



Roydon Parish Council

<https://roydon-southnorfolk-pc.gov.uk>

Notice is hereby given that you are summoned by the Clerk to attend the Parish Council Meeting of Roydon Parish Council which will be held at the Parish Room at St Remigius Church, Roydon on Tuesday 27th January 2026 at 7.00pm

Members :	Trevor Ault (Chair)	Keith Best (Vice Chair)
	Stephen Finch	Angela Brown
	Paul Curson	Andrew Daniels
	Jane Jennifer	George Waterman
	Gareth Dalglish	

Signed: Emma Chandler - Parish Clerk

Date: 20th January 2026

**Members of the press and public are welcome to attend -
there will be an opportunity for public participation at agenda item 4**

Agenda

1. Welcome
2. To receive and consider accepting apologies from members unable to attend.
3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.
4. Public Forum: To receive County & District Councillors reports and the opportunity for issues to be raised or questions asked.
5. Approval of the minutes of the Parish Council meeting held on
 - a) Tuesday 16th December 2025 (Copy herewith)
6. Matters arising - To note progress on decisions made at the last meeting (for information only and not on current agenda)
7. Financial Matters and Banking
 - a) To note the Bank Balances and Bank Reconciliation as of 31st December 2025(Copy herewith)
 - b) To note the Bank Balances and Bank Reconciliation as of 18th January 2026 (copy herewith)
 - c) Receipts and payments to be noted/authorised for December 2025 and January 2026 (Copy herewith)
 - d) To receive the third quarter financial report (Copy herewith)
8. To consider and discuss the information circulated by the Clerk regarding the National Grid Norwich to Tilbury Project.
 - a) To discuss the strategy and how the council would like to make representation
 - b) To agree for the clerk to register for the Preliminary meeting and subsequent hearings.
9. To receive an update on the Village Hall Land Registry from Cllr Ault and agree next steps
10. To discuss and agree if the Parish Council requires Street Lighting on the Roydon portion of the Norfolk Homes development on Shelfanger Road.
11. To receive an update from the Clerk on the repair of the street lamp on Factory Lane.

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12. Policies

- a) To received, review and approve the IT Policy (New)
- b) To review and approve the GDPR Policy
- c) To review and approve the Risk Management Policy
- d) To review and approve the Brewers Green Terms of Reference

13. To agree for the Clerk to appoint Mr T Brown for the 25-26 internal audit.

14. To receive an update from the DDNP Monitoring and Review Group representative.

15. To receive feedback from the grass cutting working group and agree next steps.

16. To receive an update on the Factory Lane triangle hedges and agree next steps.

17. To receive information on the marked trees on Swamp Lane and agree next steps

18. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda

19. Date & Time of Next Meetings: To confirm the date of Tuesday 24th February 2026 for the Parish Council meeting.

Emma Chandler, Parish Clerk & RFO

Email clerk@roydon-southnorfolk-pc.gov.uk



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Minutes of the Parish Council Meeting held at the Parish Room, St Remigius Church, Roydon on Tuesday 16th December 2025 at 7.00pm

Councillors Present – Trevor Ault, Keith Best, Jane Jennifer, Angela Brown, George Waterman, Andrew Daniels, Paul Curson, Stephen Finch.

In Attendance – Emma Chandler (Parish Clerk)

Public – District Councillors Graham Minshull and Kieran Murphy and 3 members of the public

Agenda

1. Welcome

Cllr Ault welcomed everyone to the meeting.

2. To receive and consider accepting apologies from members unable to attend.

Apologies had been received from Cllr Dalglish due to a prior engagement.

Apologies were also received from County Councillor Kiddie.

All apologies were unanimously accepted.

3. To receive and note any declarations of members' pecuniary and/or non-pecuniary/other interests pertaining to items on the following agenda, to note any dispensations granted in respect of business to be discussed and to consider any requests for dispensations.

Cllr Curson, Jennifer and Finch declared an interest as the Neighbourhood Plan was part of the budget and they were still involved in the working group.

4. Public Forum: To receive County & District Councillors reports and the opportunity for issues to be raised or questions asked.

Cllr Minshull gave a review on the year from SNDC this included

- The restart of the Electrical appliance recycling events.
- The reopening of Diss Swimming Centre, the year has been a huge success with more people using the centre which in turn has meant more employment of staff and more events.
- The plans continue to be made for the new Leisure Centre with final plans being presented to the board this week before they can be submitted to the Planning department in the New Year.
- SNDC had many councils involved in the Great Litter Pick.
- The Christmas Toy collection has been a huge success with over 1500 toys and gifts being donated for all age groups. The team at SNDC are very busy ensuring that the gifts are delivered to those families in need.
- The New Year will see investment into a new pocket park initiative. Further details will be available as the idea is developed.
- The Homeless and Rough Sleeper Strategy has provided figures of just 3 rough sleepers in South Norfolk and Broadland all of which choose to do so. The District Council keep in contact with these people to ensure their well being and safety.
- Clare House is celebrating its first birthday after reopening to provide homes for those in need.
- Congratulations to Roydon who have now achieved Mindful Village status.
- The introduction of the school uniform swap shop has been very successful and will continue to run throughout the year.
- SNDC continue their fight against fly tipping with prosecutions taking place where evidence can be found of who the rubbish belongs to.

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- The New Year will see £228k spent on play areas, grants available for up to £10k for conservation projects and £150k available from the Community Action fund for larger community projects (Minimum £5k)
- A new bin app has been launched with the Christmas collection times available.

Cllr Finch asked if there was any news on the new doctors' surgery in town

Cllr Minshull stated that this was a very complex subject and the SNDC continue to work with the GPs to try and obtain better outcomes for the residents of Diss and the surrounding villages.

Cllr Jennifer commended the District council for their work with the rough sleepers.

Cllr Waterman asked for Cllr Minshull to expand on the Pocket Park initiative but as yet there is little information.

5. Approval of the minutes of the Parish Council meeting held on

a) Tuesday 25th November 2025

Minutes were unanimously agreed and duly signed and dated by the Chair

6. Matters arising - To note progress on decisions made at the last meeting

Cllr Brown requested that Mr Crerar place a sign on the Allotment gate when he commences the work on the allotment boundary as the car park will not be able to be used.

The clerk will contact him to discuss and send a notice for him to place on the gates.

Action – Parish Clerk

Cllr Jennifer reported on Footpath 9 and that the Countryside Access Officer had been in touch with the field landowner and requested the removal of the gates at each end of the footpath. Cllr Jennifer requested that all councillors remain vigilant in this area to ensure that the request is adhered to.

Action – All Councillors

Cllr Ault confirmed that he was in contact with the Village Hall committee with regards to the change of wording on the Land Registry documents. He would report back to council each month with his progress.

Action – Cllr Ault and Parish Clerk

Cllr Brown asked when the meeting would be for the next Big Green Week organisation meeting. Cllr Waterman to circulate some dates over the Christmas period for the New Year.

7. Budget

A detailed draft budget had been circulated to all councillors before the meeting. The detail of allocations amounted to a 0% increase in the first instance.

The Clerk had also provided options for a 1% through to a 5% increase detailing the extra funds that this would provide the Council and how much it would affect each average Band D household.

It was also noted that because of more families moving into the new development off Denmark Lane the tax base has risen by 16 which equates to a reduction per household overall.

The Chair proposed that the Precept should be decided first and then the allocation of the funds could be discussed.

a) To discuss and consider the Precept Request for 26-27

Cllrs Jennifer, Waterman and Ault all proposed a 3% increase which equated to an extra £888.87 to the 25-26 precept request but because of the extra houses actually equates to a £0.06 decrease in the average band D properties.

b) To agree the Precept Request for 26-27

It was unanimously agreed that the Council would request £30,517.98 for the 26-27 precept

Action – Parish Clerk

c) To receive and make amendments to the proposed draft budget for 26-27

It was unanimously agreed that surplus funds would be put towards extra editions of the Roydon Round Up in light of the ongoing Pylon Project about which the Council wishes to ensure that residents are informed and kept up to date.

Any further funds would be used for legal expenses for the clarification of the Village Hall Land Registry once the investigation on how this could be achieved had been completed. The Clerk

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confirmed that these funds should be sufficient but if they were not that there were funds in general reserve that could be utilised.

It was also noted and unanimously agreed for the introduction of the Scribe accounting system, recommended by the Clerk be introduced in the new financial year which had already been included in the draft budget.

It was agreed for the Clerk to make the additions to the draft budget and circulate to councillors before placing in the public domain.

Action – Parish Clerk

d) To agree the budget for 26-27

Unanimously agreed

e) To agree the Earmarked Reserves for 26-27

Unanimously agreed earmarked reserves of £7800

8. To consider information or issues relevant to Council from members for brief discussion and inclusion on a future agenda

The Clerk informed the Council that contact had been made from the owners of White House Farm regarding the caravan that was on their land. The Clerk had advised that they contact SNDC which she believed had been done.

This gave question to the mobile home on the Seven Oaks land and its viability. Cllr Minshull confirmed that the Planning department were aware and were monitoring the situation.

Cllr Waterman asked for help to plant the trees that Cllr Kiddie had kindly funded. A team of Councillors will meet on the 30th December to plant said trees.

9. Date & Time of Next Meetings: To confirm the date of Tuesday 27th January 2026 for the Parish Council meeting.

Unanimously agreed

Meeting Closed at 20.25

Signed

Emma Chandler, Parish Clerk & RFO

Email clerk@roydon-southnorfolk-pc.gov.uk

Date

Bank account Balances @ 31/12/2025			
Business Current Account		15,376.59	
Business Savings Account		32,081.28	
Total Balances			£47,457.87
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£23,873.62	£26,606.64	
Accounts Receipts Ledger YTD Income	£36,649.57	£37,282.40	
Expenditure			
Town and Country Printers		£174.00	
Sandy Lane Nursery		£151.20	
Sandy Lane Nursery		£276.00	
TT Jones Electrical LTD		£594.00	
JM Crerar		£400.00	
Town and Country Printers		£174.00	
TT Jones Electrical LTD		£58.76	
HMRC		£127.20	
E. Chandler		£528.93	
SSE		£125.59	
Service Charge November		£6.00	
Service Charge December		£6.00	
SSE		£111.34	
Total		£2,733.02	
Income November 2025/December 2025			
CC Grant for Trees		£276.00	
Allotments Cheques		£163.00	
Allotment Plot 10 North		£18.00	
Account Interest		£175.83	
Total		£632.83	
Unprocessed Payments			
		£0.00	
Income Less Expenditure at 17/10/2025			£47,457.87

Signed _____

Date _____

Bank account Balances @ 18/01/2025			
Business Current Account		15,376.59	
Business Savings Account		32,081.28	
Total Balances			£47,457.87
	Previous Month	Current Month month	
Balances carried forward @ 01/04/25	£36,782.11	£36,782.11	
Accounts Payments Ledger YTD gross Expenditure	£26,606.64	£27,789.23	
Accounts Receipts Ledger YTD Income	£37,282.40	£37,282.40	
Expenditure			
Total		£0.00	
Income November 2025/December 2025			
Total		£0.00	
Unprocessed Payments			
BACS 57		£39.99	
BACS 58		£171.94	
BACS 59		£140.53	
BACS 60		£528.93	
BACS 61		£127.20	
BACS 62		£174.00	
		£1,182.59	
Income Less Expenditure at 17/10/2025			£46,275.28

Payments List as at 13th December 2025					
Date	Payee	Service	Gross	Net	VAT
18/12/2025	Town and Country Printers	October RRU	£174.00	£174.00	£0.00
24/12/2025	Sandy Lane Nursery	War Memorial Hedging	£151.20	£126.00	£25.20
24/12/2025	Sandy Lane Nursery	Tree Grant Expenditure	£276.00	£230.00	£46.00
24/12/2025	TT Jones Electrical LTD	5 year electrical test	£594.00	£495.00	£99.00
24/12/2025	JM Crerar	Grounds Maintenance	£400.00	£400.00	£0.00
24/12/2025	Town and Country Printers	November RRU	£174.00	£174.00	£0.00
24/12/2025	TT Jones Electrical LTD	Jan-March 2026	£58.76	£48.97	£9.79
24/12/2025	HMRC	PAYE	£127.20	£127.20	£0.00
24/12/2025	E. Chandler	Clerk Salary	£528.93	£528.93	£0.00
Totals			£2,484.09	£2,304.10	£179.99
Checked by RFO 15th November 2025			Signed	<u>E. Chandler</u>	

Payments List as at 18th January 2025					
Date	Payee	Service	Gross	Net	VAT
28/01/2025	E Chandler	Expenses (Norton Subscription)	£39.99	£33.32	£6.67
28/01/2026	Glasdon	Litter Bin Purchase	£171.94	£130.78	£28.66
28/01/2026	Wave	Water Bill	£140.53	£0.00	£0.00
28/01/2026	E Chandler	Clerk Salary	£528.93	£528.93	£0.00
28/01/2026	HMRC	PAYE	£127.20	£127.20	£0.00
Totals			£1,008.59	£820.23	£35.33
Checked by RFO 15th November 2025			Signed	<u>E. Chandler</u>	

BUDGET 2025-2026		Spend to 31 December 2025	% Budget Spent
Allotments	£0.00	£68.00	#DIV/0!
Auditors	£535.00	£510.00	95.33
CIL	£540.53	£268.09	49.60
Clerks Employment Costs	£8,425.00	£5,905.19	70.09
Expenses	£150.00	£0.00	0.00
Grants	£0.00	£1,030.00	#DIV/0!
Grounds maintenance	£8,000.00	£5,520.00	69.00
Insurance	£700.00	£409.82	58.55
Dog Bins	£1,000.00	£973.00	97.30
Loan Repayments	£4,234.22	£4,234.22	100.00
Other	£2,359.00	£1,122.00	47.56
S137	£1,500.00	£139.00	9.27
Streetlight maintenance	£730.00	£681.64	93.38
Streetlight replacement	£1,000.00	£2,138.05	213.81
Subscriptions	£700.00	£296.29	42.33
Utilities	£1,700.00	£911.41	53.61
Village Hall / Parish Room	£249.89	£105.00	42.02
	£31,283.11	£24,311.71	77.72
Checked	Signed		

INFORMATION TECHNOLOGY POLICY

Roydon Parish Council

Effective Date: January 2026

Review Body: Parish Council

Next Review: January 2027

1. Introduction

Roydon Parish Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations, and communications. This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, staff, and authorised users.

2. Scope

This policy applies to all individuals who access or use the Council's IT resources, including computers, networks, software, mobile devices, data, and email accounts. This includes councillors, employees, volunteers, and contractors.

The policy sets out how all users must conduct Council business securely, responsibly, and in compliance with legal and regulatory requirements, including the UK GDPR, Data Protection Act 2018, and Freedom of Information Act 2000.

3. Acceptable Use of IT Resources

The Council's IT resources and email accounts are to be used for official Council-related activities and tasks.

- Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy
- All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content
- Users must not access, distribute, or store illegal or offensive material

4. Device and Software Usage

- Council-authorised devices, software, and applications will be provided for work-related tasks where possible
- Unauthorised installation of software on Council-provided devices is strictly prohibited due to security concerns
- Personal software installation is not permitted without explicit written approval from the Parish Clerk

- Personal disks, USB sticks, and external storage devices cannot be used on Council computers without prior approval from the Parish Clerk

5. Data Management and Security

All sensitive and confidential Council data must be:

- Stored and transmitted only via Council-managed systems with encryption in transit and at rest
- Handled in accordance with the Council's Data Protection Policy and UK GDPR requirements
- Backed up regularly to prevent data loss
- Destroyed securely using approved methods in accordance with the Council's retention schedule

Personal devices may not be used to store Council data unless explicitly authorised in writing by the Parish Clerk and the data is encrypted.

6. Network and Internet Usage

The Council's network and internet connections should be used responsibly and efficiently for official purposes only.

- Downloading and sharing copyrighted material without proper authorisation is prohibited
- Users must comply with the Council's Communications Policy when using social media platforms for Council business
- Excessive use of bandwidth for non-work purposes is prohibited

7. Email Communication

Council email accounts are for official communication only. Users must:

- Use professional, courteous, and respectful tone in all communications
- Not send confidential or sensitive information via email unless encrypted
- Use Blind Carbon Copy (BCC) when communicating externally with multiple recipients to protect personal data and comply with UK GDPR
- Exercise caution with attachments and links to avoid phishing and malware
- Verify the source of emails before opening attachments or clicking links

Personal email and messaging apps must not be used to conduct Council business. Instant messaging apps (WhatsApp, Signal, iMessage, etc.) must not be used for decisions, instructions, casework, or contract negotiations. Any substantive matters agreed verbally or by text must be confirmed by Council email within one working day.

Council email ownership: All Council-issued email addresses and related data are the property of the Council. Councillors and staff act on behalf of the Council when using these accounts

and must comply with this policy, the Data Protection Policy, and the Freedom of Information Act. All correspondence forms part of the Council's official record and may be disclosable under Freedom of Information or audit inspection.

Departing councillors: When leaving office, email access will be withdrawn, the mailbox will be securely deleted by the IT provider, and departing councillors must not retain or continue to use personal data obtained through their role.

8. Password and Account Security

Council users are responsible for maintaining the security of their accounts and passwords.

- Passwords should be strong and contain a combination of letters, numbers, and special characters
- Passwords must not be shared with others
- Do not reuse passwords across different accounts
- Enable multi-factor authentication (MFA) where available
- Change passwords only when there is a suspected breach or compromise
- Lock computers when leaving your desk to prevent unauthorised access

9. Mobile Devices and Remote Work

- Mobile devices provided by the Council must be secured with passcodes and/or biometric authentication
- When working remotely, users must follow the same security practices as if in the office
- Use secure connections (VPN) when accessing Council systems remotely
- Do not store sensitive Council data on personal mobile devices unless authorised and encrypted

10. Email Monitoring

The Council reserves the right to monitor email communications to ensure compliance with this policy and relevant laws. Monitoring will be conducted in accordance with the Data Protection Act 2018 and UK GDPR.

11. Retention and Archiving

Emails should be retained and archived in accordance with legal and regulatory requirements and the Council's retention schedule. Users should:

- Regularly review and delete unnecessary emails to maintain an organised inbox
- Retain emails relating to Council business in accordance with the retention schedule
- Archive completed project-related emails as directed by the Parish Clerk

12. Reporting Security Incidents

All suspected security breaches, data protection incidents, or IT-related incidents should be reported immediately to the Parish Clerk for investigation and resolution. This includes:

- Phishing emails or suspicious messages
- Potential malware or security threats
- Unauthorised access attempts
- Lost or stolen devices

13. Training and Awareness

The Council will provide appropriate training and guidance to all users to support compliance with this policy. Users are expected to complete any training provided and remain aware of security best practices.

14. Compliance and Consequences

Breach of this policy may result in disciplinary action, including:

- Formal warnings
- Suspension of IT access
- Disciplinary proceedings
- Potential termination of employment
- Legal action if criminal activity is involved

15. Policy Review

This policy will be reviewed annually or when significant changes to IT infrastructure, regulations, or working practices occur.

Policy approved by: Roydon Parish Council

Date of approval: January 2026

Signed: _____ (Council Chair)

Roydon Parish Council

General Data Protection Regulation (GDPR) Policy

Adopted at meeting on 1st October 2019 to be reviewed annually
Reviewed January 2024
Next review January 2025

Purpose of the policy and background to the General Data Protection Regulation (GDPR)

1. This policy explains to councillors, staff and the public about GDPR.
2. Personal data must be:
 - processed lawfully, fairly and transparently.
 - collected for specified, explicit and legitimate purposes.
 - be adequate, relevant and limited to what is necessary for processing.
 - be accurate and kept up to date.
 - be kept only for as long as is necessary for processing and
 - be processed in a manner that ensures its security.
3. This policy updates any previous data protection policy and procedures to include the additional requirements of GDPR which apply in the UK from 25th May 2018.
4. The Government have confirmed that despite the UK leaving the EU, GDPR will still be a legal requirement.
5. This policy explains the duties and responsibilities of the Council and it identifies how the Council will meet its obligations.

Identifying the roles and minimising risk

6. GDPR requires that everyone within the Council must understand the implications of GDPR and that roles and duties must be assigned.
7. The Council is the data controller and the Clerk is the Data Protection Officer (DPO). The administrative team are data processors working under the DPO.
8. It is the DPO's duty to undertake an information audit and to manage the information collected by the Council, the issuing of privacy statements, dealing with requests and complaints raised and also the safe disposal of information. This will be included in the Job Description of the Clerk.
9. Appointing the Clerk as the DPO must avoid a conflict of interests, in that the DPO should not determine the purposes or manner of processing personal data.
10. GDPR requires continued care by everyone within the Council, councillors and staff, in the sharing of information about individuals, whether as a hard copy or electronically.
11. A breach of the regulations could result in the Council facing a fine from the Information Commissioner's Office (ICO) for the breach itself and also to compensate the individual(s) who could be adversely affected.

12. Therefore, the handling of information is seen as high / medium risk to the Council (both financially and reputationally) and one which must be included in the Council's Risk Management Policy

Risk Management Policy.

13. Such risk can be minimised by undertaking an information audit, issuing privacy statements, maintaining privacy impact assessments (an audit of potential data protection risks with new projects), minimising who holds data protected information and the Council undertaking training in data protection awareness.

Data breaches

14. One of the duties assigned to the DPO is the investigation of any breaches.
15. Personal data breaches should be reported to the DPO for investigation. The DPO will conduct this with the support of the Parish Council.
16. Investigations must be undertaken within one month of the report of a breach.
17. Procedures are in place to detect, report and investigate a personal data breach.
18. The ICO will be advised of a breach (within 3 days) where it is likely to result in a risk to the rights and freedoms of individuals – if, for example, it could result in discrimination, damage to reputation, financial loss, loss of confidentiality, or any other significant economic or social disadvantage.
19. Where a breach is likely to result in a high risk to the rights and freedoms of individuals, the DPO will also have to notify those concerned directly.
20. It is unacceptable for non-authorized users to access IT using employees' log-in passwords or to use equipment while logged on.
21. It is unacceptable for employees, volunteers and members to use IT in any way that may cause problems for the Council, for example the discussion of internal Council matters on social media sites could result in reputational damage for the Council and to individuals.

Privacy Notices

22. Being transparent and providing accessible information to individuals about how the Council uses personal data is a key element of the Data Protection Act 1998 (DPA) and the EU General Data Protection Regulation (GDPR).
23. The most common way to provide this information is in a privacy notice. This is a notice to inform individuals about what a Council does with their personal information.
24. A privacy notice will contain the name and contact details of the data controller and Data Protection Officer, the purpose for which the information is to be used and the length of time for its use. It should be written clearly and

should advise the individual that they can, at any time, withdraw their agreement for the use of this information.

25. The issue of a privacy notice must be detailed on the Information Audit kept by the Council. The Council will adopt a privacy notice to use, although some changes could be needed depending on the situation, for example where children are involved.

Information Audit

26. The DPO must undertake an information audit which details the personal data held, where it came from, the purpose for holding that information and with whom the Council will share that information.
27. This will include information held electronically or as a hard copy. Information held could change from year to year with different activities, and so the information audit will be reviewed at least annually or when the Council undertakes a new activity.
28. The information audit review should be conducted ahead of the review of this policy and the reviews should be minuted.

Individuals' Rights

29. GDPR gives individuals rights with some enhancements to those rights already in place:
- the right to be informed
 - the right of access
 - the right to rectification
 - the right to erasure
 - the right to restrict processing
 - right to data portability
 - the right to object
 - the right not to be subject to automated decision-making including profiling.
30. The two enhancements of GDPR are that individuals now have a right to have their personal data erased (sometime known as the 'right to be forgotten') where their personal data is no longer necessary in relation to the purpose for which it was originally collected and data portability must be done free of charge. Data portability refers to the ability to move, copy or transfer data easily between different computers.
31. If a request is received to delete information, then the DPO must respond to this request within a month. The DPO has the delegated authority from the Council to delete information.
32. If a request is considered to be manifestly unfounded then the request could be refused or a charge may apply. The charge will be as detailed in the Council's Freedom of Information Publication Scheme. The Executive Committee will be informed of such requests.

Children

- 33.** There is special protection for the personal data of a child.
- 34.** The age when a child can give their own consent is 13. Consent forms for children age 13 plus, must be written in language that they will understand.
- 35.** If the Council requires consent from young people under 13, the Council must obtain a parent or guardian's consent in order to process the personal data lawfully.

Summary

The main actions arising from this policy are:

- 36.** The Council must be registered with the ICO.
- 37.** A copy of this policy will be available on the Council's website. The policy will be considered as a core policy for the Council.
- 38.** The Clerk's Contract and Job Description (if appointed as DPO) will be amended to include additional responsibilities relating to data protection.
- 39.** An information audit will be conducted and reviewed at least annually or when projects and services change.
- 40.** Privacy notices must be issued.
- 41.** Data Protection will be included on the Council's Risk Management Policy.
- 42.** This policy document is written with current information and advice. It will be reviewed at least annually or when further advice is issued by the ICO.
- 43.** All employees, volunteers and councillors are expected to comply with this policy at all times to protect privacy, confidentiality and the interests of the Council.

Roydon Parish Council

Risk Management

Scheme

Adopted at the meeting held on 3 March 2020

To be reviewed yearly

Reviewed February 2025

Next review due February 2026

Definition of Risk Management. In all types of undertaking risks prevail. Risk is the threat that an event or action will adversely affect an organisations ability to achieve its objectives or successfully execute its strategies. Risk Management is the process by which risks are identified, evaluated and controlled and is a key element of the framework of governance.

This document enables the Parish Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise them. The Council is aware that although some risks can never be eliminated fully, it has in place a strategy that provides a structured, systematic and focused approach to managing risk, which:

- Identifies the key risks facing the council
- Identifies what the risk may be
- Identifies the level of risk
- Evaluates the management and control of the risk and records findings
- Regularly reviews, assesses and revises procedures if/when required.

Topic	Risk Identified	H/M/L	Management	Review/Assess/Revised
Finance and Management				
Business Continuity	Catastrophic Event	L	Chair to recover all council records from Clerk. Locum Clerk to be recruited for long-term absence or interim if recruiting.	Existing procedures acceptable.
Clerk/RFO	Resignation	M	Two months' notice required as noted in Clerk's contract allowing recruitment and handover time.	Adequate.
	Fraud	L	Checking procedures in place to mitigate this risk.	Adequate procedures in place.
	Incompetence	L	Training budget in place, attendance at NALC and other events to ensure Clerk is kept up-to-date. Current reference books available.	Adequate.
Precept	Adequacy of precept	M	Careful budget setting in consultation with council members. Budget monitoring throughout the year.	Existing procedures acceptable.
	Payment of Precept	L	Clerk to ensure precept request made on time and receipt acknowledged.	Clerk to report and minute action.
Insurances	Adequacy, cost, compliance, fidelity guarantee.	L	Annual review of policy before renewal, including Employers Liability, Public Liability and Fidelity Guarantee in place. In conjunction with updated Asset Register.	Clerk to review annually with at least 2 quotes to ensure competitiveness.
Financial Records & Control	Inadequate checks and financial irregularities	L	Quarterly checks on cash book carried out. Bank statements checked against monthly reconciliation and signed by Chair. Independently audited (Internal & External) at year end.	Adequate procedures in place.

Cash & Banking	Error or Loss	L	Two signatories on all cheques and stubs, checked against invoice. Payments & receipts listed and authorised at every meeting. BACS transactions, two signatories to authorise once checked against invoice. Email sent to Clerk to confirm this actioned. Cash receipts (allotments) paid in as soon as possible. Financial Regulations in place.	Current procedures adequate. Annual review of Financial Regulations.
VAT	Not reclaimed	L	Financial Regulations cover reclaiming schedule. Cashbook checking in place.	Adequate routines and guidelines in place.
Council Records (Paper)	Loss through theft, fire or damage.	L	Older records archived with NCC Record Dept. Current and recent records kept in locked cabinet, limited risk. Most records also kept electronically.	Acceptable processes.
Council Records (Electronic)	Loss through damage, fire & corruption of computer.	M	Laptop kept at Clerks house for safety. Regularly backed up to external hard drive which is kept separately from laptop. Anti-virus kept up to date. Password protected laptop and Clerk sole user.	Existing procedures adequate.
Health & Safety	At public meetings, with volunteers and working parties.	M	Health and Safety Policy kept up-to-date and public. Risk assessments undertaken for all activities. Insurance kept-up-to-date and checked for adequacy.	Procedures adequate.
Meeting Location	Loss of location	L	Meetings booked a year in advance. Alternative venue available.	Adequate
Election Costs	Unbudgeted cost	M/H	High risk in election years, with unplannable variables.	Base line cost in budget and adequate reserves allocated.

Annual Return	Not submitted within deadline or incorrectly completed.	L	Dependant on Clerk's knowledge. Presented, checked and signed at June council meeting and checked and signed by internal auditor.	In Clerk's diary and adequate procedures in place.
Data Protection and Freedom of Information	Non-compliance with regulations	M	Policies in place. Council registered with the ICO. Information available on the council website.	Yearly review to ensure continued compliance.
Assets				
Village Hall	Major Catastrophe causing monetary burden.	L	Building insurance in place, checked yearly for adequacy. Village Hall removed from Asset Register March 2024 due to ownership belonging to the Village Hall Charitable Trust therefore insurance not required by the Parish Council and is the responsibility of the Charitable Trust.	Management actions adequate.
Streetlights	Damage, natural wear & third-party liability.	L	Insurance carried for damage and liability, reviewal of limits yearly. Yearly budget allocation for replacement costs. Ongoing regular inspections. Maintenance Contract in place.	Adequate process in place.
Notice Boards	Damage, wear and third-party liability.	L	Regularly inspected. Covered by insurance.	Adequate.
Street Furniture Bins, Seats.	Damage, wear and third-party liability.	L	Regularly inspected. Covered by insurance.	Adequate.
Allotments	Health & Safety. Damage to gates & Fences.	L L	Regular inspection by Councillor responsible for allotments. Allowance built in to budget for repairs.	Adequate.
Defibrillator	Loss, damage or malfunction.	M	Regular checks (weekly) by councillor. Insurance cover. Service policy taken. Request annual check by Community Heartbeat Trust.	Mark unit to identify. Checks adequate.

Office Equipment	Staff/Councillor injury	L	Health & Safety awareness. Liability insurance in place. Equipment kept up-to-date, insurance cover adequate.	Adequate
	Loss/damage/malfunction	L		
Liabilities				
Legal Powers	Illegal activity or payments.	L	Clerk advises on scope of powers. Decisions and payments agreed and minuted at meetings. Terms of Reference for workings parties issued and reviewed annually.	All processes adequate.
	Working parties making decisions.	L		
Minutes/Agendas/Statutory Documents	Accuracy and legality. Non-compliance with statutory requirements	L	Timely and compliant posting of notices. Minutes approved and signed at next meeting. Statutory documents readily accessible and reviewed as prescribed.	Adequate processes. Minutes archived in a timely manner according to guidance.
Public Liability	Third-party risk.	M	Risk assessment carried out before any event and for every working party. Adequate insurance in place.	Systems adequate. Reviewed annually.
Employers Liability	Non-compliance with employment law.	L	Employers liability insurance in place. Clerk to keep updated on legislative changes.	Adequate. Update councillors of changes and record in minutes.
Members Interests	Not updated.	M	DPI forms updated post election. Interests declared as agenda item every meeting.	Suggest checked/renewed annually in May to ensure accuracy. System of declaration adequate.

Roydon Parish Council

Brewers Green Management Committee (Advisory) Terms of Reference

Adopted at Parish Council Meeting: 16th February 2022

Reviewed: February 2023 and February 2024

Next Review: February 2025

Role and Purpose

The role of the Parish Council is to enhance and manage the area known as Brewers Green in such a way as to ensure the continued enjoyment of the residents of Roydon and surrounding areas. The role of the advisory committee is to oversee the management of Brewers Green enabling the Parish Council to fulfil its obligation to manage the Green to the best of its ability. These Terms of Reference (ToR) should be read in conjunction with the Parish Council Standing Orders and Financial Regulations and its Biodiversity Policy, and also with the Memorandum of Understanding between the owner of the freehold, Mr Steven Jones, and Roydon Parish Council.

Limitations

The Parish Council is not responsible for, nor does it have powers to intervene or decide on, any disputes with regards to ownership or boundaries of Brewers Green. This includes disputes regarding any features namely, but not limited to, hedges, ponds, ditches and trees. Any such disputes are between the owner and those persons raising the issue.

1 Membership

Councillors will be appointed to the advisory committee every year at the Annual Parish Council meeting. Non council members may be co-opted subject to approval by councillors at the next Full Council Meeting.

2 Chair/Secretary

The committee will elect a Chair, who will be the main point of contact, and a secretary responsible for taking notes.

3 Meetings

The committee will meet informally as and when it sees fit, forwarding notes from meetings to the Clerk to the Council, the Clerk is not required to attend. The meetings will not be open to the public. The notes from these meetings will be reported to and discussed at the next Full Council meeting.

4 Powers

This advisory committee cannot make decisions on behalf of the Parish Council, has no delegated power and no budget, meaning it will not incur any expenditure unless it has prior approval from the Parish Council.

5 General

The advisory committee and any volunteers can manage the day to day upkeep needed in order to maintain the Green. At all times these working parties must ensure adherence to relevant council policies in regards to Health and Safety and Risk Management.