

MINUTES OF A MEETING OF TADLEY TOWN COUNCIL HELD AT TADLEY TOWN COUNCIL AT 7.30PM ON 3 NOVEMBER 2025

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

In Attendance: Clerk, County Cllr Mellor and 3 members of the public.

1. APOLOGIES

Received and accepted from Cllrs K Morrow and Witton.

2. DECLARATIONS OF INTEREST & DISPENSATION REQUESTS

There were no declarations of interest and dispensation requests

3. MINUTES

41/26FC It was

RESOLVED (14/0/0) to receive and confirm the accuracy of the minutes of the meeting 1 September 2025.

4. OPEN FORUM 7.32 – 8.02PM

Three residents spoke about the bollards and green space outside 46-66 Huntsmoor Road, the need to have a signed agreement in place and road safety.

5. ACCOUNTS

42/26FC It was

RESOLVED (14/0/0) to receive and sign a statement of receipts and payments for the months of September and October 2025.

Cllr Mullan declared an interest in the following item and did not vote.

43/26FC It was

RESOLVED (13/0/0) to accept the Letter of Engagement from Do The Numbers for the internal audit.

6. HUNTSMOOR ROAD ACCESS TO 46 – 66

The installation of the bollards at Huntsmoor Road is working well. Of the 11 households, five have signed the agreement and now have the code for the padlocks. Use so far has been within the terms of the agreement, apart from one incident of use of a commercial vehicle to collect some heavy goods. The resident has been contacted and will in future notify us in advance if this type of access is required.

A letter had been received from one of the residents regarding a covenant on their property. It was acknowledged that Schedule Three of the resident's Title Deeds states the purchaser can construct a drive on the land marked green on the plan which they have done. Tadley Town Council took ownership of the adjacent open space in 1973 on condition it was maintained as such for the benefit of the public. Therefore, when the resident bought their property in 1992 the Secretary of State for Defence was in no position to confer rights to them over land on which it no longer had an interest. This has resulted in an anomaly that

whilst the resident had permission to construct a drive on their land, access is only achievable by crossing Tadley Town Council land.

44/26FC It was

RESOLVED (14/0/0) to revisit the access agreement and possibly make amendments via consultation with the residents.

7. BENCH AT THE GREEN PLAY AREA

A quotation was received from M&C Landscapes for £846 to replace an unsafe bench at The Green Play Area.

45/26FC It was

RESOLVED (14/0/0) to accept the quotation.

8. FLOWER BASKETS

A quotation was received from Windowflowers for £2850 for the flower baskets.

46/26FC It was

RESOLVED (14/0/0) to accept the quotation.

9. IT AND EMAIL AND DATA RETENTION POLICIES

IT and Email and Data Retention Policies were received.

47/26FC It was

RESOLVED (14/0/0) to adopt the policies as attached.

10. CHAIRMAN AND VICE-CHAIRMAN'S REPORTS

The Chairman thanked Cllr Flahive for representing Tadley Town Council at Princess Anne's recent visit to Citizen Advice. The Chairman attended the Citizen Advice 39th AGM where lots of local organisations were represented.

11. COMMITTEES

48/26FC It was

RESOLVED (14/0/0) to receive and approve the reports of the Highways and Planning Committee held on 29 September and 27 October 2025.

12. TADLEY & DISTRICT YOUTH ACTION COUNCIL WORKING PARTY

Cllr A Morrow reported:

Only three councillors attended the October meeting and the chairman has resigned due to this being her GCSE year with the time pressures this entails. Apologies were not received from five councillors and Ann has telephoned these to check if they still wish to be involved. Although two more Councillor have resigned, the others are still very enthusiastic. Two new young people came along to the last meeting but they could not be elected as the meeting was not quorate. The next meeting is on the 13 November and it is expected that there will be sufficient councillors attending to enable decisions to be made.

In the meantime, an application has been made to Androulla requesting funding from her Borough Councillor Grant for a sail banner, two tablecloths with runners and a gazebo. A litter

pick was completed on Bridle Path 1 along the edge of The Hurst grounds which has been reported on a Youth Council dedicated page on the Town Council website. A session has been organised for Youth Councillors to make resin Christmas decorations which will be sold on a stall at the Christmas Lights event. It is hoped that this will also be an opportunity to encourage more young people to become involved. Ann will also contact Sam Dunn to see if he can help us identify opportunities to talk to more young people about the initiative. Mark will follow this up if necessary.

13. REPORTS

Reports were received from the following:

County Cllr Mellor – gave a verbal report.
Borough Cllr Slimin – gave a verbal report.

HALC AGM – Cllr Flahive report attached.

Heath End Village Hall – Cllr Lovegrove reported that they ran a successful fundraiser last weekend.

TDCA – Cllr Spence reported that the finances are in good health. The three new part time Youth Workers are working on some new initiatives. Youth attendance is good and increasing.

The meeting closed at 9.05pm

Signed:

Dated: 5 January 2026

Tadley Town Council
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,020.37

Reconciled Balance: £4,781.01

Date	Name	Reference	Type	Payment	Receipt
20/10/2025		PAYE September	Other Payment	1,479.63	0.00
TOTAL				£1,479.63	£0.00
				BALANCE	-£1,479.63

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	204388.89
Bank Statement Balance	CURRENT ACCOUNT	5500.00
Bank Statement Balance	PSDF ACCOUNT	104550.25
	Less uncleared payments	1479.63
	TRUE BANK BALANCE	312959.51
Sage Accounts	PREMIUM ACCOUNT	204388.89
Sage Accounts	CURRENT ACCOUNT	4020.37
Sage Accounts	PSDF ACCOUNT	104550.25
	TOTAL ON BALANCE SHEET	312959.51

Tadley Town Council
Receipts and Payments Day Book Report

Receipt/Payment: Receipts, Account: Bank Account Savings (1220)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
6958	Other Receipt	09/09/2025		Bank Interest	69.15	0.00	69.15
6957	Other Receipt	10/09/2025		Burial Ash Brook	260.00	0.00	260.00
6954	Customer Receipt	15/09/2025	Tadley Funeralcare				520.00
6977	Other Receipt	30/09/2025		BDBC Precept	108,453.00	0.00	108,453.00
6985	Customer Receipt	30/09/2025	Spencer & Peyton Ltd				190.00
						TOTAL	£109,492.15

From: 01/09/2025
To: 30/09/2025

Tadley Town Council
Receipts and Payments Day Book Report

01 Oct 2025
09:03

Receipt/Payment: Payments, Account: Bank Account Current (1200)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
6910	Supplier Payment	01/09/2025	Basingstoke & Deane Borough Council	DD			227.00
6912	Supplier Payment	01/09/2025	Basingstoke & Deane Borough Council	DD			192.00
6914	Supplier Payment	01/09/2025	M&C Landscapes	DD			551.00
6917	Supplier Payment	01/09/2025	Vision ICT	Website hosting			246.07
6919	Supplier Payment	01/09/2025	Kings DIY	Maint Cons			61.96
6924	Supplier Payment	02/09/2025	Nash Contract Services Ltd	Bollards Hunts 25/26FC			780.00
6937	Supplier Payment	07/09/2025	Aquarius Cleaning Services	Bus shelter cleaning			440.00
6939	Supplier Payment	07/09/2025	M&C Landscapes	Grass cutting			1,852.24
6941	Supplier Payment	07/09/2025	M&C Landscapes	Tree stakes			108.00
6946	Supplier Payment	10/09/2025	P Hiscock	Bin emptying			300.00
6944	Other Payment	11/09/2025		Land Registry	14.00	0.00	14.00
6928	Supplier Payment	14/09/2025	Valda Energy	DD			30.65
6988	Other Payment	16/09/2025		ICO	47.00	0.00	47.00
6990	Supplier Payment	16/09/2025	BVA	Safeguarding Training			135.00
6949	Supplier Payment	17/09/2025	UK Fuels Ltd	DD			149.47
6964	Supplier Payment	17/09/2025	GeoXphere/Parish Online	Mapping system			270.00
6967	Supplier Payment	17/09/2025	HALC	Training Course			64.20
6930	Supplier Payment	18/09/2025	Mainstream Digital	DD			94.80
6878	Other Payment	19/09/2025		PAYE August	1,651.39	0.00	1,651.39
6972	Supplier Payment	21/09/2025	EE	DD			5.83
6974	Supplier Payment	22/09/2025	SAGE	DD			56.40
6943	Supplier Payment	26/09/2025	Lloyds Bank	DD			20.55
6951	Other Payment	26/09/2025		September Wages	3,569.20	0.00	3,569.20
6952	Other Payment	26/09/2025		Pension September	926.79	0.00	926.79
6956	Supplier Payment	26/09/2025	SGW Payroll	DD			36.72
6976	Supplier Payment	27/09/2025	Tactical Facilities Management Ltd	Flower baskets			392.50
6983	Supplier Payment	29/09/2025	P Hiscock	Litter bin emptying			300.00
						TOTAL	£12,522.77

From: 01/09/2025
To: 30/09/2025

Tadley Town Council
Cashbook Report — Lloyds Bank Credit Card (1260)

01 Oct 2025
09:04

Trx	Transaction Date	Date Entered	Contact	Type	Method	Currency	Reference	Money In (GBP £)	Money Out (GBP £)	Balance
							- Opening Balance: 01/09/2025			-388.33
6925	02/09/2025	02/09/2025		Other Payment	Credit/Debit Card	GBP	Spusu		2.90	-391.23
6981	10/09/2025	28/09/2025		Other Payment	Credit/Debit Card	GBP	National Windscreens		175.18	-566.41
6959	15/09/2025	15/09/2025		Bank Transfer	Electronic	GBP		313.64		-252.77
6970	16/09/2025	21/09/2025		Other Payment	Credit/Debit Card	GBP	SIM Distributors (A4 paper)		15.79	-268.56
6969	17/09/2025	17/09/2025		Other Payment	Credit/Debit Card	GBP	Tadley Floral Design 173019523		150.00	-418.56
6979	17/09/2025	28/09/2025		Other Payment	Credit/Debit Card	GBP	Adobe		238.75	-657.31
6980	21/09/2025	28/09/2025		Other Receipt	Credit/Debit Card	GBP	Cashback	3.31		-654.00
6984	29/09/2025	30/09/2025		Other Payment	Credit/Debit Card	GBP	Microsoft		74.69	-728.69
							TOTALS	316.95	657.31	
							- Closing Balance: 30/09/2025			-728.69
							- Movement			-340.36

Tadley Town Council
Unreconciled Bank Transactions Report

Bank: Bank Account Current (1200)

Account Balance: £4,020.17

Reconciled Balance: £4,781.01

Date	Name	Reference	Type	Payment	Receipt
17/11/2025		PAYE October	Other Payment	1,479.83	0.00
TOTAL				£1,479.83	£0.00
				BALANCE	-£1,479.83

BANK RECONCILIATION		
Bank Statement Balance	PREMIUM ACCOUNT	199002.52
Bank Statement Balance	CURRENT ACCOUNT	5500.00
Bank Statement Balance	PSDF ACCOUNT	104896.08
	Less uncleared payments	1479.83
	TRUE BANK BALANCE	307918.77
Sage Accounts	PREMIUM ACCOUNT	199002.52
Sage Accounts	CURRENT ACCOUNT	4020.17
Sage Accounts	PSDF ACCOUNT	104896.08
	TOTAL ON BALANCE SHEET	307918.77

From: 01/10/2025
To: 31/10/2025

Tadley Town Council
Receipts and Payments Day Book Report

01 Nov 2025
10:35

Receipt/Payment: Receipts, Account: Bank Account Savings (1220)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
6992	Customer Receipt	01/10/2025	Tadley Funeralcare				1,040.00
7027	VAT Payment	07/10/2025					2,342.57
7043	Other Receipt	09/10/2025		Bank Interest	79.31	0.00	79.31
7026	Other Receipt	10/10/2025		Christmas stall	10.00	0.00	10.00
7022	Customer Receipt	13/10/2025	Tadley Funeralcare				260.00
7039	Other Receipt	13/10/2025		Cemetery bench section	770.00	0.00	770.00
7051	Other Receipt	15/10/2025		Burial Ash Brook 500612	260.00	0.00	260.00
7052	Other Receipt	20/10/2025		Memorial M J Sly 500613	260.00	0.00	260.00
7060	Other Receipt	23/10/2025		Memorial M J Sly	280.00	0.00	280.00
7085	Other Receipt	24/10/2025		Memorial Haven	190.00	0.00	190.00
7064	Other Receipt	27/10/2025		BDBC CIL	4,327.91	0.00	4,327.91
7081	Other Receipt	29/10/2025		Memorial M J Sly 500614	160.00	0.00	160.00
						TOTAL	£9,979.79

From: 01/10/2025
To: 31/10/2025

Tadley Town Council
Receipts and Payments Day Book Report

01 Nov 2025
10:36

Receipt/Payment: Payments, Account: Bank Account Current (1200)

Trx No	Type	Date	Name	Ref	Net	VAT	Total
6994	Supplier Payment	01/10/2025	Kings DIY	Maint Cons			38.97
6996	Supplier Payment	01/10/2025	Vision ICT	SSL Certificate			60.00
6998	Supplier Payment	01/10/2025	Basingstoke & Deane Borough Council	DD			227.00
7000	Supplier Payment	01/10/2025	Basingstoke & Deane Borough Council	DD			192.00
7002	Supplier Payment	01/10/2025	M&C Landscapes	SO			551.00
7004	Supplier Payment	01/10/2025	HALC	Training course			64.20
7009	Supplier Payment	04/10/2025	Personalised Print	Newsletter			321.00
7006	Supplier Payment	08/10/2025	UK Fuels Ltd	DD			80.52
7014	Supplier Payment	08/10/2025	M&C Landscapes	Grass Cutting			1,852.24
7016	Supplier Payment	08/10/2025	M&C Landscapes	Fence repair burial ground			72.00
7019	Supplier Payment	09/10/2025	Lamps & Tubes Illuminations Ltd	Christmas decs light cols			2,257.20
7082	Other Payment	09/10/2025		Royal British Legion Pop Wreath	50.00	0.00	50.00
7024	Supplier Payment	10/10/2025	Nash Contract Services Ltd	Treework Whitedown Road			468.00
7035	Supplier Payment	15/10/2025	Valda Energy	DD			46.59
7037	Supplier Payment	15/10/2025	P Hiscock	Grounds Maint			50.00
7021	Supplier Payment	18/10/2025	Mainstream Digital	DD			94.80
6953	Other Payment	20/10/2025		PAYE September	1,479.63	0.00	1,479.63
7050	Supplier Payment	21/10/2025	EE	DD			35.86
7054	Supplier Payment	22/10/2025	SAGE	DD			56.40
7072	Other Payment	22/10/2025		Ashbrook Refund	260.00	0.00	260.00
7056	Supplier Payment	23/10/2025	Arco Wessex	Paper towels			205.99
7063	Supplier Payment	27/10/2025	Tactical Facilities Management Ltd	Flower Baskets			392.50
7067	Supplier Payment	27/10/2025	P Hiscock	Bin Emptying inc hol cover			450.00
7012	Supplier Payment	28/10/2025	Lloyds Bank	DD			20.55
7029	Other Payment	28/10/2025		Wages October	3,569.00	0.00	3,569.00
7030	Other Payment	28/10/2025		Pension October	926.79	0.00	926.79
7069	Supplier Payment	28/10/2025	HALC	HALC Conf			84.00
7042	Supplier Payment	30/10/2025	SGW Payroll	DD			36.72
7074	Supplier Payment	30/10/2025	NBM Engraving	Plaque bench cemetery			24.00

From: 01/10/2025
To: 31/10/2025

Tadley Town Council
Receipts and Payments Day Book Report

01 Nov 2025
10:36

7076	Supplier Payment	30/10/2025	Infinity Playgrounds	Trim Trail rope repair	318.60
7078	Supplier Payment	30/10/2025	Infinity Playgrounds	Giles PA Trampoline repair	426.60
TOTAL					£14,712.16

Tadley Town Council
Cashbook Report — Lloyds Bank Credit Card (1260)

Trx	Transaction Date	Date Entered	Contact	Type	Method	Currency	Reference	Money In (GBP £)	Money Out (GBP £)	Balance
							- Opening Balance: 01/10/2025			-728.69
7007	02/10/2025	02/10/2025		Other Payment	Credit/Debit Card	GBP	Spusu		2.90	-731.59
7046	16/10/2025	20/10/2025		Bank Transfer	Electronic	GBP		654.00		-77.59
7058	20/10/2025	23/10/2025		Other Payment	Credit/Debit Card	GBP	Annual Fee		32.00	-109.59
7059	20/10/2025	23/10/2025		Other Receipt	Credit/Debit Card	GBP	Cashback	0.40		-109.19
7065	27/10/2025	27/10/2025		Other Payment	Credit/Debit Card	GBP	Sainsbury's		72.00	-181.19
7079	29/10/2025	31/10/2025		Other Payment	Credit/Debit Card	GBP	Microsoft		74.69	-255.88
							TOTALS	654.40	181.59	
							- Closing Balance: 31/10/2025			-255.88
							- Movement			472.81

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 [Audit and Accounts Regulations 2015](#).

All work will be carried out in accordance with the guidance and instruction in the [Practitioners 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

For and on behalf of Tadley Town Council Council

..... Chairman

Minute reference Dated

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 [Freedom of Information Act 2000](#), 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 [Data Protection Act 2018](#), which came into force on 25 May 2018 which gives effect to UK law to the [UK General Data Protection Regulations \(UK GDPR\)](#).

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 requirement	Operational/Common Practice
Councillor documents e.g. Declarations of Acceptance of Office, Code of Conduct, DPI's	1 year after vacating office	Operational
Trusts, Title Deeds, Conveyances	Indefinite	Archive / audit management
Leases, agreements, contracts, wayleaves	Indefinite	Archive / audit management

Scale of fees and charges	6 years	Management
Correspondence - general	Until there is no administrative requirement	Operational
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, register of burials, register of purchased graves, register/plan of grave 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	Indefinite	Archives and Local Authorities Cemeteries Order 1977 (SI. 204)
Halls, Centre and Recreation Grounds		
Applications to hire, lettings diaries copies of bills to hires record of tickets issued	6 years	VAT / management
Financial		
Annual Returns /Accounts	Indefinite	Audit
Bank Statements, paying in, cheque books	Last completed audit year	Audit
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 cash	6 years	VAT / Limitation Act 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 against liability for employees/employers	Indefinitely	Future claims
Members allowance register (if applicable)	6 years	Tax, Limitation Act 1980
Personnel		
Salary records, payslips, wages books	12 years	Superannuation
Timesheets	3 years	Audit
PAYE/NI records	6 years	Audit / legal
Historical /Local Information		

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

Cllr Flahive Report - NALC Notes Oct 2025 **Part 1 AGM**

	From HALC 7 Annual Review 2024-2025: Notes below largely taken from this Annual Review	
	J Denham (HALC President): With larger local authorities it will be even more important to ensure local communities are well represented. The Devolution Bill going through Parliament will require ‘effective neighbourhood government’ . Many local councils already work well with their district and county members, but ministers favour a uniformed approach led by ward councillors from the new unitaries. Although the local government minister told the Commons that ‘this is completely compatible with town and parish councils working in partnership’ the devil will be in the detail. This is an issue the ALC has already started to take up with local MPs and those leading local government reform.	
	We have actively sought to increase our external focus this year to enable us to more effectively provide a collective voice for members. We have worked closely with a number of key stakeholders, in particular, with the County Council (including the Leader and members of the senior officer team) and the Police & Crime Commissioner – taking forward our relationships with a view to establishing strategic frameworks for effective future dialogue.	
	Following the General Election in July 2024, the Association held a number of meetings with Members of Parliament representing areas in Hampshire, and this dialogue continues to be an important opportunity particularly with the changes we are facing and we will continue to push for Local Council recognition in whichever local government structure is implemented. Providing a collective voice to the current District and Borough Councils remains a key focus for our DAs.	
	We understand many members are concerned about the planned changes and the impact on our sector . It is more important than ever that Local Councils can provide a voice for their communities , and if they so desire take on services that the community wants. We have developed support around this and have run a number of very successful training courses, which we will continue to do as the situation progresses. We are also looking at ways to support councils to provide additional services through the development of a platform of service providers . There are over 260 Local Councils within Hampshire and together we are stronger to face the changes and challenges that are coming.	
	Sarah Goudie (Member Services Manager): Whilst there is an increasing amount of information on our knowledge base, we do understand members still value the ability to raise questions & seek answers for more complex issues. We therefore continue to provide our advice service . Whilst we answer over 93% of queries in house, we have arrangements with third party specialists for more specialist advice.	
	Robert Pettigrew (Comms & Engagement Lead): The new County Forum was launched at Winchester Guildhall in June 2024 with an impressive attendance. The Forum has considered a number of issues identified as important to members, including communicating risk to the public, local government re-organisation, as well as action on the climate and broader sustainability issues . The County Forum has also considered (and progressed) two separate Motions proposed by members – on road safety and the management of potential conflicts (or perceived conflicts) arising from close relationships between council members (including those with staff).	
	One of the most significant issues for members this year has been the prospect of devolution and local government re-organisation . Hampshire was selected as one of the areas included in the Devolution Priority Programme . Whilst the Association has not adopted a corporate view on the specific proposals, we have worked hard to ensure that members are kept updated on the twists and turns of policy developments and stressed the importance of effective community governance through the work of Local Councils across the county .	
	Our continued work on community resilience has been reflected in contributions to various initiatives and projects across the county . In Test Valley, a dedicated session was held at which the preparations for ‘hyper-local’ arrangements feeding into borough plans was explored. The Association was present at a seminar organised by the Hampshire Local Resilience Framework where	

	we were briefed on de-mystifying community resilience, the role of community emergency hubs and communicating risks to the public.	
	Our relationship with the County Council and the Local Resilience Forum has also involved presentations at the Association's County Forum , and involvement in the production of a number of briefings/publications targeted at helping communities make their own preparations.	
	Working with the Hampshire Climate Action Network , the Association has been a participant in the County's climate expert forum . We have also been represented on the County's counter-terrorism Prevent Partnership Board , as well as the Fly-Tipping Partnership which includes representatives from all principal local authorities across the county .	
	We have continued to develop a relationship with the University of Southampton, in particular with their ' civic university ' agenda. Members have participated in several initiatives, including a workshop on ' community voices in de-carbonisation ', and a ' Love Your Place ' project as part of the Future Towns Innovation Hub from which projects from Eastleigh borough and New Forest district were progressed.	
	Sharon Nineham - HR Consultant: Given the consistent appearance of people matters in member queries, a number of years ago we set up our own in house HR service called LCPD . Through this service members can gain access to specialist HR advice to help navigate the complexities of managing HR matters within the Local Council Framework . The service is available to members through a small additional charge , kept low in recognition of membership fees already paid.	
	County Forum: The County Forum is open to our member councils to interact and share best practice as well as raising and considering matters of relevance to local councils in Hampshire. The forum will meet twice a year, with the focus on: • bringing parish and town councils together from across Hampshire; • considering matters of topical relevant and policy interest, with a view to providing insight about the development of Hampshire ALC Programmes and projects, whilst delivery a vehicle that enables best practice and common challenges to be shared; • updating members on activities undertaken on their behalf in the various external appointments and bodies at which Hampshire ALC is represented.	
	Working in partnership: Some important local issues, such as speeding, transcend council boundaries so it's important to collaborate. That's why we work in partnership with other organisations in Hampshire to provide better outcomes for our members and the communities you represent. With a strong membership we can provide a collective voice and lobby on your behalf. We put forward our members' views to key partners such as Hampshire County Council and influence at a national level through the National Association of Local Councils . Our key partnerships include Hampshire County Council , NHS Clinical Commissioning Groups and the Hampshire National Parks – South Downs and New Forest .	
	Next Hampshire ALC County Forum 29th January 2026 10:00 - 12:00 Chilcomb Down House, Alresford Road, Winchester	
	AGM Item 3.4 of Agenda: To agree by resolution the future model for ALC Member Council Affiliation Fees and the increase for 2026/27	
	Funding model has not been reviewed for over 20 years. 3 options considered. Option A to retain the current model but lift the upper fee cap to £1,000 was voted for and accepted.	
	Presentation of HALC Awards 2025: Press Release on this to follow shortly	
	Part 2: Workshop Members update to include Martyn's Law (Presenter Sarah Goudie)	
	The Terrorism (Protection of Premises Act) received Royal Assent in April. It will be 2 years before it comes into operation. National threat is substantial (16 attacks since 2017). Standard Tier 200-799, Enhanced Tier 800+	
	Assertion 10: Digital & Data Compliance. From the 2025/26 AGAR, parish and town councils will be required to complete a new Assertion 10 as part of its Annual Governance Statement. This new requirement goes beyond the previous expectations bundled together under Assertion 3.	

	The 2025 Practitioners' Guide, issued by the Smaller Authorities Proper Practices Panel (SAPPP) (<i>formerly JPAG</i>), sets out the requirements of Assertion 10. Assertion 10 will not only require councils to use a council-owned domain for email and to operate an accessible website, it also explicitly requires parish and town councils to: • Comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018 • Process personal data lawfully, fairly, and in line with UK GDPR principles • Recognise their roles as both a Data Controller and a Data Processor	
	HALC New training: VAT, Cemetery Management & Compliance, Procurement, Prevention of Sexual Harassment, Councillor Safety	
	Part 3: Donna Jones – Police & Crime Commissioner, Hampshire Constabulary	
	This session focused mainly on Road Safety & speed cameras. Councils can apply for a speed camera, but have to meet certain requirements.	
	A £500,000 funding initiative has been launched to help reduce death and serious injuries on our roads. The Police Commissioner's Emerging Needs Fund is focused on road safety which is one of her top priorities. Hampshire & Isle of Wight Constabulary works hard to tackle the constant challenges posed by dangerous drivers who are speeding and being anti-social on our roads. This Emerging Needs Fund is another positive step to bolster Hampshire and Isle of Wight Constabulary's ability to tackle problems caused by speeding and dangerous driving. The Police Commissioner is welcoming applications of up to £20,000 for projects or items which can demonstrate how they promote safer use of our roads and support victims. The application window closes at on Friday 28th November 2025 at 3pm and successful applications will be announced at the end of February 2026.	
	The subject of drones was also raised: there are 3 types, the most expensive costs £20k. Drones are proving to be very effective in types of scenarios, including fly tipping. About 20 drones in operation.	
	Facial recognition is also very successful, particularly in identifying persons of interest.	
	Part 4: Planning; Steve Tilbury – Tilbury Consulting Ltd.	
	Latest Planning Update and the Impact on Hampshire and it's National Parks	
	There are competing demands for land: in 1947 it was stated that changes to land was "in the best interests of whole people". Growth is at the heart of the planning system, Government target of 1.5 million new homes by end of this parliament. 221,000 built last year.	
	Time to reach a decision, not just on planning. Main obstacles to reaching this target: materials and labour costs, accessing development finance, infrastructure cost and delivery, market affordable housing, shortage of expertise in planning and construction, poor coverage of local plans (could mean speculative development), Nature at risk, Planning and Infrastructure Bill (enormous controversy over Cash for Trash).	
	Pre Growth Package: New measures to slash delays and get Britain building faster through landmark Planning and Infrastructure Bill. New powers for Secretary of State could stop councils rejecting planning permissions, tackle blockers in the courts, alongside plans to accelerate reservoirs, windfarms and large housing schemes. Turbocharging the Plan for Change to create high-paying jobs, put money back into people's pockets, and secure more homegrown clean energy.	
	A pro-growth package announced by the government, (Tuesday 14 October) will look at supporting the full potential of the landmark Planning and Infrastructure Bill – a key driver for growth to slash planning delays currently shackling the UK economy. If voted through, Ministers will get new powers to prevent applications being rejected by local councils while they consider using 'call-in' powers to decide whether or not they should be approved. Currently some councils are dragging their feet to get on and build with nearly 900 major housing schemes blocked in the past year alone.	

Pro-growth changes will pave the way for cleaner energy, including onshore windfarms, to drive millions of pounds of investment into local areas, prevent bill hikes and create thousands of new jobs.

Allowing Natural England to streamline its role by freeing it up to make sensible choices on when to provide advice to local authorities will free up valuable resources. This will enable the organisation to focus on higher priority planning applications and nature recovery, helping to accelerate approvals for new homes and infrastructure.

Under government plans builders will also receive a helping hand to stop planning permissions from being timed out on vital housing projects tied up in the courts, accelerating and unlocking stalled schemes so money can be better spent on getting spades in the ground rather than starting back at square one.

If passed, each of these pro-growth changes will accelerate the government's Plan for Change to build 1.5 million homes, achieve clean power by 2030, raise living standards in every corner of the country and put more money back into working people's pockets.

Newer version of the NPPF later this year

Having identified what a parish and town council is and what it does, the next step to consider is how you can get involved . . .

1.1 Becoming a Councillor

elections of local Councillors take place on the first Thursday in May every four years. Residents in parish and town councils elect who they want to represent them by voting in local elections.

stand as a candidate you must be:

- Aged 18 or over**
- A British subject or citizen of the Irish Republic or a citizen of a Member State of the European Union or a citizen of a country that is a member of the Commonwealth**
- You must also comply with one of the following:**
 - Registered** as a local government elector for the parish
 - Occupied for the whole of 12 months preceding the date of nomination as owner or tenant of land in the parish**
 - Your principal or only place of work during the last 12 months has been in the parish**
 - Resided in the parish or within 4.8km (3 miles) of it, however you should not have been:**
 - Declared bankrupt** (the terms of your bankruptcy will say if you are able to stand for election, or if there is a time limit attached)
 - A paid employee of the council that you are standing for**
 - Convicted of a crime and sentenced to a term of imprisonment of not less than three months within five years before the day of the election**
 - Disqualified under any enactment relating to corrupt or illegal practices**

Remember when taking steps 3 & 4

It may seem obvious but it's always useful to remind yourself that once you have the forms:

- Everyone mentioned on the form must sign it
- All addresses are written in full with no abbreviations
- The Electoral reference consists of letters and numbers
- Don't lose the nomination form as it has to be returned.
- The last thing you want is to get people to agree to support your nomination and not hand it in on time.

Successful Campaigning

Before for election is one type of campaign. For any campaign to stand the chance of being successful you need to:

- Be focused - be very clear about what you want to achieve (i.e. get elected)
- Get the timing right - don't start your election campaign until after you are officially a candidate and have sent back your completed nomination form
- Don't do it all yourself - having other helpers will share the load of work, it means you can use their skills and expertise
- Use tips adapted from the British Youth Council's Take Action pack, will help you run your election campaign.

2. Attending council meetings as a member of the public

A member of the public, you can attend any council meeting, except during discussions of confidential business. In addition council meetings (which may take place every month), they also hold:

- An Annual Assembly / Parish Meeting - held every . . .
- An Annual Parish Meeting of the Council - held . . .

It is important to look at why certain things happen the way they do in parish and town councils. The main reason is due to the law.

3.1 Information for New Councillors

Having been elected as a Councillor, there are a number of important things that you need to be aware of. This includes:

- Acceptance of Office** - this is something all Councillors have to sign between 4 and 14 days after their election.
- Failure to sign the Declaration of Acceptance of Office** means you cannot act as a Councillor.
- Code of Local Government Conduct** - an important document that all Councillors must sign up to and should have a copy of. It advises you on how to behave.
- Finance** - outlines the tax raising role of the council, as well as the legal duties parish and town councils have in relation to spending money.
- Non Attendance at Meetings** - the process for informing Councillors of your apologies for non attendance at a meeting. If you fail to do this and do not attend any meetings of the council for 6 months you are automatically no longer a Councillor.
- Meeting Procedures** - how council meetings are conducted (see Standing Orders for meetings Sec. 3.4).
- Delegation** - what responsibilities councils can give to another body or individual officer.
- Role of the Clerk** - they are employed by your council; they may also act as the Responsible Finance Officer and provide advice on your legal duties.

3.2 The Law

Parish and town councils are created by law - they are known as a statutory body. They are responsible for a number of things and do not have to answer to any other level of local government (e.g. district council).

For example, by law, they must:

- Make decisions in an open and clear way
- Set a budget each year showing how much money they expect to receive and spend
- Have instructions on how the activities will be paid for (see 3.5 Financial Regulations)
- Comply with the Transparency Regulations

However, you do not need to know every aspect of the law as your clerk will support you. The Hampshire Association of Local Councils can provide detailed guidance on the law and legal advice. The ALC also runs a yearly programme of training and development to help you in the role. Every council should have a training budget.

3.3 Councillors' Code of Conduct

This says how parish and town councillors should behave and act in their role. As a Councillor:

- You must not break the law
- You represent the whole local community, even if they didn't vote for you
- You must not take part in a decision where you may receive a personal benefit, or it can be perceived so

The actual code is likely to be written in very formal language. When you start as a Councillor, you will be provided with a copy of it. Make sure you read and understand it.

3.4 Standing Orders for meetings

The Standing Orders tell you how council meetings are run. There are a number of things that take place in any meeting. Your parish or town council may have some amendments to the list below to reflect how it operates.

- Meetings - they may vary from the council meeting to the Annual Parish Assembly
- Chairman of Council - this Councillor oversees the meetings, if he/she is absent the Vice-Chairman will chair meetings
- Quorum - this is the minimum number of Councillors that need to be present for any decisions to be taken, usually 1/3 of the council's total number of seats or 3, whichever is greater
- Voting - votes are taken by a show of hands. The Chairman has a casting vote which he/she may use in the event of a tied vote
- Order of Business - these are the agenda items
- Disorderly Conduct - this relates to the Councillor's code and covers unacceptable behaviour at meetings
- Interest - this says how Councillors should act when matters are being discussed that they have a personal connection or interest in
- Inspection of Documents - this ensures that all council minutes are available to the public
- Admission of the Public and Press - under rare circumstances, the public and press may be asked to leave a meeting when confidential matters are being discussed

Hampshire Association of Local Councils is the county association that represents parish and town councils across Hampshire.

4.1 Hampshire Association of Local Councils

The ALC provides advice, services, representation and networking across Hampshire by:

- Promoting lawful and innovative local government
- Protecting and promoting the rights, functions and privileges of member councils
- Assisting in the performance of member councils
- Promoting and developing the social, cultural and recreational life of communities
- Promoting a well-informed interest in local government

The Hampshire ALC works at regional and national level with support from other CALCs and the national body, the National Association of Local Councils. Examples of workstreams include:

- Representing parish council interests at all levels of government and in public life
- Regular meetings with sector colleagues to ensure continuous improvement in membership service delivery
- Promoting Hampshire issues more widely to ensure our voice is heard

The following questions and responses can give you a flavour of what the ALC does, and how it can help

What is the Hampshire Association of Local Councils (Hampshire ALC not HALLC) and what does it do?
We are a membership service organisation that provides support to local councils. We operate as a not for profit Ltd Company.

Where does it get its money?
The ALC is funded from membership subscription, through partnership and service level agreement with Hampshire County Council, and through earned income given for its training and development, and other trading activities.

How are subscriptions used?
Each member council pays an agreed fee, set annually at the AGM, by voting council members attending.

How many members does it have?
We have exceptionally high membership levels across Hampshire, which allows us to be a strong collective voice for local councils within the county.

Who runs the Hampshire ALC?
The Chief Executive is responsible for ensuring provision of services to members and the operational management of the organisation. This is overseen by the Board of Directors, who are the Chairmen of the 7 District Associations. There is also a County Executive, made up of 4 members elected by each of the 7 Districts. The County Executive shape policy and decide on Hampshire wide responses in relation to national and regional issues. In this way we ensure that the needs and requirements of our member councils are properly reflected throughout the ALC.

How often does the Board meet?
The Board meets quarterly.

How many people work for the Hampshire ALC?
Hampshire ALC directly employs a dedicated staff team to provide core services to members. It is a flexible team that works in a proactive and agile way to best support the member councils. This is supplemented with support from external trainers and consultants for specialist services.

Where are the offices?
We are based at offices in central Eastleigh, which have excellent road, rail and bus links.

How do I contact them?
You can contact us!

Email: admin@hampshirealc.org.uk
Tel: 02380 688 061
Website: www.hampshirealc.org.uk
Facebook: <https://www.facebook.com/HantsALC>