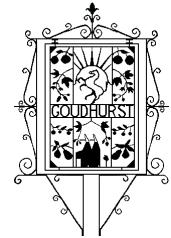


# Goudhurst Parish Council

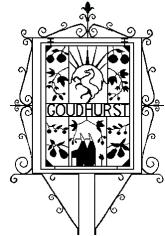


## Meeting of the Parish Council 13th January 2026

MEETING  
13 January 2026 19:30 GMT

PUBLISHED  
8 January 2026

# Goudhurst Parish Council



To: Members of Goudhurst Parish Council

I summon you to Meeting of Goudhurst Parish Council on Tuesday 13<sup>th</sup> January 2026 at 7.15 for a 7.30pm start in The Church Rooms, Back Lane, where business detailed on this agenda will be discussed. At 7.15pm, members of the public are invited to speak with Councillors, but the meeting will officially start at 7.30pm.

Members of the Public and the Press are welcome to attend this meeting and to ask questions or raise issues of local interest during the 7.15pm to 7.30pm session. Thereafter they are welcome to stay and observe the rest of the Meeting; members of the public are not permitted to speak during the remainder of the meeting except by special invitation of the Chairman, Public Bodies (Admission to Meetings) Act 1960, s1. Please note, Council cannot lawfully decide on items of business not specified on the published agenda although the Chairman may decide to refer any issues raised for further discussion (LGA 1972 Sch 12, 10 (2)(b)).

Please inform the Clerk, if you intend to film or record the Meeting.

Katrina Hoyle  
Clerk to Goudhurst Parish Council  
8<sup>th</sup> January 2026

Parish Council Office – 3 Fountain House, High Street, Goudhurst, KENT. TN17 1AL  
01580 212552 | <https://goudhurst-pc.gov.uk>

Quorum for Council: 4 Members

# Agenda

Location Date Time  
The Church Rooms, Back Lane, Goudhurst. 13 Jan 2026 19:30 GMT

	Item	Page
	7.15pm - prior to the start of the meeting. Questions and comments from members of the press and public.	-
	This is an opportunity for members of the public to ask questions or raise issues of local interest. Thereafter they are welcome to stay and observe the rest of the Meeting (members of the public are not permitted to speak during the remainder of the meeting except by special invitation of the Chairman) Public Bodies (Admission to Meetings) Act 1960, s1. Please note, Council cannot lawfully decide on items of business not specified on the published agenda although the Chairman may decide to refer any issues raised for further discussion (LGA 1972 Sch 12 10 (2)(b)).	-
1	To receive apologies for absence and to approve the reasons given.	-
2	Declarations of Interest	-
3	To approve and sign as a correct record the Parish Council Meeting held on Tuesday 11th Members are reminded that only issues relating to material accuracy can be discussed.	5
4	To receive reports from County and Borough Councillors (limited to 10 minutes in total).	-
5	RFO Report	-
5.1	To resolve to approve payments for December 2025	9
5.2	To appoint two Councillors to approve payments	-
6	Resolutions	-
6.1	To resolve to adopt the IT Policy, as required by Assertion 10	13
6.2	To resolve to adopt the GDPR Breach Notification Procedure	25
6.3	To resolve to re-adopt the Information Data Protection Policy	27
6.4	To resolve to adopt the GDPR Document Retention Policy	34
6.5	To review the FOI Publication Scheme and resolve to re-adopt	45
6.6	To resolve to re-adopt the Policy on dealing with the Press and Media	50
6.7	To agree for the Staffing Working Group to meet to review the following policies, as listed below. Note: These policies will be brought back to Council for re-adooption once reviewed	-
	Dignity at Work	-
	Equality & Diversity	-
	Grievance Procedures	-
	Discipline Procedures	-
	Lone & Home worker	-
7	To receive a briefing on GDPR Training and agree time scales	-
8	To receive an update from the Emergency Plan Working Group	-

	Item	Page
9	To receive an update on the Local Government Reorganisation > Issues for KALC response to LGR proposals	52
10	To receive an update regarding local Housing needs and make a decision on action required	-
11	Council to note the minutes of the following Committees and the decisions made	-
12	Planning Decisions	55
13	Chairman's Report	-
14	Clerk's Report	-
15	Correspondence	-
16	Items for information	-
17	Date of next Meeting , 10th February 2026 7.15 for 7.30 start at The Church Rooms.	-

# Goudhurst Parish Council



## MINUTES OF THE MEETING OF GOUDHURST PARISH COUNCIL

on Tuesday 9<sup>th</sup> December 2025 Church Rooms Back Lane.

### PARTICIPANTS

**Councillors present:** Cllrs Antony Harris, Phil Kirkby (Chairman), David Knight (Borough Councillor), Peter Rolington, Caroline Richards, Alison Webster, Craig Broom, Helen Yeo, Paul Wareham

**Others present: none**

**Officers present:** Panetta Horn Deputy Clerk. K Hoyle Clerk

### APOLOGIES

505/25 Apologies were received from Geoff Mason, (away) Suzie Kember (family matter) and Ed Read Cutting (work). Council accepted the apologies.

### DECLARATIONS OF INTEREST

506/25 There were none.

### MINUTES OF THE LAST MEETING

507/25 It was **resolved** that the Minutes of the Parish Council Meeting held on 11<sup>th</sup> November 2025, copies of which had been previously distributed to Members via Board Intelligence, were signed by the Chairman as a correct record.

### REPORTS FROM COUNTY & BOROUGH COUNCILLORS

508/25 Cllr David Knight updated on the lack of water for Tunbridge Wells and the need to boil for the next ten days. The LGP was submitted on the 28<sup>th</sup> November and waiting to hear back from Central Government. Outside the Council Town Hall KCC have taken over the management of traffic control and fines will be issues for offenses. Fenwicks have confirmed they are staying in Tunbridge Wells. Primark is set to open 12<sup>th</sup> December. Blantyre House has been confirmed as not being use for migrant housing. The Kilndown Cook book is available, all funds to support the Quarry Centre.

### **Resolutions**

#### RFO Report

509/25 It was **resolved** to approve the payments for November 2025 plus the additional ones brought to the meeting.

Ref	Invoice Number	Supplier	Description	Gross	Net
27237		HMRC	Nov Tax and NI	1,727.77	1,727.77

27241	4553	Veolia	bin emptying burial ground Oct	75.53	62.94
27242		Perinda Skilton	Oct office cleaning	80.00	80.00
27243	22845	B&K	Electric support with office cables and heating	274.80	229.00
27244	3660	F&C	Cleaning services to 5/11	745.80	621.50
27245	153	Balanced Audio Visual	Maintenance and upgrade of CCTV	474.00	395.00
27246	27795	Community Heartbeat	Annual support 1/9/25-1/9/26	162.00	135.00
27247		Panetta Horn	Expenses and Mileage	36.89	35.09
27248		Rebecca Barden	Mileage Oct	13.95	13.95
27249		Kilndown Quarry Centre	Grant Payment	3,500.00	3,500.00
27250		PWAC	Grant Payment	500.00	500.00
27251	15235	BTF	Rent for Glebe fields	996.27	996.27
27252		Kilndown Parish Hall Trust Fund	Grant for maintenance of village green	3,500.00	3,500.00
27253	108696	Living Forest	Raising crown on tree in burial ground	213.00	177.50
27254		Envirocure	Monthly L8 Checks CF	33.00	27.50
27255		Jemima Horn	18 hours Burial Digitisation @ £15	270.00	270.00
27256		Pearsons	Treatment of Box hedge	180.00	150.00
27257		Mel Boxall	Decoration at Fountain House	462.00	385.00
27258		RBL	2 wreaths	50.00	50.00
27259		Jack Tinsley	12 hours Burial Digitisation @ £15	180.00	180.00
27260		BT		441.40	
		BT	August FH	76.75	63.96
		BT	Sept FH	116.75	103.96
		BT	Oct FH	116.75	103.96
		BT	Nov FH	131.15	115.96

510/25 It was **resolved** to appoint Geoff Mason and Craig Broom to approve the payments.

#### RESOLUTIONS

- 511/25 It was **resolved** to agree the precept amount for 2026/2027 of £255,857 based on the budget circulated prior to the meeting.
- 512/25 It was **resolved** to approve the wage band increases for both the Clerk and Deputy Clerk as per the recommendation by the Finance Committee.
- 513/25 It was **resolved** to approve the Standing Orders for 2025/26 year.
- 514/25 It was **resolved** to re adopt Policy on Training, Learning and Development

#### EMERGENCY PLAN WORKING GROUP

- 516/25 It was agreed for Cllr Rolington, Cllr Yeo, Cllr Webster and Cllr Broom to meet in the Council Offices. 3pm Council 7<sup>th</sup> January 2026 to begin the first draft

#### COUNCIL NOTED THE MINUTES OF THE FOLLOWING COMMITTEES

- 517/25 The Amenities Committee held on 25<sup>th</sup> November, minutes and decisions were noted
- 518/25 The Burials Committee, held on 18<sup>th</sup> November, minutes and decisions were noted.
- 519/25 The Finance Committee, held on 18<sup>th</sup> November, minutes and decisions were noted. It was **agreed** the grant application submitted from the Village Hall application would be considered during the next Finance Committee Meeting, scheduled for 17th March 2026

#### PLANNING DECISIONS

- 520/25 Members **noted** Planning Committee recommendations and TWBC decisions in November 2025.

#### CHAIRMANS REPORT

- 521/25 The Chairman thanked all Councillors for their work over the past year. It was also noted the Neighbourhood Development Plan needs to be considered once the Borough has been moved forward.

#### CLERKS REPORT

- 522/25 Council noted the report. It was **agreed** to purchase the fencing pins. Cllr Webster to forward a contact name to speak with to the Clerk office.

#### CORRESPONDENCE

- 523/25 There was none to note

#### ITEMS FOR INFORMATION

- 524/25 There was none to note

#### NEXT PARISH COUNCIL MEETING

- 525/25 January 13<sup>th</sup> 2026 at 7.30pm in the Church Rooms

Meeting finished 8.30pm

Clerk: K Hoyle – 9<sup>th</sup> December 2025

# Goudhurst Parish Council

## RFO report to Council

Accounts to 31/12/2026

These figures will be presented to Council at the January 2026  
Council meeting.

### Receipts UTB in December 2025

Burial Charges	316
Garage Rent	508
	<b>824</b>

### Receipts Instant Access in December 2025

Interest	373
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### Receipts CCLA in December 2025

Dividend payment	456
<b>Total Receipts</b>	<b>1,653</b>

### Payments December 2025

UTB	25,619
<b>Total Payments</b>	<b>25,619</b>

### Cash Balances at Bank as at 31<sup>st</sup> December

UTB	21,488
CCLA	184,275
Instant Access	52,413
<b>Current Balances</b>	<b>258,176</b>

Accounts Payable to 08.01.2026 for authorisation

Ref	Supplier	Description	Gross	Net
27317	Veolia	bin emptying burial ground Dec	49.51	41.26
27318	F&C	Cleaning services to 12/12	739.20	616.00
<b>27319</b>	<b>Pearsons</b>		<b>1,026.42</b>	
		December Plain Maint	235.62	196.35
		Stump Removal 50% deposit	574.80	479.00
		Hedge Spraying	216.00	180.00
27320	Board Intelligence	Annual Software BI	240.00	200.00
27321	Community Heartbeat	New Pads for Defib	171.54	136.00
27322	Tate	Deposit 50% for new church gates	2,090.89	1,742.41
27323	Capel	Lower Glebe Strimming	96.00	80.00
27324	Goudhurst Village hall	Electric contributions	200.00	200.00
27325	Alan Foster	Event Insurance	617.14	617.14
<b>27326</b>	<b>B&amp;K</b>		<b>692.60</b>	
		Electric fire for office	296.00	246.67
		Electric works in office and lights on Plain	396.60	330.50
27327	Pelham	40% deposit for gate brace at Victorian Cemetery	196.00	196.00
27328	Grace Mitchell	50% contribution to new fire door lock	100.42	120.50

We have switched the broadband at the Village Hall to digital from 22<sup>nd</sup> January and this will reduce the bill from £376 quarterly to £225/

## Cost Centre budgets which been have exceeded

		Budget	YTD Balance	Reasoning
5106	Office Cleaning and Maint	1500	2237	Remedial electrical work of £1235 and redecoration of £385 were unbudgeted but necessary expenditure
5109	The Plain Utilities	1040	2031	£1600 additional electricity for pond pump following upgrade.
5111	Office utilities	2700	4796	Late receipt of Electricity Bill resulted in incurring charges for period Sept 24 to Mar 25 in this years costs. Additional large bill taken on direct debit for £1796 due to mix up with estimated meter reading. Refund expected.
5161	Minor Expenses	500	685	£50 non slip chair mats to counteract sloping floor. £164 staff name badges. £60 on new keys following replacement lock, plus spares. £52 summer and winter planting of window boxes. £107 Installation of signage in village. £165 window display boards in office.
5170	Office Loan Repayment	8593	9763	Estimated repayment cost was set too low.
5180	Maps. Leaflets and Publicity	100	165	Flyers for Lurkins Rise survey
5201	Training	1500	1604	CiCLA training for all staff approved which was unbudgeted.
5300	Plain	1000	1384	Electrical works and meters £587 and siltex £870
5350	GF grounds Maint	9645	14003	Additional work required to meet with the sports grant criteria
5351	CF Pavilion Maint	2000	2667	£419 spent on replacement hand drier unbudgeted £134 spent on unblocking toilet unbudgeted £318 spent on electrical work - unbudgeted
5360	KD Quarry Pond Maint	0	2667	Floating lake skimmer unbudgeted.
5388	CCTV Maint	600	1005	£467 spent on cable work at GVH, work planned for 26/27 but brought forward whilst scaffolding was in place
5394	Parish Bins	0	643	Project planned for 2026/7 with £1600 budget, purchased early.
5915	Christmas Tree and lights	500	537	Purchase of new lights for Church £37
5926	Memorial Benches	0	1676	Benches for lower Glebe project. Request Virement from Projects budget 5900
5929	Pavilion Painting	3700	4657	Costs higher than anticipated. Request Virement from Projects budget 5900 of £957
5936	Office Furniture	0	3616	Replacement desks. Request Virements form Project budget 5900 of £3616

Following the dispersal of the project budget, the following virements are requested to better reflect the cost centre balances in the accounts.

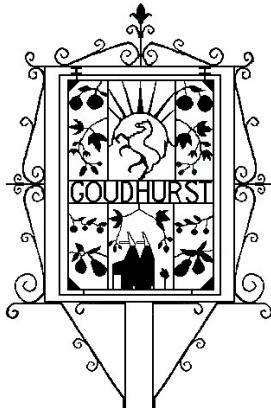
Cost Centre	Debit	Credit	Comment
Projects 5900	28382		45K projects budgeted. £16580 already transferred to Lower Glebe.
Memorial Benches		1676	
Pavillion Painting		957	
Office Furniture		3616	
Victorian Cemetery		24000	
St Marys Church Gates		1133	£2K budgeted but actual cost £3133
Replacement Telephone box	3000		

The 2026/7 precept has been set at £260,000.

As from November 2025, the amount of funds guaranteed by the government scheme increased from £85K to £120K.

The bank reconciliations will be brought to the meeting for signature.

**Panetta Horn**  
**Deputy Clerk and RFO**  
**8<sup>th</sup> January 2026**



# Goudhurst Parish Council

Adopted by the Parish Council on  
Minute ref:

## 1. Introduction

- 1.1. This policy has been adopted by the Parish Council ("Council") in order to:
  - 1.1.1. prevent inappropriate use of computer equipment (such as extended personal use or for accessing and circulating pornographic, racist, sexist or defamatory material).
  - 1.1.2. protect confidential, personal or commercially sensitive data.
  - 1.1.3. prevent the introduction of viruses.
  - 1.1.4. prevent the use of unlicensed software.
  - 1.1.5. ensure that Council property is properly looked after.
  - 1.1.6. monitor the use of computer IT facilities to ensure compliance with internal policies and rules and to detect abuse.
- 1.2. The consequences of misuse can be severe. Examples of potential damage include, but are not limited to, malware infections, legal and financial penalties for data leakage and lost productivity from network downtime.
- 1.3. The Council provides Councillors and employees with access to various computing and telephone communication methods ("IT facilities") to allow them to undertake the responsibilities of their position and to improve internal and external communication.

## 2. Legislative Context

- This policy is informed by the following legislation and guidance:
- UK General Data Protection Regulation (UK GDPR)

- Data Protection Act 2018
- Freedom of Information Act 2000
- Local Government Act 1972
- NALC Legal Topic Notes (especially LTN 40: Councillor communications)
- The Seven Principles of Public Life (Nolan Principles)

### 3. Scope

3.1. This policy sets out the Council's position on the use of the IT facilities and it includes:

3.1.1. Employees and Councillors' responsibilities and potential liability when using the IT facilities.

3.1.2. the monitoring policies adopted by the Council; and guidance on how to use the IT facilities.

3.2. This policy has been created to:

3.2.1. ensure compliance with all applicable laws relating to data protection, information security and compliance monitoring

3.2.2. protect the Council from the risk of financial loss, loss of reputation or libel

3.2.3. ensure that the IT facilities are not used so as to cause harm or damage to any person or organisation.

3.3. This policy applies to the use of:

3.3.1. local, inter-office, national and international, private or public networks and all systems and services accessed through those networks. This includes the Councillor Portal

3.3.2. desktop, portable, mobile phones and mobile computers and applications owned or leased by the Council.

3.3.3. electronic mail and messaging services (including Teams).

### 4. Breach of the Policy

4.1. In respect of employees, breach of this policy will be regarded as a disciplinary offence and will be dealt with under the Council's disciplinary process.

4.2. In respect of Councillors, breach of Policy will be reported to the Monitoring Officer.

4.3. Anyone who considers that there has been a breach of this policy in relation to personal information about them held by the Council should raise the matter via the Council's formal GDPR procedure.

## 5. **Email (Internal or External Use)**

5.1. All Councillors and relevant employees will be issued with a Council email account which must always be used when transacting on behalf of the Parish Council. Such an account will only be used for Council correspondence.

5.2. Internet email is not a secure medium of communication; it can be intercepted and read. Do not use it to say anything you would not wish to be made public. If you are sending confidential information by email this should either be sent using password protected attachments or by using a password protected link to documents in SharePoint

5.3. Email should be treated as any other documentation. If you would normally retain a certain document in hard copy, you should retain the email.

5.4. Do not forward email messages unless the original sender is aware that the message may be forwarded and that the whole email chain has been checked for appropriate content. If you would not have forwarded a copy of a paper memo with the same information **do not** forward the email.

5.5. It is good practice to copy and paste information from an email to pass it on, rather than forwarding on an email, in order to remove the previous email address from the header.

5.6. Personal emails are subject to Freedom of Information requests/subject access requests, if they relate to Council business or an individual and it is a criminal offence to block the release of data.

5.7. Council emails should not be forwarded to a personal account without the Data Controller's permission and doing so is a breach of the Data Protection Act and Computer Misuse Act.

5.8. Your email inbox should be checked for new emails on a regular basis.

5.9. As with many other records, email may be subject to discovery in litigation. Like all communications, you should not say anything that might appear inappropriate or that might be misinterpreted by a reader.

- 5.10. Viewing, displaying, storing (including data held in RAM or cache) or disseminating materials (including text and images) that could be considered to be obscene, racist, sexist, or otherwise offensive may constitute harassment and such use of an email account is strictly prohibited. The legal focus in a harassment case is the impact of the allegedly harassing material on the person viewing it, not how the material is viewed by the person sending or displaying it.
- 5.11. Councillors and employees will be required to surrender their email account and all of its contents to the Clerk when they leave the Council. The Clerk on leaving the Council needs to do the same, but to the Chair of the Parish Council.

## **6. Use of Laptop computers, PC's, tablets and smart phones**

The Council has adopted Microsoft Office 365; this means that Councillors as well as employee can work collaborative in the Council's IT filing system. This has many advantages but also carries risk of security.

### **IT equipment belonging to the Council and used by Councillors**

- 6.1. Laptop computers, PC's, tablets and smart phones belonging to the Council along with related equipment and software are subject to all of the Council's policies and guidelines governing non-portable computers and software. All laptops, PC's and tablets will be encrypted.
- 6.2. When using such equipment:
  - 6.2.1. You are responsible for all equipment and software until you return it. It must be kept secure at all times.
  - 6.2.2. The Clerk and the individual employees or Councillor are the only persons authorised to use the equipment and software issued to that employee or Councillor.
  - 6.2.3. Every employee or Councillor must work within the Council's filing/software environment when carrying out Council business to ensure that all data is backed up and accessible by the Clerk.
  - 6.2.4. If you discover any mechanical, electronic, or software defects or malfunctions, you should immediately bring such defects or malfunctions to the Council's attention, initially through the Clerk or in their absence, the Deputy Clerk.

6.2.5. Upon the request of the Council at any time, for any reason, you will immediately return any equipment and all software to the Council Office.

6.2.6. Software piracy could expose both the Council and the user to allegations of intellectual property infringement. The Council is committed to following the terms of all software licenses to which the Council is a contracting party. This means, that:

6.2.6.1. software must not be installed onto any of the Council's computers unless this has been approved in advance by our IT Contractors or Council. They will be responsible for establishing that the appropriate licence has been obtained, that the software is virus-free and compatible with the computer IT facilities.

6.2.6.2. software should not be removed from any computer, nor should it be copied or loaded on to any computer without prior consent.

6.2.7. In order to maintain the confidentiality of information held on or transferred via the Council's equipment, security measures are in place and must be followed at all times. A log-on ID and password are required for access to the Council's equipment/network. This will be changed regularly and must be kept secure and not shared with anyone. If Cllrs or employees forget their log on ID / passwords the Council's IT service provider can reset them with a temporary password, which the Councillor's can reset.

6.2.8. You are expressly prohibited from using the equipment for the sending, receiving, printing or otherwise disseminating information which is the confidential information of the Council or its clients other than in the normal and proper course of carrying out your duties for the Council.

6.2.9. In order to ensure proper use of Council computers, you must adhere to the following practices:

6.2.9.1. anti-virus software must be kept running at all times.

6.2.9.2. media storage such as USB drives, CD's or portable hard drives will **not** be permitted unless they have been provided by the IT contractor or approved by Council.

6.2.9.3. obvious passwords such as birthdays and spouse names, etc, must be avoided (the most secure passwords are random combinations of letters and numbers).

6.2.9.4. all files are stored on the Council's cloud drive which is backed up regularly to avoid loss of information.

6.2.9.5. always log off the computer/network before leaving your computer for long periods of time or overnight.

6.2.9.6. Council owned IT equipment is covered by Council Insurance.

6.3 Councillor's and employees using Council equipment should sign the Disclaimer attached in **Appendix A**.

#### **Councillor's using their own IT equipment for Council work.**

6.4 Councillors and employees using their own personal equipment should adhere to 6.1 to 6.3 of this policy, however Councillors and employees using their own equipment are not insured by the Council. and sign the Declaration attached in **Appendix B**.

### **7. Internet**

7.1. Employees and Councillors using their own social media accounts must ensure that any comment made is clearly identified as their own and **not** representative of the Parish Council.

7.2. Using the internet for the purpose of trading or carrying out any business activity other than Council business is strictly prohibited.

For the avoidance of doubt the matters set out above include use of

7.3. Council wireless IT facilities.

### **8. Monitoring Policy**

8.1. The policy of the Council is that we may monitor your use of the equipment.

8.2. The Council recognises the importance of an individual's privacy but needs to balance this against the requirement to protect others and preserve the integrity and functionality of the equipment.

- 8.3. The Council may from time to time monitor the equipment. The principal reasons for this are to:
  - 8.3.1. detect any harassment or inappropriate behaviour by employees, ensuring compliance with contracts of employment and relevant policies including the health and safety, ethical and sex discrimination policies.
  - 8.3.2. ensure compliance with this policy.
  - 8.3.3. detect and enforce the integrity of the equipment and any sensitive or confidential information belonging to or under the control of the Council.
  - 8.3.4. ensure compliance by users of the equipment with all applicable laws (including data protection), regulations and guidelines published and in force from time to time.
  - 8.3.5. monitor and protect the wellbeing of employees and Councillors.
- 8.4. The Council may adopt at any time a number of methods to monitor the use of the IT facilities. These may include:
  - 8.4.1. recording and logging of internal, inter-office and external telephone calls made or received by employees using its telephone network (including where possible mobile telephones). Such recording may include details of length, date and content.
  - 8.4.2. recording and logging the activities by individual users of the IT facilities. This may include opening emails and their attachments, monitoring Internet usage including time spent on the internet and websites visited.
  - 8.4.3. physical inspections of individual users' computers, software and telephone messaging services.
  - 8.4.4. periodic monitoring of the IT facilities through third party software including real time inspections.
  - 8.4.5. physical inspection of an individual's post.
  - 8.4.6. archiving any information obtained from the above including emails, telephone call logs and Internet downloads.

8.5. The Council will not (unless required by law):

8.5.1. allow third parties to monitor the IT facilities (with the exception of our appointed IT contractor); or

8.5.2. disclose information obtained by such monitoring of the IT facilities to third parties unless the law permits.

8.6. The Council may be prohibited by law from notifying employees using the equipment of a disclosure to third parties.

## 9. General guidance

9.1. Never leave any equipment or data (including client files, laptops, computer equipment and mobile phones) unattended on public transport or in an unattended vehicle.

9.2. Observation of this policy is mandatory and forms part of the terms and conditions of employment of employees and the terms of access to the Council's systems and offices. Misuse of the IT facilities will be treated as gross misconduct and may lead to dismissal.

9.3. Because information on portable devices, such as laptops, tablets and smartphones, is especially vulnerable, special care should be taken with these devices: sensitive information should be stored in password protected or encrypted folders only. Users will be held responsible for the consequences of theft of or disclosure of information on portable systems entrusted to their care if they have not taken reasonable precautions to secure it.

9.4. All workstations (desktops and laptops) must be secured with a lock-on-idle policy active after at most 10 minutes of inactivity. In addition, the screen and keyboard should be manually locked by the responsible user whenever leaving the machine unattended.

9.5. The downloading of documents onto IT equipment is prohibited as all work should be completed and stored in the Council's cloud software only.

## 10. Risks

10.1. The Council has identified the following risks inherent in using personally owned Devices to conduct Council Business:

Event / Action	Risk
Inadequate or lack of appropriate security measures used to control access to Device	Personal Data may be accessible to third parties
Device used in insecure manner	Device could be affected by malware which could result in Personal Data being accessed by third parties
Device lost or stolen	Personal Data may be accessible to third parties
Device sold or given away	Personal Data may be accessible to third parties unless Device appropriately cleared before transfer by restoring factory settings
Employees cease to be employed by the Council or Councillor ceases to be a member of the Council	Personal Data may remain accessible via the Device and could be used for unauthorised purposes or disclosed to third parties
9.2 To mitigate the risk the Council will provide laptops for use by Councillors and employees. The only personal device to be used is smartphones for emails.	

## 11. Leaving the Parish Council

11.1. If a Councillor ceases to be a member of the Council for any reason:

11.1.1. Councillors must return Devices issued by the Council immediately to the Clerk

11.1.2. all Personal Data or other information received in the course of Council Business must be permanently deleted from personally owned Devices.

11.1.3. all hard copies should be shredded or passed to the Clerk for destruction

11.2. On the termination of employees' employment by the Council:

11.2.1. employees must return Devices issued by the Council immediately; and

11.2.2. all Personal Data or other information received in the course of Council Business must be permanently deleted from personally owned Devices.

11.2.3. all hard copies should be shredded or passed to the Clerk for destruction

T

#### **Appendix A Councillor IT equipment disclaimer - Use of SPC owned equipment**

I .....  
have read and understand Goudhurst Parish Council's IT Policy and this disclaimer document allows me to use Goudhurst Parish Council (GPC) owned IT equipment for SPC business only.

The IT Equipment is .....

S/N: .....

1. I agree to use the GPC owned equipment named above for GPC business only.
2. I agree to keep the equipment password protected, and to not share this password with anyone unauthorised.
3. I agree to ensure that the security and antivirus software will be kept up to date (i.e. allowing updates when requested)
4. I agree that I am the responsible keeper of the IT equipment named above, and understand that the equipment is owned by GPC
5. I agree that I will allow the IT Contractor (Namely Flotek, formerly Microshade) to have virtual access to the machine to access GPC business.
6. Freedom of Information Requests – From time to time the Council receives requests for Freedom of Information. Legally the Council must respond and therefore reserves the right to request any information on my Parish Council account.
7. Subject Access Review Requests; – From time to time the Council receives Subject Access Review Requests. Legally the Council must respond and therefore reserves the right to request any information on my Parish Council account.

#### **Councillor**

Print name.....

Signed..... Date.....

**Officer of Goudhurst Parish Council**

Print name.....

Signed..... Date.....

### **Appendix B Councillor IT equipment disclaimer**

I ..... have read and understand Goudhurst Parish Council's (GPC) IT Policy and this disclaimer document allows me to use my own IT equipment for GPC business.

My IT Equipment is .....

S/N: .....

1. I agree to only use the GPC owned software package accounts, including Microsoft365, Embedded apps (Outlook, Word etc.), OneDrive & Secure cloud servers, (Councillor Portal) and GPC business.

This does not mean that you cannot use 365 using another account, only that you cannot use your GPC account for any other business. #

2. I agree to not share my GPC login details with anyone
- 2a. I agree to not allow anyone unauthorized to use the GPC owned equipment
3. I will keep security and antivirus up to date on my IT equipment, this means ensuring the software is kept up to date, our package has built in protection
4. I Understand that I am responsible for the maintenance of the hardware of my equipment.
5. I agree to allow the IT service contractor (Namely Flotek, formerly Microshade) remote access to my GPC account if necessary
6. Freedom of Information Requests – From time to time the Council receives requests for Freedom of Information. Legally the Council must respond and therefore reserves the right to request any information on my Parish Council account.
7. Subject Access Review Requests; – From time to time the Council receives Subject Access Review Requests. Legally the Council must respond and therefore reserves the right to request any information on my Parish Council account. ## = Notes, will not be published

### **Councillor**

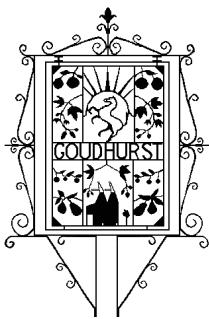
Print name.....

Signed..... Date.....

### **Officer of Goudhurst Parish Council**

Print name.....

Signed.....Date.....



# Goudhurst Parish Council

## **GENERAL DATA PROTECTION REGULATIONS** **BREACH NOTIFICATION POLICY**

### **1 Scope**

This procedure applies in the event of a personal data breach under Article 33 Notification of a personal data breach to the supervisory authority, and Article 34 Communication of a personal data breach to the data subject of the GDPR.

The GDPR draws a distinction between a 'data controller' and a 'data processor' in order to recognise that not all organisations involved in the processing of personal data have the same degree of responsibility. Therefore, each organisation, should establish whether it is data controller, or a data processor for the same data processing activity; it must be one or the other.

### **2 Responsibility**

All users (whether Employees/Staff, contractors or temporary Employees/Staff and third-party users) and Councillors of Goudhurst Parish Council are required to be aware of, and to follow this procedure in the event of a personal data breach.

### **3 Procedure – Breach Notification Data Processor to Data Controller**

Goudhurst Parish Council shall report any personal data breach to the data controller (Clerk) without undue delay.

Details of all breaches are recorded in the Internal Breach Register.

Notification is made by email, phone call or letter.

Confirmation of receipt of this information is made by email.

### **4 Procedure – Breach Notification Data Controller to Supervisory Authority**

The Clerk shall notify the supervisory authority [ICO] without undue delay, of a personal data breach.

The Clerk assesses whether the personal data breach is likely to result in a risk to the rights and freedoms of the data subjects affected by the personal data breach.

If a risk to the aforementioned is likely, The Clerk shall report any personal data breach to the ICO without undue delay, and where feasible not later than 72 hours.

Office Opening Times:

Monday - Thursday 10am - 2pm

Email: [clerk@goudhurst-pc.gov.uk](mailto:clerk@goudhurst-pc.gov.uk)

Website: [goudhurst-pc.gov.uk](http://goudhurst-pc.gov.uk)

Number: 01580 212552

Where data breach notification to the ICO is not made within 72 hours, it shall be accompanied by the reasons for the delay.

The data controller (Clerk) shall provide the following information to the Parish Council on a Breach Notification Form:

- A description of the nature of the breach
- The categories of personal data affected
- Approximate number of data subjects affected
- Approximate number of personal data records affected
- Name and contact details of the Parish Council
- Likely consequences of the breach
- Any measures that have been or will be taken to address the breach, including mitigation
- The information relating to the data breach, which may be provided in phases.
- The Clerk notifies the contact within the ICO, which is recorded in the Internal Breach Register
- Notification is made by [email, phone call, etc.].
- Confirmation of receipt of this information is made by email.

## **5 Procedure – Breach Notification Data Controller to Data Subject**

Where the personal data breach is likely to result in high risk to the rights and freedoms of the data subject Goudhurst Parish Council shall notify the affected data subjects without undue delay.

The notification to the data subject shall describe in clear and plain language the nature of the breach including the information specified 4.4 above.

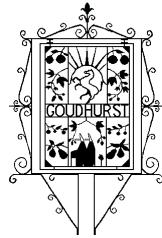
Appropriate measures have been taken to render the personal data unusable to any person who is not authorised to access it, such as encryption.

The controller has taken subsequent measure to ensure that the rights and freedoms of the data subjects are no longer likely to materialise.

It would require a disproportionate amount of effort. In such a scenario, there shall be a public communication or similar measure whereby the data subject is informed in an equally effective manner.

The ICO may where it considers the likelihood of a personal data breach resulting in high risk require the data controller to communicate the personal data breach to the data subject.

# Goudhurst Parish Council



## STANDING ORDERS INFORMATION & DATA PROTECTION POLICY

### Introduction

In order to conduct its business, services and duties, Goudhurst Parish Council processes a wide range of data, relating to its own operations and some which it handles on behalf of partners. In broad terms, this data can be classified as:

- Data shared in the public arena about the services it offers, its mode of operations and other information it is 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 its current, past and potential employees, Councillors, and volunteers.
- Personal data concerning individuals who contact it for information, to access its services or facilities or to make a complaint.

Goudhurst Parish Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to partner organisations it works with and members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

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

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

### Protecting Confidential or Sensitive Information

Goudhurst Parish Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The General Data Protection Regulations (GDPR) which become law on 25<sup>th</sup> May 2018 and will, like the Data Protection Act 1998 before them, seek to strike a balance between the rights of individuals and the sometimes, competing interests of those such as The Parish Council 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 BTC 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. Parish 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.

*Goudhurst Parish Council processes personal data in order to:*

- fulfil its 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 its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities.
- fulfil its duties in operating the business premises including security.
- assist regulatory and law enforcement agencies.
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its 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.

*The Council 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.
- Processing is necessary in order to pursue the legitimate interests of the data controller or third parties.

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

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

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

The Parish 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 Parish Clerk.

- Email: Clerk@goudhurst-pc.gov.uk
- Phone: 01580 212552
- Correspondence: The Parish Clerk, The Hop Bine, Risebridge Farm, Ranters Lane, Goudhurst, CRANBROOK TN17 1HN

## **Diversity Monitoring**

Goudhurst Parish Council monitors the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It undertakes 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 may be used for monitoring purposes and may be published and passed to other bodies.

The Council 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 shall 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 Goudhurst Parish Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred in accordance with this policy, however where ever possible specific written consent will be sought. It is the responsibility of those individuals to ensure that The Parish 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**

General Data Protection Regulations (and Data Protection Act) Article 6 (1) (a) (b) and (e)  
Processing is with consent of the data subject, or  
Processing is necessary for compliance with a legal obligation.  
Processing is necessary for the legitimate interests of the Council.

## **Information Security**

The Parish Council cares to ensure the security of personal data. We 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

We will not process any data relating to a child (under 13) 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 Parish Clerk via email: [Clerk@goudhurst-pc.gov.uk](mailto:Clerk@goudhurst-pc.gov.uk) or by phone: 01580 212552.

*Information Correction:* If they believe 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 the Parish Clerk.

*Information Deletion:* If the individual wishes The Parish Council to delete the information about them, they can do so by contacting the Parish 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 the Parish Clerk.

The Parish Council does 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 Parish Clerk or the Information Commissioners Office: [casework@ico.org.uk](mailto:casework@ico.org.uk) Tel: 0303 123 1113.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

## Making Information Available

The Publication Scheme is a means by which the Council can 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 the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council 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 the Website and sent to the local media. The Council publishes 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. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its 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. The Council will where possible facilitate such recording unless it is being disruptive. It 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.

The Council 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

The Council 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. It will include an appropriate operating procedure in its integrated quality management system.

## Data Transparency

The Council has resolved to 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 the Council’s 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:

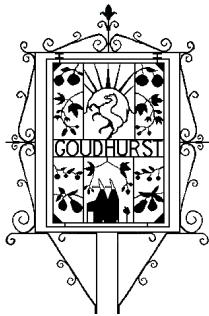
*Demand led:* new technologies and publication of data should support transparency and accountability

*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 will be exempt from the requirement to have an external audit from April 2017. Goudhurst Parish Council exceeds this turnover but will never the less 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.



# Goudhurst Parish Council

## **GENERAL DATA PROTECTION REGULATIONS** **DOCUMENT RETENTION AND DISPOSAL POLICY**

### **1 Introduction**

The guidelines set out in this document supports the Council's Data Protection Policy and assists the Council in compliance with the Freedom of Information Act 2000, the General Data Protection Regulation & The Data Protection Act 2018 and other associated legislation.

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

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

### **2 Aims and Objectives**

It is recognised that up to date, reliable and accurate information is vital to support the work that the Council do and the services that it provides to its residents. This document will help the Council to:-

- a) Ensure the retention and availability of the minimum amount of relevant information that is necessary for the Council to operate and provide services to the public.
- b) Comply with legal and regulatory requirements, including the Freedom of

Information Act 2000, the Data Protection Act 1998, the General Data Protection Regulation, the Data Protection Act 2018 and the Environmental Information Regulations 2004.

- c) Save employees' time and effort when retrieving information by reducing the amount of information that may be held unnecessarily. This will assist them as they carry out their daily duties, or if searching for information requested under the Freedom of Information Act.
- d) Ensure archival records that are of historical value are appropriately retained for the benefit of future generations.

### **3 Scope**

For the purpose of this Policy, 'documents' includes electronic, microfilm, microfiche and paper records.

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

### **4 Standards**

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

- a) Adhere to legal requirements for the retention of information as specified in the Retention Schedule at Annex A. This document provides a framework for good practice requirements for retaining information.
- b) Personal information will be retained in the secure server within the Clerk's computer system and the locked cabinet in the Clerk Office, access to these documents will only be by authorised personnel.
- c) Disclosure information will be retained in a secure server on computers in the Clerk's Office.
- d) Appropriately dispose of information that is no longer required.
- e) Appropriate measures will be taken to ensure that confidential and sensitive information is securely destroyed.
- f) Information about unidentifiable individuals is permitted to be held indefinitely for historical, statistical or research purposes e.g. Equalities data.

Wherever possible only one copy of any personal information will be retained and that will be held within the Clerk's Office

### **5 Breach of Policy and Standards**

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

### **6 Roles and Responsibilities**

The Clerk has overall responsibility for the policy.

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

Other delegated staff are responsible for ensuring their records are kept and destroyed in line with this policy.

The Clerk is responsible for ensuring that the guidelines set out in this policy are adhered to and to ensure that any documents disposed of are done so in accordance with their 'sensitivity' (i.e. whether they are normal waste or 'Confidential Waste')

## **7 Confidential Waste**

Fundamentally any information that is required to be produced under the Freedom of Information Act or Environmental Information Regulations, is available on the website or is open to public inspection should NOT be treated as confidential waste.

Examples of what constitutes confidential waste:

- a) Exempt information contained within committee reports.
- b) Files containing the personal details of an individual and files that predominantly relate to a particular individual or their circumstances. For example, completed application forms and letters.
- c) Materials given to the Council on a 'confidential' or on a limited use basis e.g. material provided by contractors or the police.

However, any information that is protected by the Data Protection Act or as Confidential under the Council's Constitution should be treated as confidential waste for disposal purposes.

Examples of what does not constitute confidential waste:

- a) Documents that are available to the public via our web site or by submitting an appropriate search request to ourselves for general information.
- b) All reports and background papers of matters taken to Committee in public session unless specifically exempt.

## **8 Disposal of Documentation**

Confidential waste which clearly shows any personal information or information which can be identified using the parameters set out in 7.3 will be shredded within the council buildings.

## **9 Retention**

Timeframes for retention of documents have been set using legislative requirements and the Chartered Institute of Personnel and Professional Development (CIPD) guidelines.

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

Disclosure information appertaining to Disclosure and Barring Checks must be kept securely in a locked cabinet. Only those entitled to see it in the course of their duties should have access. The security and confidentiality of all Disclosure information is closely registered under the Police Act 1997.

Disclosure information must not be retained for a period of more than six months and must be destroyed in a secure manner using the shredder in the Parish Clerk's office.

Any unauthorised employee accessing or attempting to access Disclosures or Disclosure information or personnel records will be dealt with under the Council's disciplinary procedures.

The attached 'Appendix A' shows the minimum requirements for the retention of documents as determined by those officers responsible for the management of these particular documentation types. Officers holding documents should exercise judgement as to whether they can be disposed of at the end of those periods detailed in the attached 'Appendix A'

## **10 Storage and Access**

Disclosure information is kept separately from personnel files in a securely lockable, non-portable cabinet with access strictly controlled and limited to the Clerk, and/or the Deputy Clerk.

## **11 Handling**

The Council complies with s124 of the Police Act 1997, so that Disclosure Information is only passed to those who are authorised to receive it in the course of their duties. The Council maintains a record of all those to who Disclosures or Disclosure Information has been revealed and recognises that it is a criminal offence to pass this information to anyone who is not entitled to receive it.

Personal information will only be available to those who are authorised officers.

Customer's details and information will be kept up to date and reviewed annually by an authorised officer.

## **12 Usage**

Disclosure information is only used for the specific purpose for which it was requested and for which the applicant's/employee's consent has been given. Disclosure Information will be shared between different areas of the Council, if necessary.

Where Disclosure information is shared with anyone other than the Clerk and Deputy Clerk the employee must be given a reason why this information is being shared.

## **APPENDIX A**

### **Recommended Document Retention Timescales**

The retention period should be the number of years specified plus the current financial period (i.e. three years plus the current period, therefore at least three years documentation will always be retained at any given point in time).

This list is not exhaustive; if you are unsure about any document contact the Parish Clerk or the Deputy Clerk for clarification.

#### **Document Retention Period Finance**

##### Indefinitely

Capital and contracts register  
Current and expired insurance contracts and policies  
Financial Plan  
Financial Published Final Accounts  
Precept Forms  
Published budget books  
Signed Audited Accounts  
Statutory end of year returns to Inland Revenue and Pensions Section

##### 40 years

Insurance Certificates

##### 21 years

Public Liability Insurance policies

##### 12 years

Final accounts of contracts executed under seal (from completion)

##### 10 years

Asset Register for statutory accounting purposes  
Ledger/Trial Balance

##### 6 years

BACS listings  
Banking Records including Giro cheques, bills of exchange and  
Bank Statements (Disk Space) and Instructions to Banks

Bank Statements (hard copies)  
Cash Books (records of moneys paid out and received)  
Cheque Payment Listings (invoices received)  
Copy receipts  
Debtors and rechargeable works records  
Expenses and travel allowance claims  
Final accounts of contracts executed under hand (from completion)  
Insurance records and claims  
Loans and Investment Records; temporary loan receipts and  
Loan tabulations (6 years after redemption)  
Other negotiable instruments  
Payment Vouchers Capital and Revenue (copy invoices)  
Payroll and tax information relating to employees  
Petty cash vouchers and reimbursement claims  
Prime evidence that money has been banked  
Purchase Orders  
Records of payment made to employees for salaries / wages (including Intermediate payslips)  
Time sheets and overtime claims  
VAT, Income Tax and National Insurance

5 years

Fees and Charges Schedules  
Final Account working papers  
Grant/Funding Applications & Claims  
Journal sheets  
Records of all accounting transactions held by the Financial Management System (at least)  
Year end ledger tabulations – ledger details and cost updates

3 years

All other reconciliations  
Bank Reconciliation  
Budget Estimates – Detailed Working Papers and summaries  
Cheques presented / drawn on the Council bank accounts  
Council's bank accounts  
Goods received notes, advice notes and delivery notes  
Internal Audit Plans / Reports  
Prime records that money has been correctly recorded in the

2 years

Cancelled Expenditure cheques  
Payroll costing analysis  
Refer to Drawer (RD) cheques

## **Personnel**

### Permanently

Disciplinary or grievance investigations (Proved) – Anything involving children

### For duration of employment + 5 years

Annual leave records

Personnel records and training records

References received

Statutory sick records, pay, calculations, certificates etc

Successful application forms and CVs

Unpaid leave/special leave

### 6 years

Wages/Salary records, overtime, bonuses, expenses etc

### 3 years

Statutory Maternity/Paternity records, calculations, certificates etc (3 years after the tax year when maternity leave period ends)

### 2 years

Time Control records

### 1 year

Unsuccessful reference requests

Disciplinary or grievance investigations (Proved) - Written

### 18 months

Disciplinary or grievance investigations (Proved) – Final Warning

### 6 months

Criminal Records Bureau Checks

Disciplinary or grievance investigations (Proved) - Verbal

Unsuccessful application forms

### Other

Annual appraisal/assessment records – current + previous two years

Disciplinary or grievance investigations (Unproven) – Destroy immediately after Investigation or appeal

## **Corporate**

### Indefinitely

Asset Management records  
Asset Management reports  
Deeds of land and property  
Details regarding burials  
Electronic booking information (due to the need to gather statistical info)  
Equalities data  
Minutes and reports of Full Council and Committee meetings  
Minutes and reports for Special Committee meetings  
Minutes and reports of Sub-Committees  
Notes and reports of working groups  
Performance reports  
Premises License applications  
Property evaluation lists  
Questionnaire data  
Risk management reports  
Risk register

### 7 years

Internal audit fraud investigation (from final outcome of investigation)

### 6 years

Documentation referring to externally funded projects  
Drivers log books and mileage  
Land and property rental agreements (6 years after agreement expiry)  
Lease agreements, variations and valuation queries (6 years after agreement expiry)

### 3 years

Booking diaries  
Fuel usage records  
Internal audit records

### 2 years

Show health & safety statements  
Vehicle maintenance and registration records (all necessary Certificates, test records and vehicle registration documents etc) (after disposal)

### 1 year

Contacts for show  
Paper application  
Pre-tender qualification document.  
Summary list of expression of Interest received, company contacts, a summary of any financial or technical evaluation supplied with the expressions of interest, initial

## Application

Services and equipment quotations

Show application including caterers, displays, competition entrants

Show stalls database including handcraft and horticulture entrants' details

Trip database of applicants Coach Tours

Trips tenders for coach hire

## Other

Draft Minutes of Committees, Sub-Committees and other meetings - until agreed

Rough notes and handwritten notes from Committees, Sub-Committees and other meetings - until minutes agreed

Policies and Procedures - until next review

Allotment application forms - Length of tenancy + 2 years

Allotment agreements - Length of tenancy + 2 years

Successful tender documentation - Life of contract + 6 years

Unsuccessful tender documentation - until final payment is made

## **Health & Safety**

### 40 years

Medical records containing details of employee exposed to Asbestos or as specified by the Control of Substances Hazardous to Health Regulations 1999 (after date of last entry)

Asbestos records for premises/property including survey and removal records

### 10 years

Disposing of hazardous waste

Warranties

### 5 years

Parks and play area inspection report

### 4 years

Records relating to accidents - person over 18 years (from date of accident)

### 3 years

Documents relating to the process of collecting, transporting and disposing of general waste

Health and Safety Accident books (after the date of the last entry) (unless an accident involves chemicals or asbestos is contained within)

Manual Handling Assessment Forms

Unused Incident Forms

### 2 years

All inspection certificates (Gas Safe, FENSA etc)

Documents relating to the process of collecting, transporting and Plant and equipment testing

Periodic machinery inspection tests (PAT, equipment calibration etc)

Repairs job sheets

Risk Assessment Forms

### Other

Medical examination certificates -4 years from date of issue

Records relating to accidents – person under 18 years - until 21<sup>st</sup> birthday **Additional Items**

### Indefinitely

MPC Planning Permissions

Title deeds, leases, agreements, contracts

### Other

Planning Applications - no requirement as details available on Local Authority website. Controversial plans may be kept subject to Clerk and/or Cllrs discretion

Children/Play Scheme details - 21 years and 3 months  
Electoral Roll (original held with Tunbridge Wells Borough Council) - current year

# Information available from Goudhurst Parish Council under the model publication scheme

*- Reviewed and adopted by Council on 16 May 2023. Minute 100/23. Updated November 2023. To be reviewed May 2024.*



It is the policy of Goudhurst Parish Council to make access to information about the Council's activities as easy as possible.

Information to be published	How the information can be obtained
<b>Class 1 – Who we are and what we do</b>	
Who's Who on the Council and its Committees	Hard copy Website
Contact details for the Clerk and Council members	Hard copy Website Notice Board Parish Magazines
Location of main Council office and accessibility details	Hard copy and Website
Staffing structure List of Staff	Hard copy Website
<b>Class 2 – What we spend and how we spend it</b>	
Annual return form and report by auditor	Hard copy and Website
Finalised budget	Hard copy and Website
Precept	Hard copy and Website
Borrowing Approval letter	Hard copy and electronic copy
Financial Standing Orders and Regulations	Hard copy and Website
Grants given and received	Hard copy and Website
List of current contracts awarded and value of contract	Hard copy and Website
Members' expenses	Hard copy

<b>Class 3 – What our priorities are and how we are doing</b>	
Parish Plan	Hard copy and Website
Annual Report to Town Meeting	Hard copy and Website
Quality status	Not applicable
Local charters drawn up in accordance with DCLG guidelines	Not applicable
<b>Class 4 – How we make decisions</b>	
Timetable of meetings	Hard copy and Website
Agendas of meetings	Hard copy and Website
Minutes of meetings Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy and Website
Reports presented to council meetings Note: this will exclude information that is properly regarded as private to the meeting.	Hard copy
Responses to consultation papers	Hard copy where available
Responses to planning applications	Hard copy Website – see minutes TWBC website
Bye-laws	Not applicable
<b>Class 5 – Our policies and procedures</b>	
Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements	Hard copy and Website

Internal policies relating to the delivery of services Equality and Diversity policy Health and Safety policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Hard copy
Information security policy	Hard copy
Records management policies (records retention, destruction and archive)	Hard copy
Data protection policies	Hard copy and Website
Schedule of charges (for the publication of information)	Not applicable
<b>Class 6 – Lists and Registers</b>	
Any publicly available register or list	Hard copy
Asset Register	Hard copy
Disclosure log	Not applicable
Register of members' interests	TWBC Website
Register of gifts and hospitality	Hard copy
<b>Class 7 – The services we offer</b>	
Burial grounds and closed churchyards	Hard copy and Website
Parks, playing fields and recreational facilities	Hard copy
Seating, litter bins, clocks, memorials and lighting	Hard copy
Bus shelters	Hard copy
Public conveniences	Hard copy
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy and Website

**Contact details:**

Clerk: Claire Reed (Mrs)

The Hop Bine, Risebridge Farm, Goudhurst, TN17 1HA

Tel: 01580 212552 Email: [clerk@goudhurst-pc.gov.uk](mailto:clerk@goudhurst-pc.gov.uk) Website: [www.goudhurst-pc.gov.uk](http://www.goudhurst-pc.gov.uk)

**SCHEDULE OF CHARGES**

**There is no charge for submitting Freedom of Information (FOI) or Environmental Information Regulation (EIR) requests. However, in some cases, we may have to charge a fee for disbursements. These charges are as follows:**

**Freedom of Information Requests**

- (i) One copy of any available document (A4) will be supplied free of charge.
- (ii) Multiple copies of any available document (A4) will be supplied on payment of the actual cost of copying at 10p per sheet and postage (2<sup>nd</sup> class). The emailing of documents held in digital form is free of charge.
- (iii) Under section 12 of the Freedom of Information Act 2000, if complying with a request would cost more than £450 the request may be refused. However, it may still be possible to provide the information if the relevant fees are paid. Fees are calculated at £25 per hour plus disbursements.

**Environmental Information Regulations**

- (iv) One copy of any available document (A4) will be supplied free of charge.
- (v) Multiple copies of any available document (A4) will be supplied on payment of the actual cost of copying at 10p per sheet and postage (2<sup>nd</sup> class). The emailing of documents held in digital form is free of charge.
- (vi) If officer time to locate, sort, edit or reformat documents exceeds 7 hours, additional hours will be charged at £25 per hour.

Council will respond to requests for information under the Freedom of Information Act 2000 or The Environmental Information Regulations 2004 within 20 working days. Where a fee is payable, the Clerk will write to inform you of the cost and the response period will cease. The 20-working day response period will recommence once payment is received. If the fee is not paid within 3 months, the Council does not have to produce the information.

# Goudhurst Parish Council



## STANDING ORDERS POLICY ON DEALING WITH THE PRESS AND MEDIA

Reviewed and approved by Council's Policy Committee 28 November 2022

### Introduction

Goudhurst Parish Council's relationship with the community is vital to its work and the decisions it takes. An open and constructive dialogue is a key requirement for influencing and developing services, identifying attitudes and measuring satisfaction.

Effective media relations are an important factor in establishing a good relationship between the Parish Council and the community. Since members of the public generally rely on the media for local information and news, it is important that the Parish Council presents information about its activities and aspirations in a consistent way.

This document sets out the framework for Parish Council members and employees to follow when in contact with the media and informing the public about the Parish Council's activities, the decisions it takes and the services it provides.

### The Media

The term "media" encompasses many different means of communicating a message to a wide audience, and includes broadcast media, the internet and a wide range of printed media, including local newspapers, magazines, local broadsheets, and posters.

The general principle is that the Parish Council office will act as the Press Office. Any official contact with the media concerning Parish Council's policies, decisions and services is to be initiated through the Clerk or, in their absence, the Assistant Clerk or Chairman.

Press releases and statements will be prepared by the Clerk in consultation with the Chairman and other members as required and will normally be restricted to matters that have been debated and agreed by the Parish Council.

All members who are approached by the media should refer them to the Clerk or to the Chairman of the Council to ensure consistency. Members can, as long as they make it clear that it is a personal opinion, state their view on a matter. However, members should take care not to misrepresent and/or bring the Parish Council into disrepute, and must bear in mind their responsibilities under the Local Government Code of Conduct. The requirements of the Data Protection Act 1998 must be adhered to at all times.

The Local Government Act (LGA) 1972 requires that agendas, reports and minutes are sent to the media on request and the media are encouraged to attend Council meetings and the Council should make appropriate space available.

The Openness of Local Government Bodies Regulations 2014 allows the filming, photographing and/or recording of Council proceedings by the public or press. It is also permissible for a person to

tweet or blog meetings via social media. Those attending should be advised that the proceedings are being recorded. No oral report or running verbal commentary is permitted during the meeting.

## Local Government Reorganisation > Issues for KALC response to LGR proposals.

The TW area group will be meeting again January 28 to try to put together the key issues for our area to respond with when the proposals come out for final consultation shortly.

Key issues relate to

- how to fill the void when all the present towns and boroughs no longer exist.
- Which new Unitary will we (Goudhurst) be in ? West Kent? Attached to Ashford Unitary? or just one Kent?
- What will be the role of the Parishes (and will they be merged)?
- How will the very different issues Town & Country be managed (local assemblies? Clusters?)
- There are some very significant issues emerging on how we will be “governed” in future and a more remote democracy.

What other issues should we consider.

On the one hand, we are warned that the government will install whatever it decides regardless of whatever responses are put in.

On the other hand, if we have not commented, don't complain if no-one likes what eventually comes.

As Vice Chair of our TW Area group, I have been asked to chase our parish chairs to ensure these, and other issues, are noted and discussed by their PC. This so that when we meet as an Area Group (28 Jan) we have consulted our councils.

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Dear Neighbours

Best wishes to all for 2026, and for our parishes, county, country, and world in these troubled times.

But with the latter being beyond our remit, we had best look for our parishes and how we (and our Borough) can achieve some good outcomes from proposed LGR changes. We may soon be given “the opportunity to comment” on the proposed changes that will have profound implications for the way local government is run and our services provided.

Do we and our fellow councillors have a view?

Are we individually, as parishes or as members of our TW KALC Executive, ready to respond?

... we will need to be ready to do so, perhaps at short notice, to do our job for our residents.

It is best not leaving discussion and the formulation of considered responses (individually or collectively) till we find ourselves “against the clock”.

I have heard comment that “my councillors are not engaged or it’s not an issue” well it should be ... and should be our responsibility to brief, so that it is.

Otherwise, a huge change to the way we are run, and especially for our “communities” may arrive... as a huge shock... too late to change.

To keep our community informed and involved I posted the following in our January Parish Magazine ....

*“Six months ago, I reported that “As result of new government legislation, there will soon be no Kent County Council, no Tunbridge Wells Borough Council, no county of Kent other than perhaps as an historic colour on a map. This poses the question - will Goudhurst still be a Parish and will it have a Parish Council? “. Now six months later what is clear, through the fog of confusions, is that nothing is yet clear and indeed there is some talk that the whole thing may not even happen.*

*Four alternate proposals have now gone to the Government for selection, each dividing our County of Kent into differently shaped Unitary Administrative Districts. One proposal slicing Lamberhurst and Goudhurst off from Tunbridge Wells and adding us to Ashford to make the population numbers work. Most likely, we will emerge as part of the West Kent Unitary, alongside Tonbridge, Sevenoaks and maybe Maidstone; a two-tier local government comprising our proposed new Unitary Authority and just the “parishes” below, with responsibilities as yet unknown. Since Tunbridge Wells town has no parishes, it will probably hastily become a giant parish to fill the void. As I wrote in August, much is still unclear: how many and how large will be the voting wards (the larger they are the more diluted will be individual village representation) also how well will the new organisation recognise the different needs of town and rural?*

*The whole restructuring, introduced without warning by big city MP’s not well versed with town and country knowledge, was supposed to produce effective delivery of local services; be more accountable, efficient, cut waste, duplication and cost. Slowly, those most involved in the process are realising, it’s likely to achieve none of this .... and at huge cost and disruption. “*

*Over the recent months, with the encouragement of our Parish Chairman, Phil Kirkby, I have been regularly joining our TW Parish Chairmen’s group to represent Goudhurst. We will be submitting our thoughts and suggestions to try to make LGR relevant and accountable.”*

Well, that’s our hope anyway.

In discussion with key speakers at the KALC AGM in November I received three pieces of advice.

- i. Be ready > prepare now.
- ii. The opportunity (requirement) to comment will probably be in next 2-4 months, > be ready.
- iii. You will be probably presented with the final proposals for comment, “at short notice” and then too late for lengthy consultation; so, you had best speculate and prepare.
- iv. If you don’t submit, don’t complain.

## Planning Decisions for December 2025

Application	Address	Proposal	GPC	TWBC	Decision
25/01766/LBC	Twyssenden Manor Priors Heath Goudhurst Cranbrook Kent TN17 2RG	Listed Building Consent - Change of use & conversion of an existing building to create holiday accommodation. Change of use of existing former stable block to create home office space, kitchenette & WC.	Approve	Approved	10/12/2025
25/02239/FULL	Grange Farm House Chequers Road Goudhurst Cranbrook Kent TN17 1JG	Window replacement; front door replacement & removal of lead glazing details; addition of window & rooflight; demolition of existing garage & erection of an outbuilding; demolition & replacement of gate; alterations to the landscaping & access		Approved	16/12/2025
25/02240/LBC	Grange Farm House Chequers Road Goudhurst Cranbrook Kent TN17 1JG	Window replacement; front door replacement & removal of lead glazing details; addition of window & rooflight; demolition of existing garage & erection of an outbuilding; demolition & replacement of gate; alterations to the landscaping & access		Approved	16/12/2025
25/02412/FULL	Whites Farmhouse Bedgebury Road Goudhurst Cranbrook Kent	Replacement dwelling		Approved	05/12/2025
25/02467/FULL	Land Opposite 1 Zion Cottages Ranters Lane Goudhurst Cranbrook Kent TN17 1HR	(Self Build) Conversion of existing stables into residential dwelling with associated works, landscaping enhancement & removal of sandschool		Refused	18/12/2025

25/02516/FULL	The Cottage Crayden North Road Goudhurst Cranbrook Kent TN17 1JB	Variation of Condition 2 of Planning Permission 24/03205/FULL - increase of ground floor footprint at rear, alterations to fenestration along the east and north elevations and the introduction of a single storey detached workshop	Approved	15/12/2025
25/02642/NMAMD	Candlewood Rogers Rough Road Kilndown Cranbrook Kent TN17 2RN	Non Material Amendment in relation to 24/01279/FULL: Increase garage width by 1m; Extend roof in line with original	Approved	12/12/2025