



Laverstock & Ford Parish Council Incorporating Milford, Bishopdown Farm, Old Sarum & Longhedge

27 November 2024

To Members of the Finance & General Purposes Committee

YOU ARE HEREBY SUMMONED TO ATTEND a meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** to be held on **TUESDAY 3 DECEMBER 2024** at **7.00pm** in the **PARISH COUNCIL MEETING ROOM, RIVER BOURNE COMMUNITY FARM, LAVERSTOCK, SP1 2SR** for the purpose of transacting the business set out in the agenda below.

All members of the public are welcome to attend.

A handwritten signature in cursive script that reads 'Gale Pettifer'.

Gale Pettifer
Parish Clerk

Please contact the Parish Office - 07771 802839 / parish-clerk@laverstock-pc.gov.uk - if you need further information on this agenda.

Members of Finance & General Purposes Committee

Councillor N Baker (Chair) - Laverstock & Milford Ward
Councillor L Barker – Ford, Old Sarum & Longhedge Ward
Councillor I McDonald – Laverstock & Milford Ward
Councillor P Schneider - Ford, Old Sarum & Longhedge Ward
Councillor L Waller – Bishopdown Farm Ward



**Meeting of the Finance & General Purposes Committee
of Laverstock and Ford Parish Council to be held on
TUESDAY 3 DECEMBER 2024, at 7.00pm, in the
Parish Council Meeting Room at River Bourne Community Farm, SP1 2SR**

Join the meeting online by Zoom at this [link](#).

<https://us02web.zoom.us/j/87941500935?pwd=cWpSNUpGOS9TandoNzRqRzNOdy9HQT09>

Meeting ID 879 4150 0935. Phone in only 0203 481 5240. Password 1894.

For more information, please contact parish-clerk@laverstockford-pc.gov.uk.

AGENDA

FGP24.134 Apologies for absence

To receive, and consider for acceptance, apologies for absence. (LGA1972 s85)

FGP24.135 Declarations of interest

To declare any interests relating to the business of the meeting and receive any dispensation requests from the Clerk. (Localism Act 2011 s29-34)

FGP24.136 Public participation time

An opportunity for members of the public to raise issues of concern or interest, ask a question or make a statement or present a petition or be part of a deputation. Public participation time will be conducted in accordance with the Council's 'Policy for Public Participation Time' which is limited to 15 minutes, with no individual speaker exceeding a maximum of three minutes each. (LGA1972 s100)

FGP24.137 Confirmation of minutes of previous meeting held on 12 November 2024

To confirm, as a correct record, the minutes of the previous meeting of the Committee. (LGA1972 sch12)

FGP24.138 Matters arising from the previous meeting held on 12 November 2024

To consider any matters arising from the previous minutes of the Committee.

FGP24.139 Review of Policies

To review policies:

- 24.139(a) Data Protection
- 24.139(b) Expenses Policy
- 24.139(c) Publication Scheme

FGP24.140 Hampton Park Pavilion Lease – to follow

To consider issue of lease for Hampton Park Pavilion.

FGP24.141 RFO's Budget Report – to follow

To consider budget report from Responsible Financial Officer.

FGP24.142 Draft Agenda Full Council Meeting 20 January 2025 – to follow

To consider items for the draft agenda of the Full Council meeting.

FGP24.143 Dates of General Purposes & Finance Committee for 2025 - verbal

To agree dates for future F&GP meetings

FGP24.144 Exempt Business/Matters in Confidence

To consider the following item:

- River Bourne Community Farm lease

Date of next meeting:

Date of next meeting to be confirmed.



Minutes of a meeting of the Finance & General Purposes Committee, of Laverstock & Ford Parish Council held on Tuesday 12 November 2024 at 7.30pm in the Parish Council Meeting Room, River Bourne Community Farm, SP1 2SR

Members Present: Councillors N Baker (Chair), L Barker, I McDonald, L Waller

Officers Present: G Pettifer (Clerk), A Prince (RFO)

FGP24.124 Apologies for absence

Apologies were received and accepted from Councillor P Schneider.

FGP24.125 Declarations of interest

There were no declarations of interest.

FGP24.126 Public participation time

There were no members of the public present.

FGP24.127 Confirmation of minutes of previous meeting

RESOLVED that the minutes of the meeting held on Tuesday 20 August 2024 be confirmed.

FGP24.128 Matters arising from the previous meeting

There were no matters arising from the previous meeting.

FGP24.129 Review of Policies

RESOLVED to recommend Full Council adopt the following policies subject to the amendments below:

- FGP24.129(A) - Grants Policy
- FGP24.129(B) – Policy for Public Participation

Grants Policy – Aim: remove references to 'Neighbourhood Plan and Parish Action Plan' and insert 'Parish Strategic Plan'.

– remove 'Equality Act 2011' and insert 'Equality Act 2010 (Specific Duties) Regulations 2011'.

- Insert 'Recipients of grants are requested to make a report to the Council informing Councillors of the impact of the grant. Failure to provide a report may affect future funding decisions.'

Public Participation Policy – remove 2.2.

- amend 3.3 – remove 'If more than one member of the public' and insert 'If a number of members of the public' wishes to speak'...

FGP24.130 Hampton Park Pavilion

The Clerk presented update architects drawings with designs for the Parish Council offices on the first floor of the pavilion.

RESOLVED to report to Full Council at a future meeting with project costings.

FGP24.131 Officer's Budget Report and Correspondence

The Responsible Financial Officer gave a first draft budget report, which was discussed at length. The RFO will produce a further updated draft budget report for Full Council.

FGP24.132 Draft Agenda Full Council Meeting 18 November 2024

The agenda for the November meeting was reviewed and approved.

FGP24.133 Exempt Business – Matters in Confidence

RESOLVED: That in view of the commercial in confidence nature of the business about to be transacted, that the public and press be temporarily excluded from the meeting under the Public Bodies (Admission to Meetings) Act 1960 and the Local Government Act 1972 s 100.

River Bourne Community Farm Lease

The Clerk updated the committee on the current situation at River Bourne Community Farm and that an appointment had been made with Wilsons Solicitors to obtain legal advice.

Date of next meeting:

The date of the next Finance & General Purposes meeting will be held on **3 December 2024 at 7.00pm**, and held at the Parish Council Meeting Room, River Bourne Community Farm, Laverstock SP1 2SR.

Laverstock & Ford Parish Council

DATA PROTECTION POLICY

Purpose	To set out a Code of Practice
Scope	Councillors and employees
Date adopted	
Minute Ref:	
Previous	21 May 2018
Next Review	December 2025
Policy Owner	Full Council – L&FPC
Supersedes	None

The aim of this policy is to set out a Code of Practice to provide guidance to Councillors and employees regarding Data Protection.

1. Introduction

1.1. Laverstock & Ford Parish Council (the 'Council') recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018, which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

2. General Data protection Regulations (GDPR)

2.1. The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. The Council has also notified the Information Commissioner that it holds personal data about individuals.

2.2. When dealing with personal data, Council employees and elected members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**

Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.

- **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all the personal information held about them
- **Data is kept securely**
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

3. Storing and accessing data

3.1. The Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

3.2. The Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Council offices and are not available for public access. All data stored on the Council office computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of the Council's records management and retention policy, it will be shredded or securely deleted from the computer.

3.3. The Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy or email). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period the Council tend to process it for
- Anyone who has access to the personal data

3.4. The response must be sent within 30 days and should be free of charge.

3.5. If a SAR includes personal data of other individuals, the Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to given permission for their information to be shared with the Subject.

3.6. Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

3.7. Please see the Subject Access Request Procedure for more details.

4. Confidentiality

4.1. The Council elected members and employees must be aware that when complaints or queries are made, they must remain confidential unless the subject

gives permission otherwise. When handling personal data, this must also remain confidential.

5. Policy Review

5.1. Future reviews will be carried out annually or when any changes are made to current legislation, whichever is sooner.

6. References

6.1. Data Protection Act 2018 –

<https://www.legislation.gov.uk/ukpga/2018/12/contents/enacted/data.htm>

6.2. UK General Data Protection Regulation (GDPR) - <https://ico.org.uk/for-organisations/guide-to-data-protection/guide-to-the-general-dataprotection-regulation-gdpr/>

6.3. Information Commissioner's Office - <https://ico.org.uk/>

6.4. Society of Local Council Clerks (SLCC)

FGP24.139b

LAVERSTOCK AND FORD PARISH COUNCIL
COUNCILLOR AND EMPLOYEE EXPENSES POLICY

Purpose/Principles	To provide guidance on what expenses can be claimed by councillors and employees for the purposes of council business, and the proper processes to follow to claim re-imbursement for such expenses
Scope	Employees, Councillors
Date adopted:	19 th December 2022
Minute Reference:	22.169
Previous versions (Dates):	None
Next review:	December 2024
Policy owner:	Finance and General Purposes Committee
Supersedes:	Parish Councillor Travel Expenses Policy

1. Background

The Parish Council will reimburse Councillors and employees for reasonable expenses wholly, necessarily and exclusively incurred in connection with its business.

For the avoidance of doubt, councillor duties are defined in the Local Authorities (Members' Allowances) (England) Regulations 2003 as follows:

- the attendance at a meeting of the authority or of any committee, sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;
- the attendance at a meeting of any association of authorities of which the authority is a member;
- the performance of any duty in pursuance of any standing order made under section 135 of the Local Government Act 1972 requiring a member or members to be present while tender documents are opened;
- the performance of any duty in connection with the discharge of any function of the authority conferred by or under any enactment and empowering or requiring the authority to inspect or authorize the inspection of premises; and
- the carrying out of any other duty approved by the authority, or any duty of a class so approved, for the purpose of, or in connection with, the discharge of the functions of the authority or of any of its committees or sub-committees.

For employees, the Parish Council will reimburse you for actual expenditure that is incurred wholly, necessarily and exclusively in connection with authorised duties that you undertake in the course of your employment.

Councillors/employees should not be either financially disadvantaged or advantaged because of genuine Parish Council expenses. Councillors and employees are responsible for the payment of all expenses they incur, except where there are direct settlement arrangements with suppliers in place. Breach of this policy is a disciplinary offence. Deliberate falsification of a claim or the evidence needed to make a claim will constitute misconduct. "Falsification" includes the failure to pass on any discount obtained in the course of incurring an expense. In all cases, except mileage, you must submit all invoices and receipts. Expenses will not be paid unless supporting evidence is provided, together with a completed expense claim form. This should include original receipts or invoices with the date and time of the transaction (unless you are claiming for mileage). When claiming for travel expenses on public transport, you should enclose the tickets showing the departure point and destination of your journey, where possible. Credit and debit card statements will not be accepted. Where you are submitting a VAT receipt, you should set out:

- the name and VAT registration number of the retailer or service provider;

- the goods and services provided; and
- the amount of VAT payable.

2. Travel – UK

The Parish Council will reimburse the reasonable costs of amounts necessarily expended on travelling in the performance of duties. Councillors and employees should travel by the most cost-effective mode of transport taking into account journey time and the nature of the journey as well as the monetary cost.

2.1 By councillor /employee's own car/motorcycle/bike

The mileage allowance is set by reference to the HM Revenue and Customs (HMRC) rules on AMAPs (Approved Mileage Allowance Payments).

These are currently as follows:

Type of Vehicle	First 10,000 miles per annum	Above 10,000 miles per annum
Cars and Vans	.45p	.25p
Motorcycles	.24p	.24p
Cycles	.20p	.20p

Councillors / employees are required to keep track of business mileage incurred in the tax year (1 April to 31 March) to ensure the correct rates are used. If a Councillor or employee carries any other Councillor or employee in their own car or van on business travel, that Councillor/employee can claim 5p per passenger per business mile. The passengers must be Councillors/employees and they must also be travelling on business journeys.

Where a Councillor / employee uses their own vehicle, they should ensure that the vehicle is in good working order, fully insured for council business use, taxed and MOTd. For councillors or employees living outside of the Parish, mileage from home to the parish boundary will not be paid.

2.2 By taxi

Councillors / employees are expected to use taxis only when strictly necessary and where it is cost effective to do so and must always obtain a receipt. Where councillors or employees wish to use a service with direct settlement arrangements with the Parish Council, they should contact the Parish Clerk no less than 24 hours in advance of their journey.

2.3 By tube, DLR (Docklands Light Railway), bus or tram

Councillors / employees should retain tickets where possible. Where a season ticket already covers the cost of travel, no further claim will be allowed. Where Oyster cards are used, the Councillor / employee should provide evidence of the additional cost incurred, for example by printing off their online statement or by printing off the journey cost provided by the Oyster fare finder.

2.4 By train

Councillors / employees should, as far as possible, travel standard class and should attempt to book their journeys sufficiently in advance to obtain the best possible prices.

2.5 Late night travel

In exceptional circumstances, and only in accordance with HMRC rules and with the consent of the Parish Clerk, the Parish Council may meet the cost of late night taxis or similar, provided all the following circumstances apply:

- the Councillor /employee is required to work later than usual and at least until 9.00pm;
- this occurs irregularly; and
- by the time the employee ceases work either public transport has ceased or it would not be reasonable to expect the employee to use public transport. The number of such journeys must not exceed 60 in any tax year.

3. Overnight accommodation

Any trips involving overnight accommodation must be approved by the Chair of the Council and the Parish Clerk in advance.

3.1 Hotel Accommodation

Hotel accommodation should be booked in advance at the best possible rates and must be approved by the Parish Clerk prior to booking. Councillors/employees should take into account the location of the hotel as regards the cost of taxis, etc and the time required to travel to and from the hotel.

3.2 Subsistence - overnight absence

Subject to prior approval from the Parish Clerk, the Parish Council will reimburse reasonable out of pocket expenses incurred by the Councillor/employee when it is necessary to stay away from home overnight on Parish Council business. This will include the following:

- hotel bills (see above)
- breakfast • lunch, evening meal and beverages - to an overall maximum of £40 per day (please note that the Councillor/employee may incur costs in excess of £40 but may only claim up to £40). Alcohol cannot be reclaimed under any circumstances.
- parking at hotel

Additionally, the employee may claim "personal incidental expenses" up to a maximum of £5 per day. This covers items such as telephone calls, newspapers and laundry. The total of any such costs must not exceed £5 otherwise no reimbursement will be allowed, ie the allowance should not be regarded as a contribution to such costs. If the employee is away for more than one night, the daily limits (ie £40 and £5) may be averaged across the number of nights that the employee is away.

3.3 Subsistence - no overnight absence

An employee may claim for meals and beverages up to a maximum of £20 per day when travelling on Parish Council business. This is intended to reimburse the employee for additional expense as a result of having to travel on Parish Council business. Personal incidental expenses cannot be claimed where there is no overnight stay.

3.4 Overseas trips

The rules above apply to overseas travel as well as UK travel. However, in some cases, it may be necessary to allow higher limits for accommodation and subsistence costs, subject to discussion and approval from the Chair of the Council and the Parish Clerk. There is no scope for higher rates for mileage.

4. Professional subscriptions

Subject to the approval of the Parish Clerk, Councillors/Employees may claim back the cost of the annual subscription for up to a maximum of two professional bodies, provided that each body is on the HMRC approved list and its activities are directly relevant to the Councillor/employee's duties. Further subscriptions may be claimed as a tax deduction on the employee's tax assessment return, provided they are also on the HMRC approved list.

5. Eye tests and spectacles

The Parish Council recognises its obligations under the Display Screen Equipment (DSE) Regulations 1992 (Amended 2002). The Parish Council will contribute to the cost of an eye test if you use display screen (computer monitor) equipment for a significant part of your working day on Parish Council business. The Parish Council will contribute £25 towards the cost of an eye test conducted by a suitably qualified optician. The Parish Council will only reimburse one eye test in any 12-month period. If the test reveals that spectacles are required for exclusively VDU work, the Parish Council will contribute £75 towards the cost of basic spectacles. This policy does not apply to contact lenses. The Parish Council will not contribute towards the cost of spectacles with any element of everyday use, in other words the spectacles must be exclusively for VDU use.

6. Procedures for making an expense claim

To claim for mileage, councillors and employees must keep a mileage log using the form in Appendix A.

Councillors with minimal claims should submit their expenses at not less than 3 monthly intervals. Claims for periods of less than 3 months will be accepted where the claim exceeds £50.00.

Employees should submit expenses claims monthly with their record of hours worked.

For items other than mileage, ensure all bills (NB: these should be originals) and debit/credit vouchers are attached to the form. Ensure any overseas transactions in local currency are converted to sterling as above. The Councillor/employee must

forward the completed and signed form, with bills and vouchers attached, to the Responsible Finance Officer.

The Chairman reserves the right to refuse a claim.

7. Reimbursement to Councillor/employee

Expense claims will be paid in the following monthly payments run.

8. Non Allowable Expenses

The following is a non-exhaustive list of expenses, which will not be reimbursed:

- parking fines
- fines for traffic offences
- private mileage

9. Suspended and ex- councillors

Where a councillor is suspended or partially suspended from their responsibilities or duties as a member of an authority in accordance with Part III of the Local Government Act 2000 or regulations made under that Part, the Local Authorities (Members' Allowances) (England) Regulations 2003 relating to any travel and subsistence allowance will be followed. The same would apply where a councillor has stepped down from their position.

10. False claims

If the Council considers that any expenditure claimed was not legitimately incurred on behalf of the Council, it may request further details. The Council will thoroughly investigate and check any expenses claim as it sees fit. It may withhold payment where insufficient supporting documents have been provided. Where payment has been made to you prior to the discovery that the claim was not legitimate or correct, it may seek to recover the value of the claim, including by deduction of the value of that claim from any salary due.

Any abuse of the Council's expenses policy will not be tolerated. This includes, but is not limited to:

- false expenses claims;
- claims for expenses that were not legitimately incurred;
- claims for personal gain;
- claims for hospitality and/or gifts without them having been declared; and
- receipt by you of hospitality and/or gifts from contacts that may be perceived to influence your judgment.

The Council will take disciplinary action where appropriate and, in certain circumstances, may treat a breach of this policy as gross misconduct, which may result in your summary dismissal or reporting to the Monitoring Officer. In addition, the Council may report the matter to the police for investigation and criminal prosecution.

This is a non-contractual procedure which will be reviewed from time to time.

APPENDIX A – CLAIM FORM

Laverstock & Ford Parish Council

COUNCILLOR TRAVEL EXPENSES CLAIM FORM

Name		Mode of Transport	
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Date	From Place of Departure	To Destination. Include & Rtn if applicable	Reason	Mileage

Total Miles	
Claim 45p per ml*	

*Car 45p, Motorcycle 24p, Cycle 20p

Other Expenses (eg Train fare, parking)

Date	Company	Description	Amount

Total Claim	£

Claimant's Signature.....

DATE.....

MODEL PUBLICATION SCHEME

Purpose	To set out a Code of Practice
Scope	Council employees, Councillors, and members of the public
Date adopted	
Minute Ref:	
Previous	n/a
Next Review	December 2025
Policy Owner	Finance & General Purposes Committee
Supersedes	None

Information available from Laverstock & Ford Parish Council under the Model Publication Scheme.

Information to be published Cost: Charges per copy for hard copies see schedule at end	How the information can be obtained
Class1 - Who we are and what we do (Organisational information, structures, locations and contacts) This will be current information only. N.B. Councils should already be publishing as much information as possible about how they can be contacted.	(Hard copy or website)
Who's who on the Council and its Committees	Both
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Both
Location of main Council office and accessibility details	Both
Staffing structure	Both
Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) Current and previous financial year as a minimum	Both
Annual return form and report by auditor	Both
Finalised budget	Both
Precept	Both
Borrowing Approval Letter	Both
Standing Orders	Both
Financial Regulations	Both

Grants given and received	Both
List of current contracts awarded and value of contract	Both
Members' allowances and expenses	Both
Parish Plan (current)	Both
Annual Report to Parish Meeting (current and previous year as a minimum)	Both
Class 4 – How we make decisions (Decision making processes and records of decisions) Current and previous council year as a minimum	(Hard copy or website)
Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)	Both
Agendas of meetings (as above)	Both
Both Minutes of meetings (as above) – note this will exclude information that is properly regarded as private to the meeting.	Both
Reports presented to council meetings – note this will exclude information that is properly regarded as private to the meeting.	Included in agendas
Responses to consultation papers	Hard copy where consultation was responded to on paper – online responses not available.
Responses to planning applications	Both
Bye-laws	Both
Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only	Both
Policies and procedures for the conduct of council business: Procedural standing orders Committee and sub-committee terms of reference Code of Conduct	Both

Policies and procedures for the provision of services and about the employment of staff: Internal instructions to staff and policies relating to the delivery of services Equality and diversity policy Health and safety policy Dignity at Work policy Safeguarding policy Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)	Both
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Records management policies (records retention, destruction and archive)	Both
Schedule of charges (for the publication of information)	Both
Class 6 – Lists and Registers	(Hard copy or website; some information may only be available by inspection)
Currently maintained lists and registers only	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Hard copy, if any
Assets Register	Website
Register of members' interests	Wiltshire Council website
Register of gifts and hospitality	Hard copy.
Class 7 – The services we offer	(Hard copy or website; some information may
(Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)	
Current information only	
Village Halls	Both
Parks, playing fields and recreational facilities etc	Both
Seating, litter bins, clocks, memorials, and lighting etc	Hard copy
Bus Shelters	Hard copy
Services for which the Council is entitled to recover a fee, together with those fees (e.g. burial fees)	Hard copy

Contact details: Parish Clerk, Laverstock & Ford Parish Council, Parish Office, Bourne Community Farm, Laverstock, Salisbury, Wiltshire SP6 2SR.

Tel: 07771 802839 Email: parish-clerk@laverstockford-pc.gov.uk

Web: www.laverstockford-pc.gov.uk

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @.25p per sheet (black & white)	Actual cost*
	Photocopying @.50p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail 2nd Class stamp

*Actual cost incurred by the parish council.