



HYTHE AND DIBDEN PARISH COUNCIL

The Grove, 25 St. John's Street, Hythe, Hampshire SO45 6BZ

Serving the communities of Dibden, Dibden Purlieu and Hythe

STEPHANIE BENNETT Clerk to the Council

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To:

All Members of the Council
District and County Councillors for the Parish

AGCOU192

5 March 2015

Members of the Council

You are hereby summoned to attend the Meeting of the Council to be held in The Grove, 25 St. John's Street, Hythe on Wednesday 11 March 2015, at 8.00 pm.

Yours faithfully

Clerk to the Council

AGENDA

1. Apologies for absence.
2. To note any declaration of interest made by Members in connection with an Agenda item. The nature of the interest must be specified.
3. To consider and approve the Minutes of the Meeting of the Council held on 11 February 2015.
4. Public Forum – up to 15 minutes will be allowed in accordance with Standing Order 17 for the Public Forum.
5. Chairman's Announcements.
6. Reports of the County Councillors on County Council matters concerning the Parish.
7. Reports of District Councillors on District Council matters concerning the Parish.
8. Reports of Representatives on Outside Bodies.
9. Questions to District, County Councillors and Representatives on Outside Bodies arising from their reports.
10. Questions under Standing Orders 25 and 26.



11. To receive and adopt the attached Minutes of the following Committees: -

Planning

11 February 2015

12. Grant applications 2014/15 – final batch.
13. Management and Retention of Records.
14. Bank Reconciliation – January 2015.
15. Accounts for payment.

HYTHE AND DIBDEN PARISH COUNCIL

COUNCIL MEETING 11 MARCH 2015

AGENDA NOTES

Item 12 Grant applications 2014/15 – Final batch

A list of grant applications is attached.

Members' views are requested.

Item 13 Management and Retention of Records

1.0 INTRODUCTION

This report has been prepared to give members an overview of the current situation regarding the records kept by this Council and the difficulties being experienced, and includes recommendations for members to consider.

2.0 STORAGE SITUATION

The office within which the Council records were stored had become seriously overcrowded. It was also used to house the ACSO equipment and as storage for caretaking; this included cleaning chemicals.

It has been recognised that the ACSOs require a working area separate from the main office and two options were considered. The first option was to remove one office from those available for rent by external organisations and the second option was to free up the current storage space for sole use by the ACSO. The second option was progressed as the other would result in a loss of rent, and related service charges, per annum.

The records have been moved into the Clerk's office, and the caretaking equipment and materials have been moved into the cupboards in the kitchen/break out area. The vacated space is currently undergoing preparation to enable it to operate as an office for the ACSOs.

3.0 RECORDS SITUATION

There are considerable records in the Clerk's office and despite a series of 'thinnings' over the years it is estimated that there is a volume of approximately 12 filing cabinets; some records are statutory however a considerable amount is general correspondence and non-statutory documents dating back to 1996. This volume of documents is impractical to maintain and it is necessary to review the amount stored in line with statutory timescales for the retention of records.

4.0 PROPOSAL FOR RECORDS RETENTION

4.1 A proposed records retention schedule has been drawn up and is attached. The factors taken into account when setting the schedule were:

4.1.1 Title deeds are to be retained until the land is transferred and copies are to be kept until 6 years after land is transferred (Data Protection Act)

4.1.2 Final plans, designs and drawings of the building, planning consents, building certificates, warranties, records of historical interest and final

- health and safety file to be kept until 6 years after asset is transferred (Data Protection Act)
- 4.1.3 Correspondence is to be retained for 3 years plus the current year (Commercial interest)
- 4.1.4 Financial information is to be kept for 6 years plus the current year except capital purchase invoices that are to be kept for 10 years (Companies Act and HMRC requirement).
- 4.1.5 Payroll and Pensions deduction information is to be kept for 6 years plus the current year (Taxes Management Act and Pensions Act)
- 4.1.6 Successful quotations for capital should be kept indefinitely (Commercial considerations)
- 4.1.7 Accident books, accident records/reports to be kept for 3 years after last entry or end of investigation if later (The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995)
- 4.1.8 Personnel files and training records to be kept for 6 years after employment ends (Limitations Act 1980)
- 4.1.9 Applications forms and interview notes (for unsuccessful candidates) to be kept for a year (Disability Discrimination Act 1995 and Race Relations Act 1976 recommend six months. One year limitation for defamation actions under Limitations Act)
- 4.1.10 Statutory Sick records to be kept for 3 years (Statutory Sick Pay (general) regulations)
- 4.1.11 Asbestos register and inspection records to be kept indefinitely
- 4.1.12 Records of major refurbishments, warranties, planning consents, design documents, final health and safety files to be kept for 13 years to allow action against contractors (Data Protection Act)
- 4.1.13 Employers Liability Insurance Certificates to be kept for 40 years (Employers' Liability (Compulsory Insurance) Regulations 1998)
- 4.1.14 Minutes of meetings and decisions and annual accounts to be kept indefinitely (Data Protection Act)
- 4.1.15 Health and Safety Records to be kept for three years (Personal injury actions must be commenced within three years of injury). Play Equipment Inspection Records are to be kept for 21 years from date of inspection (this allows a period of at least 3 years after an individual reaches 18 to make a complaint)
- 4.1.16 Contracts and agreements to be kept for 6 years after contract expiry (Limitations Act 1980)
- 4.2 The retention schedule gives a framework for the development of an electronic filing system and it is proposed that emphasis is placed on building the electronic capacity and management structure to enable this to be implemented. A location column for electronic records has therefore been included in the draft retention schedule. It is anticipated that this approach will further reduce the hard copy storage needs of the Council.

5.0 BENEFITS OF RETENTION SCHEDULE

In summary:

- Reduced volume of storage required with all appropriate records stored electronically
- Less resources required for undertaking Freedom of Information requests
- Streamlined systems that link paper and electronic records
- Improved security and business continuity of records
- Improved office environment with no unnecessary clutter

6.0 RECOMMENDATIONS

It is recommended that members;

6.1 Approve the process of managing current records and the draft retention schedule with a final schedule to be returned to members in 6 months

6.2 Approve the proposed focus on electronic records management

Item 14 Bank Reconciliation – January 2015

In accordance with the Finance Code of Practice, attached is the Bank Reconciliation for January 2015.

Members' views are requested.

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Grant aid Applications 2014/15 (final)

Ref:	Applicant	13/14 Actual	Request 14/15	Purpose	Suggested Grant
C4	Community Groups New Forest Disability Information Service	700	any	To support weekly outreach at The Grove, to represent Hythe and Dibden residents at welfare benefit tribunals	500
C3	N. F. Victim Support	350	500	To recruit volunteers / to provide services to Hythe and Dibden residents / to reimburse essential expenses during these activities	500
C6	Hythe and Dibden Twinning Association		75	To cover the hire fee of the Parish Hall on 15/05/2015 for a twinning function	75
	Total		3375	Total	2925
				Budget Section 137 Grants (Non Policy)	3738
				Balance	813

Appendix A

MANAGEMENT AND RETENTION OF RECORDS

Item 13

Glossary CO = Clerks office DCO = Deputy Clerk's Office MO = Main office E= Electronic

Ref	Name	Location	Retention in years
A1	Allotments	MO/E	3 + current
A1/1	Claypits Lane Allotment Site - Social Housing Provision – old files	CO	Remove
A1/1/1	Allotment inspections	MO/E	Length of tenancy
A1/2	Allotments Charity, (Applications for Grants etc.)	CO/MO/E	6 + current
A2	Ash Close Play Area – <i>now in old files cabinet</i>	CO	Remove
A3	Accommodation, - Workshop, Offices etc. Shelter	CO/MO/E	3 + current
A3/1	Sale of 30/32 Pylewell Road – <i>now in old files cabinet</i>	CO	Remove
A3/2	Council Chamber	MO/CO/E	3 +current
A4	Applemore	CO/MO	3 + current
A5	Art Collection	CO/MO/E	3 + Current
A6	Air- Airports, traffic, aircraft etc.	CO/MO	3 + Current
A7	Archives	CO	3 + Current
A8	Armed Forces Community Covenant	MO	Permanent
	ASBESTOS – Filed in Folder by Admin Corner	MO	Permanent
B1	Boundary Reviews	MO	Permanent
B1/1	Boundary Reviews – District	MO	Permanent
B2	Bus Services and Shelters	CO/MO	3 + Current
B3	Byelaws	MO	Permanent
B4	Butts Ash Residents Association – in old filing	CO	Remove

B5	Barratt – Claypits Lane/Challenger Way	CO/MO	3 + Current
B6	Beaulieu Road – Moorlands	MO	3 + Current
B7	Beaulieu Road – The Garth	MO	3 + Current
B8	Bandstand	CO	Remove
B9	Best Value	MO	Remove
B10	Bowling Green	MO	Remove
B11	Blackfield and Langley Social Club	MO	3 + Current
B12	Bluebell Gardens	MO	3 + Current
B13	Blue Plaques	MO	Permanent
Banners and Posters Permission – see Noticeboards			
C1	Car Parks	CO/MO	3 + Current
C2	Community Centres – St Annes, Butts Ash	CO/MO	3 + Current
C3	Councils of Community Service – Community First	CO/MO	3 + Current
C4	Community Programme	MO	3 + Current
C5	Claypits Lane Playing Field – Clayfields	CO/MO/E	3 + Current
C5/1	Hard Courts at Clayfields – in old filing	CO	Permanent
C6	Competitive Tendering	CO/MO	Remove
C7	Claypits Lane Site of Rockery and Magnolia	MO	3 + Current
C8	Computers	MO	3 + Current
C8/1	G.I.S Agreement	MO	Length of agreement
C9	Celebrations and Festivals and Canopy, Q.E.2 Departure, cycle race	MO	3 + Current
C10	Community Spirit Award	MO/E	3 + Current
C10/1	Unsung heroes	MO	Remove
C11	Crime Prevention – Pubwatch, Hythe Village Forum, Safety and PRIME – MO	MO	3 + Current
C11/1	ACSO/Community Safety	MO/E	3 + Current

C11/2	Weekly beat Summaries	MO	Remove
C11/3	Hampshire CADDIE	MO	Remove
C11/4	Hampshire Probation	MO	Remove
C12	Certificates and Documents - Parish owned properties	MO	6 + Current
C12/1	Electrical Testing	MO	3 + Current
C13	CCTV	MO	3 + Current
C14	Car Boot Sales	MO	3 + Current
C15	Code of Conduct	MO/E	Whilst current
C16	Contractors	MO	3 + Current
C17	Consultation documents and Committees	CO/MO	3 + Current
C17/1	Consultation responses –	CO/MO	Permanent
C18 -	Charity – bits and pieces	CO/MO	3 + Current
C19	Clean Neighbourhoods and Environment Act	MO	3 + Current
C21	Cosworth Drive/Challenger Way Open Space/Play area	MO/E	3 + Current
C22	Coastal Issues	CO/MO	3 + Current
C23	Christmas lights	MO	3 + Current
C24	Climate Change	MO	3 + Current
C25	Countryside Issues in General	MO	3 + Current
D1	Dibden Ferns Amenity Areas	CO/MO	3 + Current
D1/1	Dibden Ferns - Local Centre – Cussens New Centre	MO	3 + Current
D2	Distributor Road - Management of Verges – old files	CO	Remove
D3	Dibden Bottom Farm Play Area/Forest Edge	CO/MO	3 + Current
D4	Drapers Copse Residents Association	CO	Remove
D5	Dibden Bay - Ramsar Site – Ports	CO/MO/E	Permanent
D6	Dibden Purlieu Environmental Improvements	MO	Remove

D6/1	Dibden Purlieu Good Neighbourhood Scheme	MO	6 + Current
D7	Dreamland Site	CO	Remove
D8	Dibden Allotment Fund	MO/E	3+ Current
D9	Declarations of Interest	MO/E	3+ Current
D10	Dog patrols and Security	MO	3 + Current
D11	Dog Wardens	MO	3 + Current
D12	Scheme of Delegation	MO	3 + Current
D13	Data Protection	MO	Permanent
D14	Disability	MO	3 + Current
D15	Drummond Court	MO	3 + Current
D16	Defibrillators	MO	3 + Current
E1	Emergency Planning etc.	MO	3 + Current
E2	Ewart Recreation Ground	MO/E	3+ Current
E2/1	Ewart Recreation Ground - Hythe and Dibden Sports Club	MO/E	3 + Current
E3	Emergency Services	MO	3 + Current
E4	Elections/Register of Electors etc.	MO	whilst current
E5	Equal Opportunities/ Equalities	MO/E	3+ Current
E	EVENTS – see L1/1 Use of Council owned land	MO	3+ Current
E	Electrical Testing – see C12/1	MO	3 + Current
F1	Electricity – see F1/6	CO/MO	3 + Current
F1/1	Finance	CO/MO/E	6 + Current
F1/2	Grant Aid	MO/E	3 + Current
F1/2	Finance – Investments	MO/E	3 + Current
F1/3	Finance - Charity Investments	MO/E	3 + Current
F1/4	Inland Revenue and VAT Returns	MO/E	3 + Current
F1/5	Auditors – Internal and External	MO/E	3 + Current

F1/6	Gas and Electricity	CO/MO	3 + Current
F2	Flooding	CO/MO/E	3 + Current
F2/1	Flood Working Group	CO/MO	3 + Current
F3	Forest Front Open Space	CO/MO/E	3 + Current
F3/1	Forest Front - Proposed Reservoir – <i>now in old files cabinet</i>	CO/MO	Remove
F3/2	Forest Front – Skate park	CO/MO/E	3 + Current
F3/2/1	Forest Front – Play Area	CO/MO/E	3 + Current
F3/3	Forest Front - Nature Reserve – also see under V2/1 Nature England	CO/MO	3 + Current
F3/4	Youth Venue	CO/MO/E	3 + Current
F4	Fawley 'B' Power Station	MO	Remove
F5	Ferry Services	MO	3 + Current
F6	Fawley Road - <i>Development of former Whitbread Site</i>	MO	Remove
F7	Freedom of Information Act – Publication Scheme	MO/E	Permanent
F8	Fletcher Close – see also B5	MO	3 + Current
F9	Fire Training	MO	Remove
F10	Fawley – Esso etc.	MO	3 + Current
F11	Flag Poles	MO	Remove
F12	Flytipping	MO	3+ Remove
G1	Grove Gardens	CO/MO	3 + Current
G1/1	Grove – Building Maintenance	CO/MO	3 + Current
G1/2	Grove – Security Alarm	MO	3+ Current
G1/3	Grove - Fire Alarm and Precautions	MO	3 + Current
G2	Good Citizenship Awards	MO	Remove
G3	Graffiti	MO	3 + Current
G4	Gypsies and Travellers	MO	3 + Current
H1	Health Services	MO	3 + Current

H1/1	Healthy Walks	MO	3 + Current
H1/2	Hythe Hospital	MO	3+ Current
H2	Highways --	MO	6 + Current
H2/1	Hedges	MO/E	3 + Current
H2/2	Roundabouts	MO	3 + Current
H2/3	Cycle Routes	MO	3 + Current
H2/4	Quarterly Transport/Highways Meetings	MO	3 + Current
H3	Hardy Drive Amenity Land	MO	3 + Current
H4	Hythe in Bloom -- in old files	MO	Remove
H5	Housing	MO	3 + Current
H6	Hampshire County Council -- Miscellaneous	MO	3 + Current
H7	Hythe Centre Advisory Group (formerly L6)	MO	Remove
H8	Heritage - previously Museum	MO	3 + Current
H8/1	Plaques and Memorials	MO	Permanent
H9	Hotels -- Hotel Market Appraisal	MO	3 + Current
I1	Insurances	MO	3 + Current
I1/1	Copies of Insurance for hire of Parish Hall, Council Chamber etc	MO	3 + Current
I1/1/1	Copies of Contractors' Liability Insurance	MO	3 + Current
I1/2	Completed Insurance Claims	MO	7 from closure
I1/3	Employers Liability Insurance Certificates	MO	3 + Current
I2	Island Field -- Coat Gardens	MO	3 + Current
I3	Incident Report Forms	MO	3 + Current
J1	Joint Waterside Parishes -- devolution of planning decisions	MO	Remove
J2	Jones Lane Skate Park	MO	3 + Current
L1	Land and Property - Council owned - Miscellaneous	MO	3 + Current

L1/1	Use of Council Owned Land	MO	3 + Current
L2	Langdown Lawn Play Area	CO/MO	3 + Current
L3	Licences	MO	length of Licence
L4	Local Government Re-organisation - <i>Rural White Paper</i>	MO	Remove
L4/1	New Forest District Forum – in old files	CO	Remove
L5	Langdown Residents Association – in old files	CO	Remove
L6	Liaison with Traders - <i>Planters, flowerbeds in Hythe etc.</i>	CO	3 + Current
L6/1	Liaison with Traders – OFFWATCH/PUBWATCH/SHOPWATCH	MO	3 + Current
L7	Library	MO	3 + Current
L8	Local Information Point	MO	3 + Current
L9	Local Agenda 21 – in old files	CO	Remove
L10	Local Strategic Partnership	MO	3 + Current
L11	Lawnswood Close	MO	3 + Current
L12	Legionella	MO	3 + Current
L13	Localism Act	MO	3 + Current
M1	Marina and Public Slipway	MO	3 + Current
M2	Market	MO	3 + Current
M2/1	Farmers Markets	MO	3 + Current
M2/2/2	Market Town Initiative	MO	Remove
M3/1	Members - County Council	MO	3 + Current
M3/2	Members - District Council	MO	3 + Current
M3/3	Members - Parish Council	MO	3 + Current
M3/3/1	Chairman of the Council	MO/E	3 + Current
M4	Miscellaneous	MO	3 + Current
M5	Mountfield Estate Amenity Areas	CO/MO	3 + Current
M6	Mullins Lane Residents Association – old files	CO	Remove

M7	Museum see under H8 – Heritage	MO	3 + Current
M8	Milne Close, Dibden Open Space – old files	CO	Remove
M9	Millennium – old files	MO	Remove
M10	Moorlands Estate – Lawnswood Close – now L11	MO	3 + Current
	Moorland close – see Orestone Copse O2	MO	3 + Current
N1	Noads Way Play Area	CO/MO/E	3 + Current
N2	New Forest District Council – Press Releases	MO	3 + Current
N3	New Forest National Park	MO	3 + Current
N3/1	New Forest National Park – Community Routes	MO	3 + Current
	New Forest National Park – Planning – General – see P4/2/2	MO	3 + Current
N4	New Forest District Council – Miscellaneous	MO	3 + Current
N5	Netley View Estate	MO	3 + Current
N6	Notary Signings	MO	3 + Current
N7	Noticeboards – Banners and Posters	MO/E	3 + Current
O1	Orders – General Office	MO	Remove
01/1	Orders and Quotations – Buildings, Work and Maintenance	MO	Remove
01/2	Orders and Quotations – Play Areas and Pond	MO	Remove
01/3	Orders and Quotations – Plant and Machinery	MO	Remove
01/4	Orders and Quotations – Trees	MO	Remove
O2	Orestone Copse – Malvern Drive, Pennine Gardens – Brecon Close	MO	3 + Current
O3	Office Equipment	MO	3 + Current
O4	Open Spaces Consultative Group	MO	3 + Current
O4/1	Public Open Spaces	MO	3 + Current
O5	Open and Accountable Local Government	MO	3 + Current
P1/1	Parish Councils Association – Hampshire	MO	3 + Current
P1/2	Parish Councils Association – National	MO	3 + Current

P1/3	Parish Councils Association - New Forest	MO/E	3 + Current
P1/3/1	Parish Councils Association - New Forest Liaison Committee	MO	3 + Current
P1/3/2	New Forest Environmental Protection Liaison Committee	MO	3 + Current
P1/4	Association of Larger Local Councils	MO	3 + Current
P1/5	New Association of Local Councils	MO	3 + Current
P2	Parish Hall	CO/MO/E	3 + Current
P2/1	Parish Hall Maintenance	MO/E	3 + Current
P3	Pedestrianisation (High Street)- Pylewell Precinct – conservation	MO	3 + Current
P4/1	Planning - Local Plans -	CO/MO	Life of Plan
P4/1/1	Planning - Local Plans - Environmental Improvement Schemes	CO/MO	3 + Current
P4/2	Planning - General -	CO/MO	3 + Current
P4/2/2	New Forest National Park – Planning – General	MO/E	3 + Current
P4/3	Planning – Schedules	MO	Remove
P4/4	Planning - Structure Plan – Hampshire	MO	Life of Plan
P4/4/1	Minerals and Waste and Energy efficiency	MO	3 + Current
P4/4/2	Hampshire Transport	CO/MO	3 + Current
P4.4.3	New Forest Transport	CO/MO	3 + Current
P4/5	Planning - Tree Preservation Orders	MO	Remove
P4/6	Planning – Appeals – and Breach of Condition – Enforcements	CO/MO/E	3 + Current
P4/7	Planning - Neighbour Notification Comments	MO	Remove
P4/8	Planning – National Park	MO	3 + Current
P4/9	Planning – South East Plan	MO	Life of Plan
P5	Playing Fields and Recreation Areas	CO/MO	3 + Current
P5/1	Play Equipment Working Party	CO/MO/E	3+ Current
P6	Postal and Telephone Facilities	MO	3 + Current
P6/1	Post Offices	MO	3 + Current

P7	Public Footpaths	MO	3 + Current
P8	Purlieu House Development	CO/MO	3 + Current
P9	Parish Meetings	MO/E	3 + Current
P10	Prospect Place	MO/E	Life of policy
P11	Policies	MO/E	3 + Current
P12	Promenade	MO/E	3 + Current
P13	Press Releases – County and Parliamentary	MO/E	Remove
P14	Parish Plan	MO	3 + Current
P15	Police Community Support Officers	MO	Permanent
P16	Power of Wellbeing	MO	Permanent
P17	Pensions	CO/MO	3 + Current
Q1	Quality Councils	MO/E	3 + Current
R1	Refuse	MO	3 + Current
R2	Representatives on Outside Bodies	MO	3 + Current
R3	See <i>Dreamland Site D7</i>	CO	Remove
R4	Rail Services – also see W8 Waterside Community Rail Partnership	MO	3 + Current
R5	Rosebery Avenue - Land adjoining	MO	Remove
R6	Risk Management	MO/E	3 + Current
R7	RAF site	MO/E	3 + Current
R8	Rural Communities	MO	Remove
R	Roundabouts – see H2/2 and Sean	MO	3 + Current
S1	Sandford Park Amenity Areas	CO/MO	3 + Current
S2	Schools	MO	3 + Current
S3	Sewers and Sewage Problems (inc. Drainage)	MO	3 + Current
S4	Staff	CO/MO/E	3 + Current
S4/1	Clerk to the Council	CO/MO	3 + Current

S4/2	Work Experience	CO/MO	3 + Current
S5	Street lighting	CO/MO	3 + Current
S6	Street Naming and Numbering	CO/MO	3 + Current
S7	Shore Road Playing Field	CO/MO/E	3 + Current
S7/1	Shore Road Picnic Area	CO/MO	3 + Current
S8	Safety Surfacing/Play Equipment	CO/MO	3 + Current
S9	Skateboard Park – in old files	CO	Remove
S10	Seats and Benches	CO/E	3 + Current
S11	South East Employers	MO	3 + Current
S12	Sir Christopher Court	MO	3 + Current
S13	Society of Local Council Clerks	MO	3 + Current
S14	Speed Restriction Working Party, SID, and other Speed related issues	MO/E	3 + Current
S15	Standing Orders	MO/E	life of Orders
S16	Southampton – Miscellaneous	MO	3 +Current
S17	Security – Play areas	MO	3 + Current
S	Scheme of Delegation –	MO	Life of document
T1	Trees and Woodlands	CO/MO/E	3 + Current
T1/1	Hythe and Dibden Community Woodland Project	CO/MO	3 + Current
T1/2	Tree Planting including planting with schools	CO/MO	3 + Current
T2	Training, Courses, Conferences and Seminars etc.	MO	3 + Current
T3	Twinning	MO	3 + Current
T4	Tourism	MO	3 + Current
T5	Town Centre Management	MO	3 + Current
T6	Titles of Dignity	MO	Remove
T7	Telephone & Technology	CO/MO	3 + Current
T8	Transition Towns	MO	Remove

U	Unsung Heroes – see C10/1			
U1	Underground Utilities	MO	Remove	
U2	Utilities	MO	3 + Current	
		CO/MO	3 + Months	
V1	Vehicles and Plant etc.	CO/MO	Life of vehicle	
V2	Village Green	CO/MO/E	3 + Current	
V3	Vaughan Close area	MO	3 + Current	
V4	Vandalism & Fly tipping	MO	3 + Current	
W1	Water Services	MO	3 + Current	
W2	West Shore House – old files	CO/MO	Remove	
W3	Wildground Copse Amenity Areas	CO/MO	3 + Current	
W4	Widcombe Drive Amenity Areas	CO/MO	3 + Current	
W5	Web Site	MO	3 + Current	
W6	Waterside Family Centre Action Group	MO	Remove	
W7	Workshop	CO/MO/E	3 + Current	
W8	Waterside Community Rail Partnership	MO	3 + Current	
W9	Wayleaves	MO	Life of Wayleave	
Y1	Youth Matters	CO/MO	3 + Current	
Y1/1	Youth – Intervention Work at North Road, Dibden Purlieu	MO	Remove	
Y2	Youth Worker Project – Youth Worker	CO/MO	3 + Current	
Y3	Youth Work Steering Group – The HANDY Trust	CO/MO/E	3 + Current	
Y3/1	HANDY Trust – insurance	CO/MO	Permanent	
Y3/2	HANDY Trust – Grant Aid	MO/E	6 + Current	
Y3/3	HANDY Trust Advisory Group – Agendas and Minutes	CO/MO/E	Permanent	
Y4	Youth Club	MO/E	3+ Current	

Y5	Young People Involvement Strategy	MO/E	3 + Current
Other documents			
	Financial records including Invoices, receipts, payroll, banking, VAT	CO/DCO/MO	6 + Current
	Minutes	DCO/MO/E	10 + Current
	Insurance Policies	MO	while valid
	Employers Liability	MO	40 years
	Asset Register	MO/DCO/S	Permanent
	Land holdings	MO	Permanent
	Old Personnel Files	CO/DCO	6 years after leaving employment
	Nomination forms for Parish council	MO	6 months after election
	Payroll records	CO/DC	12 Years
	Play equipment inspection records	CO	21 years

Bank Reconciliation - January 2015

**Bank Statements @
31 January 2015**

Barclays Current Account	51,386.58
Barclays Fixed Term Account	0.00
Lloyds Business Investment Account	210,059.79
Lloyds - Amenity Areas	0.00
Lloyds - Current	25,000.00
Lloyds - Wages Imprest	38,000.00
Lloyds - Fixed Term Deposit	0.00
Lloyds - Short Term Deposit (2)	101,036.71
Lloyds - Short Term Deposit (3)	50,554.47
Lloyds - Short Term Deposit (4)	100,000.00
Petty Cash	250.00
Total	576,287.55

Adjustments

Adjusted Total **576,287.55**

**AdvantEdge @
31 January 2015**

Barclays Current Account	51,386.58	
Barclays Fixed Term Account	0.00	
Lloyds Business Investment Account	210,059.79	
Lloyds - Amenity Areas	0.00	
Lloyds - Current	16,915.50	8,084.50
Lloyds - Wages Imprest	37,991.90	8.10
Lloyds - Fixed Term Deposit	0.00	
Lloyds - Short Term Deposit (2)	101,036.71	
Lloyds - Short Term Deposit (3)	50,554.47	
Lloyds - Short Term Deposit (4)	100,000.00	
Petty Cash	250.00	

True Balance **568,194.95**

Uncleared Cheques 8,092.60

As per Bank **576,287.55**

Agrees

**HYTHE AND DIBDEN PARISH COUNCIL
COUNCIL MEETING
11 March 2015
ACCOUNTS FOR PAYMENT**

Payments already made, for approval		£
10431 Mrs. S. Trim	Allotment Deposit Refund	10.00
10432 Hythe Marina Association	Parish Hall Deposit Refund	50.00
10433 Accolade Building Care Limited	Boiler issue at Workshop	88.68
10434 Autopat	Replace drive belts on HV57 FVC	68.21
10435 Hampshire Association of Local Councils	Clerk's Update course	42.00
10436 - 10438 Hampshire County Council	Stationery / cleaning materials	89.52
10439 K.J. Holloway	Window Cleaning	160.00
10440 Inter County Office Supplies	Office equipment	110.40
10441 Moviola	February 2015 film show	453.00
10442 Numatic International Limited	Cleaning equipment	264.48
10443 - 10444 Ocean Securities (UK) Limited	Alarm call outs	100.80
10445 - 10451 P.C. Building Supplies	Maintenance items / materials	258.95
10452 Projectorshop 24	New screen for Parish Hall	1359.98
10453 Royal Mail	Mail response service	119.55
10454 Spaceright Europe Limited	Wall mounted writing board	55.62
10455 Wages & Salaries	Net salaries February 2015)	
10456 H. M. Revenue and Customs	PAYE/NIC February 2015)	
10457 Hampshire County Council	Pensions contributions February 2015)	31951.23
10458 Unison	Union contributions February 2015)	
10459 Vodafone	Community Safety mobile telephones - Jan. 15(D/D)	57.57
10460 Vodafone	Community Safety mobile telephones - Feb. 15(D/D)	59.34
10461 Newsquest	Newspapers December / January 2014 / 2015 (D/D)	7.40
10462 Total Gas and Power	Workshop (D/D)	323.04
10463 R.F.A. Contractors Limited	Electrical works	330.84
 Payments for approval		
10464 Hythe Tyre and Exhaust Centre	3 new tyres for A.C.S.O. vehicle	168.00
10465 - 10466 P.C. Building Supplies	Maintenance items / materials	94.40
10467 South East Employers	Training Course	162.00
10468 Southern Water	Clayfields	107.54
10469 Clarion Communication	Telephone charges - January 2015 (D/D)	74.14

Sub-total £36,566.69