

Tadley Town Council 2 Franklin Avenue TADLEY Hampshire RG26 4ET **Tel:** 0118 9813360

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27 October 2025

You are summoned to attend a meeting of Full Council as detailed below:

Nicki Barry, Clerk

DATE, TIME AND LOCATION: 3 November 2025 at 7.30pm at Tadley Town Council

MEMBERS: Cllrs: Atkinson, Burdett (Chairman), Flahive, Hankinson, Leeks, Lovegrove, A Morrow, K Morrow, Mullan, Neilson, Rowden, Slimin, Spence, Waterfield, Wilson-Thomas and Witton

AGENDA

1. APOLOGIES

2. <u>DECLARATIONS OF INTEREST & DISPENSATION REQUESTS</u>

Arising from this Agenda, Members and Officers are invited to declare any relevant interests. Notwithstanding this item, Members may subsequently declare an interest at any point during the meeting. To receive any applications made by Members for a dispensation to allow them to speak and vote on an agenda item in spite of a disclosable pecuniary interest.

3. MINUTES

To receive and confirm the accuracy of the minutes of Full Council held on 1 September 2025, the contents of which will be taken as correct unless there is a specific resolution otherwise. https://www.tadleytowncouncil.gov.uk/ UserFiles/Files/ Minutes/200519-010925FC.pdf

4. OPEN FORUM

The meeting will recess for not more than 15 minutes for questions and comments from members of the public.

5. ACCOUNTS

To receive and sign a statement of receipts & payments for the month of September and October 2025. (September previously circulated by email, October to follow)

To accept the Letter of Engagement from Do The Numbers for the internal audit. Attached.

6. HUNTSMOOR ROAD ACCESS TO 46 - 66

To receive an update and to discuss an email received from a resident.

7. BENCH AT THE GREEN PLAY AREA

To receive a quotation from M&C Landscapes for £846 to replace an unsafe bench at The Green Play Area. (Works already carried out).

8. FLOWER BASKETS

To receive a quotation from Windowflowers.

9. IT AND EMAIL AND DATA RETENTION POLICIES

To adopt the policies as attached.

10. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

To receive reports from Chairman and Vice-Chairman.

11. COMMITTEES

To receive the report and any recommendations of the following Committee and to receive any items for report from the Chairman:

Highways and Planning Committee held on 29 September and 27 October https://www.tadleytowncouncil.gov.uk/ UserFiles/Files/ Minutes/201067-290925HP.pdf https://www.tadleytowncouncil.gov.uk/ UserFiles/Files/ Minutes/201781-271025HP.pdf

12. TADLEY & DISTRICT YOUTH ACTION COUNCIL WORKING PARTY

To receive an update.

13. REPORTS

To receive reports from the following: -

- a. Hampshire County Council Cllr Mellor
- **b.** Basingstoke & Deane Borough Council Cllrs Bound, Chatburn, Conquest, Johnstone, K Morrow and Slimin
- c. Representatives on external organisations

Do the Numbers

Letter of Engagement between

Do the Numbers Limited and Tadley Town Council (hereafter "the Council")

Date: 15th October 2025

Dear Members and Officers,

The purpose of this letter is to set out the basis on which the Do the Numbers is engaged as internal audit provider to the Council.

We undertake to provide the council with a suitably qualified Internal Auditor whose competences and qualifications comply with the requirements of the <u>Audit and Accounts</u> Regulations 2015.

All work will be carried out in accordance with the guidance and instruction in the <u>Practitioners</u> Guide 2025 .

This letter sets out terms on which Do the Numbers Ltd will act for the Council in relation to the internal audit.

Period of engagement

This agreement will start with the annual return for the year ended 31 March 2026.

Responsibilities of the Council and the internal auditor

- (i) As councillors, you are responsible for approval of the annual governance statement and the preparation of the annual return, including, inter alia, the maintenance of proper accounting records and an appropriate system of internal control.
- (ii) Do the Numbers Ltd will work in accordance with the generally accepted professional standards for such engagements. It will consist of internal audit checks following the guidelines in the current edition of "Governance and Accountability for Smaller Authorities in England". In particular, the internal audit will be carried out using the best practice approach contained therein.
- (iii) The list of information to be made available to the auditor will be sent to the council annually.

Regulatory requirements

We reserve the right to disclose their files to regulatory and law enforcement bodies in the exercise of their powers.

Quality of service

- (i) We aim to provide the best possible service to clients. If you would like to discuss how the service could be improved, please contact the director of the company by email.
- (ii) We undertake to investigate any complaint carefully and promptly and do all we can to explain the position to you. We will do everything reasonable to put matters right. Prompt communication enables us to take prompt action on your behalf.
- (iii) Should you at any stage feel that you have not received an adequate response to a complaint the circumstances should be brought to the attention of the Director.
- (iv) If we do not answer your complaint to your satisfaction you may take up the matter with the External Audit Provider for your county.

Do the Numbers Ltd, 37 Upper Brownhill Road, Southampton SO16 5NG Company No. 7871759

Do the Numbers

Fees

These are as per the company scale of charges, confirmed annually, and are based on the total income or expenditure of the council for the year under review.

Fees will be billed annually and will be due upon presentation.

Applicable law

This engagement letter shall be governed by, and construed in accordance with, English law. The Courts of England shall have exclusive jurisdiction in relation to any claim, dispute or difference concerning the engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to an action being brought in those Courts, to claim that the action has been brought in an inconvenient forum, or to claim that those Courts do not have jurisdiction.

Agreement of terms

- (i) Once it has been agreed, this letter will remain effective from the date of signature until it is replaced. Either party may vary or terminate our authority to act on your behalf without penalty. Reasonable notice of termination must be given in writing.
- (ii) Please could the council confirm its agreement to the terms set out by this letter by the Chairman signing and returning the enclosed copy. Please contact the Director if they are not in accordance with your understanding of our terms of engagement.

Yours faithfully

Eleanor Greene ICPA for Do the Numbers Limited

This letter of engagement confirms and is the entire contract between the parties. The letter of engagement was considered by the council in accordance with Financial Regulations relating to contracts and approved in accordance with Standing Orders as witnessed below

	Chairman
Minute reference	Dated

For and on behalf of Tadley Town Council Council

IT and Email Policy

Introduction

Tadley Town Council recognises the importance of effective and secure information technology (IT) and email usage in supporting its business, operations and communications.

This policy outlines the guidelines and responsibilities for the appropriate use of IT resources and email by council members, employees, volunteers and contractors.

Scope

The policy applies to all individuals who use Tadley Town Council's IT resources, including computers, networks, software, devices, data, and email accounts.

Acceptable use of IT resources and email accounts

Tadley Town Council's IT resources and email accounts are to be used for official council-related activities and tasks. Limited personal use is permitted, provided it does not interfere with work responsibilities or violate any part of this policy. All users must adhere to ethical standards, respect copyright and intellectual property rights, and avoid accessing inappropriate or offensive content.

Device and software usage

Where possible authorised devices, and applications will be provided by Tadley Town Council for work related tasks.

Unauthorised installation of software on authorised devices, including personal software is strictly prohibited due to security concerns.

Data Management and Data Security

All sensitive and confidential Tadley Town Council data should be stored and transmitted securely using approved methods. Regular data backups should be performed to prevent data loss, and secure data destruction methods should be used when necessary, in accordance with Tadley Town Council Data Protection and Data Retention Policies.

Network and Internet Usage

Tadley Town Council's network and internet connections should be used responsibly and efficiently for official purposes. Downloading and sharing copyrighted material without proper authorisation is prohibited.

Email communication

Email accounts provided by Tadley Town Council are for official communications only. Emails should be professional and respectful in tone. Confidential or sensitive information must not be sent via email unless it is encrypted.

Do not download any attachments or click any links before verifying the source.

Password and account security

Tadley Town Council users are responsible for maintaining the security of their accounts and passwords. Passwords should be strong and not shared with others. Regular password changes are encouraged to enhance security in accordance with the council's data protection policy.

Mobile devices and remote working

Mobile devices provided by Tadley Town Council should be secured with passcodes and/or biometric authentication. When working remotely, users should follow the same security practices as if they were in the office.

Email monitoring

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

Retention and Archiving

Emails should be retained and archived in accordance with the council's data retention and protection policies and in accordance with any legal and regulatory requirements. Regularly review and delete unnecessary emails to maintain an organised inbox.

Reporting Security Incidents

Any suspected security breaches or incidents should be reported immediately to the data controller (Town Clerk) for investigation and resolution. Report any email related security incidents or breaches immediately.

Training

If necessary Tadley Town Council will provide training and resources to educate users about IT security best practices, privacy concerns, technology updates, email security and best practices.

Compliance and consequences

Any breaches in this IT and email policy will be investigated and any action arising will follow the council's disciplinary procedures.

Policy review

This policy will be reviewed annually to ensure its relevance and effectiveness. Updates may be made to address emerging technology trends and security measures.

Data Retention Policy

Introduction

Tadley Town Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the Council.

This policy applies to all records created, received, or maintained by Tadley Town Council while carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Council and which thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received, or maintained in hard copy and/or electronically.

A small percentage of Tadley Town Council's records will be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

Tadley Town Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for the implementation of this policy is the Town Clerk, and they are required to manage the Council's records in such a way as to promote compliance.

Retention Schedule

Under the <u>Freedom of Information Act 2000</u>, the Council is required to maintain a retention schedule outlining how long they hold different types of records and what actions are taken when they are no longer needed. The retention schedule lays down the length of time which the record or document needs to be retained and the action which should be taken when it is of further administrative use ensuring full compliance with the <u>Data Protection Act 2018</u>, which came into force on 25 May 2018 which gives effect to UK law to the <u>UK General Data Protection Regulations (UK GDPR)</u>.

The Town Clerk is expected to manage the current record keeping systems using the retention schedule and to take account of the different retention periods when creating new record keeping systems. The retention schedule refers to record series regardless of the media in which they are stored.

RETENTION SCHEDULE

Records/Documents	Minimum Retention Period	Reason	
Administration			
Minute Books	Indefinite	Archive	
Meeting documents	Until there is no administrative	Operational/Common	
	requirement	Practice	
Councillor documents e.g.	1 year after vacating office	Operational	
Declarations of Acceptance			
of Office, Code of Conduct,			
DPI's			
Trusts, Title Deeds,	Indefinite	Archive / audit	
Conveyances		management	
Leases, agreements,	Indefinite	Archive / audit	
contracts, wayleaves		management	

Scale of fees and charges	6 years	Management
Correspondence - general	Until there is no administrative	Operational
	requirement	
Complaints, FOI's/SAR's	6 years after resolution	Operational
Allotments		
Register and Plans	Indefinitely	Audit / management
Rental agreements	Whilst valid	Operational
Burial Grounds		
Register of fees collected,	Indefinite	Archives and Local
register of burials, register		Authorities
of purchased graves,		Cemeteries Order
register/plan of grave		1977 (SI. 204)
spaces, register of		
memorials, applications for		
interment, applications for		
right to erect memorials,		
disposal certificates, and		
copy certificates of grant of		
exclusive right of burial		
Halls, Centre and Recreation		
Applications to hire, lettings	6 years	VAT / management
diaries copies of bills to		
hires record of tickets		
issued		
Financial		
Annual Returns /Accounts	Indefinite	Audit
Bank Statements, paying	Last completed audit year	Audit
in, cheque books		
Paid invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980
		(as amended)
VAT claims/records	6 years (20 years for VAT on rents)	VAT / audit / legal
Receipt/cash books/petty	6 years	VAT / Limitation Act
cash		1980 (as amended)
Quotations and Tenders	6 years	Limitation Act 1980
		(as amended)
Investments	Indefinite	Audit / management
Asset Register	Indefinite	Audit / management
Insurance policies	Whilst valid	Audit / management
Certificates for insurance	Indefinitely	Future claims
against liability for		
employees/employers		
Members allowance	6 years	Tax, Limitation Act
register (if applicable)		1980
Personnel	,	
Salary records, payslips,	12 years	Superannuation
wages books		
Timesheets	3 years	Audit
PAYE/NI records	6 years	Audit / legal
Historical /Local Information	on	

Village Plans/Projects	Until there is no longer an administrative requirement	Operational
Any maps or historical documents including Rights of Way	Indefinitely	Archive / historical
Local and other publications	Until there is no longer an administrative requirement	Operational
Any historical documents pre-dating the parish council or not council related	Indefinitely	Archive / historical
Council owned publications, press cuttings, photographs	Indefinitely	Archive / historical