6 years</td>
</tr>
<tr>
<td>Loans and Investment Records; temporary loan receipts</td>
<td>10 years (after redemption of loan)</td>
</tr>
<tr>
<td>Current and expired insurance contracts and policies indefinitely</td>
<td>10 years (or as long as it is possible for a claim to be made under then)</td>
</tr>
<tr>
<td>Insurance records and claims</td>
<td>10 years</td>
</tr>
<tr>
<td>VAT records, input and output</td>
<td>10 years</td>
</tr>
<tr>
<td>Final accounts of contracts executed under hand or seal</td>
<td>12 years from completion of contract</td>
</tr>
<tr>
<td>Personnel/employment</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------------</td>
<td>------------------------------------------------</td>
</tr>
<tr>
<td>Unsuccessful application forms</td>
<td>6 months to 1 year</td>
</tr>
<tr>
<td>Unsuccessful reference requests</td>
<td>1 year</td>
</tr>
<tr>
<td>Successful application forms and CVs</td>
<td>For duration of employment + 6 years</td>
</tr>
<tr>
<td>References received</td>
<td>For duration of employment + 6 years</td>
</tr>
<tr>
<td>Statutory sick records, pay, calculations, certificates</td>
<td>For duration of employment + 6 years</td>
</tr>
<tr>
<td>Annual leave records</td>
<td>For duration of employment + 6 years</td>
</tr>
<tr>
<td>Unpaid leave/special leave</td>
<td>For duration of employment + 6 years</td>
</tr>
<tr>
<td>Annual appraisal/assessment records</td>
<td>Current year and previous 2 years</td>
</tr>
<tr>
<td>Time Control Records</td>
<td>2 years</td>
</tr>
<tr>
<td>Disclosure and Barring checks</td>
<td>6 months</td>
</tr>
<tr>
<td>Employee Personnel files, training records, discipline</td>
<td>6 years after employment ceases</td>
</tr>
<tr>
<td>and grievance records and working time records</td>
<td></td>
</tr>
<tr>
<td>Disciplinary or grievance investigations - unproven</td>
<td>Destroy immediately after investigation or appeal</td>
</tr>
<tr>
<td>Statutory Maternity/Paternity records, calculations,</td>
<td>3 years after the tax year in which the</td>
</tr>
<tr>
<td>certificates etc</td>
<td>maternity period ended</td>
</tr>
<tr>
<td>Time sheets and overtime claims</td>
<td>6 years</td>
</tr>
<tr>
<td>Statutory end of year returns to Inland Revenue and</td>
<td>Indefinitely</td>
</tr>
<tr>
<td>Pensions records</td>
<td></td>
</tr>
<tr>
<td>Income Tax and National Insurance Records</td>
<td>Not less than 3 years after the end of the</td>
</tr>
<tr>
<td>Wages/salary records, overtime, bonuses, expenses etc</td>
<td>financial year to which they relate</td>
</tr>
<tr>
<td>Accident books, records and reports</td>
<td>3 years from date of last entry (If a child or</td>
</tr>
<tr>
<td></td>
<td>young adult is involved, then until the</td>
</tr>
<tr>
<td></td>
<td>person reaches the age of 21</td>
</tr>
<tr>
<td>Redundancy records</td>
<td>6 years from the date of redundancy</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Corporate</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Policies and procedures</td>
<td>Until updated or reviewed</td>
</tr>
<tr>
<td>Asset management records</td>
<td>Indefinitely</td>
</tr>
<tr>
<td>Internal audit records</td>
<td>6 years</td>
</tr>
<tr>
<td>Internal audit fraud investigation</td>
<td>7 years from date of final outcome of</td>
</tr>
<tr>
<td></td>
<td>investigation</td>
</tr>
<tr>
<td>Risk register</td>
<td>Indefinitely</td>
</tr>
<tr>
<td>Risk assessments (any)</td>
<td>6 years</td>
</tr>
<tr>
<td>Document Type</td>
<td>Retention Period</td>
</tr>
<tr>
<td>------------------------------------------------------------------------------</td>
<td>---------------------------------------</td>
</tr>
<tr>
<td>Burial records and associated documentation</td>
<td>Indefinitely</td>
</tr>
<tr>
<td>Drivers log books and mileage</td>
<td>6 years</td>
</tr>
<tr>
<td>Vehicle maintenance and registration records (all necessary certificates, MOT certificates, test records and vehicle registration documents etc)</td>
<td>2 years after vehicle disposed of</td>
</tr>
<tr>
<td>Allotment application forms</td>
<td>Length of Tenancy + 2 years</td>
</tr>
<tr>
<td>Allotment agreements</td>
<td>Length of Tenancy + 6 years</td>
</tr>
<tr>
<td>Pre-tender qualification document, summary list of expression of interest received, a summary of any financial or technical evaluation supplied with the expressions of interest Initial application</td>
<td>1 year</td>
</tr>
<tr>
<td>Successful tender documentation</td>
<td>6 years from date of final payment</td>
</tr>
<tr>
<td>Unsuccessful tender documentation</td>
<td>Until final payment of contract let is made</td>
</tr>
<tr>
<td>Deeds of land and property</td>
<td>Indefinitely</td>
</tr>
<tr>
<td>Land and property rental agreements</td>
<td>6 years after expiry of the agreement</td>
</tr>
<tr>
<td>Property evaluation lists</td>
<td>Indefinitely</td>
</tr>
<tr>
<td>Lease agreements, variation and valuation queries</td>
<td>12 years after the expiry of the agreement</td>
</tr>
<tr>
<td>Documentation referring to externally funded projects</td>
<td>6 years</td>
</tr>
<tr>
<td>Booking diaries</td>
<td>3 years</td>
</tr>
<tr>
<td>Premises License applications</td>
<td>Indefinitely</td>
</tr>
</tbody>
</table>

**Health & Safety**

<table>
<thead>
<tr>
<th>Document Type</th>
<th>Retention Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Safety Accident books and records</td>
<td>3 years after the date of the last entry (unless an accident involving chemicals or asbestos is contained within then 40 years). If the accident concerns a child or young adult retain until the person reaches the age of 21.</td>
</tr>
<tr>
<td>Medical records containing details of employee exposed to asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999</td>
<td>40 years from the date of the last entry</td>
</tr>
<tr>
<td>Medical examination certificates</td>
<td>4 years from date of issue</td>
</tr>
<tr>
<td>Asbestos records for premises/property including survey and removal records</td>
<td>40 years</td>
</tr>
<tr>
<td>Parks and play area inspection reports</td>
<td>6 years</td>
</tr>
<tr>
<td>All inspection certificates</td>
<td>6 years</td>
</tr>
<tr>
<td>Repairs job sheets</td>
<td>2 years</td>
</tr>
<tr>
<td>Periodic machinery inspection tests (PAT, equipment calibration etc)</td>
<td>2 years</td>
</tr>
<tr>
<td>Documents relating to the process of collecting, transporting and disposal of general waste</td>
<td>3 years</td>
</tr>
<tr>
<td>Documents relating to the process of collecting, transporting and disposal of hazardous waste</td>
<td>10 years</td>
</tr>
<tr>
<td>Plant and equipment testing</td>
<td>2 years</td>
</tr>
<tr>
<td>Unusual Incident Forms</td>
<td>3 years</td>
</tr>
<tr>
<td>Manual Handling Assessment Forms</td>
<td>3 years</td>
</tr>
<tr>
<td>Other</td>
<td></td>
</tr>
<tr>
<td>-------------------------------------------</td>
<td></td>
</tr>
<tr>
<td>Hard copy routine correspondence</td>
<td><strong>Suggested:</strong> File management – retain until matter dealt with; maximum period 6 months. Where the Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.</td>
</tr>
<tr>
<td>Electronic routine correspondence</td>
<td><strong>Suggested:</strong> File management – retain until matter dealt with; maximum period 6 months. Where the Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.</td>
</tr>
<tr>
<td>Requests under the Freedom of Information Act 2000</td>
<td><strong>Suggested:</strong> File management – retain until matter dealt with plus 6 months. Where the Parish Council believes that it is necessary to keep correspondence for an increased length of time, it will redact personal data from the correspondence.</td>
</tr>
<tr>
<td>Planning Applications</td>
<td><strong>Suggested:</strong> Recommendations in connection with relevant planning applications are recorded in the minutes which are retained indefinitely. Correspondence (both hard copy and electronic) received in connection with planning applications will be retained in accordance with the routine documents/correspondence policy noted above. Where an application is refused by the local planning authority, the application will be retained until the period within which an appeal can be made has expired.</td>
</tr>
</tbody>
</table>

**Adopted Date:** ..................................................

**Review Date:** ..................................................
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 list 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 Ulley Parish Council which is the data controller for your data.

Other data controllers the council works with:

- [e.g. other data controllers, such as local authorities]
- Community groups
- Charities
- Other not for profit entities
- Contractors
- Credit reference agencies]

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 our website at http://ulleyparishcouncil.org.uk/policies. This Notice was last updated in summer 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, Andrew Towlerton, Clerk to Ulley Parish Council email clerk.ulleypc@outlook.com

Adopted Date: .............................................

Review Date: ..................................................
ULLEY PARISH COUNCIL
DATA PROTECTION DRAFT NOTICE FOR STAFF, COUNCILLORS AND ROLE HOLDERS (2018)
ADOPTED 2018.

**“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 list 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 Ulley Parish 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 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 our website at http://ulleyparishcouncil.org.uk/policies.

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, Andrew Towlerton, Clerk to Ulley Parish Council or email at clerk.ulleypc@outlook.com.

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.

Adopted Date: ..............................................

Review Date: ..............................................
DATA PROTECTION CONSENT FORM

Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.

If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent

Name
Address
Signature
Date

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our “Privacy Notice” which is available from our website at http://ulleyparishcouncil.org.uk/policies. You can withdraw or change your consent at any time by contacting the council clerk at clerk.ulleypc@outlook.com.

☐ We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form (including social media).
☐ We may contact you about groups and activities you may be interested in participating in.
☐ We may use your name and photo in our newsletters, bulletins or on our website, or our social media accounts (for example our Facebook page or Twitter account).

Keeping in touch:
☐ Yes please, I would like to receive communications by email
☐ Yes please, I would like to receive communications by telephone
☐ Yes please, I would like to receive communications by mobile phone including text message
☐ Yes please, I would like to receive communications by social media (for example Facebook, Twitter, Instagram, WhatsApp)
☐ Yes please, I would like to receive communications by post
Halifax Fund

Grant application form

Name of applicant: Ulley Millennium Trust

Contact person: Sue Hubbard
Title (e.g. Mr, Mrs, Miss, Ms): Mrs

If applying on behalf of a group your role/position: Secretary

Telephone (land line): 0114 2873846
Telephone (mobile): 07793046238

E-mail: suehermec@hotmail.com

Best times to contact

Contact address (this box must be completed)
2, Penny Hill Lane, Ulley

Post Code: S26 3YA

Address for correspondence (if different)

Post Code

Please describe your project/activity. What do you want to do?

To provide food, decorations and gifts for the following Village events:

Halloween Party:
Open to all Children resident in the village and Children with close family links to the village. There is an organised fancy dress ‘Trick or Treat’ walk through the village, with adult supervision ensuring the children can participate in Halloween fun safely and that elderly residents know who it is knocking on their doors. The event closes with hotdogs and games in the village hall.

Children’s Christmas Party:
Open to all Children resident in the village and Children with close family links to the village. A Christmas party with food, disco and games plus a visit from Father Christmas. Each Child receives a small gift.

Over 60’s Christmas Meal
The over 60’s Christmas dinner is one of the key social events in the village, bringing together the older residents (with an age range from 60 – 85+) for an afternoon of Christmas fun. A three course meal with wine is provided to approx. 25 people. For those elderly residents no longer well enough to attend in person a ‘meals on wheels’ option is available. Open to Ulley residents only.

Agreed final version 2016
Halifax Fund

How will this benefit the community of Ulley?

Provides community focussed events that bring together specific groups of residents allowing them to get to know one another in a fun and festive environment.

The children attend several different schools (primary and secondary) in the area so these parties offer an opportunity for them to socialise as a group. This is especially important for children new to the village as it gives them an opportunity to integrate.

The over 60s dinner provides a community event for the older residents at a time of year when it is easy for some to feel lonely and isolated.

If a grant is awarded, please provide details of the supplier/contractor to whom the cheque should be made payable to (this box must be completed to enable us to process your grant).

Name  Ulley Millennium Trust
Address c/o 2, Penny Hill Lane, Ulley. S26 3YA

Cheque payable to Ulley Millennium Trust
Contact telephone number

Or for BACS payment:
Bank Name RBS
Account Name Ulley Millennium Trust
Sort Code 83 – 04 -25
Account Number 16406256

Who is the landowner and do you have their permission to undertake this project? If so please provide a copy of the consent. Or if the land is leased, please provide information about your landlord and lease duration.

N/A

It may also of be helpful to submit some or all the following with your application. Please indicate if they have been included:
Location Plan (i.e., A-Z map)
Sketch plans of proposed work

Agreed final version 2016
Evidence of landowner’s/landlord’s permission
Evidence that planning permission (if appropriate) has been obtained

What is the total cost of the project/activity including VAT? Please provide a breakdown of the project budget.

<table>
<thead>
<tr>
<th>Item or activity</th>
<th>Cost (£)</th>
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<tbody>
<tr>
<td>Halloween Party</td>
<td>£80</td>
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<tr>
<td>Christmas Party</td>
<td>£115</td>
</tr>
<tr>
<td>Over 60s Meal</td>
<td>£185</td>
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Total cost of items listed above £380

How much are you applying to us for? £380

If you are not applying to us for the total cost of the project, how do you intend to finance the rest of the project? Please tell us if you are applying to any other funder for any part of the project described in this application.

Other Funders:

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If this is an ongoing project/activity, how will you pay for it in the future?
I certify that the information enclosed is correct. By signing this application form, I agree to abide by the Terms and Conditions and any additional special conditions that may be specified. I understand that I will be expected to monitor expenditure and provide receipts/invoice(s) and a report on the progress of the project.

<table>
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<th>Signature</th>
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<td>(Person submitting the form)</td>
<td></td>
</tr>
<tr>
<td>Print Name</td>
<td>Sue Hubbard</td>
</tr>
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Agreed final version 2016