

18<sup>th</sup> July 2024

Councillors: A Hayes (Chair), V Mead (VC), D Mitchell, S Vegro, D Bigham, A Hayes, W Bloisi, I Caldwell you are hereby summoned to attend a meeting of the **Management & Communications Committee** on **Thursday, 8<sup>th</sup> August at 7pm**. This meeting will be held in the Parish Centre. If a member of public would like to attend, please notify the Clerk in advance on 01582 794832 or [clerk@redbourn-pc.gov.uk](mailto:clerk@redbourn-pc.gov.uk)



**Chris Kenny**  
**Clerk to the Council**

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## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive apologies for absence.

### 2. DECLARATION OF INTEREST

Members are reminded to make any declarations of disclosable pecuniary and/or personal interests that they may have in relation to items on the Agenda. You should declare at this part of the meeting or when it becomes apparent your interest by stating:

- A. the item you have the interest in
- B. whether it is a disclosable pecuniary interest and the nature of the interest, where upon you will not participate in the discussion or vote on that matter, unless dispensation has been requested and granted
- C. whether it is a personal interest and the nature of the interest

Members are also reminded of their obligation to report any amendment to their Register of Interests to the Clerk as soon as it becomes apparent.

#### Declarations:

- Cllr Caldwell** - Nickey Line (CM) Redbourn Village Online, Active in Redbourn (M) Computer Friendly
- Cllr Mead** - Active in Redbourn (M) Redbourn in Bloom (CM) Museum (T)
- Cllr Mitchell** - District Councillor, Redbourn Community Group (M) Support of CPRE
- Cllr Vegro** - Active in Redbourn (CM), U3A (T)
- Cllr Bigham** - Redbourn Community Group (M)
- Cllr Bloisi** - Friends of St Mary's (CM), Community Group (M)

**3. PUBLIC PARTICIPATION**

**4. MINUTES OF PREVIOUS MEETING**

To approve the record of the previous meeting held on 13<sup>th</sup> June 2024

**5. ACTIONS ARISING FROM THE PREVIOUS MINUTES NOT ON THE AGENDA**

**6. MATTERS TO REPORT**

Members are invited to notify the Chairman of matters for report which they wish to be discussed at the end of the meeting. In so doing, the Member(s)/Officer(s) concerned must state the special circumstances which they consider justifies the matter being raised as a matter of urgency. The Chairman will decide whether the item(s) raised shall be considered under Matters for Report.

**7. FINANCE**

7.1 To receive the latest Management and Communications finance reports.

**8. PARISH CENTRE MANAGEMENT**

8.1 Update on hirers

8.2 To approve the redecoration of the main hall

**9. PARISH COUNCIL MANAGEMENT**

9.1 To receive Officer reports

9.2 Staffing matters – to be taken as a confidential item

9.3 To agree to the cost for Clerk to attend SLCC conference in October 2024

9.4 To agree with wording for privacy notice to add to end of Councillor and officer emails

9.5 To agree to lapel badges for Community Champions

**10. MUSEUM**

10.1 To receive an update on Museum working party meeting

**11. MATTERS TO REPORT**

For discussion only

**12. DATE OF THE NEXT MEETING**

Date of next meeting to be held on 3<sup>rd</sup> October, 7pm in Conference Room

## **REDBOURN PARISH COUNCIL**

**Minutes of Management and Communication Committee held on Thursday, 13<sup>th</sup> June 2024, 7.00pm in the Council Office at the Parish Centre.**

**PRESENT:** Councillors V Mead, D Bigham, S Vegro I Caldwell, D Mitchell, A Hayes

**IN ATTENDANCE:** C Kenny (Clerk)

### **ELECTION OF CHAIR**

It was proposed, seconded and resolved that:

***Cllr Andy Hayes is elected as Chair of Management and Communications committee until the next Annual Meeting of the Parish Council***

### **ELECTION OF VICE CHAIR**

It was proposed, seconded and resolved that:

***Cllr Victoria Mead is elected as Chair of Management and Communications committee until the next Annual Meeting of the Parish Council***

### **1. APOLOGIES FOR ABSENCE**

Cllrs W Bloisi

Apologies were noted and accepted

### **2. DECLARATIONS OF INTEREST**

Cllr Caldwell - Nickey Line (CM), Redbourn Village Online, Active in Redbourn (M)

Cllr Mead – Redbourn in Bloom (CM), Museum (Trustee), Active in Redbourn (M)

Cllr Mitchell – District Councillor, Community Group (M)

Cllr Vegro – Active in Redbourn (CM)

Cllr Bigham – Village Hall (M) Community Group (M)

Cllr Bloisi – Friends of St Mary's (CM) Community Group (M)

### **3. PUBLIC PARTICIPATION**

None

### **4. MINUTES OF THE PREVIOUS MEETING**

It was proposed by the Chair and resolved that,

***The minutes of the meeting held on 10<sup>th</sup> May 2024 are adopted as a true record of the meeting.***

**5. ACTIONS ARISING FROM THE PREVIOUS MINUTES NOT APPEARING ON THE AGENDA**

The Clerk has spoken with supplier regarding a hybrid meeting solution. They are going to arrange for a site visit to give ideas of what is available.

**6. MATTERS TO REPORT**

- Privacy Notice
- Community Champion

**7. FINANCE**

**7.1 To receive the latest Management and Communications finance reports**

The Clerk presented the income and expenditure report.

Items of note:

- 4070 and 4071 - training courses booked for Deputy Clerk (Planning) and Cllr Mead (Chairmanship)
- 4200 – Newsletter production cost includes £450 for the graphic design costs that were outsourced

It was proposed by the Chair and resolved that:

***The Income and Expenditure Report, dated 7<sup>th</sup> June 2024, reflecting Accounts to the end of May 2024 be received***

**8. PARISH CENTRE MANAGEMENT**

**8.1 Update on hirers**

The Clerk presented the hirer report for May which was duly noted.

Items to note:

- Redbourn Karate Club have given notice to stop hiring as they are closing down
- New hirer (Pilates) will replace them in Monday slot starting in September
- New hirer (Flexercise class) starting on Monday mornings
- Potential hirer starting in September – looking to book conference room on Saturday for tutoring however this is to be confirmed.
- Citizen's Advice have given an update on its' services in Redbourn. They helped people who gave their address as being in Redbourn ward with 684 issues during the year.

**8.2 To consider whether to charge local organisation for hire of room for a fundraiser**

Clerk sought clarification as to when to charge local organisations for hall hire. Currently, policy is to allow local organisations/working parties of RPC use of the hall free of charge to hold committee meetings or AGM. However, a request has been made for use of the hall for a fundraiser with the expectation that the hall will be free.

It was proposed, seconded and resolved that:

***If the local organisation hires the hall for an event they are charging for, RPC will charge for the use of the hall at the not for profit rate.***

## 9. PARISH COUNCIL MANAGEMENT

### 9.1 Officer Reports

Officer reports were duly noted with no further action required.

- The Clerk is attending a VAT course on 20<sup>th</sup> June 2024. She is also going to meet Facilities officer on 14<sup>th</sup> June just to check in with her after the operation.
- Cllr Mead thanked Officer for the quality of the newsletter.
- Deputy Clerk is attending training course on the amendments to the NPPF

9.2 **Staffing Matters** – the report was not available so will add to the next agenda

### 9.3 To consider subscribing to Shelter – proposal from Cllr Vegro

As RPC currently subscribe to a number of organisations, wanted to consider subscribing to Shelter which is a national charity, helping the homeless.

After discussion, the proposed motion was not passed as it was felt that not specific enough to Redbourn.

**ACTION:** add to future agenda to discuss donating regularly to a charity

## 10. MUSEUM

### To receive an update on Museum works

Museum trustee has registered their interest for the community ownership fund. However, due to the upcoming election, this has been put on hold and may not be available.

Cllr Hayes gave context on the last working party meeting and the basis of discussion is that:

- RPC issue – cost of maintaining Silkmill House
- Trustee issue – length of lease and require a new longer lease

Trustees proposed at the first meeting they would be prepared to take on a fully repairing lease if the building was given over in good order. RPC have committed to repairs as per the 5 year plan compiled from the original building survey.

It was proposed by the Chair and resolved that:

#### ***RPC accept the following statement of intent***

- ***RPC complete the repair works as per the building survey completed in 2018 – this is work that RPC have already committed too. This will also include the roof work as set out in the building survey completed in 2024. Provisional costs are £45K***
- ***This work to be completed over the course of 5 years to allow for budgeting.***
- ***A fully repairing lease will be offered to the Trustees of the Museum when the original lease expires in 2029. This will require Trustees to complete any repairs to the building as and when required and to ensure the building complies with any regulations.***

- ***RPC and SADC (if applicable) should be consulted regarding works being done. If work is not completed in a timely manner or not completed to standard, RPC can be withdrawn.***

***(Cllr Mead was not eligible to vote as she is a trustee of the Museum)***

Cllr Mitchell thanked the working party for progressing this matter.

**11. MATTERS TO REPORT**

Privacy notice – Cllr Mitchell asked should Cllrs have a privacy notice at the end of their emails specifically to cover how data sent them is dealt with. Idea is to have a link under the signature to RPC website.

**ACTION:** Clerk to ask HAPTC if there is a standard privacy notice we could use

Community Champion – suggestion to issue lapel badges to those that receive the Community Champion award.

**ACTION:** Clerk to add to next meeting with costs.

Website upgrade – the Clerk has arranged for a free upgrade to our website so that it complies with the accessibility regulations that come into effect in October 2024

**12. DATE OF NEXT MEETING**

Friday, 8<sup>th</sup> August 2024 at 7.00pm, Parish Centre.

The meeting closed at 8.45pm

Signed.....

Date.....

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2024

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 Income Precept</b>								
1076 Precept	0	136,292	272,583	136,292			50.0%	
Income Precept :- Income	<b>0</b>	<b>136,292</b>	<b>272,583</b>	<b>136,292</b>			<b>50.0%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>136,292</b>	<b>272,583</b>	<b>136,292</b>				
<b>120 Income Other</b>								
1201 CCLA Property Fund interest	0	573	3,000	2,427			19.1%	
1202 Public Sector Dep Fund Interes	0	987	2,000	1,013			49.3%	
1203 Unity Trust Bank interest	0	596	0	(596)			0.0%	
1250 Miscellaneous Income	0	503	0	(503)			0.0%	
1260 Memorial Benches	0	(1,100)	0	1,100			0.0%	
Income Other :- Income	<b>0</b>	<b>1,559</b>	<b>5,000</b>	<b>3,441</b>			<b>31.2%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>1,559</b>	<b>5,000</b>	<b>3,441</b>				
<b>130 Income Generated</b>								
1300 PC Letting - Main Hall	504	6,749	17,000	10,251			39.7%	
1301 PC Letting - Conference Hall	1,113	3,285	13,000	9,715			25.3%	
1330 Newsletter Advertising	0	1,171	2,000	829			58.5%	
Income Generated :- Income	<b>1,617</b>	<b>11,205</b>	<b>32,000</b>	<b>20,795</b>			<b>35.0%</b>	<b>0</b>
<b>Net Income</b>	<b>1,617</b>	<b>11,205</b>	<b>32,000</b>	<b>20,795</b>				
<b>400 Employment</b>								
4000 Clerk's Salary	3,266	13,062	42,146	29,084		29,084	31.0%	
4005 Deputy Clerk Salary	1,559	6,021	18,379	12,358		12,358	32.8%	
4007 Facilities Officer Salary	1,260	2,593	8,296	5,703		5,703	31.3%	
4009 Community Officer	(612)	36	12,443	12,407		12,407	0.3%	
4010 National Insurance	457	1,376	6,191	4,815		4,815	22.2%	
4015 Pension	1,391	3,644	17,188	13,544		13,544	21.2%	
4025 Payroll Administration	0	344	1,500	1,157		1,157	22.9%	
Employment :- Indirect Expenditure	<b>7,320</b>	<b>27,075</b>	<b>106,143</b>	<b>79,068</b>	<b>0</b>	<b>79,068</b>	<b>25.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(7,320)</b>	<b>(27,075)</b>	<b>(106,143)</b>	<b>(79,068)</b>				
<b>410 Administration</b>								
4050 Audit Fees	0	(2,559)	2,560	5,119		5,119	(100.0%)	
4051 RBS End of Year	0	0	800	800		800	0.0%	
4055 Legal Fees	0	395	600	205		205	65.8%	

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4065 Finance Software Support Fee	0	1,977	1,720	(257)		(257)	114.9%	
4070 Training	0	65	500	435		435	13.0%	
4071 Councillor Training	0	30	500	470		470	6.0%	
4075 Subscriptions	289	1,909	2,450	541		541	77.9%	
4080 Insurance	0	1,171	9,100	7,929		7,929	12.9%	
4085 Chair's Discretionary Budget	0	267	500	233		233	53.3%	
4090 Travel & Parking	0	0	100	100		100	0.0%	
4095 Councillor's Allowances	0	0	6,500	6,500		6,500	0.0%	
4117 Volunteer Event	2,000	2,000	3,000	1,000		1,000	66.7%	
4120 Bank Charges	5	24	100	76		76	24.2%	
4121 Kitchen Supplies	0	97	100	3		3	96.6%	
4122 Photography Competition	0	0	700	700		700	0.0%	
4123 Community Champion	0	28	100	72		72	28.0%	
4124 Remembrance Sunday	0	0	140	140		140	0.0%	
4265 Photocopier Hire	0	137	650	513		513	21.1%	
4270 Telephone & Broadband	0	458	1,500	1,042		1,042	30.5%	
4275 Stationery & Postage	8	68	500	432		432	13.7%	
4282 Domain name	0	0	150	150		150	0.0%	
4283 Equipment	0	333	1,000	667		667	33.3%	
4284 IT Support	0	0	650	650		650	0.0%	
4285 Email Addresses	0	781	1,215	434		434	64.3%	
4286 Public Sector Property Fund	0	700	0	(700)		(700)	0.0%	
4287 Website	0	0	400	400		400	0.0%	
4288 Communication Management tools	0	0	850	850		850	0.0%	
Administration :- Indirect Expenditure	<b>2,302</b>	<b>7,881</b>	<b>36,385</b>	<b>28,504</b>	<b>0</b>	<b>28,504</b>	<b>21.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,302)</b>	<b>(7,881)</b>	<b>(36,385)</b>	<b>(28,504)</b>				
<u>420 Parish Assets - Maint &amp; Expen</u>								
4155 Buildings	0	0	7,500	7,500		7,500	0.0%	
4165 Electricity	45	233	450	217		217	51.8%	
Parish Assets - Maint & Expen :- Indirect Expenditure	<b>45</b>	<b>233</b>	<b>7,950</b>	<b>7,717</b>	<b>0</b>	<b>7,717</b>	<b>2.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(45)</b>	<b>(233)</b>	<b>(7,950)</b>	<b>(7,717)</b>				
<u>430 Communications</u>								
4200 Newsletter Production	0	2,035	3,200	1,165		1,165	63.6%	
4201 Newsletter Distribution	0	340	750	410		410	45.3%	
Communications :- Indirect Expenditure	<b>0</b>	<b>2,375</b>	<b>3,950</b>	<b>1,575</b>	<b>0</b>	<b>1,575</b>	<b>60.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,375)</b>	<b>(3,950)</b>	<b>(1,575)</b>				



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Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>440 Parish Centre</b>								
4210 Parish Centre Marketing	0	0	150	150		150	0.0%	
4245 Security	147	196	2,000	1,804		1,804	9.8%	
4250 Fire Equipment Service	0	100	400	300		300	25.0%	
4251 Lighting Testing	0	0	150	150		150	0.0%	
4252 Wash Room Service	0	0	1,300	1,300		1,300	0.0%	
4253 Wash Room Consumables	0	26	250	224		224	10.3%	
4255 Electricity Supply	689	3,822	8,500	4,678		4,678	45.0%	
4260 Water and Sewerage	41	166	1,000	834		834	16.6%	
4276 Electrical Maintenance	0	150	300	150		150	50.0%	
4277 Heating Maintenance	0	1,384	2,500	1,116		1,116	55.3%	
4280 Repairs & Renewals - Internal	0	921	1,000	79		79	92.1%	
4305 Cleaning	0	2,610	12,000	9,390		9,390	21.8%	
4306 Hirer waste removal	64	284	750	466		466	37.9%	
Parish Centre :- Indirect Expenditure	<b>941</b>	<b>9,659</b>	<b>30,300</b>	<b>20,641</b>	<b>0</b>	<b>20,641</b>	<b>31.9%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(941)</b>	<b>(9,659)</b>	<b>(30,300)</b>	<b>(20,641)</b>				
<b>450 Grants</b>								
4380 General Grants	0	0	13,000	13,000		13,000	0.0%	
4395 Scouts	0	2,050	0	(2,050)		(2,050)	0.0%	
4405 Redbourn Players	0	1,500	0	(1,500)		(1,500)	0.0%	
4410 Redbourn in Bloom	0	4,000	0	(4,000)		(4,000)	0.0%	
4415 Allotments	0	500	0	(500)		(500)	0.0%	
4424 Citizens Advice	0	4,000	0	(4,000)		(4,000)	0.0%	
4427 Friends of St Mary's	0	1,000	0	(1,000)		(1,000)	0.0%	
4430 Care Group Running Costs	0	5,000	0	(5,000)		(5,000)	0.0%	
4431 Folk Club	0	1,500	0	(1,500)		(1,500)	0.0%	
4436 Fete du Velo	0	1,000	0	(1,000)		(1,000)	0.0%	
4439 The Woollams	0	250	0	(250)		(250)	0.0%	
4441 Redbourn Fun Run	0	1,000	0	(1,000)		(1,000)	0.0%	
4444 Active in Redbourn	0	1,500	0	(1,500)		(1,500)	0.0%	
4445 Christmas Hampers	0	2,500	0	(2,500)		(2,500)	0.0%	
4472 Redbourn Community Food Club	0	520	0	(520)		(520)	0.0%	
Grants :- Indirect Expenditure	<b>0</b>	<b>26,320</b>	<b>13,000</b>	<b>(13,320)</b>	<b>0</b>	<b>(13,320)</b>	<b>202.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(26,320)</b>	<b>(13,000)</b>	<b>13,320</b>				
<b>460 Community Support</b>								
4470 PCSO	2,416	2,416	9,500	7,084		7,084	25.4%	
Community Support :- Indirect Expenditure	<b>2,416</b>	<b>2,416</b>	<b>9,500</b>	<b>7,084</b>	<b>0</b>	<b>7,084</b>	<b>25.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,416)</b>	<b>(2,416)</b>	<b>(9,500)</b>	<b>(7,084)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 01/07/2024

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,617	149,055	309,583	160,528			48.1%	
Expenditure	13,024	75,959	207,228	131,269	0	131,269	36.7%	
<b>Net Income over Expenditure</b>	<b>(11,406)</b>	<b>73,096</b>	<b>102,355</b>	<b>29,259</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(11,406)</b>	<b>73,096</b>						

## **National Conference 2024**

I'm excited to announce our upcoming annual conference, generously sponsored by Blachere Illumination. This year's event will be held on Tuesday 8 and Wednesday 9 October 2024 at Leonardo Hotel Hinckley Island, Leicestershire.

As the flagship event for clerks and Responsible Financial Officers (RFOs), this conference offers exceptional opportunities for professional growth, networking, and staying informed about the latest developments in the sector.

We've assembled an impressive lineup of speakers for this year's agenda:

John McCarthy CBE, renowned journalist, author, and motivational speaker, will share his extraordinary story of survival and resilience after being held captive for over five years by Islamic Jihad. His experiences promise to offer profound insights and inspiration.

Dr Amanda Gummer, Chair of the Association of Play Industries (API), will discuss the vital role of playgrounds in fostering community cohesion. She'll explore the resources children need from the government and how councils can improve their playground commissioning and maintenance practices.

Rob Nothman, accomplished Sports Presenter & Broadcaster, will entertain us with a mix of broadcasting gaffes, anecdotes, and topical humour. He'll share his experiences covering major sporting events and interviewing sports legends.

I strongly encourage you to join us for this invaluable event.

**MONTHLY ACTIVITY REPORT - CLERK**

Month: June/July

<b>ACTIVITY</b>	<ul style="list-style-type: none"> <li>• June/July payments</li> <li>• Salary payments</li> <li>• June reconciliations</li> <li>• Monthly pension data upload to LPP</li> <li>• Preparation for Full Council meeting and subsequent actions</li> <li>• Preparation for M&amp;C and subsequent actions</li> <li>• Preparation for Commons and subsequent actions</li> <li>• Preparation for F&amp;P and subsequent actions</li> <li>• General emails, correspondence</li> <li>• Weekly Round ups</li> <li>• AGAR submission to external auditor</li> <li>• Redbourn Festival</li> <li>• Holiday from 19<sup>th</sup> July – 6<sup>th</sup> August</li> </ul>
<b>ACHIEVEMENT</b>	<ul style="list-style-type: none"> <li>• Successful submission of AGAR to external auditor – on time</li> </ul>
<b>ISSUES</b>	<ul style="list-style-type: none"> <li>• Early retirement situation –</li> </ul>
<b>OFFICER'S COMMENTS</b>	<ul style="list-style-type: none"> <li>•</li> </ul>

**MONTHLY ACTIVITY REPORT – Deputy Clerk**

Month: June/July

<b>ACTIVITY</b>	<ul style="list-style-type: none"> <li>• Planning – Meetings prep, meetings &amp; minutes</li> <li>• Hirers – Emails, diary management, billing</li> <li>• Updating bookings calendar with regular hirer dates,</li> <li>• Credit control</li> <li>• General email/ day to day activity</li> <li>• Invoice entry</li> <li>• Social media posts – sourcing material and scheduling of posts</li> <li>• Monitoring social media comments</li> <li>• Compiling and sending E-Newsletter</li> <li>• Monitoring emails for <a href="mailto:community@redbourn-pc.gov.uk">community@redbourn-pc.gov.uk</a></li> <li>• Redbourn Festival – live music in evening</li> <li>• Liaising with AiR organisers for Festival</li> <li>•</li> </ul>
<b>ACHIEVEMENT</b>	<ul style="list-style-type: none"> <li>• Despite the weather the evening event was a success, particularly as managed to source a large screen to watch the semi-final of Euros</li> </ul>
<b>ISSUES</b>	<ul style="list-style-type: none"> <li>•</li> </ul>
<b>OFFICER COMMENTS</b>	<ul style="list-style-type: none"> <li>• Overtime for May - 13 hours</li> <li>• Overtime for June – 6 hours</li> <li>• Overtime for July - 9 hours</li> </ul>

8th Oct

Time	Session
09:30 – 11:00	<b>Delegate Registration</b>
10:00 – 10:30	<b>Meeting of First Time Delegates</b> <i>Conference Room 11</i>
11:00 – 11:10	<b>Conference Opening</b> <i>Paris Suite</i>
11:10 – 12:10	<b>AI for the Average Joe, Winning Hearts and Minds</b> Erica Farmer, Co-Founder, Business Director and Professional Speaker <i>Paris Suite</i>
12:10 – 13:10	<b>The Analogue to Digital Switchover- Are You Ready?</b> John Livermore, All-IP Industry Engagement Manager, Openreach
13:10 – 14:00	<b>Lunch</b> <i>London Suite</i>
14:00 – 15:00	<b>Wellbeing Through Meaningful Connection: A Lively albeit Light-Hearted Dialogue</b> Clare Evans, Town Clerk, Houghton Regis Town Council <i>Paris Suite</i>
	<b>Exciting Session Coming Soon</b>
	<b>Playing by the Rules: Maintaining Professional Standards Online</b> Khidr Suleman, Domains' Governance Lead at Central Digital and Data Office (CDDO)
15:00 – 15:20	<b>Refreshments</b>
15:20 – 16:20	<b>Sustainable Christmas Lighting</b> Robert Stalker, Managing Director, Blachere Illumination
	<b>Preparing for an ageing population – what can local councils do?</b> Centre for Ageing Better
	<b>Cautionary Tales and How to Prevent Your Council From Becoming One</b> Tim Willott, National Cyber Security Centre
16:25 – 17:15	<b>SAAA – An Introduction and Update</b> Annie Child, Chief Executive, Smaller Authorities' Audit Appointments (SAAA)
From 19:00	<b>Awards Ceremony, Formal (Black-tie) Dinner</b> <i>Paris Suite</i>

9th Oct

Time	Session
08:30 – 09:00	<b>Registration and Refreshments</b> <i>London Suite</i>
09:00 – 09:30	<b>Exciting Session Coming Soon!</b>
09:30 – 10:10	<b>Navigating Uncertainty: Embracing Change in a Dynamic World</b> Gemma Roe, Author, Keynote Speaker, Start-Up Founder
10:15 – 11:00	<b>Building a Way to Play</b> Dr Amanda Gummer, Chair of the Association of Play Industries
11:00 – 11:20	<b>Exciting Session Coming Soon!</b>
11:20 – 11:40	<b>Refreshments</b> <i>London Suite</i>
11:40 – 12:20	<b>Reading Between the Lines – Engaging With Design and Planning Applications</b> Tom Sykes, Extended Studio Co-founder, Design Council Expert
	<b>Job Evaluation – What Can it do for Your Council?</b> Reg Williams, Local Council Consultancy (LCC) Associate
	<b>Exciting Session Coming Soon!</b>
12:20 – 13:20	<b>Lunch</b> <i>London Suite</i>
13:20 – 14:15	<b>Exciting Session Coming Soon!</b>
14:20 – 15:20	<b>Finding Light in the Dark</b> John McCarthy CBE, Journalist, Author and Motivational Speaker
15:20	<b>Close of Conference</b>

## **Privacy Notice for Redbourn Parish Councillor – Parish work**

I understand that as a Parish Councillor I am the data controller for the purposes of managing personal information received in correspondence with local constituents or from others outside of the Council ('you'). This privacy notice explains how I will use your personal data.

### **What information do I collect about you?**

When you communicate with me you will share your personal data. The lawful basis for processing will either be consent or public task. If it is shared on the bases of consent, you will have agreed to share it with me. You will also have given me consent to obtain your personal data from the council, or some other organisation, so that I can help you (Article 6(a) of the UK General Data Protection Regulation (the 'UK GDPR')).

I may also process your personal data in order for me to carry out my duties as a Parish Councillor. In those circumstances, I have authority because I am carrying out a public task (Article 6(e) of the UK GDPR).

If you are providing me with special category personal information (such as details about your health) or criminal convictions data, I will be processing this under articles 9&10. Paragraph 23 & 24 of Part 1, Schedule 1 of the Data Protection Act 2018 allow me to share, and have shared with me, these types of data as a councillor assisting a resident.

### **How will I use the information about you?**

I will use the information you have provided for the purposes for which you shared it, for example, to allow me to access personal data from the council to help you with your complaint or query. I will only share the minimal information that I need to share to help with the complaint or query.

I will ensure that all personal information is kept securely. I will retain paper records securely in a lockable filing cabinet or similarly secure arrangement. Emails stored electronically will be held securely on the council network so that compliant security controls can be applied to information stored on councillors' email accounts. For information I store on my own laptop or elsewhere, I will ensure that it is suitably protected by log on and/or screen lock security; relevant anti-virus and malware software is installed and regularly updated and a firewall applied.

### **How long will I keep this information?**

I will not retain information for longer than necessary. In order to deliver the best possible service to you I will retain some details for a period of 4 years. I will review all the records containing personal data every six months and delete those that are no longer needed. Personal information that relates to live enquiries will be reviewed annually and deleted when it is no longer required.

All emails held on council supplied email accounts will be deleted after 4 years or, 10 days after I cease to be a councillor, whichever is sooner.



### **Individual Rights**

You have a right to request a copy of the personal information that I hold about you. If you would like a copy of some or all of your information, please contact me and ask for a subject access request.

You have the following rights in respect of the information you have consented to share with me:

- To be forgotten. ie. Your details will be deleted so far as is practicable
- To have me correct an error
- To have me restrict the way I use the information
- To object to me using the information
- To have your information shared at your request (data portability)

If you have relied on my function as a councillor to process your personal data then you will have less rights.

### **How to contact me and how to make a complaint**

Please contact me if you have any concerns about how I handle your personal data. You have a right to complain to the Information Commissioner if you are unhappy with how I process your personal information. You can do so through their website: <https://ico.org.uk/concerns> or by emailing: [casework@ico.org.uk](mailto:casework@ico.org.uk) or calling their helpline on 0303 123 1113

### **Privacy Notice**

When you contact **Redbourn Parish Council**, the information you provide (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible to contact you and respond to your correspondence, advise, provide information, send invoices and receipts to service provision.

Your personal information will not be shared with any third party without your consent.

**Redbourn Parish Council** processes information under the Right to Process Information

GDPR Article 6(1) (a) (b) and (c)

Processing is with consent of the data subject

or

Processing is necessary for compliance with a legal obligation

or

Processing is necessary for performance of a contract with the data subject or to take steps to enter into a contract

### **Information Security**

Redbourn Parish Council takes care to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and relevant policies.

We only keep your data for the purpose it was collected for and only for as long as is necessary, after which it will be deleted or shredded.

### **Your Rights**

You have the right to request access to the information we have on you. You can do this by contacting us by email or post. You will be required to provide proof of identity.

### **Information Correction**

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate.

### **Information Deletion**

If you wish **Redbourn Parish Council** to delete the information about you, please contact us.

### **Right to Object**

If you believe that your data is not being processed for the purposes it has been collected, you may object, please contact us.

### **Rights Related to Automated Decision Making and Profiling**

**Redbourn Parish Council** does not use automated decision making or profiling or personal data.

### **To sum up**

In accordance with the law, we only collect a limited amount of information about you that is necessary for correspondence, information and service provision. We do not use profiling; we do not sell or pass your data to third parties. We do not use your data for purposes other than those specified. We make sure your data is stored securely. We delete all information deemed to be no longer necessary. We constantly review our Privacy Policies to keep it up to date in protecting your data.

### **Complaints**

If you have a complaint regarding the way your personal data has been processed, you may make a complaint to the Clerk ([clerk@redbourn-pc.gov.uk](mailto:clerk@redbourn-pc.gov.uk)) or to the Information Commissioners office: [casework@ico.org.uk](mailto:casework@ico.org.uk), telephone: 0303 123 1113