

Grimoldby and Manby Parish Council

To the Members of the Parish Council of Grimoldby and Manby:

You are hereby summoned to attend a meeting of Grimoldby and Manby Parish Council, which will be held on Wednesday 15th June 2022 in Grimoldby Village Hall at 7.30pm. The business to be dealt with at the meeting is listed in the agenda below.

Please note that the meeting will begin at 7.30pm UNLESS any public are present in which case there will be a public forum when members of the public may ask questions or make short statements to the Council.

Any public wishing to speak, on an agenda item or "sit in" on the meeting please contact the Clerk, using the email address below, in advance to discuss attendance arrangements. If possible, please provide written representation rather than attending in person.

Members of the public should note that they will not be allowed to speak during the formal meeting.


Mrs. L.M. Phillips
Clerk

Dated this 10th Day of June 2022

AGENDA

1. **Apologies for Absence**
To note apologies where valid reasons for absence have been given to the Clerk prior to the meeting.
2. **Chairman's Remarks**
3. **Declarations of Interest / Dispensations**
To receive declarations of interest in accordance with the Localism Act, 2011 – these being **any** interest in agenda items not previously recorded on Members' Register of Interests. Council to consider granting dispensation(s), as per written requests received by the proper officer to councillors under section 22 of the Localism Act.
4. **Council Minutes**
To approve as a correct record the draft Minutes of the Council Meeting held on 18th May 2022 and authorise the Chairman to sign the official minutes. (Attached).
5. **Annual Grimoldby and Manby Parish Meeting 2021/22 Draft Minutes**
Council to receive the above and discuss any proposals made by members of the public. (Attached).
6. **Co-option**
In accordance with its co-option policy (attached), Council to consider applications from members of the public who wish to join the Council and resolve upon the way forward.

Please note the Council may need to move into Closed Session during this item.
7. **Finance**
To receive, note and duly resolve to authorise:
 - a. The Financial Report for June, showing a closing balance on 5th May 2022 of £71,270.98 which agrees to the closing balance on the bank statement issued on 13th May 2022. (Attached).
 - b. Cheques for payment, listed on the Cheque Schedule 061522 totalling £3,536.01. (Attached).
 - c. 2021/22 Final Accounts. (Attached).
8. **Annual Governance and Accountability Return (AGAR) 2021/22**
 - a. To receive and note the report of the internal auditor.
 - b. To approve completion of the Annual Governance Statement (Section 1 of the AGAR) for the financial year 2021/22 by the addition of ticks against 'Yes' in boxes 1 to 8, except for box 9 where 'N/A' should be entered and authorise signing by the Chairman and the Clerk.
 - c. To consider and approve the Accounting Statements (Section 2 of the AGAR) for the financial year 2021/22 as certified by the RFO and authorise signing by the Chairman.

Grimoldby and Manby Parish Council

- d. To note that the period for the exercise of public rights must include the first 10 working days of July, must be at least 30 consecutive working days long, must commence as soon as possible after approval of the AGAR and with this in mind, approve that the period for the exercise of public rights should be set from Thursday 16th June 2022 to Wednesday 27th July 2022.

9. Planning

a. Applications received by the Local Planning Authority

To consider current applications including those listed in the schedule (Plans_06_15_22) / ratify comments already made by the Planning Working Group. (Attached).

b. Planning Decisions to Note

- i. Planning application N/067/00633/22 Land at Church View, Tinkle Street, Grimoldby, LN11 8SW has been granted full planning permission by ELDC.

c. Enforcement Notifications

- i. Land adjacent Pennygate, Middlesykes Lane, Grimoldby – Beach of condition 27 on planning ref N/067/02441/15 concerning the occupancy of dwellings prior to the completion of the passing place.

10. Review of Policies and Procedures

Council to note that the following have been reviewed, where changes have been made to anything but the date of review those are attached. Other policies are available from the Clerk, if required. Council to approve continued use:

a. General Data Protection

- i. Data Protection Policy – no changes
- ii. Subject Access Requests Policy – no changes
- iii. Social Media and Electronic Communication Policy – no changes
- iv. Secure Disposal of Information Policy – no changes
- v. Retention of Documents Policy – no changes
- vi. General Privacy Notice – attached
- vii. Staff and Councillor Privacy Notice – attached
- viii. Information Security Incident Policy – no changes
- b. Complaints Procedure – no changes
- c. Policy on Handling of Freedom of Information Requests – no changes
- d. Co-option Policy – no changes

11. Playpark Inspection

Council to resolve to delegate authority to the Clerk to make the necessary arrangements for the above and approve expenditure.

12. Platinum Jubilee Commemoration

Council to note that a further £1,000 funding has been obtained from ELDC to spend on the above. Council to consider using this money to rename the playpark on Carlton Road in honour of the Platinum Jubilee, have all of the equipment repainted and purchase a commemorative bench for use therein.

13. Any Other Business

Councillors to exchange information, if required. Please note, no decisions may lawfully be taken during this item.

14. Next Meeting

Council to note that the date of the next scheduled meeting is Wednesday 21st July 2021.

**MINUTES OF THE MEETING OF GRIMOLDBY AND MANBY PARISH COUNCIL
HELD AT GRIMOLDBY VILLAGE HALL
ON WEDNESDAY 18TH MAY 2022**

Present Councillor T. Knowles (TK) (in the chair)

Councillors: Mrs. E. Billings (EB), M. Bruce (MB), C. Fairburn (CF), Mrs. L. Knowles (LK), M. Starsmore (MS), and Mrs. N. Turney (NT), T. Vamplew (TV)

Councillors not present: None.

The Clerk, Mrs. L.M. Phillips was also present. No members of the public spoke in the public forum.

T1. Election of Chairman

It was proposed, seconded and **RESOLVED** by vote of the Council that Cllr. TK be elected Chairman of Grimoldby and Manby Parish Council to hold office until the Annual Meeting of the Council in 2023.

T2. Declaration of Acceptance of Office

Cllr. TK read out the official Declaration of Acceptance of Office and it was **RESOLVED** that he should sign this at the earliest opportunity, witnessed by the Clerk and took the Chair.

T3. Election of Vice Chairman

It was proposed, seconded and **RESOLVED** that Cllr. CF be elected Vice Chairman of Grimoldby and Manby Parish Council, to hold office until the Annual Meeting of the Council in 2023.

T4. Apologies for Absence

There were no apologies for absence.

T5. Declarations of Interest / Dispensations

Cllr. Mrs. EB declared an interest in planning application 5/22.

T6. Committees and Working Groups of the Council

It was **RESOLVED** that the following committees should be re-established as committees of Grimoldby and Manby Parish Council and that their terms of reference and delegated authority should be confirmed as per the Council's governing documents:

a. Planning Working Group Committee

Membership: All Councillors

b. Finance Committee

Membership: Chairman, Vice Chairman, Mrs. EB, Mrs. NT, MB

T7. Roles of the Council

The Council confirmed that its Young People's Advocate was Cllr. TK and its Green Champion should be Cllr. MB.

T8. Representation on External Bodies

It was **RESOLVED** that Cllr. TV should represent the Council on the Village Hall Committee.

T9. Council Minutes

It was **RESOLVED** to approve as a correct record the Minutes of the Council Meeting held on 20th April 2022.

T10. Chairman's Remarks

The Chairman reported that the gym was now back in the hands of the community for the foreseeable future. A new lease had been signed after an amendment. He confirmed that the Jubilee mugs had been ordered and a £1,000 grant was to be received from his ELDC Cllr's Grant Fund and £1,000 was to be received as a grant from another pot ELDC were offering.

T11. Governance

The Council confirmed that the following documents had been reviewed and adopted:

a. Council to confirm that Standing Orders were reviewed and adopted on 16th February 2022.

b. Council to confirm that Financial Regulations were reviewed and adopted on 16th February 2022

c. Council to confirm that the Code of Conduct was reviewed and adopted on 16th February 2022

- d. Council to confirm that policies including all those relating to GDPR have been reviewed in year.
- e. Council to confirm that it reviewed its arrangements for risk management and internal control on 16th March 2022.

T12. Clerk's Delegated Powers

It was **RESOLVED** to confirm delegated authority to the Clerk, as contained within Standing Orders and Financial Regulations.

T13. Council/Staff Membership of Other Bodies

The Council noted that it or a member of staff was a member of the following bodies:

- a. Lincolnshire Association of Local Councils (LALC)
- b. National Association of Local Councils (NALC)
- c. The National Allotment Society
- d. Society of Local Council Clerks (SLCC)

T14. Asset Register

The Council confirmed that its Register of Assets was reviewed and adopted on 16th March 2022.

T15. Insurance

The Council noted that in June 2022 its 3 year Insurance Policy would be due for renewal, that one quote had been received to date but that the renewal date fell before the next meeting. It was **RESOLVED** to give delegated authority to the Clerk to choose an appropriate policy from quotes received before the deadline in conjunction with the Chairman.

T16. Meetings of the Council

The Council noted that it confirmed on 20th April 2022 that in 2022 it would meet every third Wednesday of each month (except for August). However, it also noted that the Village Hall had written to request that the Council once again consider changing its meeting night or that it use the back room of the Village Hall. The Clerk read the letter received to the Council. It was **RESOLVED** that the Clerk should reply that the Council had considered the request and attempted to find an appropriate compromise but regrettably the Council were unable to change the night of its meetings.

T17. Other Annual Council Business

The Council **RESOLVED** to approve deferral of other Annual Council Business to the Council's next meeting in June 2022.

T18. Finance

The Council received, noted and duly **RESOLVED** to authorise:

- a. The Financial Report for May, showing a closing balance on 12th April 2022 of £72,042.23 which agreed to the closing balance on the bank statement issued on 14th April 2022. (Attached).
- b. The cheques listed on the Cheque Schedule 051822 – totalling £1,725.91. (Attached).
- c. 2021/22 Draft Accounts. (Attached).
- d. 2021/22 Cashbook to 31st March 2022. (Attached).

T19. Planning

a. Applications received by the Local Planning Authority

The Council considered the applications listed on the planning schedule and **RESOLVED** as follows:

- i. N/113/00757/22 – Grange Farm, Grange Lane, LN11 8HF– Support.
- ii. N/113/00812/22 – 2 Meteor Road, LN11 8UB – Support.

b. Planning Decisions to Note

The Council noted the planning decisions received:

- i. N/113/00480/22 – Land at Church Lane, Manby – Refusal of Outline Planning Permission.

c. Pipeline

Cllr. TV gave an update on the Immingham to Theddlethorpe Net Zero Carbon Emissions by 2050 pipeline. He explained that Immingham is the largest emitter in the UK. The idea of this initiative is to capture the emissions and send them via pipe into the depleted gas reservoirs out at sea near Theddlethorpe Gas Terminal. It is proposed that the pipe be laid 1.2m deep through the countryside as it would be far more expensive to put through the sea. It is anticipated that work will commence in 2025 and be completed by 2027. He reported that all those whose land was to be affected by the pipeline had received a letter and public consultations had also been held. The deadline for queries was 11.59pm on 7th June 2022.

T20. Asset Transfer

The Council received documentation relating to the transfer of ownership to it of the Play Park and Tennis Courts on Carlton Road and **RESOLVED** that in principle they were in agreement with the terms suggested, subject to the supply of full documentation and proper legal advice thereon.

T21. Village Maintenance

The Council received a report from the Chairman which confirmed that its current maintenance contractor was no longer able to continue. The Council considered its options and quotes and it was **RESOLVED** that future maintenance work required in 2022/23 would be dealt with as and when it arose.

T22. Gatehouse

The Council were informed by the Chairman that ELDC had agreed that if the Parish Council wished to purchase the Gatehouse (at a cost of approximately £80,000) it would accept an upfront sum of £20,000 with the remainder to be paid in equal instalments over ten years. In principle the Council agreed that this option should be investigated.

T23. Any Other Business

Cllr. MB informed the Council that he wished to put a piece out to the community about the green agenda and a competition. Cllr. MS spoke about a planning issue on Middlesykes Lane whereby a layby had not been built to specified standards as conditioned in a planning permission. Cllr. TK confirmed that he had spoken to Michelle Walker of ELDC and the Planning Inspector. Both had said that no action could be taken until the conditions imposed were being breached, e.g., the buildings were being occupied and the layby had still not been constructed correctly.

T24. Next Meeting

The Council noted that the date of the next scheduled meeting was Wednesday 15th June 2022.

The meeting closed at 8.41pm

Signed _____ (Chairman) Dated _____

**MINUTES OF THE GRIMOLDBY AND MANBY ANNUAL PARISH MEETING
HELD IN THE VILLAGE HALL, GRIMOLDBY
ON WEDNESDAY 18th MAY 2022**

Present Councillor T. Knowles (in the chair)

Parish Councillors C. Fairburn (CF), Mrs. L. Knowles (LK), Mrs. E. Billings (EB), N. Turney (NT), T. Vamplew (TV), The Clerk, Mrs. L.M. Phillips and one member of the public were also present.

1. Welcome by the Chairman

The Chairman welcomed those present to the meeting.

2. Minutes of the Grimoldby Annual Parish Meeting 2021

It was **RESOLVED** that the notes of the Grimoldby Annual Parish Meeting which took place on 5th May 2021 should be signed by the Chairman as a correct record of that meeting.

3. Annual Report by the Chairman of the Parish Council

The Chairman of the Parish Council, Cllr. TK gave the following report:

Introduction by the Chairman

2021/22 has been another challenging year. But, once again the community has pulled together to bring us through. Obviously, the last year has been difficult for the Council but through it Grimoldby and Manby Parish Council have continued to meet and conduct business as best it could.

Council and Committees

Grimoldby and Manby Parish Council has now completed 3 years of a 4-year term. An election will be held in May 2023. When full, the Council comprises 14 Councillors but currently there are 6 vacancies.

The Council takes overall responsibility for all decisions but can choose to delegate authority to a Committee or to a Council Officer, it can never delegate authority to a Councillor.

To be more effective, the Council has a Finance Committee and a Planning Working Group. The purpose of these is to spread the workload and review issues in more detail. Additionally, the Council also appoints Young People's Advocates, a Village Hall Representative and a Green Champion.

The Council met on 10 occasions in 2021/21 and the Finance Committee on 1 occasion.

Planning

The Parish Council is a planning consultee and has no power to approve or refuse applications, simply give an opinion. The Planning Authority that determines Planning Applications is East Lindsey District Council.

Grimoldby and Manby Planning Committee has had no need to meet this year due to extensions for comments being sought and granted on all planning applications received. This has enabled the full Council to formulate a corporate response at full Council meetings to any applications received. However, the Committee does have delegated authority from Council to respond to consultation requests in respect of urgent Planning Applications, if required.

This year the Council considered 30 planning applications and in each case the Council decided to support, object or comment. In most cases, objections were supported by the relevant planning reasons. In some cases, the Committee's opinion was conditional. Full details of decisions are contained in the minutes of the Council, which are available on our website and the comments are also available on the East Lindsey Planning Website.

The Council also receive notification of road closures/traffic restrictions and proposed works to trees.

Finance Committee

The Finance Committee comprises 4 Councillors including the Chairman and Vice Chairman. This Committee has responsibility for examining and monitoring the Council's expenditure and for considering the setting of the precept each year.

Councillor's Allowances

Under the provisions of the Local Authorities (Members Allowances) (England) Regulations 2003, Council can resolve to pay its members an allowance. However, Grimoldby and Manby Parish Councillors choose not to receive an allowance and, therefore, allowance rates for 2021/22 remained at £0.

Members

Current members are: Councillors Mrs. Emma Billings, Michael Bruce, Chris Fairburn, Mrs. Linda Knowles, Terry Knowles, Mike Starsmore, Mrs. Nicola Turney and Terry Vamplew

The Council currently has 6 vacancies.

Grants

In 2021/22 the Council set aside £800 to awarded, £200 at a time, to successful applicants. However, no applications were received.

General Report

The Council is in a sound financial position and has set aside money for future projects and to offset future risks, in specified earmarked reserves. The Council maintains a General Reserve which it can use in case of emergency or for unbudgeted items of expenditure.

Internal Audit reviewed the Council's Internal Controls for 2020/21 and no concerns were raised. The Council's Internal Audit for 2021/22 will shortly take place.

The Council has reviewed its Governance Documents: Financial Regulations, Standing Orders, Risk Management Schedule and its Asset Register.

The Council will receive draft accounts for 2021/22 for review shortly. Following signing of the Annual Governance and Accountability Return the Financial records of the Council will be open to public inspection for a period of 30 working days. The accounts will be subject to external audit in July 2022 and the Council will formally publish the audited accounts no later than 30th September 2022. The Annual Return will show the actual position and this and other financial information will be posted on the website once approved by Council.

Street Furniture

During the past year, the Council's contractor has maintained several public benches including re-painting and repairing as necessary. They also ensured that the Council's 5 Bus Shelters were kept clean and tidy

Tennis Courts and Play Park

The Council continues to provide these facilities which not only allow for the playing of tennis but also football. Unfortunately, in 2021/22 the football goals installed on the playpark were badly vandalised and had to be removed. The Council's Recreation Representative inspects the two areas on a regular basis and makes notes. They also empty the bins and keep the area generally tidy. The Council instructs a local firm to maintain the shrubbery and plants in the area, as required.

Amenity Grass Verges and Parish Paths

For the past few years the Council have undertaken the cutting of amenity grass verges. The Council has about 5,976m² to look after.

The Council also instructs a local firm to clear and maintain the pathways in Grimoldby and Manby for public use, as required. This involves litter picking, strimming and mowing of paths. As with the verges, litter and dog poo is a big issue, please help by making sure you either bin it or take it home.

Safety

The Council recognises that a safe environment makes for a happy environment and therefore, it maintains a good relationship with the local police. It also owns and maintains a defibrillator which the Village Hall kindly allow us to site on the outside wall of their premises and it owns a reactive speed sign which is moved around the two villages to deter speeding.

Allotments

The Council took ownership of the Manby Fields allotments in 2019/20, a sports field and a pavilion for use by the community. All of the allotments are currently rented out. If you are interested in renting an allotment please contact the Clerk who can place you on a waiting list.

Going Forward

The Council hopes to sign an agreement with Manby Football Club regarding their using the Pavilion and Football Field as their home ground and it is believed that the Council will be asked to take ownership of the Play Park and Tennis Courts by ELDC.

Conclusion

The Council continues to work hard to ensure improvements are made throughout Grimoldby and Manby for the benefit of its residents.

You may be sure that the Council will continue to serve you to the best of its ability.

Signed _____ (Chairman) Dated _____

GRIMOLDBY AND MANBY PARISH COUNCIL

CO-OPTION POLICY

Introduction

This policy sets out the procedure to ensure there is compliance with legislation and continuity of procedures in the co-option of members to Grimoldby and Manby Parish Council (G&M PC). The Co-option procedure is entirely managed by G&M PC and this policy will ensure that a fair and equitable process is carried out.

Co-option

The Co-option of a Parish Councillor occurs when a casual vacancy has arisen on the Council and no poll (by-election) has been called. A casual vacancy occurs when:

- A councillor fails to make his declaration of acceptance of office at the proper time;
- A councillor resigns;
- A councillor dies;
- A councillor becomes disqualified; or
- A councillor fails for six (6) months to attend meetings of a council committee or subcommittee or to attend as a representative of the Council a meeting of an outside body.

G&M PC has to notify the District Council of a Casual Vacancy and then advertise the vacancy and give electors the opportunity to request an election. This occurs when ten electors write to the District Council stating that an election is requested.

If a by-election is called, a polling station will be set up by the District Council and the people of the parish will be asked to go to the polls to vote for candidates who will have put themselves forward by way of a nomination paper. G&M PC will pay the costs of the election. The people of the parish have fourteen days (not including weekends, bank holidays and other notable days), to claim the by-election, but the electoral officer will advise the clerk of the closing date.

If more than one candidate is then nominated a by-election takes place but if only one candidate is put forward they are duly elected without a ballot.

If ten residents do not request a ballot within fourteen days of the vacancy notice being posted, as advised by the District Council, G&M PC is able to co-opt a volunteer.

Confirmation of Co-option

On receipt, of written confirmation, from the Electoral Services Office from the District Council, the casual vacancy can be filled by means of Co-option, the Parish Clerk will advertise the vacancy on Council notice boards and/or website.

G&M PC is not obliged to fill any vacancy. Even if the Council invites applications for co-option, it is not obliged to select anyone from the candidates who apply.

However, it is not desirable that electors in a particular ward be left partially or fully under-represented for a significant length of time. Neither does it contribute to effective and efficient working of the Council if there are insufficient councillors to share the workload; equitably; to provide a broad cross-section of skills and interests; or to achieve meeting quorums without difficulty.

Councillors elected by co-option are full members of G&M PC.

Eligibility of Candidates

G&M PC is able to consider any person to fill a vacancy provided that:

- He/she is an elector for the parish; or
- has resided in the parish for the past twelve months or rented/tenanted land or other premises in the parish; or
- had his/her principal place of work in the parish; or
- has lived within three miles (direct) of the parish.

There are certain disqualification's for election, of which the main are:

- holding a paid office under the local authority;

- bankruptcy;
- having been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the five years preceding the election; and
- being disqualified under any enactment relating to corrupt or illegal practices.

Candidates found to be offering inducements of any kind will be disqualified.

Applications

Members may point out the vacancies and the process to any qualifying candidate(s).

Although there is no Statutory Requirement to do so, candidates will be requested to:

- Submit information about themselves, which will assist the Council in making its decision.
- Confirm their eligibility for the position of Councillor within the statutory rules (Appendix A).

Following receipt of applications, the next suitable council meeting will have an agenda item 'To receive written applications for the office of Parish councillor and to Co-opt a candidate to fill the existing vacancy'. Copies of the candidates applications will be circulated to all Councillors by the Clerk at least 3 clear days prior to the meeting of the full Council, when the Co-option will be considered. All such documents will be treated by the Clerk and all Councillors as Strictly Private and Confidential.

Candidates will be sent an agenda of the meeting at which they are to be considered for appointment. Candidates will also be informed that they will be invited to speak about their application at the meeting.

At the Co-option Meeting

At the co-option meeting, candidates will be given five minutes maximum to introduce themselves to Members, give information on their background and experience and explain why they wish to become a Member of G&M PC. Where the Council wishes to discuss the merits of candidates and inevitably their personal attributes, this could be prejudicial and the Council will resolve to exclude the members of the press and public.

As soon as all candidates have finished giving their submissions, the council will proceed to a vote on the acceptability of each candidate utilising the 'person specification' criteria set out in Appendix B and any personal statements provided by candidates, with each candidate being proposed and seconded by the councillors in attendance and a vote by a show of hands. The vote will be recorded so as to show whether each Councillor present and voting gave his/her vote for or against that question.

In order for a candidate to be elected to G&M PC, it will be necessary for them to obtain an absolute majority of votes cast (50% + 1 of the votes available at the meeting). If there are more than two candidates and there is no candidate with an overall majority in the first round of voting the candidate with the least number of votes will drop out of the process. Further rounds of voting will then take place with the process repeated until a candidate has an absolute majority. In the case of an equality of votes, the Chairman of the meeting has a second or casting vote.

After the votes have been counted, the Chairman will declare the successful candidate duly elected and after signing their declaration of acceptance of office, they may take their seat immediately.

The Clerk will notify Electoral Services of the new Councillor appointment. The successful candidate(s) must complete the 'registration of interests' within 28 days of being elected. The form should be handed to the Clerk for forwarding to the Monitoring Officer.

Co-option Eligibility Form

1. In order to be eligible for co-option as a Grimoldby and Manby Parish Councillor you must be a British subject, or a citizen of the Commonwealth or the European Union; and on the 'relevant date' (i.e. the day on which you are nominated or if there is a poll the day of the election) 18 years of age or over; and additionally able to meet one of the following qualifications set out below. Please tick which applies to you:

- 1. I am registered as a local government elector for the parish; or
- 2. I have, during the whole of the twelve months preceding the date of my co-option, occupied as owner or tenant, land or other premises in the parish; or
- 3. My principal or only place of work during those twelve months has been in the parish; or
- 4. I have during the whole of twelve months resided in the parish or within 3 miles of it

2. Please note that under Section 80 of the Local Government Act 1972 a person is disqualified from being elected as a Local Councillor or being a member of a Local Council if he/she:

- 1. Holds any paid office or employment of the local council (other than the office of Chairman) or of a joint committee on which the Council is represented; or
- 2. Is a person who has been adjudged bankrupt or has made a composition or arrangement with his/her creditors (but see below); or
- 3. Has within five years before the day of election, or since his/her election, been convicted in the UK, Channel Islands or Isle of Man of any offence and has been sentenced to imprisonment (whether suspended or not) for not less than three months without the option of a fine; or
- 4. Is otherwise disqualified under Part III of the representation of the People Act 1983 for corrupt or illegal practices.

This disqualification for bankruptcy ceases in the following circumstances:

- i. If the bankruptcy is annulled on the grounds that either the person ought not to have been adjudged bankrupt or that his/her debts have been fully discharged;
- ii. If the person is discharged with a certificate that the bankruptcy was caused by misfortune without misconduct on his/her part;
- iii. If the person is discharged without such a certificate.

In i and ii above, the disqualification ceases on the date of the annulment and discharge respectively. In iii, it ceases on the expiry of five years from the date of discharge.

Declaration

I..... hereby confirm that I am eligible for the vacancy of Grimoldby and Manby Parish Councillor, and the information given on this form is a true and accurate record.

Signature..... Date.....

Grimoldby and Manby Parish Council is duty bound to treat this information as strictly confidential.

CO-OPTED COUNCILLOR PERSON SPECIFICATION

COMPETENCY	ESSENTIAL	DESIRABLE
Personal Attributes	<ul style="list-style-type: none"> • Sound knowledge and understanding of local affairs and the local community. • Forward Thinking 	<ul style="list-style-type: none"> • Can bring a new skill, expertise or key local knowledge to the Council.
Experience, Skills, Knowledge and Ability	<ul style="list-style-type: none"> • Ability to listen constructively • A good team player • Ability to pick up and run with a variety of projects Solid Interest in local matters • Ability and willingness to represent the Council and their community • Good interpersonal skills and able to contribute opinions at meetings whilst willing to see others views and accept majority decisions. • Ability to communicate succinctly and clearly. • Ability and willingness to work closely with other members and to maintain good working relationships with all members and staff. • Ability and willingness to work with the Council's partners (e.g. voluntary groups, other parish Councils, principal authority, charities). • Ability and willingness to undertake induction training and other relevant training. 	<ul style="list-style-type: none"> • Experience of working or being a member in a local authority or other public body • Experience of working with voluntary and or local community / interest groups • Basic knowledge of legal issues relating to town and parish Councils or local authorities • Experience of delivering presentations
Circumstances	<ul style="list-style-type: none"> • Ability and willingness to attend meetings of the Council (or meetings of other local authorities and local bodies) at any time and events in the evening and at weekends. 	

Financial Report - June 2022

			£	£
Opening balance as at 14th April 2022				72,042.23
ADD receipts				
FPI	Smith YC	Room Hire May		<u>56.00</u>
				72,098.23
LESS payments				
1331	HMRC	PAYE/NIC for March 2022	108.80	
1332	Mr. K. Towler	Maintenance Work	95.00	
1333	Grimoldby Village Hall	Room Hire, Bins and Electric 2021 & 2022	137.00	
1334	G&M1	Wages for April 2022	366.40	
1335	HMRC	PAYE/NIC for April 2022	91.60	
1336	British Gas Trading Ltd	Pavilion Electricity	120.05	
1337	Grimoldby Village Hall	Room Hire	22.00	
1338	G&M1	Wages for May 2022	366.40	
1339	HMRC	PAYE/NIC for May 2022	91.60	
1340	Grimoldby Village Hall	Room Hire	22.00	
1341	Tudor Grounds Maintenance	Amenity Grass Cutting	94.50	
1342	Ken Towler	Village Maintenance	265.00	
1343	NSALG	Allotment Society Membership	66.00	
1344	Adrip Plumbing & Heating	Repair to Pavilion Heating	397.20	
1345	LALC	Annual Membership	423.21	
1346	G&M1	Wages for June 2022	366.40	
1347	HMRC	PAYE/NIC for June 2022	91.60	
1348	Grimoldby Village Hall	Room Hire April	22.00	
1349	Darryl J. Stones	Repair to Pavilion Window	72.00	
1350	Zurich Municipal	Insurance	1,086.83	
1351	Tudor Grounds Maintenance	Grasscutting	157.50	
1352	Aj Embroidery		1,344.00	
1353	Glendale Countryside Servies	Grasscutting	355.68	
1354	J. Cooper	Internal Audit	40.00	
			<u>6,202.77</u>	<u>65,895.46</u>
ADD Uncleared Cheques				
1335	HMRC	PAYE/NIC for April 2022	91.60	
1337	Grimoldby Village Hall	Room Hire	22.00	
1338	G&M1	Wages for May 2022	366.40	
1339	HMRC	PAYE/NIC for May 2022	91.60	
1340	Grimoldby Village Hall	Room Hire	22.00	
1341	Tudor Grounds Maintenance	Amenity Grass Cutting	94.50	
1342	Ken Towler	Village Maintenance	265.00	
1343	NSALG	Allotment Society Membership	66.00	
1344	Adrip Plumbing & Heating	Repair to Pavilion Heating	397.20	
1345	LALC	Annual Membership	423.21	
1346	G&M1	Wages for June 2022	366.40	
1347	HMRC	PAYE/NIC for June 2022	91.60	
1348	Grimoldby Village Hall	Room Hire April	22.00	
1349	Darryl J. Stones	Repair to Pavilion Window	72.00	
1350	Zurich Municipal	Insurance	1,086.83	
1351	Tudor Grounds Maintenance	Grasscutting	157.50	
1352	Aj Embroidery		1,344.00	
1353	Glendale Countryside Servies	Grasscutting	355.68	
1354	J. Cooper	Internal Audit	40.00	
Closing balance as at 12th April 2022			<u>5,375.52</u>	<u>71,270.98</u>
VAT owed as at 9th June 2022 for 2022/23				101.20

Cheque Schedule June 2022

Cheque No	Supplier / Payee	Details	Cheque Total	Invoice Total	VAT	Net
1346	G&M1	Wages for June 2022	366.40	366.40	-	366.40
1347	HMRC	PAYE/NIC June 2022	91.60	91.60	-	91.60
1348	Grimoldby Village Hall	Room Hire April	22.00	22.00	-	22.00
1349	Darryl J. Stones	Repair to Pavilion Window	72.00	72.00	-	72.00
1350	Zurich Municipal	Insurance	1,086.83	1,086.83	-	1,086.83
1351	Tudor Ground Maintenance	Amenity Grasscutting	157.50	157.50	26.25	131.25
1352	AJ Embroidery	Jubilee Mugs	1,344.00	1,344.00	224.00	1,120.00
1353	Glendale Countryside	Grasscutting		193.32	32.22	161.10
		Grasscutting	355.68	162.36	27.06	135.30
1354	J. Cooper	Internal Audit	40.00	40.00	-	40.00
TOTALS			3,536.01	3,536.01	309.53	3,226.48

Annual Internal Audit Report 2021/22

GRIMOLBY & MANBY

During the financial year ended 31 March 2022, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2021/22 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2020/21, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2020/21 AGAR tick "not covered")			✓
L. The authority publishes information on a free to access website/webpage up to date at the time of the internal audit in accordance with any relevant transparency code requirements	✓		
M. The authority, during the previous year (2020-21) correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations (evidenced by the notice published on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2020/21 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

25/5/22

Name of person who carried out the internal audit

J. Cooper Bsc

Signature of person who carried out the internal audit



Date 25/05/22

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

GRIMOLDBY AND MANBY PARISH COUNCIL
INTERNAL AUDIT 2021 2022

I have carried out the audit of Grimoldby & Manby Parish Council for the year 1st April 2021 to 31st March 2022 and make the following observations and notes:

A ACCOUNTS	Accounts are kept on a spreadsheet clearly showing income and expenditure, including cheque numbers.
B FINANCIAL REGS/INVOICES	The council has in place substantial Regulations, which are reviewed periodically and confirmed by council. Invoices are properly recorded and VAT properly accounted for and claimed.
C RISK ASSESSMENT	The council has in place substantial Risk Management and all policies, including Standing Orders, Financial Regulations and Code of Conduct were adopted in May 2021.
D PRECEPT/PROGRESS	Budget progress is regularly monitored and the precept setting process was undertaken in full at the appropriate meeting
E INCOME/VAT	Expected income was received and recorded on the spreadsheet.
F PETTY CASH	There is no petty cash held.
G SALARIES	Salaries are paid and approved by Council and a PAYE system is in place and operated by the Clerk
H ASSETS	The Asset Register is up to date and approved adopted in May 2021.
I RECONCILIATIONS	There are regular bank reconciliations and reports to council done throughout the year.
J ACCOUNTING BASIS	The correct accounting basis has been used and supported by audit trail and bank statements.
K TRUST FUND	There are no trust funds.

I have no concerns to raise regarding the Council's financial management and the Clerk has kept all records in good order, with good audit trails in place.

All cheque payments were clearly shown on the spreadsheet list, and the relevant payment orders were approved by Council.

J. Cooper BSc

25th May 2022

Section 1 – Annual Governance Statement 2021/22

We acknowledge as the members of:

GRIMOLDBY + MANBY PARISH COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2022, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.			<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.			<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.			<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.			<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.			<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.			<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.			<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.			<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

Section 2 – Accounting Statements 2021/22 for

CRIMOLDBY + MANBY PARISH COUNCIL

	Year ending		Notes and guidance	
	31 March 2021 £	31 March 2022 £		
1. Balances brought forward	30266	47235	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.	
2. (+) Precept or Rates and Levies	28013	25080	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.	
3. (+) Total other receipts	211	1556	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received .	
4. (-) Staff costs	5187	5433	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.	
5. (-) Loan interest/capital repayments	NIL	NIL	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).	
6. (-) All other payments	6068	9219	Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).	
7. (=) Balances carried forward	47235	59219	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).	
8. Total value of cash and short term investments	47235	59219	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.	
9. Total fixed assets plus long term investments and assets	247450	288450	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.	
10. Total borrowings	NIL	NIL	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).	
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	N/A	The Council , as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
			✓	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2022 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

em Phillips

Date

26/5/22

I confirm that these Accounting Statements were approved by this authority on this date:

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

Grimoldby and Manby Parish Council

Planning Schedule June 2022

Our Ref	Authority	Applica tion No.	Type	Applicant	Proposal	Location	Comments	Deadline for Comments
7/22	ELDC	N/0671	Planning Permission	Mr. A. Griggs	Extension to existing dwelling to provide additional living accommodation.	Grange Farm, Grange Lane, LN11 8HF		17/06/2022

Grimoldby and Manby Parish Council

PRIVACY NOTICE FOR STAFF*, COUNCILLORS AND ROLE HOLDERS**

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff*and former Councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by Grimoldby and Manby Parish Council which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.

Grimoldby and Manby Parish Council

- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.
- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes:

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.

Grimoldby and Manby Parish Council

- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer Councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, Councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.

Grimoldby and Manby Parish Council

- These types of data are described in the GDPR as “Special categories of data” and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else’s interests) and you are not capable of giving your consent, or where you have already made the information public.
- We will only collect personal data about criminal convictions if it is appropriate given the nature of the role and where we are legally able to do so. Where appropriate, we will collect personal data about criminal convictions as part of the recruitment process or we may be notified of such personal data directly by you in the course of you working for us.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

Grimoldby and Manby Parish Council

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions, or to maintain our database software;
- Other persons or organisations operating within local community.
- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. *The right to access personal data we hold on you*

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.

Grimoldby and Manby Parish Council

- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.
- 2. *The right to correct and update the personal data we hold on you***
 - If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.
- 3. *The right to have your personal data erased***
 - If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
 - When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).
- 4. *The right to object to processing of your personal data or to restrict it to certain purposes only***
 - You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.
- 5. *The right to data portability***
 - You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.
- 6. *The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained***
 - You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).
- 7. *The right to lodge a complaint with the Information Commissioner's Office.***
 - You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on <http://parishes.lincolnshire.gov.uk/GrimoldbyandManby/>. This Notice was last updated in June 2019.

Grimoldby and Manby Parish Council

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Grimoldby and Manby Parish Council, 9 Alexandra Road, Louth, LN11 0ND or email: grimoldbyandmanbypc@outlook.com.

You can contact the Information Commissioners Office on 0303 123 1113 or via email

<https://grimoldby-manby.parish.lincolnshire.gov.uk> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.