

FOUR MARKS PARISH COUNCIL

The Parish Office, Uplands Lane, Four Marks, GU34 5AF

Tel: 01420 768284
Email: clerk@fourmarks-pc.org.uk
Website: www.fourmarks-pc.org.uk



Wednesday 19th January 2022

Dear Councillor

You are hereby summoned to attend a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held on Wednesday 26th January 2022 at **6.30pm** at the Benians Pavilion, when the under mentioned business will be transacted.

Please note that social distancing will be observed, however please do not attend the meeting if you feel unwell or are experiencing any Covid 19 symptoms. Thank you.

Yours faithfully

Sarah Goudie

EXECUTIVE OFFICER

A G E N D A**1. APOLOGIES FOR ABSENCE****2. OPEN SESSION – PUBLIC PARTICIPATION**

An opportunity for members of the public to raise issues of concern or interest, to ask a question or to make a statement. Public participation will be conducted in accordance with Four Marks Parish Council's Standing Orders 3 (d) – (k), with no individual speaker exceeding a maximum of 3 minutes. All public participation, and the duration of this item will be at the discretion of the Chairman.

3. DECLARATIONS OF INTEREST AND REQUESTS FOR DISPENSATIONS

Councillors are reminded of their responsibility to declare any disclosable pecuniary interest which they may have in any item of business on the agenda no later than when that item is reached. Unless dispensation has been granted, you may not participate in any discussion of, or vote on, any matter in which you have a pecuniary interest. You must withdraw when the meeting discusses and votes on the matter.

4. COMMITTEE MINUTES

To approve and sign the minutes of the Finance & General Purposes Committee Meeting held on Wednesday 27th October 2021 (*previously circulated*)

5. FINANCIAL SOFTWARE

To discuss the presentation of a new software package and future financial reporting

6. TO AGREE ANY ACTION REQUIRED ON THE YEAR TO DATE AGAINST BUDGET

6.1 To discuss whether to transfer funds from General Reserves to Current

6.2 To discuss whether there is a requirement to transfer funds from Deposit Fund to Current Account

7. PARISH COUNCIL NEWSLETTER

To review and agree draft content for the Parish Council newsletter.

8. POLICY DOCUMENTS

8.1 Data Protection Policy

8.2 Business continuity plan

9. ADDITIONAL CHEQUE SIGNATORY

To discuss and review current bank authorisation arrangements and consider additional signatory

10. NEXT MEETING: Wednesday 30th March 2022, 6.30pm

6.1 DATE PROTECTION POLICYFOUR MARKS PARISH COUNCILDATA PROTECTION POLICY

Four Marks Parish Council has a responsibility to comply with both the Data Protection Act 1998 (The Act) and the requirements from the General Data Protection Regulations 2018 (GDPR). Both pieces of legislation govern the use of personal data, and how it is processed and held. The Council, in its capacity as a public authority, has certain legal obligations and powers and the use of personal data is often necessary to fulfil its obligations. A full description of the personal data that the Council processes and for what purposes it is used for is set out in this Privacy Notice.

For the purposes of data processing, the Data Controller is Four Marks Parish Council. On occasion, your data may need to be shared with other parties so that activities can be jointly carried out. This may include sharing your data with contractors, community groups, charities and other data controllers such as local authorities. An example of this may be providing your contact details to a contractor working on behalf of the Council.

What is personal data?

Personal data is information about a living individual which allows them to be identified from that data. This includes;

- Name
- Address
- Date and place of birth
- Photographs or videos (including CCTV footage)
- Contact details (such as telephone number, email etc)
- National identifiers (such as ID numbers, national insurance numbers, social security numbers, passport details, driver's license number)
- Education and training details (including educational history, professional qualification and experience, professional organisations, publications)
- Professional status
- Location
- Online identifiers, such as IP address
- Identifiers linked to employment (including but not exclusive to rate of pay, performance)
- Criminal records

Some personal data is classified as 'sensitive' under GDPR legislation and is given greater protection. This includes information relating to;

- Race
- Ethnicity
- Political opinion
- Religion
- Sex
- Physical or mental health conditions
- Trade Union affiliations
- Commission or alleged commission of offences and subsequent proceedings

When the data is used and how it is processed

Personal data is stored and used by the Council for various reasons. Examples of this include but are not limited to;

- Enabling the day to day running of the Council. This may involve holding data concerning staff, contractors and the wider public to effectively deliver services.
- Effective communication of what is happening. This may be via email, Facebook, WhatsApp or other forms of communication.
- To fulfil legal and statutory obligations. An example of this may be the necessity to hold personal information to handle complaints or exercise due diligence.
- To promote the interests of the Council
- To maintain accounts, records and relevant staffing information.
- To communicate with service users and hirers, notifying them of any changes.
- To seek views, comments and opinions
- In the processing of financial transactions including grant applications, and payments for goods and services.
- Preventing crime, for example by reviewing and using CCTV images.
- To prevent and detect fraud and corruption in the use of public funds and any resulting law enforcement functions.

In terms of a timeline, there is no definition of a 'reasonable' time in the legislation but the Council commits to keeping data on file for no longer than is necessary for the task or activity which that data relates to. With regard to employees, data will be kept for seven years after the employee has left unless it is material to legal proceedings or there is another legitimate reason for doing so. There may be some reasons relating to the financial functions of the Council which mean that data is held for a specific time but this will vary according to the activity.

In the case of sensitive personal data, the Council is required to give a higher level of protection to this information and will only process this data where it is necessary to carry out legal obligations, where it is needed in the public interest or with express written consent. In some limited circumstances, the Council may approach you for written consent to process this data stating the reason that it is needed so that you can carefully consider whether you wish to agree to this data processing. A justification would need to be shown for collecting and processing this data. Examples of occasions where this special data would need to be handled are;

- Where information about physical or mental health is needed to monitor sick leave or make decisions about fitness for work.
- Where racial or ethnic origin or religious or similar information is needed in order to monitor equal opportunities legislation compliance
- Where it is needed to comply with legal obligations
- Less commonly, this data may be processed where it is relevant to legal claims or where it is needed to protect your interests (or someone else's interests) and you are incapable of giving your consent, or where you have already made the information public.

Your personal data and rights

Data protection legislation dictates that any personal data held must be;

- Used lawfully, fairly and in a transparent way
- Collected for a valid purpose that has been clearly explained and not used in a way that is incompatible with that purpose
- Relevant to the purpose that has been communicated to you and only limited to that purpose
- Accurate and up to date
- Kept only as long as necessary
- Kept securely and destroyed. This must be done in a manner that limits the opportunity for loss, theft or abuse of said data.

You have the following rights regarding your data;

- 1 The right to access personal data that is held by the Council
At any point, you may submit a 'subject access request' to the Clerk. In this request, you may request details about the data held, where it was obtained and who has access to it. There will not be a charge for this and unless there is a material reason to prevent it, a response should be given within one month.
- 2 The right to correct and update personal data
If the data concerning you is out of date, incomplete or incorrect, you can request that it is updated.
- 3 The right to object to processing of the data or restrict it to certain purposes
You have the right to request this and we will let you know if there is a legal obligation to continue processing the data that we have to comply with.
- 4 The right to have your personal data erased
If you feel that your personal data should no longer be being used, please request that it is erased.
- 5 The right to withdraw your consent to the processing at any time for any processing of data to which the consent was obtained
You can withdraw your consent by contacting the Clerk.
- 6 The right to lodge a complaint with the Information Commissioner's Office
You can contact the Data Commissioners Office on 0303 123 1113 or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF.

Transfer of Data Abroad

Any personal data that is shared or transferred to countries or territories outside of the European Economic Area (EEA) will only be placed on systems that have processes in place that comply with the legislation noted in this document. Please note that our website is accessible from overseas and so, any information included on it may be accessible in other countries. An example of this might be a news article on the website.

Further processing

If we wish to use your data for a new purpose which is not covered by this Privacy Notice, you will be provided with a new notice setting out the purpose and processing conditions. Where necessary, your consent will be sought.

For further information please contact the Parish Office.

Four Marks Parish Council

Business Continuity Plan

Introduction

The Civil Contingencies Act 2004 (<http://www.legislation.gov.uk/ukpga/2004/36/contents>) places a duty on a local authority to ensure it is, as far as reasonably practical, prepared to continue to provide important functions and services in the event of a disruption.

Whilst this is not a statutory duty for a Parish Council, Four Marks Parish Council recognises the importance of producing and maintaining a Business Continuity Plan for implementation in the event of disruption to the day to day running of the Parish Council.

This Business Continuity Plan identifies the:

- instances of disruption;
- plan for the management of risk, including:
 - risk areas;
 - immediate responses;
 - procedures to follow to maintain continuity of services;
 - follow-up procedures and necessary changes to delivery of services;
 - external contacts,

where such services are disrupted by factors within Four Marks Parish Council's areas of responsibility.

Core Business of Four Marks Parish Council

Four Marks Parish Council provides local services to its Parish electorate which includes the provision of:

- A Parish Clerk and assistant employed to carry out appropriate functions for Four Marks Parish Council;
- Management of the finances of Four Marks Parish Council, using the Parish precept for the benefit of the Parish and issuing of discretionary grants;
- Administration of the Benians Trust;
- Consultation on local planning applications to represent the interests of the Parish;
- Liaison with East Hampshire District Council, Hampshire County Council or other relevant third party bodies on the provision of services to the parish and on issues that affect the parish;
- Maintenance services around the Parish including Parish Lengthsman duties (funded by Hampshire County Council) and sub-contracted grounds maintenance of the recreation area, cemetery, the green at Lymington Bottom, wildlife areas surrounding Badger Close, Kingswood Copse, Oak Green parade and all other open space owned and managed by the Parish Council;
- Parish Noticeboards;
- The Parish Council website;

- Parish facilities, including:
 - The recreation ground inclusive of children’s play area, adult gym and sports pitches
 - The Sports Pavilion
 - Swelling Hill pond
 - Litter bins and dog waste bins on Parish owned land in conjunction with East Hampshire District Council
 - Four Marks cemetery
 - Parish Council owned open public spaces and woodland.
 - Four Marks allotments.

Disruption

Potential causes of disruption include:

- Force majeure events (“acts of God”), disaster and disruption including:
 - severe adverse weather (for example: storms, winds, snow);
 - flooding;
 - acts of war, terrorism;
 - fire; and
 - illness
 - National pandemics – e.g., the outbreak of Covid-19.
- Vandalism, damage to, or theft of Four Marks Parish Council property;
- Illegal and/or unauthorised encampments or incursions;
- Failures, including of:
 - equipment due to failure or breakage;
 - utilities and infrastructure provision; and
 - public services;
- Losses, including of:
 - Four Marks Parish Council staff and Parish Councillors through death, illness, injury, resignation or dismissal, which, in the case of parish councillors, may leave the parish council inquorate;
 - Equipment through theft, breakage or major damage; and
 - Four Marks Parish Council records through theft, fire or corruption of files.

Risk Management Plan

Event	Impact Minimisation	Immediate Action	Continuity
Closure of Parish Office due to Government advice or Public Health requirements.	<p>Parish Clerk and assistant should continue to carry out their work remotely wherever possible.</p> <p>Equipment, insurance and risk assessments have all been considered to enable remote working.</p> <p>Office landline to be diverted to Council owned mobile to receive incoming calls.</p>	<p>Chair and Vice Chair are made aware. The Clerk will then ensure that all Council members are informed.</p> <p>To ensure that the maximum number of people within the community are informed, notices will be displayed at the Parish Office, on Parish noticeboards and also via social media and the Parish website.</p>	<p>Ensure those contacting the Parish office know that staff are working from home. This will be achieved by informing individuals that phone and amending email signatures to highlight that staff are working remotely. A note will also be added that staff will be working in a home environment and possibly using their own devices to cover any GDPR issues.</p>

Event	Impact Minimisation	Immediate Action	Continuity
Disruption to Parish Council meetings due to prohibition by the Government or other body of authority.	Where possible, meetings will be held to fulfil statutory obligations, however, if government guidance prohibits meetings, the council will suspend meeting until further guidance is given.	Parish Clerk to make all Councillors and public aware that meetings are prohibited. This will be via social media and Parish noticeboards where possible. Parish Clerk to monitor situation and await supplementary draft and full legislation, keeping the council informed at all times.	The Parish Clerk will respond to any guidance from the Government or any legal changes as and when they come about. In the meantime, the Parish Clerk will investigate alternative methods which will allow the meeting to take place virtually in readiness to execute this if it is permitted in the absence of a physical meeting.
Loss of Parish Clerk and Responsible Financial Officer ("RFO") due to accident, illness, incapacity, death, resignation or dismissal	Ensure key tasks are up to date, including all Parish Council accounts and minutes. Access to log ins and passwords to be made available. Finance and General Purposes Committee to ensure continued compliance with Financial Regulations.	Inform Chair and Vice-Chair. Chair or Vice Chair to inform Council. Notices on parish noticeboards and website, inform local newspaper, if and as appropriate. Chair to inform Health & Safety Executive, if necessary.	Parish Clerks assistant to cover and consult with Medstead Parish Clerk where necessary. Recruit permanent Parish Clerk. Review procedures to ensure minimal impact from loss.
Loss of Parish Councillors causing the Parish Council and/or one or more of its committees to be inquorate	Inquorate Planning or Maintenance committee: utilise reserve members Inquorate Finance & General Purposes Committee – decisions will go to Full Council. Inquorate Full Council: Co-option of Councillors from waiting list (if any) / reserves by EHDC, if necessary	Parish Clerk to inform remaining Councillors and employees of the Council. Inquorate Full Council: Parish Clerk to inform EHDC Electoral Service.	Inquorate Full Council: EHDC to decide on temporary working strategy for Council business. By-election or co-option procedure to be instigated. Parish Council to review procedure for recruitment of Councillors.

Event	Impact Minimisation	Immediate Action	Continuity
Loss of Parish Council documents due to fire, flood or other causes	<p>Scan all important documents and keep an electronic copy. Important documents include: Parish Office staff and Parish Councillors' contact details, next of kin details; external contacts., including accountants and auditors details; Land Registry documents; all contracts, including leases/tenancy agreements; bank account details). Rights of burial and records also to be scanned.</p> <p>Regular back up of electronic documents on two storage drives, with last back up to be held in a separate location by the Chair.</p>	<p>Parish Clerk to inform Chair and Vice Chair.</p> <p>Retrieve last back-up.</p> <p>Parish Clerk to inform Insurance company if necessary.</p> <p>Report incident to Full Council.</p>	<p>Review procedures to ensure improvements and security.</p>
Loss of Council equipment or electronic data due to theft, fault, damage or breakdown	<p>Back up of Parish Clerk's PC – also save items to drop box and save on office laptops where necessary.</p> <p>Carry out regular risk assessments, including security reviews.</p>	<p>Parish Clerk to inform Chair and Vice Chair.</p> <p>Report theft to police and Insurance company.</p> <p>Decide on immediate replacement.</p> <p>Report incident to Full Council.</p>	<p>Replace in accordance with current regulations.</p> <p>Review procedures to ensure improvements.</p>
Damage to Sports Pavilion.	<p>Maintain adequate insurance cover.</p> <p>Carry out regular risk assessments.</p>	<p>Parish Clerk to inform insurance company.</p> <p>Parish Clerk to inform police, if necessary.</p> <p>Parish Clerk to inform Chair and Vice Chair and Full Council to be informed.</p> <p>Parish Clerk to notify Benians Committee.</p> <p>Parish Clerk to notify public of any closure via notices on parish noticeboards and website, inform local newspaper, if and as appropriate.</p>	<p>Review risk assessment.</p> <p>Review procedures to ensure improvements.</p>

Event	Impact Minimisation	Immediate Action	Continuity
Damage to Allotment Site	<p>Maintain adequate insurance cover for items the Parish Council is responsible (the perimeter fencing)</p> <p>Maintain the infrastructure of the Allotment Site which (including hauling ways, external boundaries, any trees not growing on plots, water mains and tanks and buildings owned by the Parish Council.</p>	<p>Parish Clerk to inform insurance company, if appropriate.</p> <p>Parish Clerk to inform police, and water board, if and as necessary.</p> <p>Parish Clerk to inform Chair and Vice Chair.</p> <p>Full Council and Four Marks Allotments Association to be informed.</p>	Not applicable.
Damage to Four Marks Parish Council open spaces and/or play equipment	<p>Maintain adequate insurance cover, where available and appropriate</p> <p>Carry out all necessary risk assessments and routine checks, maintenance and repairs</p>	<p>Parish Clerk to inform insurance company, if appropriate.</p> <p>Parish Clerk to inform police, if necessary.</p> <p>Parish Clerk to inform Chair and Vice Chair.</p> <p>Full Council to be informed.</p> <p>Health and Safety audit of play equipment and cordon off, as necessary and appropriate.</p>	Not applicable
Illegal and/or unauthorised encampments or Traveller incursions	<p>Regularly maintain and update the parish council's policy on dealing with illegal and unauthorised encampments</p> <p>Maintenance of deterrence to illegal access of parish council owned open spaces.</p>	As detailed in the parish council's policy on dealing with illegal and unauthorised encampments	Not applicable
Non availability or damage to Four Marks Parish councils regular meeting place (currently FM village hall)	Awareness of alternative meeting places. Previously, the Sports Pavilion has been used.	<p>Parish Clerk to inform all Parish Councillors of alternative meeting place.</p> <p>Parish Clerk to notify public via notices on parish noticeboards and website, inform local newspaper, if and as appropriate.</p>	<p>Short Term use of other local facilities (e.g. sports pavilion)</p> <p>Review procedures to ensure improvements.</p>

Event	Impact Minimisation	Immediate Action	Continuity
Local disaster	<p>Maintain up to date risk assessments of all parish council property/liabilities.</p> <p>Maintain up to date contact detail list of Parish Councillors, Parish Clerk, and assistant, including next of kin.</p> <p>Maintain up to date list of emergency contacts.</p> <p>Promulgate awareness of East Hampshire District Council and Hampshire County Council Disaster Planning and key contacts.</p>	<p>Parish Clerk to inform all Parish Councillors.</p> <p>Contact relevant emergency services if appropriate.</p> <p>Call extraordinary meeting of Full Council to review the position and any necessary action.</p>	<p>Review risk assessments.</p> <p>Review procedures to ensure improvements.</p>
Disruption to Parish Council work due to severe adverse weather conditions	<p>Parish Clerk and assistant unable to travel to workplace mitigated by Parish Clerk and assistant working from home.</p> <p>Parish Clerk or assistant and Parish Councillors unable to attend Parish Council meetings: may be mitigated by rescheduling of meetings</p>	<p>Parish Clerk, Chair and Vice Chair to reschedule impacted meetings and Parish Clerk to notify Parish Councillors of rescheduled meetings.</p> <p>Parish Clerk to notify public via notices on parish noticeboards and website, inform local newspaper, if and as appropriate.</p>	<p>Review procedures to ensure improvements.</p>

The Parish Clerk is the first point of contact for all emergencies and business continuity actions. If the Parish Clerk is not available, the actions should be implemented by the Chair, or in their absence, the Vice-Chair or a member of the Parish Council that has been nominated by the Chair or Vice-Chair.

Emergency Contacts (External)

Issue	Body / Company	Contact Details
Fallen trees	HCC / EHDC	0300 555 1375 01730 266551
Emergency Repairs to Play Equipment	Four Marks Parish council office	01420768284
Emergency Repairs to Adult Gym	Four Marks Parish council office	01420768284
Inquire Council	East Hampshire District Council Hampshire Association of Local Councils (HALC)	01730 266551 023 8068 8061
Allotments	Four Marks allotment association	Fmaa.membership@gmail.com
Village Green Sports Pavilion	Four Marks Parish office	01420768284

Issue	Body / Company	Contact Details
Roads, Pavements, Street Signs etc	Hampshire County Council	0300 555 1375 https://www.hants.gov.uk/transport/roadmaintenance/roadproblems
Police / Fire Service / Ambulance	Hampshire Police/Fire/Ambulance Service	Emergency – 999 Non-emergency - 101
Death of Employees whilst on Council Business	HSE Health & Safety Executive	0845 345 0055 www.hse.gov.uk
Waste Collection / Fly Tipping	EHDC	01730 266551
Abandoned Vehicles	EHDC	01730 266551
Gas	British Gas	0800 111 999
Electricity	Electricity Emergency Centre	105 www.powercut105.com
Water / Sewerage	Southern Water	0330 303 0368
Flooding	Environment Agency Flood Line	0345 988 1188
Pollution	Environment Agency Pollution Hotline	0800 80 70 60
Animals	RSPCA	0990 555999

Adoption

This Business Continuity Plan will be proposed at the next full council meeting.

Review

This Business Continuity Plan will be reviewed on an annual basis by Full Council and an updated copy will be circulated to all Parish Councillors.