

## **MINUTES OF THE POLICY & FINANCE COMMITTEE**

Held on Wednesday 17<sup>th</sup> April 2019 at 7.00pm at Ringwood Gateway, The Furlong, Ringwood.

PRESENT: Cllr Jeremy Heron (Chairman)  
Cllr Steve Rippon-Swaine (Vice Chairman)  
Cllr Andy Briers  
Cllr Philip Day  
Cllr Tony Ring  
Cllr Chris Treleaven

IN ATTENDANCE: Chris Wilkins, Town Clerk  
Nicola Vodden, Meetings Administrator  
Rory Fitzgerald, Finance Manager  
Tom Weetman, Student Advisor

ABSENT: Cllr Christine Ford  
Cllr Gloria O'Reilly  
Cllr Michael Thierry  
Cllr Angela Wiseman  
Oliver Magor, Student Advisor  
Jonathan Skirton, Student Advisor

### **F/5675 PUBLIC PARTICIPATION**

There was none.

### **F/5676 APOLOGIES FOR ABSENCE**

The Town Clerk reported that apologies for absence had been received from Cllrs O'Reilly and Wiseman and Oliver Magor, Student Advisor.

### **F/5677 DECLARATIONS OF INTEREST**

Cllr Heron indicated that payment 3003436 had been made to a company owned by a family member, although this was not a declarable pecuniary interest.

### **F/5678 MINUTES OF THE PREVIOUS MEETING**

**RESOLVED:** That the minutes of the meeting held on 20<sup>th</sup> March 2019, having been circulated, be approved and signed by the Chairman as a correct record.

### **F/5679 GRANT AID**

The Committee considered an application for Grant Aid from Ringwood School (*Annex A*). A representative from the school presented the application and answered questions. All Members agreed that they wished to support the event and there followed some discussion on whether to pledge an amount to underwrite the event or to award a grant. It was agreed that a grant of £1,000 be awarded.

**RESOLVED:** That, in exercise of the Power of General Competence, a grant of £1,000 be awarded to Ringwood School to support the 60<sup>th</sup> Birthday Festival event.

**ACTION A Greenfield**

**F/5680**

**MONTHLY FINANCIAL REPORTS**

Members considered the Monthly Financial Reports attached to these minutes as *Annex B*.

The RFO highlighted the payment for electricity charges for Carvers Clubhouse. Some discrepancies with charges, since October 2018, had been identified and cannot be explained by operational changes. Advice had been sought and it seems that the amounts charged are significantly in excess of the consumption of the appliances and systems used. The possibility of a meter defect is being investigated. The meter will be exchanged and a smart meter installed. Should an issue be found with the meter, the refund of any overpayment will be negotiated.

**RESOLVED:**

- 1) That the list of cheque payments on the Imprest account for March be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 2) That the list of Petty Cash payments for March be authorised. Cllrs Heron and Rippon-Swaine signed the report.
- 3) That the Statement of Town Council Balances be received and the Inter Account Transfers be authorised.
- 4) That the Finance Manager's budgetary monitoring report –draft final accounts 2018-19 be received and noted.

**ACTION R Fitzgerald**

**F/5681**

**MEMBERS ALLOWANCES**

Members considered the officers' report (*Annex C*) and by majority agreed the recommendation therein.

**RESOLVED:** That the Members allowance be increased by 2% per annum.

**ACTION R Fitzgerald / J Hurd**

**F/5682**

**DATA PROTECTION POLICIES AND PROCEDURES**

Members considered the Town Clerk's report (*Annex D*) and agreed to approve the appendices without amendment.

**RESOLVED:** That the following documents be adopted:-

- 1) Data Breach Procedure;
- 2) Subject Access Request Procedure;
- 3) Data Protection (Employment) Policy and
- 4) Data Protection & Information

**ACTION C Wilkins**

**F/5683  
TOWN CENTRE CCTV**

Members considered the Town Clerk's report and draft partnership agreement in relation to CCTV in the town (*Annex E*).

*Cllrs Heron and Rippon-Swaine indicated that as District Councillors they had an interest in this item, although this was not a declarable pecuniary interest.*

There followed a discussion on what benefit there would be from entering into this agreement and, also, the consequences of not signing up to it. Members requested further information on the operation of all cameras and what level of feedback could be provided (by NFDC and Hampshire Constabulary) in terms of incidents and arrests, due to the cameras being in place. It was also acknowledged that the presence of the cameras would in some cases be a deterrent.

It was noted that representatives of New Forest West Neighbourhood Policing Team would be present at the Full Council meeting on 24<sup>th</sup> April and Members agreed that they be asked to provide an overview of the effectiveness of CCTV in the town and what information can be made available.

**RESOLVED:** That the matter be deferred so that Members could question New Forest West Neighbourhood Policing Team at the Full Council meeting on 24<sup>th</sup> April.

<b>ACTION C Wilkins</b>
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**F/5684  
PROJECTS**

The project reports (*Annex F*) had been updated to reflect the new financial year.

ICT overhaul – The Town Clerk and RFO continue to have regular telephone contact with NFDC Officers, who are working on a revised timetable for its own IT changes. The old server provides some critical functions for NFDC and will remain for that purpose alone.

The new finance software is in use and it is planned that all of the Council's IT systems will be operating independently by August. The changeover of server, new phone system and new hardware will be introduced in phases over the next few months.

**RESOLVED:** That the update in respect of projects be noted.

<b>ACTION C Wilkins</b>
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*There being no further business, the Chairman closed the meeting at 8.05pm.*

**Note: The text in the Action Boxes above does not form part of these minutes.**

24<sup>th</sup> April 2019

19<sup>th</sup> June 2019

TOWN MAYOR

COMMITTEE CHAIRMAN

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Chairman's initials

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# Ringwood Town Council Grant Aid

# A

Ringwood Gateway, The Furlong, Ringwood, Hampshire, BH24 1AT  
Tel: 01425 473883. Email: town.council@ringwood.gov.uk

## APPLICATION FOR GRANT AID

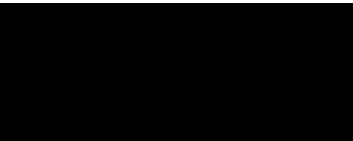
### Applicant's Details

Name of Organisation requesting grant	Ringwood School
Charity Registration Number (if appropriate)	
Postal Address	Parsonage Barn Lane Ringwood BH24 1SE
Name of Contact	██████████
Contact's telephone number	██████████
Contact's email:	██████████

### Details of Grant Request

Amount requested	£ 2000
What is the purpose of the grant?	<p>We are fundraising to celebrate 60 years of Ringwood School in 2019.</p> <p>On Sunday 15<sup>th</sup> September 2019 our Main Field will be transformed into a Festival site. We are welcoming all members of the local community to come along and join the celebrations, and hope to offer a vast array of things to see and do for all ages including a live music stage, main arena for large scale performances, small fun fair, Arts and Crafts tent for local traders, beer tent and a variety of food outlets. Our event is not for profit, so tickets will be on sale at a very nominal fee. You will notice the event being marketed in the coming weeks.</p> <p>The event will run from 11am until 6pm, and we are anticipating in excess of 2000 attendees. Setup is from 3pm the day before, or 7am on the day. Our Festival also signals the start of 'Ringwood Carnival Week' which culminates with Ringwood Carnival on Saturday 21<sup>st</sup> September 2019 where in excess of 10,000 people from the community of Ringwood descend on the town to celebrate this extravaganza.</p> <p>As you will understand, an event of this size takes a huge amount of organisation and funding. Due to its nature, we are keen to keep the entry fee to an absolute minimum to attract as many local people as possible to celebrate with us, and during these times of austerity we need to look for funding outside of school provisions.</p> <p>We are also reaching out to local businesses to gain their support; there is a real opportunity for some old fashioned 'Community Engagement' with Ringwood residents whilst supporting an event solely aimed at providing a cheap and fun day out for all ages.</p>

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	<p>Below is a list of main areas where we require help and the associated costs;</p> <p><b>Live Music Stage</b> - Including PA system and band attendance - £2,500  <b>Main Arena</b> – Children’s MotoX display team (£500) and other attractions hopefully to include a Falconry Display, Fun Dog Show, Dance and Drama Performances (around £500)  <b>Beer Tent</b> – Marquee hire, picnic benches and external Bar provider - £1,000  <b>Site Setup</b> – Hire of toilets, fencing, public address and generator power - £1,800  <b>First Aid and Security Provisions</b> - £1,100</p>
How would the people of Ringwood benefit from your receiving this grant?	<p>We know the Ringwood Community thrive on larger scale events, and have been in touch with Ringwood Carnival Committee to showcase our event as the official start of Carnival Week, which they are excited to support. This event will encompass attractions for those aged 0-100, including steam engine and classic car displays, live music, trade stalls, children’s entertainers, outdoor activities including a climbing wall and axe throwing, an array of local food stalls and produce and lots more. We are planning a main showcase attraction in the ‘Main Arena’ in the form of a Children’s MotoX Display Team. We are hoping the award of financial support will keep an entrance fee as low as possible, and maybe even free.</p>
How many Ringwood people would benefit?	2000+
Total cost of project	£ 9,000
If a grant is awarded, to whom should the cheque be payable?	Ringwood School
Account information for BACS payment	

### Information about your Organisation

Membership:	<p>What facilities do you provide?</p> <p>We are an 11-18 mixed Academy.</p>
Subscription: £	
Names of competing or similar organisations	We are the main 11-18 education provider in Ringwood.

### Funds available to your organisation (apart from this grant application)

Cash in hand: £	Annual income: £ <b>Full school financial information on request.</b>	
Other sponsoring bodies and amounts donated by them	Ringwood Carnival Committee	£ TBC
	STN Solutions Ltd.	£ 250
	RTJ Solutions	£1000

<p>Have you applied, or do you intend to apply, to any other sponsoring bodies for funding? If so, please give details.</p>	<p>Ringwood Carnival Committee have agreed to support our event. Amounts unknown, but expected to be around £500 worth of equipment on loan prior to their event.</p> <p>Ringwood School will organise student led events to help fundraise and local businesses have been approached in an effort to gain more financial support.</p>	
<p>Signature of Applicant</p>		<p>Date 22/03/19</p>
<p>Position within the Organisation:</p>	<p>Facilities Manager / Event Organiser</p>	

<p>Next Policy &amp; Finance meeting where grant applications will be considered</p>	<p>Office use only</p>
<p>Date by which all documentation should be received to be included on the Agenda for the above meeting</p>	

Please refer to the separate Notes for Applicants document.  
If you wish to attend the Committee meeting at which your application will be considered, please contact us.



# Save the date for our Family Festival

# A

LIVE MUSIC  
AND PERFORMANCES  
FUN DOG SHOW

VINTAGE ENGINES  
THE ROCKETS  
CLASSIC CARS

AFTERNOON TEA  
BEER TENT  
CRAFT STALLS

FOOD MARKET  
FUN FAIR  
BUSHCRAFT

CLIMBING WALL  
TUG OF WAR  
FARM ANIMALS



## Sunday 15th September 2019

from 11.00am to 6.00pm

Ringwood School Sports Field



Purchase your tickets in advance for just

# £1.00

Buy tickets online at [www.ticketsource.co.uk/ringwood-school](http://www.ticketsource.co.uk/ringwood-school)  
or from Ringwood School reception.

Under 3's go free. Tickets bought on the gate will cost £2.00.

Ringwood School  
60th Birthday Festival Budget Worksheet

Expenditure

Category	Projected Subtotal	VAT Payable	Supplier
<b>Field Setup</b>			
Straw Bales	446	89.2	Dorset Farm Party
Fencing Hire for Arena	From Ringwood Carnival		Ringwood Carnival
Generator Hire	500	100	CW Plant
Marquee / Tent hire	2000	400	TBC
<b>Health &amp; Safety</b>			
First Aid Provision	400	80	Criticare UK
Toilets	350	70	Ringwood Carnival / Abbas Cabins
Security	1200	240	Security Nation
<b>Communications</b>			
Radio Hire	Provided FOC		Foresolutions
Public Address	200	40	Ringwood Public Address
<b>Marketing &amp; Admin</b>			
Printing	150		printed.com
Wristbands	150	30	wristbands.co.uk
Licensing	30		NFDC
<b>Technical</b>			
Trailer Stage, Band PA System and Lighting	1500	300	Pulse PA
<b>Entertainment</b>			
Bands	1450		TBC
MotoX Team	350		TBC
Punch and Judy	250		TBC
	<b>8976</b>	<b>1349.2</b>	

Income

Supplier	Type of service	Anticipated Income
TBC	Hog Roast	75
TBC	Pulled Pork and Burgers	75
TBC	Wood fired pizza	75
TBC	Coffee	75
TBC	Vegan and vegetarian	75
TBC	Burger van	75
TBC	Jacket Spuds, Gormet Burgers	75
TBC	Ice Cream Vans	75
TBC	Bar	200
TBC	Fun Fair	150
Tickets	Assume 2000 early bird @ £1 each	2000
	Assume 500 on the gate @£2 each	1000
Arts and Crafts Pitch fees	Assume 20 pitches @ £20 per pitch	400
Grant Aid from RTC?	Donation	2000
STN Solutions	Donation	250
RTJ Solutions	Donation - Beet Tent Sponsor	1000
Other business Sponsorship	Donation	1000
Income		<b>8600</b>
Expenditure		<b>8976</b>
VAT Expenditure		<b>1349.2</b>
Shortfall		<b>1725.2</b>



RINGWOOD SCHOOL  
(A company limited by guarantee)

**STATEMENT OF FINANCIAL ACTIVITIES INCORPORATING INCOME AND EXPENDITURE ACCOUNT  
FOR THE YEAR ENDED 31 AUGUST 2018**

	Note	Unrestricted funds 2018 £	Restricted funds 2018 £	Restricted fixed asset fund 2018 £	Total funds 2018 £	Total funds 2017 £
<b>Income from:</b>						
Donations and capital grants	3	3,244	-	46,171	49,415	39,323
Charitable activities:	4					
Academy's educational operations		577,235	7,605,573	-	8,182,808	8,403,058
Teaching School		138,943	149,445	-	288,388	360,682
Other trading activities	5	75,169	-	-	75,169	126,246
Investments	6	563	-	-	563	941
<b>Total income</b>		<b>795,154</b>	<b>7,755,018</b>	<b>46,171</b>	<b>8,596,343</b>	<b>8,930,250</b>
<b>Expenditure on:</b>						
Charitable activities:						
Academy's educational operations		611,870	7,862,648	554,872	9,029,390	9,325,843
Teaching School		104,752	149,674	-	254,426	189,543
<b>Total expenditure</b>	7	<b>716,622</b>	<b>8,012,322</b>	<b>554,872</b>	<b>9,283,816</b>	<b>9,515,386</b>
<b>Net income/ (expenditure) before transfers</b>		<b>78,532</b>	<b>(257,304)</b>	<b>(508,701)</b>	<b>(687,473)</b>	<b>(585,136)</b>
Transfers between Funds	18	(42,996)	(17,509)	60,505	-	-
<b>Net income / (expenditure) before other recognised gains and losses</b>		<b>35,536</b>	<b>(274,813)</b>	<b>(448,196)</b>	<b>(687,473)</b>	<b>(585,136)</b>
Actuarial gains on defined benefit pension schemes	23	-	452,000	-	452,000	638,000
<b>Net movement in funds</b>		<b>35,536</b>	<b>177,187</b>	<b>(448,196)</b>	<b>(235,473)</b>	<b>52,864</b>
<b>Reconciliation of funds:</b>						
Total funds brought forward		210,494	(1,629,187)	21,039,362	19,620,669	19,567,805
<b>Total funds carried forward</b>		<b>246,030</b>	<b>(1,452,000)</b>	<b>20,591,166</b>	<b>19,385,196</b>	<b>19,620,669</b>

The notes on pages 33 to 55 form part of these financial statements.

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**RINGWOOD SCHOOL**  
**(A company limited by guarantee)**  
**REGISTERED NUMBER: 07552519**

**BALANCE SHEET**  
**AS AT 31 AUGUST 2018**

	Note	£	2018 £	£	2017 £
<b>Fixed assets</b>					
Tangible assets	13		20,591,166		21,072,933
<b>Current assets</b>					
Stocks	14	5,000		21,031	
Debtors	15	252,491		243,878	
Cash at bank and in hand		596,821		732,102	
			<u>854,312</u>		<u>997,011</u>
<b>Creditors: amounts falling due within one year</b>	16	<b>(608,282)</b>		<b>(695,275)</b>	
<b>Net current assets</b>			<b>246,030</b>		<b>301,736</b>
<b>Total assets less current liabilities</b>			<b>20,837,196</b>		<b>21,374,669</b>
Defined benefit pension scheme liability	23		<b>(1,452,000)</b>		<b>(1,754,000)</b>
<b>Net assets including pension scheme liabilities</b>			<b>£19,385,196</b>		<b>£19,620,669</b>
<b>Funds of the academy</b>					
Restricted income funds:					
Restricted income funds	18	(1,452,000)		(1,629,187)	
Restricted fixed asset fund	18	20,591,166		21,039,362	
Total restricted income funds			<b>19,139,166</b>		<b>19,410,175</b>
Unrestricted income funds	18		<b>246,030</b>		<b>210,494</b>
<b>Total funds</b>			<b>£19,385,196</b>		<b>£19,620,669</b>

The financial statements on pages 30 to 55 were approved by the Governors, and authorised for issue, on 10.12.18 and are signed on their behalf, by:



**RINGWOOD SCHOOL**  
(A company limited by guarantee)

**STATEMENT OF CASH FLOWS**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

	Note	2018 £	2017 £
<b>Cash flows from operating activities</b>			
Net cash (used in)/provided by operating activities	20	<u>(95,911)</u>	<u>331,693</u>
<b>Cash flows from investing activities:</b>			
Purchase of tangible fixed assets		(73,104)	(949,340)
Capital grants from DfE Group		33,171	33,773
Interest Received		563	941
<b>Net cash used in investing activities</b>		<u>(39,370)</u>	<u>(914,626)</u>
<b>Change in cash and cash equivalents in the year</b>		<b>(135,281)</b>	<b>(582,933)</b>
Cash and cash equivalents brought forward		<u>732,102</u>	<u>1,315,035</u>
<b>Cash and cash equivalents carried forward</b>	21	<u>£ 596,821</u>	<u>£ 732,102</u>

**RINGWOOD SCHOOL**  
**(A company limited by guarantee)**

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**GOVERNORS' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**FINANCIAL REVIEW**

**a. Trading Result for the Year:**

The overall net movement in funds from 2018 showing on Page 30 was a negative £235,473 (2017: positive £52,864). However, to give a more meaningful measure of trading performance that the management and Governors track for the school, these figures are adjusted to exclude movements on the restricted fixed asset fund of £448,196 (2017: £512,627) and non-cash actuarial net gains (being actuarial valuation gains less non-cash service and financing costs) of £302,000 (2017: £440,000). The adjusted financial performance for 2018 on this basis was an operating deficit of £89,277 (2017: surplus of £125,491). This measure is equivalent to the movement in revenue reserves (restricted and unrestricted) during the year.

This level of deficit was not a surprise to the Governors as the Budget for the year was set as a deficit, knowing that further transition work was needed to bring costs back in line with lower income levels, but also that there was a surplus arising from 2017 that exceeded this budget deficit.

The underlying operating deficit for 2018 of £89,277 included the following items of note:

- Total income of £8,596,343 in 2018 was down £333,907 (or 3.7%) compared with 2017. The largest element of this was a reduction in GAG funding which was down £194,378 (2.6%) mainly due to lower student numbers. The other significant reduction was in Teaching School income (down £72,294) owing to the mix of programs being worked on. The sources of income in the year were:
  - GAG £7,263,644 , being 84% of total income (2017: £7,458,022)
  - Other ESFA and government grants £341,929 or 4% of total income (2017: £296,464)
  - Teaching School £288,388 or 3% of total income (2017: £360,682)
  - Other education activity income £577,235 or 7% of total income or (2017: £648,572)
  - Other trading £75,169 (2017: £126,246)
  - Capital grants £33,171 (2017: £33,773)
  - Donations £16,244 (2017: £5,550)
  - Interest income £563 (2017: £941)
- Total expenditure (adjusted for factors noted above) of £8,685,620 was down £119,139 (or 1.4%). This was mainly achieved in the area of staff costs which reduced year on year (on the adjusted basis above) by £101,403, or 1.5%, despite increases from annual pay award and other contractual salary, tax and pension movements. This was achieved by ongoing reduction and refinement of both teaching and support staff areas mainly at moments of natural turnover or retirement of staff. There was also one voluntary redundancy in the year. Staff costs, at £6,707,844 or 77% of total costs (2017: £6,809,247 ) remained the largest element of total costs, both figures excluding additional unfunded actuarial pension service costs of £109,000 and £157,000 respectively.

**GOVERNORS' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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**b. Financial Reserves:**

The two measures of reserves most closely monitored by management and the Governors are the level of cash at the bank and the level of revenue reserves (unrestricted and restricted general funds).

At 31 August 2018, the closing bank balance was £596,821 (2017: £732,102), the reduction of £135,281 in year largely representing the underlying operating deficit of £89,277 noted above, with the balance most significantly from reductions in amounts due to suppliers.

As for revenue reserves, at the balance sheet date, the total was £246,030 (all being unrestricted) which was down £89,277 from 2017 (£335,307) representing the underlying operating deficit for the year.

Reserves are also reported for Fixed Assets and Pensions. The closing Restricted Fixed Asset reserve was £20,591,166 (2017: £21,039,362) – the reduction during the year mainly being from depreciation charges offset in part by new assets purchased in excess of fixed asset funding received. As for Pensions, at 31 August 2018 there has been a further reduction in the pension fund deficit, this time by £302,000 (2017: £440,000) to a closing deficit balance of £1,452,000 (2017: £1,754,000) in relation to the school's share of the Local Government Pension Scheme deficit. This does not represent an immediately realisable liability that requires payment: in respect of any surplus or deficit recognised, this would generally result in a cash flow effect for the school in the form of an increase or decrease in employer's pension contributions over a number of years.

**c. Future Financial Developments:**

Governors do not foresee any significant changes in the structure of finances for Ringwood School. With ongoing tightness of government funding combined with small reductions in Sixth Form student numbers, further downward pressure on income over the next year is expected, but then some reversal of this is expected as the demographic factors and other initiatives on student numbers are forecast to change. The Budget in place for the school for 2018 is break-even and the Governors are confident to be able to operate within this. Senior management has an actively reviewed and updated forecasting process to identify and mitigate potential issues ahead in both current and the following year. The Governors also review the medium term financial plan with the senior management team to ensure that the Academy can continue to meet its operational and financial obligations whilst striving to maximise its achievements in student outcomes and development.

**d. Going Concern**

After making appropriate enquiries, the Governing Body has a reasonable expectation that the Academy Trust has adequate resources to continue in operational existence for the foreseeable future. For this reason it continues to adopt the going concern basis in preparing the financial statements. Further details regarding the adoption of the going concern basis can be found in the Statement of Accounting Policies.

**e. Reserves policy**

The Governors review the reserve levels of the school annually as part of the budgeting process. This review encompasses the nature of income and expenditure streams, the need to match income with commitments and the nature of reserves. The use of reserves to provide funds to enhance the educational facilities and services, to maintain and enhance the school's premises and infrastructure and to fund future projects.



**RINGWOOD SCHOOL**  
(A company limited by guarantee)

**GOVERNORS' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

The policy relating to the main specific funds is as follows:

General Annual Grant	The general annual Grant is received each year to promote the academic and other objectives of the Academy for that year. As such, it is the policy of the Academy to spend substantially all of the grant received in the year to which it relates and carry forward a minimal amount only from year to year.
Pension Reserve	The value to be carried relating to the Pension Reserve is notified to the Academy by the Local Government Pension Fund Trustees based on actuarial advice received.
Restricted Fixed Asset	The value of the Fixed Asset reserve reflects the carrying value of fixed assets on the balance sheet together with funds received for specific capital projects underway or due to commence shortly.
Unrestricted Funds	The value of unrestricted reserves held provides additional funding for unforeseen or unbudgeted expenditure in the short term and for risk management and strategy development in the medium term. The Governors have previously identified a target of £600,000 for unrestricted funds, but do not expect to reach this level in the next 3 years based on current assumptions for funding and operating costs.

**f. Investment Policy**

Ringwood School has a detailed treasury policy covering all key elements of cash and investment management. Available funding levels throughout the year are monitored by cashflow forecasting. Surplus funds are held in FSA regulated institutions with credit ratings that exceed threshold levels. The principle objective of investment of surplus funds is to maintain liquidity and then to generate a satisfactory return for a minimal risk. Over the past year, cash balances of the school have been held solely in the schools current account of its clearing bank. The lowest level of cash held in the year was £574,000, with the average balances of each month end (typically the lowest point of a month) in the year being £669,000.

**g. Financial and Risk Management Objectives and Policies**

The Governors are ultimately responsible for assessing and managing the risks of the school, including:

- identifying the major risks to which the school is exposed
- assessing the likelihood of those risks
- determining the potential impact of those risks; and
- implementing systems and procedures to mitigate and monitor risks

Responsibility for day to day management of risk is delegated to the Headteacher. The Audit and Finance Committee review the school's strategic risk register at each meeting.

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**RINGWOOD SCHOOL**  
**(A company limited by guarantee)**

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**GOVERNORS' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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### **PRINCIPAL RISKS AND UNCERTAINTIES**

The key financial risk is considered to be around ongoing funding levels, both in terms on ongoing funding formula and in the variability of pupil numbers particularly at sixth-form level.

Difficult decisions continue to be necessary, mainly in staffing levels, in order to keep the school's finances in balance. Key to managing this risk is to have robust financial forecasting including of potential scenarios for the next three years, so that planning can be done as early as possible to address potential issues. In addition to reviewing the three year plan as part of the annual budgeting process, there is an actively managed financial forecasting process and reporting is undertaken monthly to the Governors on the outlook for both current and following year.

The key operational risks of the School, and its general approach to them, are set out below. Ongoing pressures to reduce staffing levels and/or experience levels in the face of difficult financial conditions have added pressure to this risk profile, but the situation continues to be actively reviewed and the overall profile is still considered to be acceptable.

- Quality of teaching – the School operates a comprehensive staff development programme tailored to the needs of each staff member. Self-assessment and peer assessment are extensively used to maintain consistent standards throughout the School. In addition, Ringwood School's status as a teaching school enables the development and sharing of best practice in teaching across a range of subjects and scenarios.
- Achievement – detailed analyses of each student's progress are maintained and reviewed throughout the year. The School has a range of possible interventions where individual students are identified as under-achieving expected results. Beyond academic results, the school offers a wide range of activities to ensure students develop their potential in all areas and staff actively encourage participation in these.
- Behaviour and safety – the School operates and enforces a range of policies ensuring the safety of students and staff. Training and support facilities are provided for staff, health and safety audits are carried out by independent accredited consultants, and the School operates a zero-tolerance policy towards bullying and anti-social behaviour by students, parents and others.
- Adequacy of IT – in the light on network issues experienced at the start of the year, the School carried out a further review of its information technology infrastructure, with the support from a third party company. Some selective upgrades were made as well as some changes to the back up resourcing support structure. Ongoing refinements and improvement are being made in the normal course of operations to maintain the adequacy, resilience, and security for the School's data and operating systems.

In addition, the School maintains appropriate insurances as discussed above.

### **FUNDRAISING**

In the past year, the school has undertaken minimal levels of fundraising in order to finance its charitable aims. Where activities are undertaken beyond delivery of its core educational objectives, additional funding has often been requested from parents of those participating students, either through specific charges or requesting voluntary contributions. There have been a few events during the year where students have raised money for different charities through events like non-uniform days or cakes sales, and that money has all come from the students themselves. There has been no general school fundraising activity to parents or the wider public. On a few occasions, local businesses or organisations, who are active supporters of the school, have been approached by an appropriate member of the school staff to assist with financing or sponsoring other activities

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**RINGWOOD SCHOOL**  
**(A company limited by guarantee)**

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**GOVERNORS' REPORT (continued)**  
**FOR THE YEAR ENDED 31 AUGUST 2018**

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or initiatives being undertaken, such as business breakfasts. The school is also supported by PTA on an ongoing basis. Total donation income for the school in the past year has been £16,244, with £13,000 being a single donation from Ringwood School Arts Foundation to support the purchase of additional audience seating for school performance productions.

During the past year, the School has not used any professional fundraisers or had any commercial participators. The fundraising has been monitored by the Head of Business & Finance and the Headteacher. No complaints have been received by the School in respect of the fundraising during this financial period. The School does not currently subscribe to any specific fundraising standards or schemes for fundraising regulation, but considers that it has set appropriate standards for the operation and management of its fundraising activities.

Going forward, the Governors do expect the need for fundraising to increase and will ensure that this continues to be undertaken using practices endorsed by the Charity Commission.

#### **PLANS FOR FUTURE YEARS**

Ringwood School will continue to pursue its objectives and aims and support the continuing success and development of students. The school aims to achieve student outcomes which are significantly above other schools nationally.

The school will also continue to develop partnerships and collaborative working through the SPELL Teaching school alliance and through networks in both Dorset and Hampshire County Council.

Links with local and regional businesses and the wider community will be developed in accordance with the school objectives and to benefit of students, the school and the community.

#### **DISCLOSURE OF INFORMATION TO AUDITORS**

The Governors who held office at the date of approval of this Governors' report confirm that so far as they are aware, there is no relevant audit information of which the Academy's auditors are unaware, and each director has taken all steps that he/she ought to have taken as a director to make himself/herself aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

**RINGWOOD TOWN COUNCIL**

**FINANCIAL REPORTS FOR**

**POLICY & FINANCE COMMITTEE MEETING**

**17TH APRIL 2019**



**POLICY AND FINANCE COMMITTEE 17TH APRIL 2019**

**B** (a)

**LIST OF PAYMENTS FROM IM PREST BANK ACCOUNT  
FOR THE PERIOD 1ST TO 31ST MARCH 2019**

Date	Trans No	Details	Budget	Comm	Description	Amount £
<b>Mar</b>						
2019-03-04	3003437	M J Coakley	Premis	P&F	Carvers C/House - Investigate & reprog ext light	45.00
2019-03-11	3003402	Taste Vending Ltd	S&S	P&F	Carvers C/House - Coffee	34.00
2019-03-11	3003427	Status Computers	Cap	P&F	Gateway - D Link assist support installation	700.20
2019-03-11	3003428	Fanfare for Spring	S&S	P&F	Gateway - Grant towards Fanfare for Spring	1,200.00
2019-03-11	3003429	Central Southern Sec	Premis	P&F	Carvers C/House - Annual maint fee & Dualcom fee	378.00
2019-03-11	3003429	Central Southern Sec	Premis	Cem	Cemetery - Annual maint fee & Digi Air annual fee	312.00
2019-03-11	3003429	Central Southern Sec	Premis	R&L	Carvers - Annual maint fee & Digi Air annual fee	312.00
2019-03-11	3003430	Alexandra	S&S	P&F	Office Staff - Skirt	24.48
2019-03-11	3003431	Judith A Cowan	Premis	R&L	Groundstaff - Occupational health visit	325.00
2019-03-11	3003433	Vortex Designs Ltd	S&S	P&F	Office Staff - Blouse	33.96
2019-03-11	3003434	Salisbury NHSF/Trust	S&S	P&F	Staff - Occupational health referral	295.00
2019-03-11	3003436	Rwd & Fbridge Skip Hire	S&S	Cem	Cemetery - 6 yard skip	228.00
2019-03-11	3003438	Hampshire Trans Man	Trans	R&L	Vehicles - Maint contract 01/02/19-28/02/19	75.60
2019-03-11	3003439	WW Projects	Premis	R&L	Carvers Pavilion - Installation of drain point in loft	102.00
2019-03-11	3003440	Screwfix	Trans	R&L	Machinery - Non nonsense penetrating oil	14.97
2019-03-18	3003446	SE Power Distribution	Premis	R&L	Carvers - Meter disconnection	251.70
2019-03-18	3003459	Peter Noble	S&S	R&L	Machinery - Die grinder	38.40
2019-03-18	3003463	Peter Noble	Trans	R&L	Vehicles - John Deere service	791.12
2019-03-18	3003453	Hampshire C.C.	S&S	P&F	Gateway & Carvers C/House - Cleaning products	91.00
2019-03-18	3003447	Elliott Brothers Ltd	Premis	R&L	Carvers Pavilion - Replace vandalised toilet door	86.70
2019-03-18	3003457	Elliott Brothers Ltd	S&S	Cem	Cemetery - Trupak cold lay macadam	39.35
2019-03-18	3003460	Elliott Brothers Ltd	Premis	R&L	Carvers Pavilion - Jeld-Wen door frame	78.20
2019-03-18	3003450	Society of Local Councils	S&S	P&F	Staff - SLOC annual membership CW	352.00
2019-03-18	3003449	Itec	S&S	P&F	Gateway - Itec copies	84.26
2019-03-18	3003448	Brewers	S&S	R&L	Machinery - UV protection oil	69.40
2019-03-18	3003454	Status Computers	Cap	P&F	Gateway - New store device/steel shelf/bup assist.	2,816.40
2019-03-18	3003458	M J Coakley Electrical	Premis	R&L	Carvers Shed - replace faulty w/proof fluorescent fit	98.00
2019-03-18	3003461	Charmaine Bennett	S&S	P&F	Carvers C/House - Food for resale	109.88
2019-03-18	3003462	Taste Vending Ltd	S&S	P&F	Carvers C/House - Coffee	34.00
2019-03-29	3003476	Ringwood Pest Control	Premis	R&L	Jubilee Gardens - Treatment of moles	120.00
2019-03-29	3003470	Ringwood Pest Control	Premis	R&L	Ringwood Churchyard - Treatment of moles	220.00
2019-03-29	3003474	Pete Best	Premis	R&L	Kick Park - Removal of dangerous tree	290.00
2019-03-29	3003477	Site Safety Ltd	S&S	R&L	Groundsmen - Trousers	42.72
2019-03-29	3003473	Mrs SE Petridge	Employ	P&F	Staff - Level 3 First Aid course	400.00
2019-03-29	3003478	Charmaine Bennett	Premis	R&L	Pancake Races - Expenses	17.92

**B**(a)

Date	Trans No	Details	Budget	Comm	Description	Amount £
<b>Mar</b>						
2019-03-01	SO	TLC On-line	S&S	P&F	Web Site Maintenance - March 2019	80.00
2019-03-01	DD	New Forest D.C.	Premis	P&F	Carvers C/ House Rates - March 2019	186.00
2018-03-06	DD	British Gas	Premis	P&F	Greenways Nov-Feb 2019	857.74
2019-03-19	DD	Worldpay	S&S	P&F	Carvers C/ House	25.78
2019-03-20	DD	Zurich	Employs	P&F	AVC - February 2019	668.00
2019-03-25	DD	Elite Business	Cap	P&F	Gateway - Broadband March 2019	74.99
2019-03-29	DD	Utility Warehouse	S&S	Cem	Cemetery mobile phones - Feb 2019	30.00
2019-03-29	DD	Utility Warehouse	S&S	Cem	Cemetery landline - Feb 2019	31.20
2019-03-29	DD	Utility Warehouse	Premis	Cem	Cemetery electricity - Feb 2019	124.93
2019-03-29	DD	Utility Warehouse	Premis	Cem	Cemetery club membership - Feb 2019	2.40
2019-03-29	DD	Utility Warehouse	Premis	R&L	Sports Pavilion electricity - Feb 2019	52.24
2019-03-29	DD	Utility Warehouse	Premis	R&L	Sports Pavilion club membership - Feb 2019	2.40
2019-03-29	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd electricity - Feb 2019	12.32
2019-03-29	DD	Utility Warehouse	Premis	R&L	Pavilion Sports Grd club mem/ ship - Feb 2019	2.40
2019-03-29	DD	Utility Warehouse	S&S	P&F	Carvers C/ House mobile phones - Feb 2019	10.00
2019-03-29	DD	Utility Warehouse	S&S	P&F	Carvers C/ House - Feb 2019	31.74
2019-03-29	DD	Utility Warehouse	Premis	P&F	Carvers C/ House electricity - Feb 2019	615.26
2019-03-29	DD	Utility Warehouse	Premis	P&F	Carvers Club/ House club mem/ ship - Feb 2019	2.40
2019-09-28	PAY	Lloyds	S&S	P&F	Bank charges February 2019	13.75
2019-03-14	BGC	Austin & Wyatt	S&S	P&F	Agents fees - March 2019	136.00
2019-03-14	BGC	Austin & Wyatt	S&S	P&F	Fees held on account - Electrical check	150.00
2019-03-18	LloydsCC	Amazon	S&S	P&F	Carvers C/ House - Various equipment	30.41
2019-03-18	LloydsCC	IKEA	S&S	P&F	Carvers C/ House - Furniture	231.00
2019-03-18	LloydsCC	Booker	S&S	P&F	Carvers C/ House - Food for resale	265.31
2019-03-14	BP	Hampshire C.C.	Employs	P&F	Pension February 2019	7,068.64
2019-03-22	DD	Inland Revenue	Employs	P&F	February 2019	5,275.91
2019-03-25	Telepay	Staff	Employs	P&F	March 2019	24,087.20
<b>TOTAL</b>						<b>50,179.28</b>

**AUTHORISATIONS**

DATE

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17th April 2019-----  
17th April 2019

**POLICY AND FINANCE COMMITTEE 17TH APRIL 2019**

**B** (b)

**LIST OF PAYMENTS FROM PETTY CASH - RTC ACCOUNT**  
**FOR THE PERIOD 1ST TO 31ST MARCH 2019**

Date	Voucher No	Details	Location	Description	Amount £
<b>Mar</b>					
2019-03-04	12/01	Waitrose	Gateway	Milk & Coffeemate	3.54
2019-03-07	12/02	Haskins	Open Spaces	PH soil test kit	12.79
2019-03-11	12/03	Waitrose	Gateway	Milk & washing up liquid	2.88
2019-03-12	12/04	Transfer	Carvers C/ House	Transfer to petty cash	50.53
2019-03-18	12/05	Waitrose	Gateway	Coffee, milk & biscuits	10.14
2019-03-25	12/06	Sainsburys	Carvers C/ House	Frying pans for pancake day	23.98
2019-03-26	12/07	Waitrose	Gateway	Milk	1.78
2019-03-29	12/08	Post Office	Gateway	Carvers pole meter reading box to Utility Warehouse	6.50
				<b>TOTAL</b>	<b>112.14</b>

**LIST OF PAYMENTS FROM PETTY CASH - THE PLACE**  
**FOR THE PERIOD 1ST TO 31ST MARCH 2018**

Date	Voucher No	Details	Location	Description	Amount £
<b>Mar</b>					
2018-11-23	12/01	Sainsburys	Carvers C/ House	Stationery & Christmas CD	19.20
2018-11-23	12/02	Lidl	Carvers C/ House	Toys	5.98
2018-11-23	12/03	Surplus Stores	Carvers C/ House	Cable Ties	2.00
2018-11-23	12/04	Surplus Stores	Carvers C/ House	Cable Ties	1.99
2019-01-10	12/05	Surplus Stores	Carvers C/ House	Tools	12.97
2019-02-05	12/06	Sainsburys	Carvers C/ House	Stationery	2.40
2019-02-12	12/07	Sainsburys	Carvers C/ House	Stationery	4.00
2019-02-19	12/08	Surplus Stores	Carvers C/ House	Hardware	1.99
				<b>TOTAL</b>	<b>50.53</b>

**AUTHORISATIONS**

**DATE**

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**17th April 2019**

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**17th April 2019**



**BANK BALANCES & PROPOSED TRANSFERS**

Account Name	Predicted	Actual at	Predicted	Proposed Transfers		Predicted
	31-Mar-19			31-Mar-19	Movement	
	£	£	£	£	£	£
Imprest (Current) Account	92,584	123,295	148,775	200,000		72,070
Business Account	51,527	51,529				51,529
Investment Accounts	350,000	350,000		<del>200,000</del>	200,000	550,000
Greenways Rent Deposit	10,822	10,812				10,812
Petty Cash - Imprest	110	158				158
Petty Cash - The Place	50	50				50
VIC Change Float	50	50				50
Information Desk Float	75	75				75
<b>TOTAL BANK BALANCES</b>	<b>505,218</b>	<b>535,969</b>		<b>148,775</b>	<b>200,000</b>	<b>200,000</b>

nb all balances, other than the investment accounts, are held with Lloyds Bank plc unless otherwise stated

**PROPOSED TRANSFER AUTHORISATIONS:**

DATE

17th April 2019

17th April 2019

Investment Accounts	<b>CCLA</b>	Instant access
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Notes:

<b>1 Imprest Account</b>	£
Anticipated net expenditure in next 2 months:	100,000
Receipt of precept due end of April	-248,775
<b>Net Movement on imprest account</b>	<b>-148,775</b>

**2 Investment Maturity**  
No investments due to mature

3 The bank accounts were reconciled as at 31st March 2019

4 With reference to the Greenways Rent Deposit Account a) Ground Floor, the initial balance of £7,000 plus interest accrued will be paid over to the tenant at the end of the tenancy subject to the Council having no cause to claim funds due to damages.

5 With reference to the Greenways Rent Deposit Account b)1st Floor, the initial deposit of £2,637 plus interest accrued has been increased by £1,228. Bank charges have been charged in error and will be refunded by Lloyds Bank.

6 A temporary nominal account has been implemented to act as a change float for the VIC. This will be in operation only for the period when the VIC is open during the spring and summer at weekends and bank holidays.

7 A nominal account has been implemented to reflect the float held by the Information Desk.

8 The Town Council's Imprest and Business bank accounts are held with Lloyds Bank plc

**REPORT TO POLICY & FINANCE COMMITTEE – 17<sup>th</sup> APRIL 2019****BUDGETARY CONTROL - 2018/19 DRAFT OUTTURN****1. BACKGROUND**

- 1.1 The purpose of this report is to inform Members of the actual income and expenditure for the year to the end of March 2019. The summary budget report is included at Appendix 1. Whilst most transactions for the year have now been concluded, there remain a small number which have yet to be finalised. The presented figures include the latest estimates of these outstanding receipts and payments.

**2. INCOME & EXPENDITURE APRIL 2018 TO MARCH 2019**

- 2.1 Expenditure to the end of March totalled £ 722,755, or 93.5% of the revised budget of £773,087. The remaining outstanding expenditure is mainly due to recharges of Gateway costs, i.e. our share of the total costs of the building which is calculated after the end of the year and is expected to be around £31,500. The other significant difference between the revised budget and spend to the end of March is explained by slippage in the various capital schemes set out in 2.3, below for which the combined outturn is expected to be some £20,000 below budget. Most of these items are to be funded from reserves.
- 2.2 Income received and invoiced to date, excluding the precept, stands at £229,024, or 98% of the revised budget. Again, the difference is largely explained by year end transactions in respect of Gateway re-charges, for which we anticipate a receipt of £18,778. The total income generated will exceed the revised budget figure of £233,370 by £14,400. The additional income is due mainly to an increase in cemetery receipts of £6,700 and to Ringwood events which have generated £10,100 more than originally anticipated. An income summary is included at Appendix 2.
- 2.3 The additional one off growth items approved for the current year total £110,466 (original budget £48,060 plus £5,250 Long Lane feasibility conditional on funding) of which £94,596 was to be funded from a combination of developer's contributions, earmarked reserves and grants. The expenditure to date against each item is as follows:

Description	Revised Budget	Expenditure
¿ Millenium Clock	£1,000	£1,155
¿ WW1 Armistice Commemoration	£1,500	£5,632
¿ Cemetery Improvements	£3,000	£3,252
¿ Mansfield Road Verge	£1,160	£0
¿ Carvers Recreation Ground Imps	£10,000	£4,300
¿ Replacement Front Deck Mower	£20,000	£16,346
¿ Long Lane Feasibility Study	£5,250	£5,250
¿ Human Sundial	£8,000	£500
¿ Sign Painting Fridays Cross	£1,556	£1,553
¿ Neighbourhood Plan	£0	£0
¿ Systems Replacement	£15,000	£11,500
¿ Playpark Improvements	£44,000	£41,071
Total	£110,466	£90,559 (82%)

The anticipated outturn will be lower than the agreed budget for these items because of lower than anticipated costs on machinery replacement and slippage on the Human Sundial and Carver's recreation ground improvements projects.

# B (d)

This will have little impact on the revenue account because most of the expenditure was to be met from reserves.

- 2.4 The Recreation & Leisure Committee, at its meeting on the 6<sup>th</sup> of March, recommended the transfer of the gross surplus on events activities to the earmarked reserve set up to provide a contingency against future unfunded expenditure. The gross surplus now stands at £5,623 although some £250 of the pledged income has yet to be received. When the pledged income is all collected, the balance on the events reserve will stand at £10,965 at year end. The predicted outturn takes this transfer into account and it is also reflected in the schedule of Provisions and Reserves included at Appendix 3.
- 2.5 Overall, the likely expenditure outturn will be very close to the revised budget, with some slippage on capital schemes, whilst income is very marginally ahead. Nevertheless, the current position remains broadly in line with expectations. At the meeting in March, a balance on the revenue account of £5,219 was predicted. This is now expected to increase to £15,690 and this sum will be transferred to the general reserve.

## 3 FINANCIAL IMPLICATIONS

- 3.1 The Town Council will spend within budget and slippage on capital schemes will reduce the need to draw funds from earmarked reserves whilst increased income will enable a modest increase in the planned transfer to the general reserve.
- 3.2 The net transfers from earmarked provisions together with the grant receipts and the increased transfer to the General Reserve from the revenue account mean that reserves are predicted to reduce by £8,667, from £496,935 at April 1<sup>st</sup> 2018 to £488,268 at March 31<sup>st</sup> 2019. The General Reserve will stand at £278,931 which is approximately 39% of the original expenditure budget and 57% of the annual precept. A schedule of Provisions and Reserves, including expected movements during the year, is included at Appendix 3.

## 4. RECOMMENDATION

It is **recommended** that:-

- 4.1 This report is noted.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)

**SUMMARY BUDGETARY CONTROL REPORT  
PERIOD APRIL 2018 - MARCH 2019**

<b>ALL COMMITTEES</b>	<b>Original Budget</b>	<b>Revised Budget</b>	<b>Year To Date</b>			<b>Annual Forecast</b>
	<b>£</b>		<b>Actual</b>		<b>Unspent Budget</b>	<b>Outturn</b>
	<b>£</b>		<b>£</b>		<b>£</b>	<b>£</b>
<b>REVENUE EXPENDITURE</b>						
POLICY & FINANCE COMMITTEE	406,246	414,958	383,304		-31,654	415,234
RECREATION, LEIS & O/S COM	261,658	262,012	262,731		719	262,810
PLANNING TOWN & ENVIRON	21,801	19,117	19,349		232	19,358
<b>TOTAL REVENUE EXPENDITURE</b>	<b>689,706</b>	<b>696,087</b>	<b>665,384</b>		<b>-30,703</b>	<b>697,402</b>
<b>CAPITAL EXPENDITURE</b>						
POLICY & FINANCE COMMITTEE	0	15,000	11,499		-3,501	11,500
RECREATION, LEIS & O/S COM	10,000	54,000	45,371		-8,629	45,371
PLANNING TOWN & ENVIRON	8,000	8,000	500		-7,500	500
<b>TOTAL CAPITAL EXPENDITURE</b>	<b>18,000</b>	<b>77,000</b>	<b>57,370</b>		<b>-19,630</b>	<b>57,371</b>
<b>TOTAL EXPENDITURE</b>	<b>707,706</b>	<b>773,087</b>	<b>722,755</b>	<b>0</b>	<b>-50,332</b>	<b>754,773</b>
<b>REVENUE INCOME</b>						
POLICY & FINANCE COMMITTEE	-119,717	-141,566	-134,460		7,106	-153,238
RECREATION, LEIS & O/S COM	-85,969	-89,954	-92,714		-2,760	-92,719
PLANNING TOWN & ENVIRON	-1,110	-1,850	-1,850		0	-1,850
<b>TOTAL REVENUE INCOME</b>	<b>-206,796</b>	<b>-233,370</b>	<b>-229,024</b>		<b>4,346</b>	<b>-247,807</b>
<b>CAPITAL INCOME &amp; FINANCE</b>						
POLICY & FINANCE COMMITTEE	0	0	0		0	0
RECREATION, LEIS & O/S COM	0	0	0		0	0
PLANNING TOWN & ENVIRON	0	0	0		0	0
<b>TOTAL CAPITAL INCOME &amp; FINANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>		<b>0</b>	<b>0</b>
<b>TOTAL INCOME</b>	<b>-206,796</b>	<b>-233,370</b>	<b>-229,024</b>		<b>4,346</b>	<b>-247,807</b>
<b>COUNCIL'S NET COMMITTEE EXPEND</b>	<b>500,910</b>	<b>539,717</b>	<b>493,731</b>		<b>-45,986</b>	<b>506,966</b>
<b>Add Transfers To Provisions</b>	<b>41,300</b>	<b>41,300</b>	<b>46,923</b>	<b>0</b>	<b>5,623</b>	<b>46,923</b>
<b>Deduct Transfers from Provisions</b>	<b>-41,570</b>	<b>-100,553</b>	<b>-84,336</b>	<b>0</b>	<b>16,217</b>	<b>-84,384</b>
<b>Transfer to/ from(-) General Reserve</b>	<b>-15,444</b>	<b>4,732</b>	<b>28,877</b>	<b>0</b>	<b>24,145</b>	<b>15,690</b>
<b>Budget Required before new bids &amp; grants</b>	<b>485,196</b>	<b>485,196</b>	<b>485,196</b>	<b>0</b>	<b>0</b>	<b>485,196</b>
Transitional & Identifiable grant from NFDC	0	0	0		0	0
Net Precept 2018/19	485,196	485,196	485,196		0	485,196
<b>Non recurring bids for 2018/19 included above</b>						
POLICY & FINANCE COMMITTEE	7,750	22,750	23,537		787	23,550
RECREATION, LEIS & O/S COM	34,160	78,160	64,969		-13,191	65,000
PLANNING TOWN & ENVIRON	11,400	9,556	2,053		-7,503	2,053
Less transfer from provisions	53,310	110,466	90,559		-19,907	90,603

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Rev Bud £	Variance from RB £	
<b>POLICY &amp; FINANCE COMMITTEE</b>						
<b>EXPENDITURE</b>						
Establishment	105,283	108,180	104,649	0	-3,531	104,959
Maintenance	38,603	34,603	2,528	0	-32,075	34,093
Employee Direct Costs	2,053	1,901	2,637	0	736	2,638
Employee Allocated Costs	112,783	113,007	116,198	0	3,191	116,200
Member Costs	9,930	8,750	6,224	0	-2,526	6,225
Grants	9,000	9,000	5,400	0	-3,600	5,400
Other (includes THE PLACE, figures below)	97,048	107,971	114,123	0	6,152	114,173
Debt Charges	31,546	31,546	31,546	0	0	31,546
Capital	0	15,000	11,499	0	-3,501	11,500
<b>COMMITTEE EXPENDITURE</b>	<b>406,246</b>	<b>429,958</b>	<b>394,803</b>	<b>0</b>	<b>-35,155</b>	<b>426,734</b>
<b>INCOME</b>						
<b>INCOME</b>						
Revenue Income (Including THE PLACE)	-119,717	-141,566	-134,460	0	7,106	-153,238
Capital Income/Finance	0	0	0	0	0	0
<b>TOTAL COMMITTEE INCOME</b>	<b>-119,717</b>	<b>-141,566</b>	<b>-134,460</b>	<b>0</b>	<b>7,106</b>	<b>-153,238</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>286,529</b>	<b>288,392</b>	<b>260,343</b>	<b>0</b>	<b>26,186</b>	<b>273,496</b>
Add Transfers To Provisions	24,400	24,400	30,023	0	5,623	30,023
Deduct Transfers From Provisions	0	-20,250	-16,749	0	3,501	-16,750
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>310,929</b>	<b>292,542</b>	<b>273,617</b>	<b>0</b>	<b>35,310</b>	<b>286,769</b>
<b>HOLDING ACCOUNTS</b>						
<b>EXPENDITURE</b>						
Employee Direct Costs	416,951	402,862	415,375	0	12,513	415,380
<b>HOLDING ACCOUNTS EXPEND.</b>	<b>416,951</b>	<b>402,862</b>	<b>415,375</b>	<b>0</b>	<b>12,513</b>	<b>415,380</b>
<b>HOLDING ACCOUNTS INCOME</b>	<b>-416,951</b>	<b>-402,862</b>	<b>-415,375</b>	<b>0</b>	<b>-12,513</b>	<b>-415,380</b>
<b>TOTAL NET EXPENDITURE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CARVERS CLUBHOUSE</b>						
<b>EXPENDITURE</b>						
Establishment	9,462	10,462	11,108	0	646	10,802
Maintenance	1,760	2,500	1,699	0	-801	1,700
Employee Direct Costs	500	500	145	0	-355	145
Employee Allocated Costs	46,015	35,056	35,461	0	405	35,460
Other	0	4,000	5,241	0	1,241	5,250
<b>COMMITTEE EXPENDITURE</b>	<b>57,737</b>	<b>52,518</b>	<b>53,655</b>	<b>0</b>	<b>1,137</b>	<b>53,357</b>
<b>INCOME</b>						
<b>INCOME</b>						
Revenue Income	0	-9,540	-10,614	0	-1,074	-10,620
<b>TOTAL COMMITTEE INCOME</b>	<b>0</b>	<b>-9,540</b>	<b>-10,614</b>	<b>0</b>	<b>-1,074</b>	<b>-10,620</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>57,737</b>	<b>42,978</b>	<b>43,041</b>	<b>0</b>	<b>63</b>	<b>42,737</b>
Add Transfers To Provisions	5,000	5,000	5,000	0	0	5,000
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>62,737</b>	<b>47,978</b>	<b>48,041</b>	<b>0</b>	<b>63</b>	<b>47,737</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Rev Bud £	Variance from RB £	
<b>RECREATION, LEISURE &amp; OPEN SPACES COMMITTEE EXPENDITURE</b>						
Establishment	11,115	11,083	11,427	0	344	11,437
Maintenance	19,567	24,685	18,418	0	-6,267	18,430
Machinery	29,504	27,846	27,660	0	-186	27,662
Employee Direct Costs	1,600	2,000	2,707	0	707	2,710
Employee Allocated Costs	130,604	127,719	136,185	0	8,466	136,185
Planters	510	0	0	0	0	0
Activities Expenses	8,566	8,704	5,604	0	-3,100	5,610
Other	1,173	1,150	853	0	-297	855
Capital Expenditure	10,000	54,000	45,371	0	-8,629	45,371
<b>CEMETERY</b>					0	0
Establishment	5,205	5,349	5,503	0	154	5,536
Maintenance	8,376	9,420	7,807	0	-1,613	7,815
Employee Allocated Costs	33,380	32,479	34,815	0	2,336	34,815
<b>ALLOTMENTS</b>					0	0
Establishment	1,000	750	800	0	50	800
Maintenance	1,216	1,300	806	0	-494	810
Employee Allocated Costs	9,608	9,292	9,915	0	623	9,915
Other	235	235	230	0	-5	230
<b>COMMITTEE EXPENDITURE</b>	<b>271,658</b>	<b>316,012</b>	<b>308,102</b>	<b>0</b>	<b>-7,909</b>	<b>308,181</b>
<b>INCOME</b>						
Recreation, Leisure & O/S	-34,870	-38,202	-34,422	0	3,780	-34,427
Cemetery	-45,999	-46,652	-53,391	0	-6,739	-53,392
Allotments	-5,100	-5,100	-4,901	0	199	-4,900
Capital Expend Finance	0	0	0	0	0	0
<b>COMMITTEE INCOME</b>	<b>-85,969</b>	<b>-89,954</b>	<b>-92,714</b>	<b>0</b>	<b>-2,760</b>	<b>-92,719</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>185,689</b>	<b>226,058</b>	<b>215,388</b>	<b>0</b>	<b>-10,669</b>	<b>215,462</b>
Add Transfers To Provisions	16,900	16,900	16,900	0	0	16,900
Deduct Transfers From Provisions	-32,570	-71,048	-66,419	0	4,629	-66,419
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>170,019</b>	<b>171,910</b>	<b>165,869</b>	<b>0</b>	<b>-6,040</b>	<b>165,943</b>

	Original Budget £	Revised Budget £	Year To Date			Annual Forecast Outturn £
			Actual £	Profiled Rev Bud £	Variance from RB £	
<b>PLANNING, TOWN &amp; ENVIRONMENT COMMITTEE EXPENDITURE</b>						
Establishment	5,656	3,842	2,726	0	-1,116	2,733
Employee Allocated Costs	16,145	15,275	16,623	0	1,348	16,625
Capital Expenditure	8,000	8,000	500	0	-7,500	500
<b>COMMITTEE EXPENDITURE</b>	<b>29,801</b>	<b>27,117</b>	<b>19,849</b>	<b>0</b>	<b>-7,268</b>	<b>19,858</b>
<b>INCOME</b>						
Capital Income & Finance	-1,110	-1,850	-1,850	0	0	-1,850
<b>COMMITTEE INCOME</b>	<b>-1,110</b>	<b>-1,850</b>	<b>-1,850</b>	<b>0</b>	<b>0</b>	<b>-1,850</b>
<b>TOTAL NET EXPENDITURE BEFORE TRANSFERS TO PROVS</b>	<b>28,691</b>	<b>25,267</b>	<b>17,999</b>	<b>0</b>	<b>-7,268</b>	<b>18,008</b>
Add Transfers To Provisions	0	0	0	0	0	0
Deduct Transfers From Provisions	-9,000	-9,255	-1,167	0	8,088	-1,215
<b>TOTAL NET EXPENDITURE AFTER TRANSFERS TO PROVS</b>	<b>19,691</b>	<b>16,012</b>	<b>16,832</b>	<b>0</b>	<b>820</b>	<b>16,793</b>



**ANALYSIS OF INCOME AGAINST BUDGET  
PERIOD APRIL 2018 - MARCH 2019**

	2018/19 Original	2018/19 Revised	March Actual	Notes
<b>Revenue:</b>				
<b>Policy &amp; Finance Committee</b>				
Rent (Greenways & Southampton Rd)	40,272	40,381	40,267	Some paid quarterly.
Gateway Re-charges	68,735	68,735	49,958	A proportion of this is charged back to RTC as a share of overall Gateway costs.
Market Stalls	3,000	2,000	1,970	
Civic Celebrations	5,000	10,500	20,674	Income from the Royal Wedding, Fireworks and Christmas Lights switch on events.
Other Grants & Donations *	0	4,250	4,975	Only to the extent that they are applied to the revenue account. Includes transfer from the Memorial Lantern fund
VIC Sales	1,750	5,000	4,295	Includes event ticket sales
Carvers Club House - Café sales and room hire	0	9,540	10,614	includes a donation of £250 for toys & play equipment
Interest on investments	960	960	1,508	
Other Income	0	200	199	Insurance receipt
<b>Recreation &amp; Leisure Committee</b>				
Ringwood Schools	15,612	15,400	14,754	
Sponsored Flowerbeds	2,488	2,032	2,032	
Bowling	1,530	1,530	1,732	
Cricket	2,000	1,500	1,110	
Football	6,750	6,750	7,464	
Rugby	2,000	2,000	440	New Ad hoc arrangement, the rugby club no longer have a fixed contract collected by NFDC and remitted at year end
Tennis (including Floodlighting)	200	100	89	
Castleman Trail	700	700	715	
Other use of recreation grounds	3,500	8,100	5,911	Includes additional (unplanned) receipt from Fordingbridge for repair of pitches
Other Income	90	90	175	Wayleaves £91
<b>Cemeteries</b>	45,999	46,652	53,391	Income receipts have generally been above anticipated
<b>Allotments</b>	5,100	5,100	4,901	
<b>Planning Town &amp; Environment Committee</b>				
Parish Lengthsman Grant (HCC)	1,110	1,850	1,850	
<b>Total Revenue Income:</b>	<b>206,796</b>	<b>233,370</b>	<b>229,024</b>	
<b>Capital</b>				
s106	0	5,250	6,249	Re Long Lane improvements £5250 plus release of retention re-skatepark, £998.95
CIL		3,746	6,854	
Grants	0		0	
Loans			0	
Other		0	1,852	Note that £5,852.03 has been received re the lantern memorial fund, £4,000 has been transferred to Revenue to meet some of the Council's Costs.
<b>Total Capital Income</b>	<b>0</b>	<b>8,996</b>	<b>14,955</b>	
<b>Total Budgeted Income</b>	<b>206,796</b>	<b>242,366</b>	<b>243,979</b>	
<b>Precept and other income taken to reserves</b>				
Precept	485,196	485,196	485,196	
Other Grants & Donations *	0	0	0	
<b>Total Precept and other income taken to reserves</b>	<b>485,196</b>	<b>485,196</b>	<b>485,196</b>	
<b>Total Income</b>	<b>691,992</b>	<b>727,562</b>	<b>729,175</b>	





**PROVISIONS AND RESERVES**

**April 2018 to March 2019**

<b>Title &amp; Code</b>	<b>Balance 01/04/2018</b>		<b>Cash Receipts 2018/19</b>	<b>Transfer from Revenue 2018/19</b>	<b>Sub Total</b>		<b>Transfer between resvs (P&amp;F Jul 18)</b>	<b>Transfer to Revenue 2018/19</b>	<b>Balance 31/03/2019</b>
	£			£	£		£	£	£
<b>EAR-MARKED PROVISIONS &amp; RESERVE</b>									
I.T. & Equipment TM602	33,400.00			4,500.00	37,900.00			-11,500.00	26,400.00
Gateway TM604	23,177.00			4,000.00	27,177.00				27,177.00
Maint in Closed Churchyard TM605	4,800.00				4,800.00	5,200.00			10,000.00
Greenways/Southampton Road Buildings Reserv TM607	0.00			8,000.00	8,000.00				8,000.00
Election TM608	8,641.88			2,900.00	11,541.88				11,541.88
Mach Replace TM610	16,300.02			10,000.00	26,300.02	5,000.00		-16,346.00	14,954.02
Play Equipment TM611	38,150.50			6,900.00	45,050.50	6,500.00		-41,071.00	10,479.50
Memorials TM612	3,000.00				3,000.00				3,000.00
Christmas Lights TM613	397.00				397.00	10,000.00			10,397.00
Carvers Clubhouse - future development TM625	16,551.00			5,000.00	21,551.00				21,551.00
Ringwood Events TM627	5,342.00			5,623.43	10,965.43				10,965.43
Carvers Grounds development TM631	0.00				0.00	15,000.00		-3,700.00	11,300.00
Infrastructure and Open Spaces Fund TM632	0.00				0.00	9,473.00			9,473.00
Historic reserves which have been transferred various	13,673.00				13,673.00	-13,673.00			0.00
<b>Sub Totals</b>	<b>163,432.40</b>		<b>0.00</b>	<b>46,923.43</b>	<b>210,355.83</b>	<b>37,500.00</b>		<b>-72,617.00</b>	<b>175,238.83</b>
Dev Contribs TM680	5,436.13		6,248.95		11,685.08			-6,481.76	5,203.32
Cem Maint TM681	1,900.00				1,900.00			-230.00	1,670.00
Dev Cons(CIL) TM682	12,046.95		6,853.74		18,900.69			-4,800.00	14,100.69
Capital Receipts TM684	13,125.00				13,125.00				13,125.00
Grants Unapplied TM685	1,755.00				1,755.00	-1,500.00		-255.00	0.00
Loans Unapplied TM686	0.00				0.00				0.00
<b>Total Earmarked Provisions &amp; Reserve</b>	<b>197,695.48</b>		<b>13,102.69</b>	<b>46,923.43</b>	<b>257,721.60</b>	<b>36,000.00</b>		<b>-84,383.76</b>	<b>209,337.84</b>
--Gen Reserve B010 TM699	299,240.19			15,690.42	314,930.61	-36,000.00		0.00	278,930.61
<b>Total Provisions and Reserves</b>	<b>496,935.67</b>	<b>0.00</b>	<b>13,102.69</b>	<b>62,613.85</b>	<b>572,652.21</b>	<b>0.00</b>		<b>-84,383.76</b>	<b>488,268.45</b>
<b>Decrease( - ) or Increase in Reserves &amp; Provisions during 2018/19:-</b>									<b>-8,667.22</b>

## REPORT TO POLICY & FINANCE COMMITTEE – 17th April 2019

C

### MEMBERS ALLOWANCES

#### **1. BACKGROUND**

- 1.1 New Forest District Council have increased their basic members allowances by 2% from the 1<sup>st</sup> of April 2019 in line with the National Local Government pay award. This has an impact on the recommended basic allowance paid to members of Town and Parish Councils within the District.

#### **2. MEMBERS ALLOWANCES – FINANCIAL CONSIDERATIONS**

- 2.1 For 2018/19 Ringwood Town Council paid a basic members allowance of £734.40 per annum. Currently eight members are in receipt of the allowance.
- 2.2 The District allowance is now £6,425 per annum and the recommended allowance for this Council is 12.5% of the District Council allowance, or £803.13. This would represent an increase of 9.35%.
- 2.3 The Town Council does not have to accept the increase, and need not adhere strictly to it, but 'must have regard to' the recommendations of the Independent Remuneration Panel when setting any allowances it has chosen to pay.
- 2.4 If the full increase is applied, spend will increase by £550 per annum which could be managed within the existing budget, which was based on 70% uptake by Councillors.
- 2.5 However, currently only 8 of 14 Councillors claim the allowance (Co-opted members are not eligible to claim the allowance). Should all Councillors claim, expenditure would increase by £5,369 and the annual budget would need to be increased by £3,894.
- 2.6 An increase of 2% would increase total costs by £117 per year and bring the basic allowance up to £749.09 per annum, well within the current budget provision.

#### **3. Recommendations**

- 3.1 It is recommended that the members allowance be increased by 2% per annum.

For further information please contact:

Rory Fitzgerald, Finance Manager or

Tel: 01425 484723

[rory.fitzgerald@ringwood.gov.uk](mailto:rory.fitzgerald@ringwood.gov.uk)

For further information please contact:

Chris Wilkins, Town Clerk

Tel: 01425 484720

[Chris.wilkins@ringwood.gov.uk](mailto:Chris.wilkins@ringwood.gov.uk)

**Data protection policies and procedures**

1. Introduction and reason why decision required

- 1.1 Officers have been reviewing and updating the Council's data protection policies and procedures to align with best practice and ensure compliance with General Data Protection Regulation and the Data Protection Act 2018. This is and will remain an ongoing process. This report deals with elements of this now requiring member approval.

2. Background information, options, impact assessment and risks

- 2.1 Previous Council policies have partially addressed the issue of how the Council would respond in the event of a data breach. It is now proposed to draw these provisions together in a new comprehensive Data Breach Procedure (attached as Appendix 1) setting these out clearly in plain English.
- 2.2 Similarly, the Council has previously included in existing policies some information about how requests to access, amend or delete personal data will be handled but this needs to be updated and codified to meet current legal requirements. It is therefore proposed to adopt a Subject Access Request Procedure (attached as Appendix 2).
- 2.3 The independent consultants who advise the council on employment law and human resources management recommend adoption of data protection policy specifically in respect of employment-related data. The attached draft Data Protection (Employment) Policy closely follows the template they provided (attached as Appendix 3).
- 2.4 The Council's Data Protection Policy adopted on 18<sup>th</sup> September 2013 would also benefit from updating following the legal changes mentioned above and the attached draft Data Protection & Information Policy (Appendix 4) is intended to replace it.

3. Issues for decision and any recommendations

***Whether to adopt:***

- 3.1 the Data Breach Procedure***
- 3.2 the Subject Access Request Procedure***
- 3.3 the Data Protection (Employment) Policy***
- 3.4 the Data Protection & Information Policy***

***Note: The Committee can approve these together or separately, as desired.***

***(RECOMMENDATION: Approve)***

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)





# Ringwood Town Council

## ***Data Breach Procedure***

Adopted on: *[insert date of member approval]*

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### **1. Introduction**

If personal data held by the Council is mishandled, the law requires that it respond in certain ways. This document sets out how the Council will meet its legal obligations should such a situation ever arise.

### **2. What is a data breach?**

The mishandling of personal data (“a data breach”) can happen in many ways. The following list describes some of the most common (it is not a complete list):

- ¿ Sending or copying an email to an unintended recipient;
- ¿ Copying an email to recipients using “cc” rather than “bcc”;
- ¿ Accidental loss or theft of a memory stick, laptop computer, CD-ROM, etc.;
- ¿ Unauthorised persons gaining access to physical or electronic records (e.g. in the course of a burglary or computer hack);
- ¿ Accessing records for no proper purpose (e.g. staff may need to consult records for a legitimate purpose but it may be illegal for them to do so out of idle curiosity);
- ¿ Improper deletion or alteration of records (including by malicious persons or software);
- ¿ Ignoring or mishandling a legitimate request for data to be corrected or deleted.

Sometimes it is obvious when a data breach has happened but this is not always the case. In case of doubt (that is, if you think that a data breach **may** have happened but are not necessarily sure) then you must follow this procedure.

### 3. Who does this procedure apply to?

If you work for the Council (whether as an employee, a worker or a free-lancer or contractor) then this procedure applies to you. Failure to do so without a lawful excuse may result in disciplinary or enforcement action being taken against you. In a sufficiently serious case this could result in dismissal without notice or immediate termination of your contract for services.

Councillors are also required to conduct themselves in accordance with this procedure. Failure to do so without a lawful excuse or impeding staff in the application of the procedure may amount to a breach of the Code of Conduct.

### 4. What to do if a data breach is known or suspected

If you have reason to believe that a data breach has happened or may have happened you **MUST** complete a Data Breach Report Form (see form below).

**DON'T** worry if you cannot fill in every part of the form fully – fill in as much as you can.

**DON'T** delay – this is more important and urgent than anything else you may have to do (apart from medical emergencies or immediate threats to someone's physical safety)

**DO** send the completed form to the Town Clerk and the Deputy Town Clerk as soon as you can - if possible by email to:

chris.wilkins@ringwood.gov.uk and

jo.hurd@ringwood.gov.uk

If this is not possible, deliver hard copies to them in person (or leave them on their respective desks if they are not immediately available).

### 5. Responding to a Data Breach Report

Upon receiving a Data Breach Report Form the Town Clerk and the Deputy Town Clerk will speak to each other and agree which of them will take responsibility for the subsequent handling of the matter (where this is not possible responsibility will fall on the Town Clerk unless he or she is unavailable for any reason in which case responsibility shall devolve to the Deputy Town Clerk). The responsible officer will then invoke and follow the Data Breach Checklist & Action Plan set out below.

## Ringwood Town Council – Data Breach Report Form

Appendix 1

<p>Details of breach</p> <p>(Describe briefly what has happened or how the data breach arose with dates and times where possible)</p>	
<p>Nature and content of data involved</p> <p>(Describe the type(s) of personal information involved e.g. email addresses, payroll information, medical information, etc.)</p>	
<p>Number of individuals affected</p>	
<p>Name of person making this report</p>	
<p>How and to whom this report was submitted</p>	
<p>Date and time this report was submitted</p>	



# D

## Ringwood Town Council – Data Breach Checklist & Action Plan

Date and time of Notification of Breach	
Notification of Breach received from  Name  Contact Details	
Report form attached?	
How and when report acknowledged	
Name of person investigating breach  Name Job Title Contact details Email Phone number Address	
Further information about breach (not contained in report form)	
Information Commissioner informed, if relevant  Time and method of contact  <a href="https://report.ico.org.uk/security-breach/">https://report.ico.org.uk/security-breach/</a>	

<p>Police Informed if relevant</p> <p>Time and method of contact</p> <p>Name of person contacted</p> <p>Contact details</p>	
<p>Individuals contacted</p> <p>How many individuals contacted?</p> <p>Method of contact used to contact?</p> <p>Does the breach affect individuals in other EU member states?</p> <p>What are the potential consequences and adverse effects on those individuals?</p> <p>Confirm that details of the nature of the risk to the individuals affected: any measures they can take to safeguard against it; and the likely cost to them of taking those measures is relayed to the individuals involved.</p>	
<p>Staff briefed</p>	
<p>Assessment of ongoing risk</p>	

# D

## Appendix 1

Containment Actions: technical and organisational security measures have you applied (or were to be applied) to the affected personal data	
Recovery Plan	
Evaluation and response	



# Ringwood Town Council

## ***Subject Access Request Procedure***

Adopted on: *[insert date of member approval]*

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### **1. Introduction**

Under data protection laws people whose personal data we hold are entitled to ask us to tell them what data we hold about them, to correct errors in it and to delete it in certain circumstances. These are termed “subject access requests”. This document sets out how the Council will meet its legal obligations when such requests are made.

### **2. What is a Subject Access Request?**

If any person (meaning here a natural person and not any other form of entity with legal identity such as a limited company) asks us:

- ¿ To tell them what personal data we hold for that person; and/or
- ¿ To alter personal data we hold for that person in order to correct an error in it; and/or
- ¿ To delete personal data we hold for that person

that request will be treated as a Subject Access Request.

The form of the request is irrelevant. There is to be no requirement that persons complete a particular form, or apply in writing, or follow any other process.

### **3. What happens when we receive a Subject Access Request?**

The request is to be passed to the Town Clerk (or if he or she is unavailable, the Deputy Town Clerk) who will then invoke and follow the Subject Access Request Checklist & Record set out below.

**4. Will a fee be charged?**

In some circumstances the law allows us to charge a reasonable fee for dealing with a Subject Access Request. In those cases, the Town Clerk will determine the amount of the fee (which shall not exceed the cost of meeting the request and what is reasonable having regard to all other relevant circumstances). However, in most cases no fee will be payable.

**5. Will the request always be granted?**

We will always comply with a request that, by law we are required to comply with. Where evidence of identity of the applicant or other information is reasonably needed before the request can be considered and acted upon, however, we will apply to the applicant for this as soon as practicable after receipt of the request and will comply with the request only once this has been received.

We may seek reasonable evidence before correcting an alleged error.

If a data subject asks us to delete certain data we hold about them we will automatically treat that request as the withdrawal of any consent previously given by the subject to us to hold that data. However, where we have a lawful basis other than consent for holding the data and reasonably judge that we need to retain it then we will decline to delete that data.

If we decline to alter or delete data that we hold we will always explain our reasons.

**6. How does this affect people connected with the Council?**

Anyone who works for the us (whether as an employee, a worker, a volunteer or a free-lancer or contractor) and any councillor (past or present, who holds any personal data relevant to a Subject Access Request) is required to give all assistance reasonably required to enable the Council to meet its legal obligations. Failure to do so without a lawful excuse may result in disciplinary or enforcement action being taken or amount to a breach of the Code of Conduct (as the case may be). In a sufficiently serious case this could result in dismissal without notice or immediate termination of a contract for services.

## Ringwood Town Council – Subject Access Request Checklist &amp; Record

Process to Action			
Name of requester (Method of communication) Email Address Phone number Postal Address			
Date Subject Access Request made			
Is the request made under the Data Protection Legislation?	Yes	No	
Date Subject Access Request action to be completed by (One month after receipt time limit)			
Extension to the date of reply requested ( An extension of another two months is permissible provided it is communicated to the subject within the one month period)	Yes	No	
Extension date advised to the Subject Requester and method of contact			
Identification must be proven from the below list: Current UK/ EEA Passport UK Photo card Driving Licence (Full or Provisional) EEA National Identity Card Full UK Paper Driving Licence State Benefits Entitlement Document State Pension Entitlement Document HMRC Tax Credit Document Local Authority Benefit Document State/ Local Authority Educational Grant Document HMRC Tax Notification Document Disabled Driver's Pass Financial Statement issued by bank, building society or credit card company Utility bill for supply of gas, electric, water or telephone landline A recent Mortgage Statement A recent council Tax Bill/ Demand or Statement Tenancy Agreement Building Society Passbook which shows a transaction in the last 3 months and their address			
Verification sought that the Subject Access request is substantiated	Yes	No	
Verification received	Yes	No	
Verification if the Council cannot provide the information requested	Yes	No	
Is the request excessive or unfounded?	Yes	No	
Request to be actioned	Yes	No	
Fee to be charged (Subject Access requests must be undertaken free of charge to a requester unless the legislation permits a reasonable charge)	Yes	No	

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## Appendix 2

If the request is to be refused, action to be taken and by whom.	
Changes requested to data/ or removal	
Action taken in response to request (with date)	
Action taken notified to Subject Requester (with method of contact and date)	
Complaint Process (Where a requestor is not satisfied with a response to a SAR, the council must manage this as a complaint)	
Date complaint received	
Date complaint must be dealt with by	
Nature/ Details of complaint	
Date complaint completed and outcome	

### Categories of Data to Check

Data	Paper records	Digital data	Checked	Corrected/ Deleted	Actioned by
HR					
Democracy					
Statutory Function					
legal					
Business (inc. Allotments & Cemetery)					
Legal requirement					
General Data					
Consultation Data					



# Ringwood Town Council

## Data Protection (Employment) Policy

Adopted on: *[insert date of member approval]*

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You must read this policy because it gives important information about:

- the data protection principles with which the Council must comply;
- what is meant by personal information (or data) and sensitive personal information (or data);
- how we gather, use and (ultimately) delete personal information and sensitive personal information in accordance with the data protection principles;
- where more detailed privacy information can be found, e.g. about the personal information we gather and use about you, how it is used, stored and transferred, for what purposes, the steps taken to keep that information secure and for how long it is kept;
- your rights and obligations in relation to data protection; and
- the consequences of failure to comply with this policy.

Once you have read and understood this policy, please confirm you that have done so by signing and returning the attached copy to the Town Clerk.

### 1 Introduction

- 1.1 The Council obtains, keeps and uses personal information (also referred to as data) about job applicants and about current and former employees, temporary and agency workers, contractors, interns, volunteers and apprentices for a number specific lawful purposes, as set out in the Council's data protection privacy notices relating to recruitment and employment.
- 1.2 This policy sets out how we comply with our data protection obligations and seek to protect personal information relating to our workforce. Its purpose is also to ensure that staff understand and comply with the rules governing the collection, use and deletion of personal information to which they may have access in the course of their work.



- 1.3 We are committed to complying with our data protection obligations, and to being concise, clear and transparent about how we obtain and use personal information relating to our workforce, and how (and when) we delete that information once it is no longer required.
- 1.4 The Town Clerk is responsible for informing and advising the Council and its staff on its data protection obligations, and for monitoring compliance with those obligations and with the Council's policies. If you have any questions or comments about the content of this policy or if you need further information, you should contact the Town Clerk at Ringwood Gateway, by email to [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk) or by calling (01425) 484720.

## 2 Scope

- 2.1 This policy applies to the personal information of job applicants and current and former staff, including employees, temporary and agency workers, interns, volunteers and apprentices.
- 2.2 Staff should refer to the Council's data protection privacy notice and, where appropriate, to its other relevant policies set out in the Staff Handbook, which contain further information regarding the protection of personal information in those contexts.
- 2.3 We will review and update this policy in accordance with our data protection obligations. It does not form part of any employee's contract of employment and we may amend, update or supplement it from time to time. We will circulate any new or modified policy to staff when it is adopted.

## 3 Definitions

<b>criminal records information</b>	means personal information relating to criminal convictions and offences, allegations, proceedings, and related security measures;
<b>data breach</b>	means a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal information;
<b>data subject</b>	means the individual to whom the personal information relates;
<b>personal information</b>	(sometimes known as personal data) means information relating to an individual who can be identified (directly or indirectly) from that information;
<b>processing information</b>	means obtaining, recording, organising, storing, amending, retrieving, disclosing and/or destroying information, or using or doing anything with it;
<b>pseudonymised</b>	means the process by which personal information is processed in such a way that it cannot be used to identify an individual without the use of additional information, which is kept separately and subject to technical and organisational measures to ensure that the personal information cannot be attributed to an identifiable individual;
<b>sensitive personal information</b>	(sometimes known as 'special categories of personal data' or 'sensitive personal data') means personal information about an individual's race, ethnic origin, political opinions, religious or

philosophical beliefs, trade union membership (or non-membership), genetics information, biometric information (where used to identify an individual) and information concerning an individual's health, sex life or sexual orientation.

## 4 Data protection principles

- 4.1 The Council will comply with the following data protection principles when processing personal information:
- 4.1.1 we will process personal information lawfully, fairly and in a transparent manner;
  - 4.1.2 we will collect personal information for specified, explicit and legitimate purposes only, and will not process it in a way that is incompatible with those legitimate purposes;
  - 4.1.3 we will only process the personal information that is adequate, relevant and necessary for the relevant purposes;
  - 4.1.4 we will keep accurate and up to date personal information, and take reasonable steps to ensure that inaccurate personal information are deleted or corrected without delay;
  - 4.1.5 we will keep personal information for no longer than is necessary for the purposes for which the information is processed; and
  - 4.1.6 we will take appropriate technical and organisational measures to ensure that personal information are kept secure and protected against unauthorised or unlawful processing, and against accidental loss, destruction or damage.

## 5 Basis for processing personal information

- 5.1 In relation to any processing activity we will, before the processing starts for the first time, and then regularly while it continues:
- 5.1.1 review the purposes of the particular processing activity, and select the most appropriate lawful basis (or bases) for that processing, i.e.:
    - (a) that the data subject has consented to the processing;
    - (b) that the processing is necessary for the performance of a contract to which the data subject is party or in order to take steps at the request of the data subject prior to entering into a contract;
    - (c) that the processing is necessary for compliance with a legal obligation to which the Council is subject;
    - (d) that the processing is necessary for the protection of the vital interests of the data subject or another natural person; or
    - (e) that the processing is necessary for the performance of a task carried out in the public interest or exercise of official authority.
  - 5.1.2 except where the processing is based on consent, satisfy ourselves that the processing is necessary for the purpose of the relevant lawful basis (i.e. that there is no other reasonable way to achieve that purpose);
  - 5.1.3 document our decision as to which lawful basis applies, to help demonstrate our compliance with the data protection principles;

- 5.1.4 include information about both the purposes of the processing and the lawful basis for it in our relevant privacy notice(s);
- 5.1.5 where sensitive personal information is processed, also identify a lawful special condition for processing that information (see paragraph 6.2.2 below), and document it; and
- 5.1.6 where criminal offence information is processed, also identify a lawful condition for processing that information, and document it.

## 6 Sensitive personal information

- 6.1 Sensitive personal information is sometimes referred to as 'special categories of personal data' or 'sensitive personal data'.
- 6.2 The Council may from time to time need to process sensitive personal information. We will only process sensitive personal information if:
  - 6.2.1 we have a lawful basis for doing so as set out in paragraph 5.1.1 above, e.g. it is necessary for the performance of the employment contract or to comply with the Council's legal obligations; and
  - 6.2.2 one of the special conditions for processing sensitive personal information applies, e.g.:
    - (a) the data subject has given explicit consent;
    - (b) the processing is necessary for the purposes of exercising the employment law rights or obligations of the Council or the data subject;
    - (c) the processing is necessary to protect the data subject's vital interests, and the data subject is physically incapable of giving consent;
    - (d) processing relates to personal data which are manifestly made public by the data subject;
    - (e) the processing is necessary for the establishment, exercise or defence of legal claims; or
    - (f) the processing is necessary for reasons of substantial public interest.
- 6.3 Before processing any sensitive personal information, staff must notify the Town Clerk of the proposed processing, in order that the Town Clerk may assess whether the processing complies with the criteria noted above.
- 6.4 Sensitive personal information will not be processed until:
  - 6.4.1 the assessment referred to in paragraph 6.3 has taken place; and
  - 6.4.2 the individual has been properly informed (by way of a privacy notice or otherwise) of the nature of the processing, the purposes for which it is being carried out and the legal basis for it.
- 6.5 The Council will not carry out automated decision-making (including profiling) based on any individual's sensitive personal information.】
- 6.6 The Council's data protection privacy notice sets out the types of sensitive personal information that the Council processes, what it is used for and the lawful basis for the processing.

- 6.7 In relation to sensitive personal information, the Council will comply with the procedures set out in paragraphs 6.8 and 6.9 below to make sure that it complies with the data protection principles set out in paragraph 4 above.
- 6.8 **During the recruitment process:** relevant officers, with guidance from the Town Clerk, will ensure that (except where the law permits otherwise):
- 6.8.1 during the short-listing, interview and decision-making stages, no questions are asked relating to sensitive personal information, e.g. race or ethnic origin, trade union membership or health;
  - 6.8.2 if sensitive personal information is received, e.g. the applicant provides it without being asked for it within his or her CV or during the interview, no record is kept of it and any reference to it is immediately deleted or redacted;
  - 6.8.3 any completed equal opportunities monitoring form is kept separate from the individual's application form, and not be seen by the person shortlisting, interviewing or making the recruitment decision;
  - 6.8.4 'right to work' checks are carried out before an offer of employment is made unconditional, and not during the earlier short-listing, interview or decision-making stages;
  - 6.8.5 we will only ask health questions once an offer of employment has been made.
- 6.9 **During employment:** relevant officers, with guidance from the Town Clerk, will process:
- 6.9.1 health information for the purposes of administering sick pay, keeping sickness absence records, monitoring staff attendance and facilitating employment-related health and sickness benefits;
  - 6.9.2 sensitive personal information for the purposes of equal opportunities monitoring and pay equality reporting. Where possible, this information will be anonymised; and
  - 6.9.3 trade union membership information for the purposes of staff administration and administering 'check off'.

## 7 Criminal records information

Criminal records information will be processed in accordance with the Council's Secure Storage, Handling, Use, Retention and Disposal of Disclosure Information Policy.

## 8 Data protection impact assessments (DPIAs)

- 8.1 Where processing is likely to result in a high risk to an individual's data protection rights (e.g. where the Council is planning to use a new form of technology), we will, before commencing the processing, carry out a DPIA to assess:
- 8.1.1 whether the processing is necessary and proportionate in relation to its purpose;
  - 8.1.2 the risks to individuals; and
  - 8.1.3 what measures can be put in place to address those risks and protect personal information.

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## Appendix 3

- 8.2 Before any new form of technology is introduced, the manager responsible should therefore contact the Town Clerk in order that a DPIA can be carried out.
- 8.3 During the course of any DPIA, the employer will seek the advice of the Town Clerk and the views of a representative group of employees and any other relevant stakeholders.

## 9 Documentation and records

- 9.1 We will keep written records of processing activities which are high risk, i.e. which may result in a risk to individuals' rights and freedoms or involve sensitive personal information or criminal records information, including:
  - 9.1.1 the name and details of the employer's organisation (and where applicable, of other controllers, the employer's representative and Town Clerk);
  - 9.1.2 the purposes of the processing;
  - 9.1.3 a description of the categories of individuals and categories of personal data;
  - 9.1.4 categories of recipients of personal data;
  - 9.1.5 where relevant, details of transfers to third countries, including documentation of the transfer mechanism safeguards in place;
  - 9.1.6 where possible, retention schedules; and
  - 9.1.7 where possible, a description of technical and organisational security measures.
- 9.2 As part of our record of processing activities we document, or link to documentation, on:
  - 9.2.1 information required for privacy notices;
  - 9.2.2 records of consent;
  - 9.2.3 controller-processor contracts;
  - 9.2.4 the location of personal information;
  - 9.2.5 DPIAs; and
  - 9.2.6 records of data breaches.
- 9.3 If we process sensitive personal information or criminal records information, we will keep written records of:
  - 9.3.1 the relevant purpose(s) for which the processing takes place, including (where required) why it is necessary for that purpose;
  - 9.3.2 the lawful basis for our processing; and
  - 9.3.3 whether we retain and erase the personal information in accordance with our policy document and, if not, the reasons for not following our policy.
- 9.4 We will conduct regular reviews of the personal information we process and update our documentation accordingly. This may include:
  - 9.4.1 carrying out information audits to find out what personal information the Council holds;
  - 9.4.2 distributing questionnaires and talking to staff across the Council to get a more complete picture of our processing activities; and

- 9.4.3 reviewing our policies, procedures, contracts and agreements to address areas such as retention, security and data sharing.
- 9.5 We may document our processing activities in electronic form so we can add, remove and amend information easily.

## 10 Privacy notice

- 10.1 The Council will issue privacy notices from time to time, informing you about the personal information that we collect and hold relating to you, how you can expect your personal information to be used and for what purposes.
- 10.2 We will take appropriate measures to provide information in privacy notices in a concise, transparent, intelligible and easily accessible form, using clear and plain language.

## 11 Individual rights

- 11.1 You (in common with other data subjects) have the following rights in relation to your personal information:
  - 11.1.1 to be informed about how, why and on what basis that information is processed—see the Council’s data protection privacy notice;
  - 11.1.2 to obtain confirmation that your information is being processed and to obtain access to it and certain other information, by making a subject access request—see the Council’s Subject Access Request Policy;
  - 11.1.3 to have data corrected if it is inaccurate or incomplete;
  - 11.1.4 to have data erased if it is no longer necessary for the purpose for which it was originally collected/processed, or if there are no overriding legitimate grounds for the processing (this is sometimes known as ‘the right to be forgotten’);
  - 11.1.5 to restrict the processing of personal information where the accuracy of the information is contested, or the processing is unlawful (but you do not want the data to be erased), or where the employer no longer needs the personal information but you require the data to establish, exercise or defend a legal claim; and
  - 11.1.6 to restrict the processing of personal information temporarily where you do not think it is accurate (and the employer is verifying whether it is accurate), or where you have objected to the processing (and the employer is considering whether the organisation’s legitimate grounds override your interests).
- 11.2 If you wish to exercise any of the rights in paragraphs 11.1.3 to 11.1.6, please contact the Town Clerk.

## 12 Individual obligations

- 12.1 Individuals are responsible for helping the Council keep their personal information up to date. You should let the Town Clerk know if the information you have provided to the Council changes, for example if you move house or change details of the bank or building society account to which you are paid.

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## Appendix 3

- 12.2 You may have access to the personal information of other members of staff, suppliers and service users of the Council in the course of your employment or engagement. If so, the Council expects you to help meet its data protection obligations to those individuals. For example, you should be aware that they may also enjoy the rights set out in paragraph 11.1 above.
- 12.3 If you have access to personal information, you must:
- 12.3.1 only access the personal information that you have authority to access, and only for authorised purposes;
  - 12.3.2 only allow other Council staff to access personal information if they have appropriate authorisation;
  - 12.3.3 only allow individuals who are not Council staff to access personal information if you have specific authority to do so from the Town Clerk;
  - 12.3.4 keep personal information secure (e.g. by complying with rules on access to premises, computer access, password protection and secure file storage and destruction and other precautions set out in the Staff Handbook);
  - 12.3.5 not remove personal information, or devices containing personal information (or which can be used to access it), from the Council's premises unless appropriate security measures are in place (such as pseudonymisation, encryption or password protection) to secure the information and the device; and
  - 12.3.6 not store personal information on local drives or on personal devices that are used for work purposes.
- 12.4 You should contact the Town Clerk if you are concerned or suspect that one of the following has taken place (or is taking place or likely to take place):
- 12.4.1 processing of personal data without a lawful basis for its processing or, in the case of sensitive personal information, without one of the conditions in paragraph 6.2.2 being met;
  - 12.4.2 any data breach as set out in paragraph 15.1 below;
  - 12.4.3 access to personal information without the proper authorisation;
  - 12.4.4 personal information not kept or deleted securely;
  - 12.4.5 removal of personal information, or devices containing personal information (or which can be used to access it), from the Council's premises without appropriate security measures being in place;
  - 12.4.6 any other breach of this Policy or of any of the data protection principles set out in paragraph 4.1 above.

## **13 Information security**

- 13.1 The Council will use appropriate technical and organisational measures to keep personal information secure, and in particular to protect against unauthorised or unlawful processing and against accidental loss, destruction or damage. These may include:
- 13.1.1 making sure that, where possible, personal information is pseudonymised or encrypted;
  - 13.1.2 ensuring the ongoing confidentiality, integrity, availability and resilience of processing systems and services;

- 13.1.3 ensuring that, in the event of a physical or technical incident, availability and access to personal information can be restored in a timely manner; and
  - 13.1.4 a process for regularly testing, assessing and evaluating the effectiveness of technical and organisational measures for ensuring the security of the processing.
- 13.2 Where the Council uses external organisations to process personal information on its behalf, additional security arrangements need to be implemented in contracts with those organisations to safeguard the security of personal information. In particular, contracts with external organisations must provide that:
- 13.2.1 the organisation may act only on the written instructions of the Council;
  - 13.2.2 those processing the data are subject to a duty of confidence;
  - 13.2.3 appropriate measures are taken to ensure the security of processing;
  - 13.2.4 sub-contractors are only engaged with the prior consent of the Council and under a written contract;
  - 13.2.5 the organisation will assist the Council in providing subject access and allowing individuals to exercise their rights under the GDPR;
  - 13.2.6 the organisation will assist the Council in meeting its GDPR obligations in relation to the security of processing, the notification of data breaches and data protection impact assessments;
  - 13.2.7 the organisation will delete or return all personal information to the Council as requested at the end of the contract; and
  - 13.2.8 the organisation will submit to audits and inspections, provide the Council with whatever information it needs to ensure that they are both meeting their data protection obligations, and tell the Council immediately if it is asked to do something infringing data protection law.
- 13.3 Before any new agreement involving the processing of personal information by an external organisation is entered into, or an existing agreement is altered, the relevant staff must seek approval of its terms by the Town Clerk.

## **14 Storage and retention of personal information**

- 14.1 Personal information (and sensitive personal information) will be kept securely.
- 14.2 Personal information (and sensitive personal information) should not be retained for any longer than necessary. The length of time over which data should be retained will depend upon the circumstances, including the reasons why the personal information was obtained. Staff should consult the Council's Retention and disposal Schedule which set out the relevant retention period, or the criteria that should be used to determine the retention period. Where there is any uncertainty, staff should consult the Town Clerk.
- 14.3 Personal information (and sensitive personal information) that is no longer required will be deleted permanently from our information systems and any hard copies will be destroyed securely.

## **15 Data breaches**

- 15.1 A data breach may take many different forms, for example:



- 15.1.1 loss or theft of data or equipment on which personal information is stored;
  - 15.1.2 unauthorised access to or use of personal information either by a member of staff or third party;
  - 15.1.3 loss of data resulting from an equipment or systems (including hardware and software) failure;
  - 15.1.4 human error, such as accidental deletion or alteration of data;
  - 15.1.5 unforeseen circumstances, such as a fire or flood;
  - 15.1.6 deliberate attacks on IT systems, such as hacking, viruses or phishing scams; and
  - 15.1.7 'blagging' offences, where information is obtained by deceiving the organisation which holds it.
- 15.2 The Council will:
- 15.2.1 make the required report of a data breach to the Information Commissioner's Office without undue delay and, where possible within 72 hours of becoming aware of it, if it is likely to result in a risk to the rights and freedoms of individuals; and
  - 15.2.2 notify the affected individuals, if a data breach is likely to result in a high risk to their rights and freedoms and notification is required by law.
- (For further information and forms see the Council's Data Breach Procedure)

## **16 International transfers**

- 16.1 The Council will not transfer personal information outside the European Economic Area (EEA), which comprises the countries in the European Union and Iceland, Liechtenstein and Norway.

## **17 Training**

The Council will ensure that staff are adequately trained regarding their data protection responsibilities. Individuals whose roles require regular access to personal information, or who are responsible for implementing this policy or responding to subject access requests under this policy, will receive additional training to help them understand their duties and how to comply with them.

## **18 Consequences of failing to comply**

- 18.1 The Council takes compliance with this policy very seriously. Failure to comply with the policy:
  - 18.1.1 puts at risk the individuals whose personal information is being processed; and
  - 18.1.2 carries the risk of significant civil and criminal sanctions for the individual and the Council; and
  - 18.1.3 may, in some circumstances, amount to a criminal offence by the individual.
- 18.2 Because of the importance of this policy, an employee's failure to comply with any requirement of it may lead to disciplinary action under our procedures, and this action

may result in dismissal for gross misconduct. If a non-employee breaches this policy, they may have their contract terminated with immediate effect.

- 18.3 If you have any questions or concerns about anything in this policy, do not hesitate to contact the Town Clerk.

I have read and understood this policy and agree to abide by its terms.

Signed.....

DRAFT





# Ringwood Town Council

## Data Protection & Information Policy

Adopted on: *[insert date of member approval]*

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### Introduction

In order to conduct our business, services and duties, Ringwood Town Council processes a wide range of data; most relating to our operations but some which we handle on behalf of partners. In broad terms, this data can be classified as:

- ¿ Data shared in the public arena about the services we offers, our mode of operations and other information we are required to make available to the public.
- ¿ Confidential information and data not yet in the public arena such as ideas or policies that are being worked up.
- ¿ Confidential information about other organisations because of commercial sensitivity.
- ¿ Personal data concerning our current, past and potential employees, Councillors, and volunteers.
- ¿ Personal data concerning individuals who contact us for information, to access our services or facilities or to make a complaint.

We will adopt procedures and manage responsibly, all data which we handle and will respect the confidentiality of both our own data and that belonging to partner organisations we work with and members of the public. In some cases, we will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to other policies of ours which will ensure information considerations are central to the ethos of the organisation.

We will periodically review and revise this policy in the light of experience, comments from data subjects and guidance from the Information Commissioners Office.

We will be as transparent as possible about our operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, we will be prepared to make it available to partners and members of the town's communities. Details of information which is routinely available is contained in our Publication Scheme which is based on the statutory model publication scheme for local councils.

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### Protecting Confidential or Sensitive Information

Sometimes it is necessary for us to keep and process sensitive and personal information about both employees and the public. We have therefore adopted this policy not only to meet our legal obligations but to ensure high standards. In accordance with the General Data Protection Regulation (GDPR) and the Data Protection Act 2018, we will seek to strike a balance between the rights of individuals and the rights of others (including ourselves) with legitimate reasons for using personal information.

#### The policy is based on the premise that Personal Data must be:

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

#### Data Protection Terminology

**Data subject** - means the person whose personal data is being processed.

That may be an employee, prospective employee, associate or prospective associate of Ringwood Town Council or someone transacting with it in some way, or an employee, Member or volunteer with one of our clients, or persons transacting or contracting with one of our clients when we process data for them.

**Personal data** - means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person.

It can be anything from a name, a photo, and an address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

**Sensitive personal data** - includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

**Data controller** - means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, council) determines the purposes for which and the manner in which any personal data is to be processed.

**Data processor** - in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

**Processing information or data** - means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available
- aligning, combining, blocking, erasing or destroying the information or data. regardless of the technology used.

We process **personal data** in order to:

- ¿ fulfil our duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- ¿ pursue the legitimate interests of our business and our duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- ¿ monitor our activities (including their equality and diversity aspects)
- ¿ fulfil our duties in operating our premises (including their security)
- ¿ assist regulatory and law enforcement agencies
- ¿ process information including the recording and updating details about our Councillors, employees, partners and volunteers.
- ¿ process information including the recording and updating details about individuals who contact us for information, or to access a service, or make a complaint.
- ¿ undertake surveys, censuses and questionnaires to fulfil the objectives and purposes agreed by our Councillors.
- ¿ undertake research, audit and quality improvement work to fulfil our objects and purposes.
- ¿ carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

**We will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:**

- ¿ The individual has consented to the processing
- ¿ Processing is necessary for the performance of a contract or agreement with the individual
- ¿ Processing is required under a legal obligation
- ¿ Processing is necessary to protect the vital interests of the individual
- ¿ Processing is necessary to carry out public functions

Particular attention is paid to the processing of any **sensitive personal information** and we will ensure that at least one of the following conditions is met:

- ¿ Explicit consent of the individual has been given
- ¿ We are required by law to process the data for employment purposes
- ¿ The processing is required in order to protect the vital interests of the individual or another person

**Who is responsible for protecting a person's personal data?**

Ringwood Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- ¿ Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)
- ¿ Phone: (01425) 484720
- ¿ Correspondence: The Town Clerk, Ringwood Gateway, The Furlong, Ringwood BH24 1AT.

**Diversity Monitoring**

We monitors the diversity of our employees and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way we conduct our activities. We undertake similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

We will always give guidance on personnel data to employees, councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data will not be transferred to a country or territory outside the European Economic Areas 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 data.

**Information provided to us**

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with us, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy but where reasonably practicable specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

**The Councils Right to Process Information**

Processing is with consent of the data subject, or

Processing is necessary for the performance of a contract or agreement with the individual, or

Processing is required under a legal obligation, or

Processing is necessary to protect the vital interests of the individual, or

Processing is necessary to carry out a public function.

### **Information Security**

We will take care to ensure the security of personal data. We will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

We will only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted.

### **Children**

If we need the consent of the data subject in order to process personal data and it relates to a child (under 13), we will not process that data without the express parental/guardian consent of the child concerned.

### **Rights of a Data Subject**

**Access to Information:** an individual has the right to request access to the information we have on them. They can do this by contacting our Town Clerk.

**Information Correction:** If anyone believes that the information we have about them is incorrect, they may contact us so that we can update it and keep their data accurate. Please contact our Town Clerk.

**Information Deletion:** If an individual wishes us to delete the information about them, they should contact our Town Clerk.

**Right to Object:** If an individual believes their data is not being processed for the purpose it has been collected for, they may object by contacting our Town Clerk

We do not use automated decision making or profiling of individual personal data.

**Complaints:** If an individual has a complaint regarding the way their personal data has been processed, they may make a complaint to the Town Clerk or the Information Commissioners Office [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

These rights and how we will give effect to them are explained in greater detail in our Subject Access Request Procedure. Further guidance to our staff on how their data and rights will be protected is given in our Data Protection (Employment) Policy and our Staff Handbook.

### **Making Information Available**

Our Publication Scheme explains how we will make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.



In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which we publish or intend to publish. It is supplemented with an Information Guide which will give greater detail of what we will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. We publish an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. We welcome public participation and include a public participation session in each Council and committee meeting. Details can be seen in our Standing Orders, which are available on our Website or at our Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of staff, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council, but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of council and committee meetings normally open to the public. We will where possible facilitate such recording unless it is being disruptive. We will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

We will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

### **Disclosure Information**

We will as necessary undertake checks on both staff and Members with the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. We will follow an appropriate operating procedure.

### **Data Transparency**

We act in accordance with the Code of Recommended Practice for Local Authorities on Data Transparency (September 2011). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin our decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:

**Demand led:** new technologies and publication of data should support transparency and accountability

**Open:** the provision of public data will be integral to the Council's engagement with residents so that it drives accountability to them.

**Timely:** data will be published as soon as possible following production.

Government has also issued a further Code of Recommended Practice on Transparency, compliance of which is compulsory for parish councils with turnover (gross income or gross expenditure) not exceeding £25,000 per annum. These councils have been exempt from the requirement to have an external audit since April 2017. Ringwood Town Council exceeds this turnover but will nevertheless ensure the following information is published on its Website for ease of access:

- ¿ All transactions above £100.
- ¿ End of year accounts
- ¿ Annual Governance Statements
- ¿ Internal Audit Reports
- ¿ List of Councillor or Member responsibilities
- ¿ Details of public land and building assets
- ¿ Draft minutes of Council and committees within one month
- ¿ Agendas and associated papers no later than three clear days before the meeting.

## POLICY & FINANCE COMMITTEE

17<sup>th</sup> April 2019

### Town centre CCTV

#### 1. Introduction and reason why decision required

- 1.1 New Forest District Council has invited participating town and parish councils (which includes this Council) to enter into new “partnership agreements” in place of the previous “service level agreements”.

#### 2. Background information, options, impact assessment and risks

- 2.1 The proposed new agreement is attached in draft form as Appendix 1.
- 2.2 The proposed cost to this Council for 2019-20 will be calculated at the rate of £732 per camera per annum; the same as previous years. This will be invoiced six-monthly in advance with the first invoice expected shortly.
- 2.3 It has now been clarified that there is no “tie-in”; this Council could decide to withdraw upon giving three months’ notice.
- 2.4 The aspiration to improve the reporting of outcomes remains but is not an immediate prospect.
- 2.5 An invitation for members to visit the new control room is expected within the next few months.

#### 3. Issues for decision and any recommendations

- 3.1 *Are members content to extend the service under the proposed new partnership and therefore to authorize the Town Clerk to enter into the proposed agreement in the attached form when it is received?***

For further information, contact:

Chris Wilkins, Town Clerk  
Direct Dial: 01425 484720  
Email: [chris.wilkins@ringwood.gov.uk](mailto:chris.wilkins@ringwood.gov.uk)



**Name of Partnership**

**New Forest CCTV Partnership**

## 1. Details of partners

¿ *New Forest District Council*

¿ *Hampshire Constabulary*

¿ *Town / Parish Council*

## 2. Context

Town & Parish Councils, NFDC and Hampshire Police all have a 'Community Safety' responsibility along with being key stakeholders in CCTV Service delivery. Since the CCTV system was introduced, each partner has seen the benefits for their communities and shown commitment to CCTV as a significant collaborative aid in preventing and detecting crime

### 2.1 Purpose

This partnership is set up to acknowledge the individual contributions of Partners towards Public Space CCTV in the New Forest area, providing a clear understanding of roles and responsibilities, communication and alignment with overarching Community Safety responsibilities.

### 2.2 Objectives

The objectives of the New Forest District Council CCTV System (recognised by partners) as determined by the New Forest Community Safety Partnership which forms the lawful basis for the processing of data are:-

- ¿ To help reduce the fear of crime.
- ¿ To help deter crime.
- ¿ To help detect crime and provide evidential material for court proceedings.
- ¿ To assist in the overall management of Lymington, Totton, Ringwood, New Milton, Hythe and Lyndhurst
- ¿ To enhance community safety, assist in developing the economic well-being of the New Forest area and encourage greater use of the Town Centres, shops, car parks, and community and tourist facilities.



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- ¿ To assist the Local Authority in its enforcement and regulatory functions within Lymington, Totton, Ringwood, New Milton, Hythe and Lyndhurst.
- ¿ To assist in Traffic Management.
- ¿ To assist in supporting civil proceedings - which will help detect crime.
- ¿ To reduce incidents of public disorder and anti-social behaviour.

## 2.3 Background

Section 17 of the Crime and Disorder Act 1998 states that all relevant authorities, which include Town and Parish Councils, have a duty to consider the impact of all their functions and decisions on crime and disorder in their local area. The Act also introduced a partnership approach to local crime reduction and platforms should be established to ensure local issues are not ignored.

The already established 'Safer New Forest Partnership' brings together partners in accordance with the Act, with an annual Strategic Plan directing focus yearly on clear objectives.

Since 2002, Public Space CCTV has been in operation, funded by New Forest District Council with contributions made from those Town and Parish Councils who directly benefit from it. The CCTV system continues to meet the objectives for which it was installed, as clarified in regular Privacy Impact Assessments and incident statistics.

The presence of Public Space CCTV should be recognised as a partnership approach to tackling Crime and Disorder in the New Forest. This agreement serves to document this approach and provide additional clarity aiming to improve the effectiveness of the partnership.

## 3. Period covered

This agreement commences on *1<sup>st</sup> April 2019* and will continue indefinitely or until terminated by mutual consent or in accordance with section 6. A review of this agreement will take place at each CCTV Partnership meeting.

## 4. Relationships

### 4.1 Principles of partnership

All members are expected to agree to our principles of partnership. These are set out at Annex A.

### 4.2 Membership

The partnership consists of the organisations listed above under *details of partners*.



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### 4.3 Communications

The CCTV partnership will formally convene on a Bi-Annual basis and this meeting will be chaired by New Forest District Council. Monthly statistic reports will be sent out by New Forest District Council summarising the performance of the CCTV cameras in each location.

## 5. Membership roles and responsibilities

### 5.1 Individual Partner Responsibilities

#### Partner: New Forest District Council

Delivery of a 24 hour Public Space CCTV Service to include staffing, operation and maintenance of the control room and the network of cameras around the district.

Produce statistics on a monthly basis relating to the performance of each camera and incidents recorded for each Town/Parish

#### Partner: Hampshire Constabulary

To provide resources, by way of a Policing response to crime in the New Forest area. This includes a response if deemed appropriate to incidents monitored on the NFDC CCTV System.

#### Partner: Town and Parish Councils

To financially contribute towards the operation of the CCTV Service as part of the local Community Safety strategy.

### 5.2 Collective Partner Responsibilities



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Each partner will collectively deliver the services as set out in Annex B

### 5.3 Attendance at partnership meetings & sub groups

All partners are expected to attend partnership meetings (or an update in their absence) and where possible send the same representative each time to ensure continuity

## 6 Financial arrangements

### 6.1 Details of funding

NFDC will operate the CCTV system, Town and Parish Councils will agree to an annual contribution per camera towards transmission and maintenance of cameras in their area to be agreed annually between partners. Termination of this arrangement can be made by either party and must be given in writing 3 months prior.

Signed on behalf of:

New Forest District Council

Town/Parish Council

Hampshire Police

.....  
Cllr Diane Andrews

.....  
Town /Parish Clerk/Chairman

.....  
(New Forest Commander)



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## Annex A

**Partnership Guiding Principles**

As a partnership we agree individually and collectively to adopt the following guiding principles which we believe will improve our services.

*Openness and transparency*

We will adopt the principles of openness and transparency in all aspects of its operation and communication. This means that we will share information in a timely and accurate manner; that we will raise issues and problems as soon as possible and work creatively and constructively to find a resolution and that we will raise questions and queries promptly and share knowledge and expertise.

*Sharing good and best practice*

We recognise that each of us has something to give to the partnership and that equally we have something to get from it. We will share learning through identifying good and best practice. Each partner will be encouraged to adopt best practice that they see elsewhere and to share examples widely within the partnership for the benefit of everyone.

*Commitment to high standards and continuous quality improvement*

We are committed to delivering high quality services and will work to ensure continuous quality improvement of our service provision. This means that we will set and expect high standards which we will monitor. We will support each other to develop our collective standards

*Operate sound business practices.*

Partners will work as a collective, ensuring efficiency in our shared service delivery, using best practice to meet our Community Safety responsibilities. Partners will maintain appropriate records in accordance with General Data Protection Regulations 2018 and the Data Protection Act 2018.

*Commitment to flexibility*

As a new partnership we acknowledge that we have much to learn from each other and that there may be times when things do not go according to plan or to expectation. We will therefore be flexible in terms of how we operate and be prepared to make changes, often at short notice. We will also demonstrate our commitment to flexibility in terms of our relationships with each other and will endeavour to learn about the different constraints placed on each of our organisations and how these affect how we operate.



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## Collective Partner Responsibilities

### Partners will meet their Section 17 (Crime and Disorder Act 1998) objectives through the below actions

- B1. The Partnership will adopt a cohesive approach to the investigation of ASB in areas covered by CCTV. The CCTV and Community Alarms management team will support Town and Parish Clerks with reviews of recorded incidents in their areas. Evidential material will only be shared with the Police for action in accordance with Operational Procedures for Data Release.
- B2. The Partnership will share and communicate relevant intelligence or information that may inform the setup of CCTV cameras and therefore assist in the prevention and detection of crime.
- B3. Partnership organisations will endeavour to make members of their management team available at the request of other Partners to discuss issues concerning the provision of CCTV.
- B4. Partners will adopt a shared risk approach to CCTV, with experience and resources being shared for mutual benefit. For example, the CCTV Manager at NFDC may offer assistance to Town / Parish Council's with regard to their own stand-alone camera system and requirements.
- B5. The 'Safer New Forest Partnership' co-ordinates the strategic response to new or ongoing issues in the New Forest area. They will therefore highlight potential locations where a re-deployable camera would be suitable. This recommendation would be based on a 'pressing need' with clear evidence of on-going issues having exhausted other interventions at prevention/detection. All Partners can provide information or intelligence to inform the strategic response with the CCTV System Manager making the final decision in accordance with current legislation and guidance. See Annex C for Re-deployable CCTV Camera procedure (to follow).



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Item No.	Name	Recent developments	Resource use				Finish in 2019-20?	Notes
			Finance			Staff time		
			Cost & source	Spent to date	Predicted out-turn			
<b>Projects with budgetary implications (bids included in 2019-20 budget)</b>								
A1	ICT overhaul	Further hardware has been installed. The new software is being configured for use and staff trained. Regular contacts between RTC and NFDC staff to plan and implement the remaining steps are taking place.	£10,000 Earmarked reserve			Significant	Probable	This will require so much officer time and attention that some disruption of other projects and functions is highly likely.
<b>Projects with budgetary implications (not included in 2019-20 budget but added since)</b>								
B1	None							
<b>Projects with no budgetary implications in 2019-20</b>								
C1	Review of Standing Orders	Carried forward from 2018-19				Moderate	Probable	Work continues on a revised Scheme of Delegation.



Item No.	Name	Brief description & notes (define scope and quality requirements)	Resource requirements				Budget Bid Priority (specify number)
			Finance		Time and attention		
			Estimated costs (recurrent and non-recurrent), possible sources, other implications, etc.		Members	Staff	
<b>Projects with budgetary implications (for possible inclusion as bids in 2020-21 budget)</b>							
A1							
<b>Projects with budgetary implications (for possible inclusion as bids in later budgets)</b>							
B1	Development of land at Greenways	Outline planning permission was renewed on 07/08/2017. Access remains unresolved. A private briefing to councillors was given by the Town Clerk on 18 July 2018.	Unclear until project aims and options are narrowed but has potential to generate a substantial capital receipt.	Minimal	Significant	None	
<b>Projects with no or neutral budgetary implications</b>							
	None						