



To: All Members of the Town Council

**Meeting of Seaton Town Council
on Monday 2nd July 2018 at 7.30pm**

26th June 2018

You are hereby summoned to attend the above meeting to be held on Monday 2nd July 2018 at Marshlands, Harbour Road, Seaton at 7.30pm or immediately following the Planning Committee Meeting, whichever is sooner, at Marshlands, Harbour Road, Seaton. If the Planning Committee finishes before 7.30pm the Council meeting will start before 7.30pm. It is proposed that the matters set out on the agenda below will be considered at the meeting and resolution or resolutions passed as the Council considers appropriate.

Yours faithfully,

Amy Tregellas

Town Clerk

This meeting has been advertised as a public meeting and as such could be filmed or recorded by broadcasters, the media or members of the public. Please be aware that whilst every effort is taken to ensure that members of the public are not filmed, we cannot guarantee this, especially if you are speaking or taking an active role.

AGENDA

The Chairman will say a prayer at the start of the meeting

18/COU/01 Apologies for absence

To receive any apologies for absence

18/COU/02 Declarations of Interest

To receive any Members' declarations of interest in respect of items on the agenda

18/COU/03 Minutes

To agree the minutes of the Annual General Meeting held on Monday 4th June 2018

- 18/COU/04 Public Question Time**
To allow any questions or reports from members of the public.
- 18/COU/05 Police Report**
- 18/COU/06 County Councillor Report**
- 18/COU/07 Reports from Council representatives on Outside Bodies**
- Report regarding Seaton Health Matters with a recommendation regarding a youth project
- 18/COU/08 Town Clerk Report including update on actions arising**
- 18/COU/09 Committee meeting minutes**
To receive, and to ratify the decisions therein, the meetings of the following Committee meetings:
- Planning Committee 21st May 2018
 - Finance & General Purposes Committee 21st May 2018
 - Communities & Open Spaces Committee 29th May 2018
 - Planning Committee 4th June 2018
 - Planning Committee 18th June 2018
 - Finance & General Purposes Committee 18th June 2018
- 18/COU/10 Co-option of a new Councillor**
To co-opt a new Councillor
- 18/COU/11 Grant Applications**
To consider the grant applications from:
- TRIP Community Transport
 - Seaton Library Youth Club
 - Seaton Bowling Club
 - Axe Valley & West Dorset Ring & Ride Service
 - Health and Local Food for Families
 - Testudo
- 18/COU/12 Seafront Enhancement Scheme Working Group Report**
To consider the report from the Seafront Enhancement Scheme working group
- 18/COU/13 Dog Ban Areas and Signage**
- 18/COU/14 Free Function Room Booking form**
To consider the application for free use of the function room by:
- The Probus Club
- 18/COU/15 Consultation on polling stations**
To consider the consultation on polling stations and the response of the Council

- 18/COU/16 Records Management and Document Retention Policy**
To consider the recommendation of the Finance and General Purposes Committee to review and approve the draft Records Management and Document Retention Policy
- 18/COU/17 Information Security Policy**
To consider the recommendation of the Finance and General Purposes Committee to review and approve the draft Information Security Policy
- 18/COU/18 Subject Access Request Policy**
To consider the recommendation of the Finance and General Purposes Committee to review and approve the draft Subject Access Request Policy
- 18/COU/19 Personnel Committee**
To consider the way forward for the Personnel Committee following the workshop on 25th June 2018
- 18/COU/20 Appraisal Process**
To review and approve the Appraisal process



Minutes of the Seaton Town Council Meeting On Monday 4th June 2018

Present

In the chair: Cllr P Burrows

Councillors: C Chadwick, M Hartnell, S Read, J Rowland, M Shaw, H Sanham, D Squire and R Webster

Officers: Town Clerk

Public: None

48. Apologies for absence

The Council received and accepted apologies from Cllrs Beer and Rye

49. Declarations of Interest

Cllr Burrows declared a personal interest as a Councillor with East Devon District Council (EDDC)

Cllr Hartnell declared a personal interest as a Councillor with East Devon District Council (EDDC)

Cllr Shaw declared a personal interest as a Councillors with Devon County Council (DCC)

50. Minutes

The Council **RESOLVED** to approve the minutes of the Annual General Meeting of Council on 8th May 2018 and the Council meeting on 14th May 2018.

(moved Cllr Rowland; seconded Cllr Read)

51. Chairman's Report

The Chairman gave a verbal report confirming that he had attended:

- The Royal Wedding festivities at Number One with Age UK on 16th May
- The opening of Seaton Museum on 16th May (along with Cllr Rowland)
- The Party in the Park on Sunday 20th May organised by Christians Together, Seaton Lions and Royal British Legion. The Chairman thanked Sharon Bruce for all of her hard work getting this event off the ground
- The Bank Holiday Street Fayre (not strictly as the Mayor)
- The Volunteers Day organised by the Council. The Chairman thanked Cllrs Chadwick and Webster for their attendance and assistance at the event

52. Public Question Time

There were no members of the public present

53. Police Report

There was no report from the Police.

54. County Councillor Report

Cllr Shaw gave a verbal report and updated the Council on:

The Stop Line Way Route – Cllr Shaw confirmed that he had been in discussions with officers at Devon County Council to move this project forward

Cllr Shaw also confirmed that he had followed up with Simon Kerr regarding comments made about the future of Seaton Hospital especially as over 50 clinics are held at Seaton Hospital.

55. District Councillor Report

Discussion took place around:

- Cllr Hartnell and Cllr Rowlands walk with Dan Haydn re streetscene issues and that the notes would be circulated to Cllrs
- Cllr Hartnell confirmed that the Streetscene department at East Devon District Council was currently experiencing resourcing issues and that as a result of this funding had been secured and that Clive would be coming back to Seaton to do the street sweeping and cleaning
- The tide times listing is out of date – to be followed up with the Beach Officer at EDDC
- The Polling Station consultation and that this be added to the agenda for the 2nd July meeting

The Council **NOTED** Cllr Hartnell's report
(moved by Cllr Burrows)

56. Town Clerk Report

Discussion took place around:

- The need to add in information to future reports on communication that had been received by the Council

The Council **NOTED** the Town Clerks Report
(moved by Cllr Burrows)

57. Action Plan for 2018/19

Discussion took place around:

- The need to remove reference to Richardson Gill from the Council website
- The need to update the Seatondevon.Org website to remove the Seaton's Voice publication, include the link to the current Town Guide, update the list of shops, upload details of events
- The need to promote the parish footpath scheme on the Council website and to ask for volunteers to review the footpaths
- The need to purchase a body camera for the dog warden

The Council **RESOLVED** to ask Hester to do an additional day to continue to update the seatondevon.org website

(moved by Cllr Rowland; seconded Cllr Hartnell)

The Council **RESOLVED** to approve the action plan for 2018/19

(moved by Cllr Burrows; seconded Cllr Rowland)

58. Co-option of a new Councillor

The Council **RESOLVED** to approve the co-option process and timetable as per the Council's Co-option Policy.
(moved Cllr Squire; seconded Cllr Shaw)

The Council **RESOLVED** that in future when East Devon District Council confirm that the Council can co-opt that the Town Clerk commence the co-option vacancy process and that an update is provided to the next Council meeting
(move Cllr Burrows; seconded Cllr Rowland)

59. Cheque Signatories

The Council **RESOLVED** to approve the list of cheque signatories for the 2018/19 financial year as per the report
(moved Cllr Sanham; seconded Cllr Shaw)

60. Update on Actions Arising

Discussion took place around:

- The error to the tourism signage and that Cllr Shaw would liaise with Stephen Kelly to get this error rectified

The meeting ended at 20.46

Chairman: _____

Dated: _____

COUNCIL

County Councillor's report, July 2018

The County Council's Cabinet backs Wilmington

I spoke at Devon's Cabinet on 13th June in support of my request that the County Council support Wilmington's campaign for crossings and traffic calming measures on the A35 through the village. The Cabinet agreed 'that the County Council engages as a consultee with Highways England on their proposals for the A35 route corridor, and requests that the proposals are brought forward and implemented as soon as practicable.' This will now go back to the full Council on 19th July. The Leader, Cllr John Hart, was very supportive and said that the Council had already written to HE, but not received a reply, and they would now write again.

Cabinet agrees a comprehensive policy on single-use plastics

Following a resolution introduced by my fellow Independent, Cllr Frank Biederman, some months ago, the Council's officers have now drawn up a comprehensive policy to eliminate single-use plastics from the Council by 2020. I spoke at Cabinet in support of this policy.

I have a number of 'Refill' stickers for shops and offices to put in their windows if they are willing to allow people to fill their water bottles, so contributing to reducing plastic pollution. Please email me if you know somewhere that could join this scheme.

Libraries: Scrutiny committee will look at performance, mobile libraries threatened

The Corporate Infrastructure and Regulatory Services Scrutiny Committee, of which I am a member, will be looking in detail at Libraries in September following a verbal presentation at the June meeting.

Meanwhile the Council is reviewing the future of rural library services, including the option of ending the mobile library service. Offwell currently receives visits from the mobile library, and I would welcome feedback from local people and the Parish Council on this option.

Safety on the road between Colyford and Seaton

A pedestrian was knocked over on 21st June by a car travelling from Seaton. Traffic on this winding country road has grown rapidly and I shall propose reducing the speed limit between Seaton and Colyford from the national limit to 40 mph.

I already have had agreement from Highways for a new sign pointing cyclists and pedestrians from Colyford into the Stop Line Way multi-user trail, and I have pressed again for this to be erected quickly.

As I reported last month, I am also pressing the County Council for action to ensure the missing link in Stop Line Way through the Wetlands is completed. I have had helpful new assurances from officers on the way forward.

Jurassic Coast Trust presentation at Seaton Jurassic

I attended a presentation by Chief Executive, Dr Simon Ross, on 22nd June about the work of the Trust, which is playing an invaluable role in promoting our World Heritage Site. Dr Harry Barton of the Devon Wildlife Trust, which runs Seaton Jurassic, also provided an encouraging briefing on the progress of the centre.

Beer sign to divert Beer Head traffic from the village

I have finally signed off on this sign, which I am paying for from the Locality Fund.

40 mph speed limit at the junction of the A3052 and Seaton Down Hill

Funding from Seaton Town Council and my Invest in Devon fund is now in place to enable a change which would extend the 40 mph zone on the A3052 west of the junction, avoiding the problem of drivers coming over the brow of Harepath Hill speeding up as they approach the junction.

This proposal will also have the effect of reducing the limit on Seaton Down Hill to 40, as pressed for by the Community Speedwatch Team and the Town Council. The proposal will have to go to the Highways and Traffic Orders Committee and I am trying to ensure this happens as soon as practicable, before being publicly advertised.

Seaton & Area Health Matters

I attended a committee meeting and a meeting with the existing Seaton Health Forum. A way forward has been agreed with the Forum merging with the new Health Matters group. Individuals will now be able to join the new group as well as organisations, and all existing participants in the Forum are invited to attend the next meeting which will be on Thursday 12th July at 2pm in Marshlands.

The Project in Seaton

One good result of the Health Matters process has been that I have had a meeting with Emma Curtis of The Project, which provides a service for young people in Axminster and is now expanding to other East Devon towns. The Health Matters chair Cllr Jack Rowland, of Seaton Town Council, is making a proposal to help bring The Project to Seaton at the next meeting of the Town Council.

Agenda item for Full Council meeting on 2 July 2018

A proposal to help younger people in the Seaton area

Background

The Seaton Area Health Matters have now held 2 meetings (23 March and 24 May) that involved representatives from statutory and voluntary health groups along with local councillors from all 3 tiers of local government.

From these meetings 10 priorities have emerged (not shown in a priority order at this stage), namely:

1. To take an area approach for the Axe Valley, not just Seaton.
2. Improving communication and co-ordination between voluntary organisations.
3. Maintaining and extending NHS services in GP practices and at Seaton Hospital.
4. The challenges in older age groups (chronic diseases, loneliness and isolation).
5. The challenges in younger age groups (drug and alcohol addiction, housing, poverty).
6. Mental health support.
7. Transport difficulties to access services.
8. Promoting health and wellbeing
9. Communication on what is available.
10. Co-ordination and ownership to tackle the challenges.

A steering group has now been set up with an agreed Terms of Reference (available separately as part of an update on Seaton Area Health Matters for this Council meeting). I have been elected to chair the steering group and in order to start tackling the priorities I have met Emma Curtis who works for The Project (part of Action East Devon). The Project supports the mental and emotional wellbeing of young people in the 13-24 age group and currently operates in Axminster, but not Seaton.

The support sessions are run for 2 age groups – 13-17 and 18-24 and are always attended by a session worker and a mental health worker who has already had a prior 121 meeting with an individual. The sessions are peer support sessions and an opportunity to meet others experiencing similar issues, to talk, share, give and share support in an informal, non-clinical setting on a fortnightly basis from 6-8pm.

Recommendation

I feel that there is a need for this service in Seaton as evidenced by talking to the police and hearing the concerns raised at the Seaton Area Health Matters meetings. By establishing this service in Seaton, potentially at the Marshlands Centre, we will

be demonstrating that action is being taken to help alleviate the points shown above in point 5, 6 and 8.

Proposal

Seaton Town Council agrees that The Project (Action East Devon) sets up support sessions in Seaton at the Marshlands Centre on dates to be agreed from 6-8pm once The Project confirms that they have the trained volunteers and mental health workers in place in Seaton and Seaton Town Council has an employee in place that can open and close the building securely for the booked time slots. Action East Devon to pay a booking fee of £20 per session for each 6-8pm session and agree the terms and conditions shown for booking space at Marshlands Centre.

Jack Rowland

Seaton Town Councillor

18 June 2018

**COUNCIL
Town Clerk Report**

Since the last update report the Town Clerk has the following update:

Council/Committee meetings

Continuing to produce agendas, accompanying reports and minutes of meetings plus working on any actions arising

Finance System

The Town Clerk and both Admin and Finance Assistants have now had two days training on the new System and now are setting up the suppliers and customers on the system before populating it with the information for the first three months of the financial year

Seaton app

The Town Clerk met with Blaze Concepts last week to discuss the app. Blaze have been provided with a list of businesses and they are now populating this information over the next few weeks. This will then be checked before the app goes live.

Correspondence and Communication

In terms of correspondence and communication for the month of June, the key areas for Council to be aware of are:

1 complaint has been received regarding allotments and this has been investigated and the complainant written to

4 or 5 people have complained about the grass verges at the top of the Underfleet. This was discussed with the Communities Committee at their meeting on 25th June and these areas will be tidied up in the week commencing 2nd July

Update on Actions Arising

Devon Air Ambulance Landing Strip

EDDC confirmed on 26th June that Planning approval has been granted. The relevant people from Devon Air Ambulance have been made aware and an update will be provided at the meeting.

Websites – Seatondevon.org and Town Council

The Admin and Finance Assistant is doing an additional days work on Thursday 28th June to focus purely on updating with website.

The Town Clerk has been updating the information on the Town Council website. A verbal update will be given at the meeting as to progress.



Minutes of the Planning Committee Monday 21st May 2018

Present:

Chairman: Cllr. S Read

Councillors: K. Beer, P. Burrows, M. Hartnell and J. Rowland

In attendance: Town Clerk

1. Election of a Chairman

Cllr Rowland nominated Cllr Read as Chairman of the Planning Committee for the 2018/19 Municipal Year, Cllr Beer seconded the proposal.

There were no other nominations.

The Committee **RESOLVED** to approve the election of Cllr Read as Chairman of the Seaton Town Council Planning Committee for the 2018/19 Municipal Year.

2. Election of a Vice Chairman

Cllr Burrows nominated Cllr Beer as Vice Chairman of the Planning Committee for the 2018/19 Municipal Year, Cllr Read seconded the proposal.

There were no other nominations.

The Committee **RESOLVED** to approve the election of Cllr Burrows as Mayor / Chairman of Seaton Town Council for the 2018/19 Municipal Year.

3. Apologies for absence

Apologies were received and accepted from Cllrs Shaw and Sanham.

4. Declarations of Interest

Cllr Burrows declared a personal interest as a Member of East Devon District Council (EDDC).

Cllr Hartnell declared a personal interest as a Member of East Devon District Council (EDDC).

Cllr Burrows declared a personal interest in respect of application

5. Minutes of the Planning Committee meeting held on Monday 8th May 2018

The Committee **RESOLVED** to agree the minutes of the meeting held on Monday 8th May 2018. (moved Cllr Rowland; seconded Cllr Beer)

6. District Council Members

It was formally noted that the participation of those Councillors, who are also members of the East Devon District Council, in both the debate and the subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

7. Public Question Time (PQT)

There were no members of the public present.

Applications for consideration:

8. **18/1052/FUL** **Mr D Dickinson** **81 EYEWELL GREEN,
SEATON, EX12 2LX**
Construction of a single
storey rear extension

The Committee **RESOLVED** to agree no objection to this application.
(moved Cllr Rowland; seconded Cllr Beer)

9. **18/1115/FUL** **Mr & Mrs Bruce** **HILL HOUSE, HIGHCLIFFE
CRESCENT, SEATON,
EX12 2AD**
Construction of conservatory
with raised deck area

The Committee **RESOLVED** to agree no objection to this application.
(moved Cllr Shaw; seconded Cllr Rowland)

10. **Planning Comments for circulation**
No circulation of comments is necessary

11. Decisions

The Committee noted the following planning decisions made by East Devon District Council:

- a) 18/0109/VAR – Former Racal Site Riverside Way, Seaton, EX12 2UE**
Variation of condition 1 of reserved matters approval 16/0503/MRES (Reserved matters application pursuant to outline application 15/1107/VAR for erection of 90 no. 2 bedroom units, new access, public quayside and flood protection) to vary the approved plans for units 1-16 - **APPROVED**
- b) 18/0112/VAR – Former Racal Site Riverside Way, Seaton, EX12 2UE**
Variation of condition 1 of reserved matters approval 16/0503/MRES (Erection of 90 no. 2 bedroom units, new access, public quayside and flood protection) to vary the approved plans for units 79-90 and to raise the whole site level by 100mm - **APPROVED**
- c) 18/0503/FUL – Stoneacre, Castle Hill, Seaton, EX12 2QP**
Construction of a single storey rear extension, raise roof and construction of two gables including balconies – **APPROVED**
- d) 18/0415/FUL – Fairview, 15 Wessiters, Seaton, EX12 2PW**
Construction of a single storey front extension/alterations to roof including construction of a dormer window with Juliet balcony to rear - **APPROVAL**

The meeting ended at 19:15.

Chairman: _____

Date: _____



Minutes of the Finance & General Purposes Committee Meeting on Monday 21st May 2018

Present

Chairman: Cllr Hartnell
Councillors: Beer, Burrows, Read, Rowland and Squire
In attendance: Town Clerk

1. Election of a Chairman

Cllr Squire nominated Cllr Hartnell as Chairman of the Finance and General Purposes Committee for the 2018/19 Municipal Year

Cllr Rowland seconded the proposal.

There were no other nominations.

The Committee **RESOLVED** to approve the election of Cllr Hartnell as Chairman of the Seaton Town Council Finance and General Purposes Committee for the 2018/19 Municipal Year.

2. Election of a Vice Chairman

Cllr Squire nominated Cllr Beer as Vice Chairman of the Finance and General Purposes Committee for the 2018/19 Municipal Year

Cllr Read seconded the proposal.

There were no other nominations.

The Committee **RESOLVED** to approve the election of Cllr Beer as Vice Chairman of Seaton Town Council Finance and General Purposes Committee for the 2018/19 Municipal Year.

3. Apologies for Absence

Apologies were received and accepted from Cllr Sanham.

4. Declaration of Interest

Councillor Hartnell declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

Councillor Burrows declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

5. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 16th April 2018

(moved Cllr Rowland; seconded Cllr Read)

The Committee **RESOLVED** to approve the minutes of the Special meeting on Tuesday 1st May 2018.

(Moved Cllr Squire; seconded Cllr Beer)

6. Public Question Time

There were no members of the public present

7. Payments and Receipts and SAGE report

Receipts 2017/18

The Committee **RESOLVED** to approve the receipts report
(moved Cllr Hartnell)

Payments 2017/18

Discussion took place around:

- The reason for the two payments to Amrik Singh – the Town Clerk confirmed that one payment was to fix a problem with her email account and the other was to provide the photocopier company with the technical specification for the set up process
- The choice of the charities for donations made by the Mayor from the Chairman's Allowance

The Committee **RESOLVED** to approve the Payments report
(moved Cllr Rowland; seconded Cllr Beer)

Receipts 2018/19

The Committee discussed whether it was appropriate to include the names of the allotment holders on the receipts report due to the new General Data Protection Regulations and the Town Clerk will discuss this with the new Finance System software provider.

The Committee discussed the need for terms of business as well as a debt management policy

The Committee **RESOLVED** to approve the receipts report
(moved Cllr Beer; seconded Cllr Rowland)

Payments 2018/19

Discussion took place around:

- The reason for the payment to Sunshine Clothing – the Town Clerk confirmed that payment was for the putting up and taking down of the gazebos for the April Artisan Market

The Committee **RESOLVED** to approve the Payments report
(moved Cllr Rowland; seconded Cllr Hartnell)

8. Petty Cash expenditure

The Committee noted that this would be carried forward to the next report

9. Budget to date

The Town Clerk confirmed that there was no report to present at the current time as the Council is currently in between finance systems.

10. Bank Reconciliation

The Town Clerk confirmed that there was no report to present at the current time as the Council is currently in between finance systems.

11. Terms of Reference

Discussion took place regarding:

- The need to keep the specific delegated powers section for the Finance Committee and to add in the Estates powers immediately following this
- The need to amend condition 4 to reflect that the Town Clerk would support this committee
- Delete Finance Committee specific delegated power 9

The Committee **RESOLVED** to agree the Terms of Reference subject to the above listed amendments
(moved Cllr Rowland; seconded Cllr Burrows)

12. Use of the debit card

The Committee **RESOLVED** that Cllrs Hartnell and Burrows would liaise with the Town Clerk and Bank to amend the name on the debit card
(moved Cllr Hartnell; seconded Cllr Burrows)

13. Update on Actions arising from previous meetings

Finance System

The Town Clerk confirmed that the new Computer System had been installed and that the new Finance System would be installed shortly.

IT System

The Town Clerk updated the Committee that the new computer system had been installed

Labyrinth

The Town Clerk confirmed that she is endeavouring to get quotes from local grounds maintenance companies to bring back to a future meeting.

The meeting ended at 8.05pm

Chairman: _____

Dated: _____



Minutes of the Communities Committee Meeting on Tuesday 29th May 2018

Present

Chairman: Cllr Sanham

Councillors: Beer, Burrows, Chadwick, Rowland, Rye and Webster

In attendance: Town Clerk
Cllr Squire

14. Election of a Chairman

Cllr Beer nominated Cllr Sanham as Chairman of the Communities Committee for the 2018/19 Municipal Year

Cllr Rowland seconded the proposal.

Cllr Chadwick nominated Cllr Burrows as Chairman of the Communities Committee for the 2018/19 Municipal Year

Cllr Webster seconded the proposal.

The nominations were put to the vote and the Committee **RESOLVED** to approve the election of Cllr Sanham as Chairman of the Seaton Town Council Communities Committee for the 2018/19 Municipal Year.

15. Election of a Vice Chairman

Cllr Beer nominated Cllr Webster as Vice Chairman of the Communities Committee for the 2018/19 Municipal Year

Cllr Burrows seconded the proposal.

Cllr Sanham nominated Cllr Rowland as Vice Chairman of the Communities Committee for the 2018/19 Municipal Year

Cllr Rye seconded the proposal.

The nominations were put to the vote and the Committee **RESOLVED** to approve the election of Cllr Webster as Vice Chairman of the Seaton Town Council Communities Committee for the 2018/19 Municipal Year.

16. Apologies for Absence

There were no apologies

17. Declaration of Interest

Councillor Burrows declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

18. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the meeting on Monday 30th April 2018
(moved Cllr Sanham)

19. Public Question Time

There were no members of the public present
Cllr Beer left the meeting at this point

20. Marketing Contract

Discussion took place around:

- Snap Seaton – the winners were being announced today
- The need to source a local photographer
- Ask One Voice to forward a copy of the brief that they have put together for the photographers
- Run something similar to Snap Seaton for events
- Cycle Fest website – comments around the website not looking exciting, has an unattractive front page, incorrect information relating to the Velo Vintage Day, the text is hard to read, the page relating to getting to the event needs to be updated

The Committee **RESOLVED** to source a local photographer
(moved Cllr Webster; seconded Cllr Rye)

The Committee **RESOLVED** to have an informal meeting with the Events Officer to discuss the Cycle Fest website and the Cycle Fest generally
(moved Cllr Sanham; seconded Cllr Webster)

21. Cycle Fest 2018

Discussion took place around:

- The list of what is happening in terms of entertainment to be circulated to Councillors
- The need for more information as to what the signage quote relates to
- No information being listed on the 1st Chard Wheelers website
- The need for posters and leaflets to be distributed in the Town Centre, at the school and further afield.
- The Events Officer talking to traders regarding opening on Sunday and to have a shop window competition
- The need to send round the updated events planner to the Committee
- The need to order flash banners for the Cycle Fest which are non-sticky and can be put in shop windows
- As per the resolution for minute 7 – to be discussed further with the Events Officer in an informal meeting

22. Town Team

Discussion took place around:

- The next date for the Town Team being in the week commencing 11th June 2018
- Quotes for weeding from the Communities Enhancement Fund for the Town Centre, Harepath Road, Seafront, Beach Road to Fishermans Gap and up to Manor Road
- Cllr Rowland confirmed that he would be having a walk around with Dan Haydn from East Devon District Council's Streetscene Department later in the week
- Empty shops and whether it is appropriate to put film in them
- Board on post near planters – Cllrs Rowland and Sanham to have a look at the location

- The Art@Jubilee must happen for the remaining dates for the year
- Who would be putting up and taking down the gazebos for the Artisan Market – it was suggested that the Town Clerk contact the Football Club, Martial Arts Club and Scouts
- The need to ask One Voice to promote the town centre when promoting the Artisan Markets
- Forum for the Town Team – use the old Seaton Town Development Team Facebook page as a closed group
- Consider the option that maybe traders bring their own gazebos in the future

The Committee **RESOLVED** that the old Seaton Town Development Team Facebook page be used as a closed group
(moved Cllr Webster; seconded Cllr Rye)

23. Seaton in Bloom

The Town Clerk confirmed that a number of applications had been received for the Seaton in Bloom competition and that the closing date was 4th June. Cllr Burrows and Rowland would be judging the competition on 11th June 2018.

24. South West in Bloom

Discussion took place regarding:

- Cllr Burrows and Hester doing a timed walk of the judging route on Friday 1st June
- The Town Clerk to write to John Widger to ascertain what he plants in the town centre and how often replanting and watering is done
- Tea and Cream tea for the judges

25. Banners

The Committee **RESOLVED** to approve the purchase of three banners at the cost of £190 each.

(moved Cllr Sanham; seconded Cllr Chadwick)

26. Seaton App

The Town Clerk showed the Committee the new Seaton app.

Discussion took place around:

- The need to check whether we need a privacy statement on the app
- Who will be doing the update?
- How are photos being chosen?
- The need to check how the app is going – giving it 6 weeks from date it goes live for a report back to the Committee

The Committee **RESOLVED** to approve the new app subject to the points above being resolved.

(moved Cllr Burrows; seconded Cllr Webster)

27. Update on Actions arising from previous meetings

Discussion took place around:

- Town Guide – the distribution listing be circulated to Councillors

- SeatonDevon.org website – take the website down and priority to update the front page
- Volunteers Day – Town Clerk to ask Councillors if they can attend
- Community Enhancement Fund – to check the references on the Devon County Council website for streetlights

The meeting ended at 22.15pm

Chairman: _____

Dated: _____



Minutes of the Planning Committee Monday 4th June 2018

Present:

Chairman: Cllr. S Read

Councillors: P. Burrows, M. Hartnell, J. Rowland, M. Shaw and H. Sanham

In attendance: Town Clerk
No members of public

12. Apologies for absence

Apologies were received and accepted from Cllr Beer.

13. Declarations of Interest

Cllr Burrows declared a personal interest as a Member of East Devon District Council (EDDC).

Cllr Shaw declared a personal interest as a Member of Devon County Council (DCC)

Cllr Hartnell declared a personal interest as a Member of East Devon District Council (EDDC).

Cllr Hartnell declared a personal interest in respect of application 18/0787/RES as the applicant is a close family friend

All Councillors declared a personal interest in respect of application 18/0913/FUL as this application is the Council's application

14. Minutes of the Planning Committee meeting held on Monday 21st May 2018

The Committee **RESOLVED** to agree the minutes of the meeting held on Monday 21st May 2018, subject to the following amendments:

- Minute 4 be completed to read Cllr Burrows declared a personal interest in respect of application 18/1115/FUL as he knows the family well
- Minute 9 be amended to reflect that it was moved and seconded by Cllrs Rowland and Hartnell respectively

(moved Cllr Rowland; seconded Cllr Beer)

15. District Council Members

It was formally noted that the participation of those Councillors, who are also members of the East Devon District Council, in both the debate and the subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

16. Public Question Time (PQT)

There were no members of the public present.

Applications for consideration:

17. **18/0980/FUL** **Mr G Hughes** **SEATON POLICE STATION, 76 QUEEN STREET, SEATON, EX12 2RJ**
Change of use from police station to dwelling including demolition of rear extension to form amenity area

The Committee **RESOLVED** to agree no objection to this application.
(moved Cllr Sanham; seconded Cllr Shaw)

18. **18/0787/RES** **Mr R Dack** **LAND WEST OF HAZELWOOD (ACCESSED VIA ROWAN DRIVE), HAREPATH ROAD, SEATON, EX12 2SX**
Creation of 4 no dwellings (reserved matters approval of access, appearance, landscape, layout and scale pursuant to outline planning consent 16/0912/OUT)

The Committee **RESOLVED** to objection to this application on the following grounds:

There is no evidence that Natural England have been consulted in respect of the lighting and bat corridor

There is no construction and environmental management plan

There is a loss of privacy for the neighbour due to overlooking and the Town Council maintains its objection from the outline application in 2016 where it specified that the development should consist of a single storey only.

(moved Cllr Sanham; seconded Cllr Shaw)

19. **18/1098/FUL** **Mr K Hodson** **232 HAREPATH ROAD, SEATON, EX12 2SU**
Construction of a detached outbuilding

The Committee **RESOLVED** to agree no objection to this application.
(moved Cllr Shaw; seconded Cllr Sanham)

20.18/0913/FUL

Mrs A Tregellas

**SEATON AND DISTRICT
CRICKET AND TENNIS
CLUB, COURT LANE,
SEATON**

Erection of a 10 metre
high emergency lighting
column together with
associated emergency
lighting fittings

The Committee **RESOLVED** to agree no objection to this application.
(moved Cllr Rowland; seconded Cllr Shaw)

21.18/1176/FUL

Mrs S Northwood

**15 HILLYMEAD,
SEATON, EX12 2LF**

Construction of a single
storey side/rear extension

The Committee **RESOLVED** to agree no objection to this application.
(moved Cllr Shaw; seconded Cllr Sanham)

22. Planning Comments for circulation

Comments to be circulated in respect of application 18/0787/RES

23. Decisions

The Committee noted the following planning decisions made by East Devon District Council:

e) 18/0507/COU – Unit B, Harbour Road, Seaton, EX12 2LS

Change of use from retail (use Class A1) to dental centre (use Class D1) –
APPROVED

24. Tree Preservation Orders

The Committee noted the following Tree Preservation Orders made by East Devon District Council:

a) 18/0020/TPO – Land at Ashecliff, Old Beer Road, Seaton, EX12 2PZ

The meeting ended at 19:18.

Chairman: _____

Date: _____



Minutes of the Planning Committee Monday 18th June 2018

Present:

Chairman: Cllr. S Read

Councillors: P. Burrows, M. Hartnell, J. Rowland and H. Sanham

In attendance: Town Clerk
No members of public

25. Apologies for absence

Apologies were received and accepted from Cllrs Beer and Shaw.

26. Declarations of Interest

Cllr Burrows declared a personal interest as a Member of East Devon District Council (EDDC).

Cllr Hartnell declared a personal interest as a Member of East Devon District Council (EDDC).

27. Minutes of the Planning Committee meeting held on Monday 4th June 2018

The Committee **RESOLVED** to agree the minutes of the meeting held on Monday 4th June 2018.

(moved Cllr Rowland; seconded Cllr Sanham)

28. District Council Members

It was formally noted that the participation of those Councillors, who are also members of the East Devon District Council, in both the debate and the subsequent vote is on the basis that the views expressed are preliminary views taking account of the information presently made available to the Town/Parish Council. The District Councillors reserve their final views on the application until they are in full possession of all the relevant arguments for and against.

29. Public Question Time (PQT)

There were no members of the public present.

Applications for consideration:

30. 18/1227/FUL

Ms C Preston

**98 HAREPATH ROAD,
SEATON, EX12 2AX**
First floor extension,
porch extension and
garage conversion

The Committee **RESOLVED** to agree no objection to this application, subject to confirmation regarding concerns around parking.
(moved Cllr Rowland; seconded Cllr Sanham)

31. **18/0819/FUL**

Mr M Gibbs

**THE GLEN, BEER HILL,
SEATON, EX12 2PY**
Demolition of existing and
construction of
replacement garage block

The Committee **RESOLVED** to agree no objection to this application
(moved Cllr Rowland; seconded Cllr Sanham)

32. **18/1140/FUL**

Mr N Postance

**HILLBOURNE HOUSE,
SEATON DOWN HILL,
SEATON, EX12 2JD**
Construction of detached
outbuilding

The Committee **RESOLVED** to agree no objection to this application.
(moved Cllr Hartnell; seconded Cllr Rowland)

33. **18/1240/FUL**

Mr & Mrs N Lawrence

**BRAMBLEDALE,
WESTWOOD WAY,
SEATON, EX12 2DH**
Construction of two storey
rear extension, side and
front dormer windows

The Committee **RESOLVED** to agree no objection to this application, subject to a glass being obscured due to overlooking.
(moved Cllr Rowland; seconded Cllr Hartnell)

34. **18/1359/FUL**

Mr A Oborn

**17 TOWNSEND
AVENUE, SEATON,
EX12 2BG**
Erection of new two storey
two-bedroomed house in
garden plot

The Committee **RESOLVED** to object to this application on the grounds of:
Complete overdevelopment of the site
Inadequate parking – this is a narrow road not suitable for parking and the garage is being removed
The design is out of keeping compared to the other properties in the vicinity
(moved Cllr Sanham; seconded Cllr Rowland)

35. Planning Comments for circulation

Comments to be circulated in respect of application 18/1359/FUL

36. Decisions

The Committee noted the following planning decisions made by East Devon District Council:

- f) **18/0788/FUL – The Old Picture House, Beach Road, Seaton, EX12 2LZ.**
Construction of single storey extensions with first floor terrace over; alterations to north elevation and entrance doors, and change of use of car park and construction of raised terrace to provide external seating area; change of use of Flats 1 and 2 Beach Corner for use for holiday let and/or staff accommodation – **APPROVED**
- g) **18/0720/FUL – Tower Services, Seaton Down Hill, Seaton, EX12 2TH.**
Installation of 1 no. electric vehicle charging station and associated equipment – **WITHDRAWN**
- h) **18/1052/FUL – 81 Eyewell Green, Seaton, EX12 2BN.** Construction of single storey rear extension – **APPROVED**
- i) **18/1118/FUL – Hill House, Highcliffe Crescent, Seaton, EX12 2PS.**
Construction of conservatory with raised deck area – **APPROVED**
- j) **18/0787/RES – Land West of Hazelwood (access Rowan Drive), Harepath Road, Seaton, EX12 2SX.** Creation of 4 no. dwellings (reserved matters approval of access, appearance, landscape, layout and scale pursuant to outline planning consent 16/0912/OUT) - **APPROVED**

37. Tree Preservation Orders

The Committee noted the following Tree Preservation Orders made by East Devon District Council:

- b) 18/0021/TPO – Land at and adjacent to Ingon House, Old Beer Road, Seaton, EX12 2PZ

The meeting ended at 19:43.

Chairman: _____

Date: _____



Minutes of the Finance & General Purposes Committee Meeting on Monday 18th June 2018

Present

Chairman: Cllr Hartnell
Councillors: Burrows, Read, Rowland, Sanham and Squire
In attendance: Town Clerk

28. Apologies for Absence

Apologies were received and accepted from Cllr Beer.

29. Declaration of Interest

Councillor Hartnell declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

Councillor Burrows declared a Personal Interest as an East Devon District Council (EDDC) Councillor.

Councillor Rowland declared a Personal Interest in agenda item 14 as he is a member of the Seaton Down Hill speed watch team

30. Minutes of the previous meeting

The Committee **RESOLVED** to approve the minutes of the Finance and General Purposes meeting on Monday 21st May 2018
(moved Cllr Read; seconded Cllr Squire)

The Committee **RESOLVED** to approve the minutes of the Estates meeting on Monday 23rd April 2018.
(Moved Cllr Rowland; seconded Cllr Hartnell)

31. Public Question Time

There were no members of the public present

32. Payments and Receipts and SAGE report

Receipts 2018/19

The Town Clerk confirmed that the issue of publishing the names of customers on this report (due to GDPR) will be discussed with the new Finance System software provider during training later this week.

Payments 2018/19

Discussion took place around:

- The process for the payment to the Town Maintenance Person re the Artisan Market

- The payment for Testudo – the Town Clerk confirmed that they were now going to be putting up and taking down the Gazebos for the Artisan Markets
- The need to add wording into the Financial Regulations regarding pro-forma invoices

The Committee **RESOLVED** that a request be made to the Town Maintenance Person to submit an invoice demonstrating his self employed status or repay the money and to be paid through Payroll.
(moved Cllr Rowland; seconded Cllr Read)

The Committee **NOTED** the receipts and payments report
(moved Cllr Hartnell)

33. Petty Cash expenditure

The Committee reviewed the petty cash reconciliation report and **RESOLVED** to approve the petty cash imprest report
(moved Cllr Hartnell; seconded Cllr Rowland)

34. Budget to date

The Town Clerk confirmed that there was no report to present at the current time as the Council is currently in between finance systems. She advised Councillors that she had been working on a budget report based on the old financial system report and populating it with the actual income and expenditure to date. This information would be sent around to all Councillors.

The Committee **RESOLVED** to purchase a new urn
(moved Cllr Sanham; seconded Cllr Hartnell)

The Committee **RESOLVED** to purchase 4 gazebos and 4 tables from the Cycle Fest budget as well as A boards if it was found that the Council is short of them
(moved Cllr Rowland; seconded Cllr Sanham)

The Committee **RESOLVED** to hire a skip for the removal of the rubbish at the allotments from the allotments budget
(moved Cllr Squire; seconded Cllr Hartnell)

35. Bank Reconciliation

The Town Clerk confirmed that there was no report to present at the current time as the Council is currently in between finance systems.

36. Records Management and Document Retention Policy

The Committee **RESOLVED** to **RECOMMEND** the draft Records Management and Document Retention Policy to Full Council for approval
(moved Cllr Hartnell; seconded Cllr Rowland)

37. Information Security Policy

The Committee **RESOLVED** to **RECOMMEND** the draft Information Security Policy to Full Council for approval
(moved Cllr Hartnell; seconded Cllr Rowland)

38. Cyber Security Policy

The Committee **RESOLVED** that the Town Clerk would fill in the Cyber Security Checklist and bring this back to the next meeting of the Committee
(moved Cllr Hartnell; seconded Cllr Rowland)

39. Subject Access Request Policy

The Committee **RESOLVED** to **RECOMMEND** the draft Subject Access Request Policy to Full Council for approval
(moved Cllr Hartnell; seconded Cllr Rowland)

40. Fire Risk Assessment

Discussion took place around:

- The need to have clarity as to whether the Council has to carry out all of the works to the fire doors
- The need to get two more quotes for the work to be done
- The Town Clerk to speak to the local fire station to see if they can assist with fire warden training
- The need to have the fire risk assessment as a standing item on each agenda

The Committee **RESOLVED** that two more quotes be obtained for the works to the fire doors and a report be brought back to Committee
(moved Cllr Rowland; seconded Cllr Hartnell)

41. To consider a proposal from Cllr Rowland that the budget expense for an additional VAS sign on Seaton Down Road towards the expense required for DCC to change the speed limit on the A3052 junction with Seaton Down Hill to 40mph and on Seaton Down Hill from the junction until the 30mph limit

The Committee **RESOLVED** to change the budget heading from Seaton Down Hill Gateway signs to A3052/Seaton Down Hill Road Safety Measures
(moved Cllr Rowland; seconded Cllr Hartnell)

42. Update on Actions arising from previous meetings

Finance System

The Town Clerk confirmed that the training on the new Finance System was taking place on 19th and 21st June and that once completed the work would be done to set up suppliers and customers on the system as well as then inputting all income and expenditure from the first three months of the financial year.

43. Confidential Items

Cllr Hartnell moved, and the Committee **RESOLVED** that in accordance with the Councils Standing orders the press and public be excluded from the meeting during the discussion of agenda item 17 as there was likely to be disclosure of confidential information as matters were being discussed which are commercially sensitive.

44. Vehicle Insurance Renewal

The Committee **RESOLVED** to purchase vehicle insurance with One Insurance

(moved Cllr Hartnell; seconded Cllr Rowland)

The meeting ended at 9.25pm

Chairman: _____

Dated: _____

COUNCIL

Seafont Enhancement Scheme Funding - Working Party report as at 21 June 2018

The working party (Cllrs Beer, Rowland, Rye and Sanham) have met twice so far on 30 May and 14 June.

We have been investigating potential grant funding opportunities and our initial investigation focused on the Coastal Community Fund available from Central Government as this appeared to be a good fit for the Seaton scheme. However, we found that the deadline for submitting an initial expression of interest had passed. Despite this Cllr Rowland made a telephone call to the Ministry of Housing, Communities and Local Government and managed to speak to the person who deals with the Coastal Community Fund who happened to know Seaton as he had visited the Jurassic Visitor Centre in an official capacity.

Cllr Rowland explained that he knew we had missed the deadline for submitting an expression of interest in this round, but asked if there was any news yet regarding the next round of funding. There isn't any news yet as the Ministry are waiting to hear the next round of Treasury expenditure review to see if further funding is available. He did suggest though that it would be useful for us to contact our MP to ask him to request funding is available in the next Treasury review and Cllr Rowland will write to Neil Parish.

He also mentioned the Coastal Revival Fund which is currently open for applications, but the maximum available for each grant is £50,000 and is targeted for "heritage" projects so this fund does not meet the requirements of the seafont enhancement scheme.

We are now exploring other funding possibilities e.g. Public Works Loan. We've also been following up, via Cllr Hartnell, the situation with EDDC and The Moridunum future as this is an integral part of the overall seafont scheme.

Jack Rowland
On behalf of the Working Party

Seaton Town Council

Retention and Disposal Policy

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures need to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council should not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. **Scope and Objectives of the Policy**

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.

- 2.4 Records should not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and should undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 Councils should ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 Councils should have in place an adequate system for documenting the activities of their service. This system should take into account the legislative and regulatory environments to which they work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles should be adopted:
- Records created and maintained should be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining should be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents should only be disposed of if reviewed in accordance with the following:
- Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?

- Is retention required to evidence events in the case of dispute?
- Is retention required because the document or record is of historic interest or intrinsic value?

5.2 When documents are scheduled for disposal the method of disposal should be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.

5.3 Documents can be disposed of by any of the following methods:

- Non-confidential records: place in waste paper bin for disposal.
- Confidential records or records giving personal information: shred documents.
- Deletion of computer records.
- Transmission of records to an external body such as the County Records Office.

5.4 The following principles should be followed when disposing of records:

- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
- the Freedom of Information Act or cause reputational damage.
- Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
- Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
- Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).

5.5 Records should be maintained of appropriate disposals. These records should contain the following information:

- The name of the document destroyed.
- The date the document was destroyed.
- The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:

Data that relates to a living individual who can be identified:

- a) from the data, or
- b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.

It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.

6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.

6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:

- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.

- Personal data shall only be obtained for specific purposes and processed in a compatible manner.
- Personal data shall be adequate, relevant, but not excessive.
- Personal data shall be accurate and up to date.
- Personal data shall not be kept for longer than is necessary.
- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents must also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents should be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes should be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of documents for retention and disposal. This is updated regularly in accordance with any changes to legal requirements.

Seaton Town Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive		Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. At regular intervals of not more than 5 years they must be archived and deposited with the Higher Authority
Agendas	5 years	Management		Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management		Bin
Receipt and payment accounts	Indefinite	Archive		N/A
Receipt books of all kinds	6 years	VAT		Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Bank statements including deposit/savings accounts	Last completed audit year	Audit		Confidential waste
Bank paying-in books	Last completed audit year	Audit		Confidential waste
Cheque book stubs	Last completed audit year	Audit		Confidential waste
Quotations and tenders	6 years	Limitation Act 1980 (as amended)		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT		Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)		Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT		Confidential waste
Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)		Confidential waste
Timesheets	Last completed audit year 3 years	Audit (requirement) Personal injury (best practice)		Bin
Wages books/payroll	12 years	Superannuation		Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Insurance policies	While valid (but see next two items below)	Management		Bin
Insurance company names and policy numbers	Indefinite	Management		N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management		Bin
Town Park equipment inspection reports	21 years			
Investments	Indefinite	Audit, Management		N/A
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management		N/A
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)		Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant			Bin

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).		N/A
Magazines and journals	Council may wish to keep its own publications For others retain for as long as they are useful and relevant.	The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1 st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local		Bin if applicable

Document	Minimum Retention Period	Reason	Location Retained	Disposal
		council therefore constitute materials which the British Library holds.		
	Record-keeping			
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be saved using relevant file names 	<p>The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT company.</p>	<p>Management</p>		<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

Document	Minimum Retention Period	Reason	Location Retained	Disposal
General correspondence	<p>Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept.</p> <p>Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.</p>	Management		<p>Bin (shred confidential waste)</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>
Correspondence relating to staff	<p>If related to Audit, see relevant sections above.</p> <p>Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months</p> <p>Recommend this period be for 3 years</p>	<p>After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the council.</p>		<p>Confidential waste</p> <p>A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.</p>

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	<p>Documents from legal matters, negligence and other torts</p> <p>Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories.</p> <p>If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year			Confidential waste. A list will be kept of those documents disposed of to meet the

Document	Minimum Retention Period	Reason	Location Retained	Disposal
				requirements of the GDPR regulations.
Contract	6 years			Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years			Confidential waste.
Sums recoverable by statute	6 years			Confidential waste.
Personal injury	3 years			Confidential waste.
To recover land	12 years			Confidential waste.
Rent	6 years			Confidential waste.
Breach of trust	None			Confidential waste.
Trust deeds	Indefinite			N/A
For Halls, Centres, Recreation Grounds				
<ul style="list-style-type: none"> • Application to hire • Invoices • Record of tickets issued 	6 years	VAT		Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Lettings diaries	Electronic files linked to accounts	VAT		N/A
Terms and Conditions	6 years	Management		Bin
Event Monitoring Forms	6 years unless required for claims, insurance or legal purposes	Management		Bin. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
	For Allotments			
Register and plans	Indefinite	Audit, Management		N/A
Minutes	Indefinite	Audit, Management		N/A
Legal papers	Indefinite	Audit, Management		N/A
	For Burial Grounds			
<ul style="list-style-type: none"> • 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 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (SI 204)		N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
<ul style="list-style-type: none"> Copy certificates of grant of exclusive right of burial 				
	Planning Papers			
Applications	1 year	Management		Bin
Appeals	1 year unless significant development	Management		Bin
Trees	1 year	Management		Bin
Local Development Plans	Retained as long as in force	Reference		Bin
Local Plans	Retained as long as in force	Reference		Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes		N/A
	CCTV			
Daily notes	Daily	Data protection		Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Radio rotas	1 week	Management		Confidential waste
Work rotas	1 month	Management		Confidential waste
Observation sheets	3 years	Data protection		Confidential waste
Stats	3 years	Data protection		Confidential waste
Signing in sheets	3 years	Management		Confidential waste
Review requests	3 years	Data protection		Confidential waste
Discs – master and working	For as long as required	Data protection		Confidential waste
Internal Operations Procedure Manual	Destroy on renewal Review annually	Management		Confidential waste
Code of Practice	Destroy on renewal Review annually	Management		Confidential waste
Photographs/digital prints	31 days	Data protection		Confidential waste

Seaton Town Council Information and Cyber Security Policy

1.0 Introduction

Seaton Town Council holds a range of data and information, including service user information, held by the Council and other public sector organisations in order to ensure the continued delivery of services.

In addition, the Council is making increasing use of ICT to manage this whilst still continuing to hold and maintain a significant quantity of paper based information and records.

The information that the Council holds, processes, maintains and shares is an important asset that, like other important business assets, needs to be suitably protected.

In order to build public confidence and ensure that the Council complies with relevant statutory legislation, it is vital that Seaton Town Council maintains the highest standards of information security and has policies to support and maintain these standards.

Information and cyber security is a key area in the Council's overall information governance management framework that covers the wider needs of information management, including records management and data quality.

2.0 Purpose

The objective of this information and cyber security policy and its supporting policies is to ensure the highest standards are maintained across the Council at all times so that:

- a) The public and all users of the Council's information are confident of the confidentiality, integrity and availability of the information used and produced.
- b) Business damage and interruption caused by cyber security incidents are minimised.
- c) All legislative and regulatory requirements are met.
- d) The Council's information is used responsibly, securely and with integrity at all times and that this applies to manual and electronic information.

This policy also sets out the overall objective and principles underlying Information and Cyber Security at Seaton Town Council and specifies the corporate arrangements and key responsibilities.

3.0 Scope

This policy applies to all information held or owned by Seaton Town Council, any ICT equipment and infrastructure used, and the physical environment in which the information and/or supporting ICT is used. This policy applies to any person that requires access to Council information systems or information of any type or format (manual or electronic). The policy applies automatically to all Seaton Town Council Councillors, employees, contractual third parties and agents of the Council.

Where access is to be granted to any third party (e.g. contractors, service providers, voluntary agencies, and partners) compliance with this policy must be agreed and documented.

4.0 Legal and Regulatory Obligations

The Council's statutory obligation to have sound information and cyber security arrangements in place originates in the General Data Protection Regulations. The Information Commissioner states:

Article 5(1)(f) of the GDPR concerns the 'integrity and confidentiality' of personal data. It says that personal data shall be:

'Processed in a manner that ensures appropriate security of the personal data, including protection against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures'

You can refer to this as the GDPR's 'security principle'. It concerns the broad concept of **information security**.

This means that you must have appropriate security to prevent the personal data you hold being accidentally or deliberately compromised. You should remember that while information security is sometimes considered as cybersecurity (the protection of your networks and information systems from attack), it also covers other things like physical and organisational security measures.

You need to consider the security principle alongside Article 32 of the GDPR, which provides more specifics on the security of your processing. Article 32(1) states:

'Taking into account the state of the art, the costs of implementation and the nature, scope, context and purposes of processing as well as the risk of varying likelihood and severity for the rights and freedoms of natural persons, the controller and the processor shall implement appropriate technical and organisational measures to ensure a level of security appropriate to the risk'

The Council depends on the confidentiality, integrity and availability of its information and ICT to such an extent however, that a serious breach of information security could impact on the Council's ability to deliver a wide range of statutory services.

The Council also has to be seen to be 'considering whether IT equipment available to the general public should use filtering solutions that limit access to terrorist and extremist material' under the Prevent Duty, brought in as part of the Counter-Terrorism and Security Act 2015.

5.0 Policy and Principles

This policy evidences the commitment of Seaton Town Council to achieve and maintain a high standard of information and cyber security throughout the Council.

This is done through the following principles:

a) That information and cyber security will receive the regular attention of the Council through the Finance and General Purposes Committee.

b) That information risk management will be at the heart of the improvement processes for information and cyber security.

c) That all information users have an essential role to play in maintaining sound information and cyber security and they will be fully supported to enable them to achieve this.

6.0 Approach to Information Risk Management

Seaton Town Council's corporate risk register sets out the Council's approach to information risk management and the key roles and responsibilities under that policy.

7.0 Key Elements of Information and Cyber Security Policy Management

This policy will be supported by more detailed policies, procedures, standards, guidance and training that align to recognised sources of security management good practice, such as appropriate use of council assets and other Information Governance policies.

The main headings in the Information and Cyber Security Policy are:

- i. ICT Access Security
- ii. User Education and Awareness
- iii. Incident Management
- iv. Information Risk Management Regime
- v. Managing User Privileges
- vi. Removable Media Controls
- vii. Monitoring
- viii. Secure Configuration
- ix. Malware Protection
- x. Network Security

8.0 Awareness of Information and Cyber Security Policy and Procedures

All staff will undergo Information and Cyber Security training and periodic refresher training. The training will be supported by further detailed information available in the staff handbook. Users who do not complete the mandatory information governance training - will either not be granted access to Seaton Town Council information systems or have their access suspended.

9.0 Roles and Responsibilities

All staff and Councillors are responsible for upholding the highest standards in terms of Information and Cyber Security. The majority of information and cyber security breaches occur as the result of poor information handling and consequently requires the attention of all users of information and regular refresher training in order to adequately protect Seaton Town Council information.

10.0 All Users

There are a few key issues that are central to good security and all Seaton Town Council information users must be aware of and comply with the relevant Council policies.

These are listed in summary here, but users must refer to the specific policies and guidance listed in the footnotes.

i. ICT access security

ICT access security is centred on each authorised user having a unique user id and a strong password that is kept secret and known only to them. User id and passwords must not be shared or used by anyone other than the authorised user.

Take precautions to protect information both in transit and at rest in compliance with information governance training and guidance.

Undertake mandatory and recommended information governance training to understand the risks involved with Home and Mobile Working.

ii. User Education and Awareness

• Data Protection

The General Data Protection Regulations are the key legislation affecting the use of personal data. Illegal disclosure of personal information can lead to the Council or the individual responsible being heavily penalised so all those handling personal information must understand and comply with the Regulations.

• Information Handling

Detailed Information security and handling procedures are designed to protect the Council from identified business impacts in the event of the loss of confidentiality, integrity or availability of information.

• Work Environment

Clear desk implementation, secure handling of information, and secure location of workstation screens – including ensuring use of screen locking

iii. Incident Management

Users must be able to identify potential information incidents and act appropriately when they occur by following procedures set out in the Security Incident Response Policy.

iv. Information Risk Management Regime

Communicate any information risks to the Town Clerk so that this information can be added to the Corporate Risk Register.

v. Managing User Privileges

Employees will be given individual accounts and access to information will be subject to management processes that limit user privileges.

vi. Removable Media Controls

All removable media must be scanned for malware before importing on to the corporate network.

Encrypted removable media should be used wherever possible and always when transferring sensitive data. This is to prevent the potential loss of any sensitive data.

vii. Monitoring

Any unusual activity will be reported to the Council's ICT Support Team.

viii. Secure Configuration

Comply with instructions to restart your computer upon request to ensure software updates are successfully installed.

ix. Malware Protection

Any unusual activity will be reported to the Council's ICT Support Team.

x. Network Security

Any unusual activity will be reported to the Council's ICT Support Team.

The Town Clerk is responsible for ensuring that they and their employees:

- Are aware of, and comply with, their responsibilities under the headings detailed above in section 10.
- Undertake information and cyber security training and regular refresher training.

Other responsibilities include:

Add reference to Information and Cyber Security to the Staff handbook

Add reference to Information and Cyber Security into staff job descriptions

Ensure that there are business continuity arrangements in place

Ensure that any information risks are recorded on the risk register and ensure that assurances are put in place to mitigate such risks.

Control and track ICT equipment used off site, and return Seaton Town Council assets at employment termination.

Ensure that user access is suitably administered so that the type of account granted to employees is such that it allows them to perform their day-to-day user activities and prevents access to any sensitive information not required for the purpose of undertaking their duties.

Ensure that confidentiality agreements are in place for non-Council staff (including for example: contractors, students volunteers, partner agency workers) where personal or confidential information may be accessed.

Ensure that the use of any removable media is kept to a minimum and that any types of information held on such devices can be transferred/imported into the Council's systems to prevent the actual or potential loss of any sensitive data.

Compliance

Compliance with this policy will be monitored as part of the work of the Finance and General Purposes Committee.

As part of the monitoring and evaluation, an action plan for improvements in information security practices will be formulated as required by the Committee

Review

A review of this policy will take place at least annually to take account of any new or changed legislation, regulations or business practices.

**Seaton Town Council
Subject Access Requests Policy**

What must I do?

1. **MUST:** On receipt of a subject access request you must **forward** it immediately to the Town Clerk
2. **MUST:** We must correctly **identify** whether a request has been made under the Data Protection legislation
3. **MUST:** A member of staff, and as appropriate, councillor, who receives a request to locate and supply personal data relating to a SAR must make a full exhaustive **search** of the records to which they have access.
4. **MUST:** All the personal data that has been requested must be **provided** unless an exemption can be applied.
5. **MUST:** We must **respond** within one calendar month after accepting the request as valid.
6. **MUST:** Subject Access Requests must be undertaken **free of charge** to the requestor unless the legislation permits reasonable fees to be charged.
7. **MUST:** Councillors and managers must ensure that the staff they manage are **aware** of and follow this guidance.
8. **MUST:** Where a requestor is not satisfied with a response to a SAR, the council must manage this as a **complaint**.

How must I do it?

1. Notify the Town Clerk upon receipt of a request.
2. We must ensure a request has been received in writing where a data subject is asking for sufficiently well-defined personal data held by the council relating to the data subject. You should clarify with the requestor what personal data they need. They must supply their address and valid evidence to prove their identity. The council accepts the following forms of identification (* These documents must be dated in the past 12 months, +These documents must be dated in the past 3 months):
 - Current UK/EEA Passport
 - UK Photocard Driving Licence (Full or Provisional)
 - Firearms Licence / Shotgun Certificate
 - EEA National Identity Card
 - Full UK Paper Driving Licence
 - State Benefits Entitlement Document*
 - State Pension Entitlement Document*
 - HMRC Tax Credit Document*
 - Local Authority Benefit Document*
 - State/Local Authority Educational Grant Document*
 - HMRC Tax Notification Document

- Disabled Driver's Pass
 - Financial Statement issued by bank, building society or credit card company+
 - Judiciary Document such as a Notice of Hearing, Summons or Court Order
 - Utility bill for supply of gas, electric, water or telephone landline+
 - Most recent Mortgage Statement
 - Most recent council Tax Bill/Demand or Statement
 - Tenancy Agreement
 - Building Society Passbook which shows a transaction in the last 3 months and your address
3. Depending on the degree to which personal data is organised and structured, you will need to search emails (including archived emails and those that have been deleted but are still recoverable), Word documents, spreadsheets, databases, systems, removable media (for example, memory sticks, floppy disks, CDs), tape recordings, paper records in relevant filing systems etc. which your area is responsible for or owns.
 4. You must not withhold personal data because you believe it will be misunderstood; instead, you should provide an explanation with the personal data. You must provide the personal data in an "intelligible form", which includes giving an explanation of any codes, acronyms and complex terms. The personal data must be supplied in a permanent form except where the person agrees or where it is impossible or would involve undue effort. You may be able to agree with the requester that they will view the personal data on screen or inspect files on our premises. You must redact any exempt personal data from the released documents and explain why that personal data is being withheld.
 5. Make this clear on forms and on the council website
 6. You should do this through the use of induction, my performance and training, as well as through establishing and maintaining appropriate day to day working practices.
 7. A database is maintained allowing the council to report on the volume of requests and compliance against the statutory timescale.
 8. When responding to a complaint, we must advise the requestor that they may complain to the Information Commissioners Office ("ICO") if they remain unhappy with the outcome.
- A. Sample letters
1. **All letters must include the following information:**
 - (a) the purposes of the processing;
 - (b) the categories of personal data concerned;

- (c) the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules¹ or EU model clauses²;
- (d) where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
- (e) the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
- (f) the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- (g) if the data has not been collected from the data subject: the source of such data;
- (h) the existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.

2. **Replying to a subject access request providing the requested personal data**

“[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. We are pleased to enclose the personal data you requested.

Include 1(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

3. **Release of part of the personal data, when the remainder is covered by an exemption**

“[Name] [Address]

[Date]

Dear [Name of data subject]

¹ “Binding Corporate Rules” is a global data protection policy covering the international transfer of personal data out of the European Union. It requires approval of a data protection regulator in the European Union. In most cases this will be the relevant regulator where an organisations head quarters is located. In the UK, the relevant regulator is the Information Commissioner’s Office.

² “EU model clauses” are clauses approved by the European Union which govern the international transfer of personal data. The clauses can be between two data controllers or a data controller and a data processor.

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*. To answer your request we asked the following areas to search their records for personal data relating to you:

- [List the areas]

I am pleased to enclose *[some/most]* of the personal data you requested. *[If any personal data has been removed]* We have removed any obvious duplicate personal data that we noticed as we processed your request, as well as any personal data that is not about you. You will notice that *[if there are gaps in the document]* parts of the document(s) have been blacked out. *[OR if there are fewer documents enclose]* I have not enclosed all of the personal data you requested. This is because *[explain why it is exempt]*.

Include 1(a) to (h) above.

Copyright in the personal data you have been given belongs to the council or to another party. Copyright material must not be copied, distributed, modified, reproduced, transmitted, published, or otherwise made available in whole or in part without the prior written consent of the copyright holder.

Yours sincerely”

4. Replying to a subject access request explaining why you cannot provide any of the requested personal data

“[Name] [Address]

[Date]

Dear [Name of data subject]

Data Protection subject access request

Thank you for your letter of *[date]* making a data subject access request for *[subject]*.

I regret that we cannot provide the personal data you requested. This is because *[explanation where appropriate]*.

[Examples include where one of the exemptions under the data protection legislation applies. For example the personal data might include personal data is ‘legally privileged’ because it is contained within legal advice provided to the council or relevant to on-going or preparation for litigation. Other exemptions include where the personal data identifies another living individual or relates to negotiations with the data subject. Your data protection officer will be able to advise if a relevant exemption applies and if the council is going to rely on the exemption to withhold or redact the data disclosed to the individual, then in this section of the letter the council should set out the reason why some of the data has been excluded.]

Yours sincerely”

SEATON TOWN COUNCIL APPRAISAL PROCESS

Introduction

This document outlines Seaton Town Council's appraisal process.

What is an appraisal?

Appraisals regularly record an assessment of an employee's performance, potential and development needs. The appraisal is an opportunity to take an overall view of work content, loads and volume, to look back on what has been achieved during the reporting period and agree objectives for the next.

What are the benefits of appraisals?

Appraisals can help to improve employees' job performance by identifying strengths and weaknesses and determining how their strengths can be best utilised within the organisation and weaknesses overcome. They can help to reveal problems which may be restricting employees' progress and causing inefficient work practices.

Who does appraisals?

1. The Personnel Committee will do the appraisal of the Town Clerk.
2. The Town Clerk will do the appraisals of all other employees of the Council.
3. The Town Clerk will report any issues or areas of concern to the Personnel Committee for their consideration.

Elements of the appraisal process

Key elements of performance appraisal are:

1. **Measurement** – assessing performance against agreed targets and objectives, as well as behaviours and attitudes against espoused values.
2. **Feedback** – providing information to individuals on their performance and progress and on what's required to continue to perform well in the future, particularly in view of any change programme and evolution of roles.
3. **Positive reinforcement** – emphasising what has been done well, offering constructive criticism about what might be improved, drawing out the importance of how things are done, as well as what is done, and ensuring effort is directed at value-adding activities.
4. **Open exchange of views** – a frank exchange of views about what has happened, how appraisees can improve their performance, the support they need from their managers to achieve this and their aspirations for their future career.
5. **Agreement** – jointly coming to an understanding by all parties about what needs to be done to improve and sustain performance generally and overcome any issues raised in the course of the discussion.

Timings of Appraisals

The annual Appraisals will take place in February and March each year. The Town Clerk will write to each member of staff outlining the date and time of the appraisal.

Each member of staff will be provided with a pack 1 month prior to their appraisal so that they can prepare.

A half year review will take place in August or September each year to review progress against objectives and targets and also to ensure that the training and development plan is up to date.

Following the half yearly review the Town Clerk will then produce a Council training plan which will contain training and development needs of staff and Councillors. The training plan will also include estimate costings of training. The Plan will then go before the Personnel Committee to consider and to make recommendation to the Finance and General Purposes Committee in terms of the level of training budget that should be set.

The Town Clerk will have regular one to ones with all staff throughout the year and will ensure that any emerging issues are tackled then rather than waiting until the appraisal.

Appraisal Paperwork

The appraisal paperwork is attached as Appendix A

**PERSONAL DEVELOPMENT SCHEME
APPRAISAL FORM**

Employee name	
Name of reviewer	
Date of Review	
Venue	

Review of Previous year:

Achievements:

-

Challenges:

-

Development:

-

Other issues raised

Future Plans, Objectives and Targets

Comments from Employee:

Comments from Reviewer:

Employee signature:

Date:

Reviewer signature:

Date:

