

## 6.1 Nominations for Attendance at Royal Garden Party

¶  
**SUBJECT:** → Nominations for Attendance at a Royal Garden Party at Buckingham Palace  
on Thursday 31<sup>st</sup> May 2018 ¶

¶  
WALC would be grateful to receive your council's nomination (one councillor plus a companion) to attend a Royal Garden Party to be held on **Thursday 31<sup>st</sup> May 2018**. ¶

¶  
Please return the enclosed nomination form by **noon Wednesday 31<sup>st</sup> January 2018** to WALC offices. ¶

The form can also be completed on-line <https://www.walc.org.uk/news/royal-18> ¶

¶  
**The Lord Chamberlain imposes strict deadlines for the receipt of nominations, so any nominations received after this time will not be entered for the selection.** ¶

¶  
This invitation is to recognise unstinting services to local councils by **councillors**. The Lord Chamberlain takes the view that invitations can be in recognition of past services and so outgoing members may be nominated. Please note there is no need to send a recommendation with your nomination, the fact that your council has decided the nominee is worthy of nomination is sufficient. The final selection is made by blind and random selection of those submitted on correctly completed nomination forms and received by the due time and date. ¶

¶  
**Please do not submit a member or guest who has attended a Party in the past.** The main nominee must be British or European Union Citizens resident in the United Kingdom. The nominated guest accompanying the nominee maybe of other nationalities, but must be resident in the United Kingdom. ¶

¶  
The allocation this year for this County Association is **six**. This quota includes one person accompanying each nomination, this maybe the spouse, **or** a companion over 18 years **or** a son or daughter who must be between the ages of 18 and 25 all of whom must be resident in the UK but maybe of other nationalities. Older people or disabled people who need assistance **MUST** be accompanied and this requirement must be made clear on the form. .... ¶  
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## 6.2 GDPR

21 DECEMBER 2017

## **L10-17 | DATA PROTECTION OFFICER**

### **Introduction**

Legal briefings L04-17 and L06-17 confirmed that parish councils and parish meetings in England and community councils in Wales are required, under the General Data Protection Regulation (effective on 25 May 2018) and new UK legislation expected next year, to appoint a Data Protection Officer ("DPO").

The purpose of this briefing is to provide more information about (I) a DPO's responsibilities and (II) the person appointed as DPO.

### **I) The DPO's responsibilities:**

The DPO's responsibilities are as follows.

- to understand the nature, scope, context and purposes of the council's or parish meeting's processing activities and associated risks;
- to be involved in the council's or parish meeting's decisions/activities which have data protection law implications;
- to inform, advise and make recommendations to the council or parish meeting in respect of data protection law compliance;
- to monitor and audit the council's or parish meeting's compliance with data protection law;
- to raise awareness of data protection law with councillors and staff in a council or with the chairman and staff, if any, of a parish meeting.
- to directly report to the "highest management level" (for a council, this would be full council and for a parish meeting, this would mean its chairman);
- to assist the council or parish meeting in carrying out privacy impact assessments when these are necessary;
- to be the contact point for the Information Commissioner's Office (ICO) and for data subjects and
- to be consulted by council or parish meeting if a data breach has occurred.

### 6.3

Hi Jane,

I noticed that in the recent minutes for a Weston Parish Council meeting, there was an item on "slippage from fields narrowing pavements", or something along those lines.

You could also add over growing hedging doing the same thing.

I attach three photos taken in the past week. The location is the pavement alongside the main road through Weston (B4453) down towards the Bull Inn.. In fact the photos don't really do justice to the situation. Some of the thin branches over the pavement have thorns, and can tear at clothing, and pedestrians are obliged to walk close to edge of the pavement.. It is not good for dog walkers (me), joggers or ramblers who use this path. The hedge is on land belonging to the Bull.

Would it be possible to include this issue on the agenda for your next Council meeting?



## QUARTERLEY REPORT 2017 18

ITEM	Budget 2017 18	Jun-17	Sep-17	Dec-17	Mar-17	Remaining
Income	£8,870.50	£5,242.37	£9,780.40	£10,425.40		
Total Expenditure		£1,986.20	£4,571.79	£6,801.76		£2,068.74
VAT To Claim		£26.98	£26.98	£26.98		
Clerk	£4,943.40	£1,305.90	£2,754.49	£4,167.74		£775.66
Clerk Office	£120.00	£30.00	£60.00	£90.00		£30.00
Room Booking	£240.00	£80.00	£100.00	£140.00		£140.00
Insurance	£310.00	£180.32	£180.32	£180.32		£129.68
SUBS						
WALC	£125.00	£121.38	£121.38	£121.38		£3.62
SLCC	£125.00	£0.00	£0.00	£0.00		
Training	£150.00	£0.00	£0.00	£0.00		£150.00
Grants s137	£900.00	£0.00	£150.00	£800.00		£750.00
Road Maintenance	£150.00	£0.00	£0.00			£150.00
Restoration of Assets	£1,000.00	£0.00	£937.00	£937.00		£63.00
Audit Exp	£175.00	£65.00	£65.00	£65.00		£110.00
Payroll	£100.00	£102.00	£102.00	£102.00		-£2.00
Cllr Exp	£50.00	£0.00	£0.00	£0.00		£50.00
Sundries/Other	£100.00	£101.60	£101.60	£101.60		-£1.60
Village Website Maintenance	£7.10	£0.00	£0.00	£21.72		-£14.62
HS2	£300.00	£0.00	£0.00	£0.00		£300.00
Newsletter Printing	£75.00	£0.00	£0.00	£75.00		£75.00
Total	£8,870.50	£1,986.20	£4,571.79	£6,801.76		

### Balances on Bank Accounts

Main Account	£11,951.03	£13,481.27	£11,216.30
Savings Account	£8,921.86	£8,922.76	£8,923.86
Total	£20,872.89	£22,404.03	£20,140.16

## Expenditure Over £100 April 2017 to March 2018

APRIL 17	Payee	Details	Value
	J Chatterton	Clerk Salary	
MAY 17			
	J Chatterton	Clerk Salary	
	Zurich	Parish Insurance	180.32
	Select Payroll	Payroll Services	102.00
JUNE 17			
	J Chatterton	Clerk Salary	
	WALC	Membership	121.38
JULY 17			
	J Chatterton	Clerk Salary	
	D Moorcroft	Restoration of Village assets	937.00
AUG 17			
	J Chatterton	Clerk Salary	
	HMRC	Tax for Clerk	117.60
	Wildlife Group	Parish Grant	150.00
SEPT 17			
	Clerk	Salary	
OCT 17			
	Clerk	Salary	
	St Michael's Church	Donation for Churchyard	650.00
NOV 17			
	Clerk	Salary	
DEC 17			
	Clerk	Salary	
JAN 18			
FEB 18			
MAR 18			



## Information available from **Weston under Wetherley Parish Council** under the model publication scheme

This guidance/template gives examples of the kinds of information that we would expect Parish/Community Councils to provide in order to meet their commitments under the model publication scheme.

We would expect Parish/Community Councils to make the information in this definition document available unless:

- it does not hold the information;
- the information is exempt under one of the FOIA exemptions or Environmental Information Regulations exceptions, or its release is prohibited by another statute;
- the information is readily and publicly available from an external website; such information may have been provided by the public authority or on its behalf. The authority must provide a direct link to that information;
- the information is archived, out of date or otherwise inaccessible; or,
- it would be impractical or resource-intensive to prepare the material for routine release.

The guidance is not meant to give an exhaustive list of everything that should be covered by a publication scheme. The legal commitment is to the model publication scheme, and public authorities should look to provide as much information as possible on a routine basis.

### **Publishing datasets for re-use**

Public authorities must publish under their publication scheme any dataset they hold that has been requested, together with any updated versions, unless they are satisfied that it is not appropriate to do so. So far as reasonably practicable, they must publish it in an electronic form that is capable of re-use.

If the dataset or any part of it is a relevant copyright work and the public authority is the only owner, the public authority must make it available for re-use under the terms of a specified licence. Datasets in which the Crown owns the copyright or the database rights are not relevant copyright works.

The Datasets Code of Practice recommends that public authorities make datasets available for re-use under the [Open Government Licence](#).

The term 'dataset' is defined in section 11(5) of FOIA. The terms 'relevant copyright work' and 'specified licence' are defined in section 19(8) of FOIA. The ICO has published [guidance](#) on the dataset provisions in FOIA. This explains what is meant by "not appropriate" and "capable of re-use".

Information to be published	How the information can be obtained	Cost
<b>Class1 - Who we are and what we do</b> (Organisational information, structures, locations and contacts)  This will be current information only.  N.B. Councils should already be publishing as much information as possible about how they can be contacted.	Hard Copy Email Website	10p per sheet Free Free
Who's who on the Council and its Committees	Hard Copy Email Website	10p per sheet Free Free
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Hard Copy Email Website Noticeboard	10p per sheet Free Free Free
Location of main Council office and accessibility details	Hard Copy Email	10p per sheet Free

**WESTON UNDER WETHERLEY PARISH COUNCIL**

	Website	Free
Staffing structure	Hard Copy	10p per sheet
	Email	Free
	Website	Free

<b>Class 2 – What we spend and how we spend it</b>  (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)  Current and previous financial year as a minimum	(hard copy or website)	
Annual return form and report by auditor	Hard Copy	10p per sheet
Finalised budget	Hard Copy Email	10p per sheet free
Precept	Hard Copy Email	10p per sheet free
Borrowing Approval letter (if applicable)	Hard Copy Email	10p per sheet free
Financial Regulations and Standing Orders	Hard Copy Email Website	10p per sheet Free Free
Grants given and received	Hard Copy Email	10p per sheet free
List of current contracts awarded and value of contract (if applicable)	Hard Copy Email	10p per sheet free
Members' allowances and expenses	Hard Copy	10p per sheet

**WESTON UNDER WETHERLEY PARISH COUNCIL**

	Email	free
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews) Current and previous year as a minimum	Hard Copy Email	10p per sheet free
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Hard Copy Email	10p per sheet free

**WESTON UNDER WETHERLEY PARISH COUNCIL**

<p><b>Class 4 – How we make decisions</b></p> <p>(Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	<p>Hard Copy</p> <p>Email</p> <p>Website</p>	<p>10p per sheet</p> <p>Free</p> <p>Free</p>
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	<p>Hard Copy</p> <p>Email</p> <p>Website</p> <p>Noticeboard</p>	<p>10p per sheet</p> <p>Free</p> <p>Free</p> <p>Noticeboard</p>
<p>Agendas of meetings (as above)</p>	<p>Hard Copy</p> <p>Email</p> <p>Website</p> <p>Noticeboards</p>	<p>10p per sheet</p> <p>Free</p> <p>Free</p> <p>Free</p>
<p>Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard Copy</p> <p>Email</p> <p>Website</p>	<p>10p per sheet</p> <p>Free</p> <p>Free</p>
<p>Reports presented to council meetings – n.b. this will exclude information that is properly regarded as private to the meeting.</p>	<p>Hard Copy</p> <p>Email</p> <p>Website</p>	<p>10p per sheet</p> <p>Free</p> <p>Free</p>
<p>Responses to consultation papers</p>	<p>Hard Copy</p>	<p>10p per sheet</p>

**WESTON UNDER WETHERLEY PARISH COUNCIL**

	Email	Free
Responses to planning applications	Hard Copy	10p per sheet
	Email	Free
	Website (minutes)	Free
Bye-laws	Hard Copy	10p per sheet
	Email	Free

<p><b>Class 5 – Our policies and procedures</b></p> <p>(Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	<p>Hard copy or website</p>	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders</p> <p>Committee and sub-committee terms of reference</p> <p>Delegated authority in respect of officers</p> <p>Code of Conduct</p> <p>Policy statements</p>	<p>ALL</p> <p>Hard copy</p> <p>Email</p> <p>Website</p>	<p>10p per sheet</p> <p>Free</p> <p>Free</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal instructions to staff and policies relating to the delivery of services</p> <p>Equality and diversity policy</p> <p>Health and safety policy</p> <p>Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information</p>	<p>ALL</p> <p>Hard copy</p> <p>Email</p> <p>Website</p>	<p>10p per sheet</p> <p>Free</p> <p>Free</p>

**WESTON UNDER WETHERLEY PARISH COUNCIL**

Complaints procedures (including those covering requests for information and operating the publication scheme)		
Information security policy	Hard copy Email	10p per sheet Free
Records management policies (records retention, destruction and archive)	Hard copy Email	10p per sheet Free
Data protection policies	Hard copy Email	10p per sheet Free
Schedule of charges (for the publication of information)	Hard copy Email	10p per sheet Free
<b>Class 6 – Lists and Registers</b>	(hard copy or website; some information may only be available by inspection)	
Currently maintained lists and registers only		
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy	10p per sheet
Assets register	Hard Copy Email	10p per sheet Free

**WESTON UNDER WETHERLEY PARISH COUNCIL**

	Website	Free
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Hard Copy	10p per sheet
	Email	Free
	Website	Free
Register of members' interests	Hard Copy	10p per sheet
	Email	Free
	Website	Free
Register of gifts and hospitality	Hard Copy	10p per sheet
	Email	Free

<b>Class 7 – The services we offer</b>  (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)  Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	N/A	
Burial grounds and closed churchyards	N/A	
Community centres and village halls	N/A	
Parks, playing fields and recreational facilities	N/A	
Seating, litter bins, clocks, memorials and lighting	N/A	
Bus shelters	N/A	
Markets	N/A	
Public conveniences	N/A	
Agency agreements	N/A	
Services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	

**Contact details:**

Jane Chatterton

Clerk & RFO

Belby, Common Lane

Corley

CV7 8AQ

Email: [westonpcclerk@gmail.com](mailto:westonpcclerk@gmail.com)

DRAFT

**SCHEDULE OF CHARGES**

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
<b>Disbursement cost</b>	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 10p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class
<b>Statutory Fee</b>		In accordance with the relevant legislation (quote the actual statute)

\* the actual cost incurred by the public authority