

Monk Fryston Parish Council

NOTICE OF MEETING

I hereby give notice that a meeting of the Parish Council of the above-named Parish will be held at the Community Centre, Old Vicarage Lane on Tuesday 18 July 2023 at 7.30pm.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting. Dated this 12th July 2023

AGENDA

Item		Lead
1	a To receive apologies for absence given in advance of the meeting b To record apologies for absence not given in advance of the meeting c To consider the approval of reasons given for absence	
2	a To receive declarations of interest b To receive early verbal notice of any Councillor's intention to raise amendments to motions on the agenda as per Standing Order 1g.	
3	To approve the co-option of Polly Hollingsworth to one of the vacant seats on Monk Fryston Parish Council.	
4	Confirmation of Minutes	
	a To confirm the Minutes of the Meeting held on 20 June 2023	
5	Residents Issues (15mins allocated to receive residents representations to the Council)	
	a None received	
6	Planning	Chair
	1) To agree consultation responses to the following planning proposals: a The siting of two shipping containers for storage (retrospective), Community Centre, Old Vicarage Lane, Monk Fryston 2) Decision notices received a None received	
7	Finances	Clerk
	a Authorised payments since last meeting: 1 Bank Statements (2no) to 30 June refer (issued under separate cover). b Current Account Current Account as Statement to 30 June 2023 £29,474.78 Previous Balance £32,790.94 Cash received £00.00 Cheques issued and cleared £3,316.16 Cheques not cleared £00.00 Cash available when all cheques cleared £29,344.78	

Monk Fryston Parish Council

Item		Lead
	<p>c Savings Accounts</p> <p>Yorkshire Bank £19,213.33</p> <p>Skipton BS £74,239.82</p> <p>Nationwide BS £72,107.90</p> <p>d Future Commitments / Income</p> <p>Liabilities as set out in Balance Sheet schedule (-) £4,349.00</p> <p>Creditors (+) £00.00</p> <p>Total Commitments (-) / Income (+) (-) £4,349.00</p> <p>e Cash Book</p> <p>Cash Book Balance at 8 July 2023 £29,344.78</p> <p>f Current Account / Cash Book Reconciliation</p> <p>The 'Cash available when all cheques cleared' (b above) reconciles with the 'Cash Book balance when all cheques cleared' (e above)</p> <p>g Expenditure / Budget comparison</p> <p>The comparative expenditure through to the end of June was £4,887 against a forecast of £6,579 (item 9g refers)</p> <p>h Capital Reserve Statement</p> <p>Amount ring-fenced for capital expenditure is £148,453.</p> <p>Amount ring-fenced for CIL expenditure is £5,128.</p> <p>Remaining reserve for non-capital expenditure is £31,324.</p> <p>i Audit Control</p> <p>Councillors to confirm that they are satisfied that the above demonstrates that the PC is maintaining an effective system of audit and control including taking account of commitments and liabilities as required by the annual audit.</p>	
8	Clerks Update	Clerk
	<p>a The PC's audit documentation has been deposited with the external auditor and the period for the exercise of public rights has been advertised 21 June 2023 to 1 August 2023</p> <p>b 26 July 2023 is the date when the PC will learn whether there is to be a formal election to fill the vacant seat on the Council following the resignation of Cllr Kaye</p> <p>c The speed recording equipment has been deployed by Highways on Water Lane</p> <p>d The Planting Group ToR may need to be reviewed in the light of the recent change of circumstances</p>	
9	Motions (<i>in bold italic</i>)	Chair
	<p>a <i>To make payments in accordance with payments schedule</i> (issued under separate cover)</p> <p>b <i>To approve the following Draft Policies and Procedures</i></p> <p style="padding-left: 20px;"><i>a. Complaints Procedure</i></p> <p style="padding-left: 20px;"><i>b. Co-Option Procedure</i></p> <p style="padding-left: 20px;"><i>c. Training and Development Policy</i></p> <p>Documents issued under separate cover</p> <p>c <i>To review of the following existing Procedures with no changes</i></p> <p style="padding-left: 20px;"><i>a. GDPR consent form</i></p> <p style="padding-left: 20px;"><i>b. GDPR General Privacy Notice (staff)</i></p> <p style="padding-left: 20px;"><i>c. GDPR Privacy Policy</i></p> <p style="padding-left: 20px;"><i>d. Residents Issues Policy</i></p> <p>Documents issued under separate cover</p> <p>d <i>To Approve the Planning Group ToR and elect 2 members to be on the group.</i> Document issued under separate cover</p>	

Monk Fryston Parish Council

Item		Lead
	<p>e To agree the value of budget available for Christmas decorations.</p> <p>f To consider the quotation received for the preparation and decoration of the railings on the Mount. Email 27 June refers</p> <p>g To review the Q1 expenditure against budget report. (issued under separate cover)</p> <p>h To agree the timescale for the advertising of the vacant seat on MFPC in the absence of an election being called.</p> <p>i To identify any items requiring repair and / or maintenance and to agree appropriate action</p>	
10	Discussion Items	Chair
	<p>a Residents issues received under item 4</p> <p>b Rotation of the role of Chairman</p>	
11	Updates on actions agreed at previous meetings	
12	Committee and Group Updates	
	<p>a Burial Committee.</p> <p>b Planting Group</p> <p>c Road Safety Working Group</p> <p>d Highways and Footpaths Group</p> <p>e Comms Group</p>	<p>Cllr NS</p> <p>Cllr AS</p> <p>Cllr MB</p> <p>Cllr MB</p>
13	Correspondence	
	<p>POST IN</p> <p>a None received</p> <p>POST OUT</p> <p>a None issued</p>	
14	Items For Next Meeting	All
	a Items to be with Clerk before 5th August for next meeting on 15th August	



Mr P Scott
Monk Fryston Parish Council
24 Moss Row
Wilsden
Bradford
BD15 0EP

Planning Services (Selby Area)
North Yorkshire Council
Civic Centre
Doncaster Road
Selby
North Yorkshire
YO8 9FT
Email: ppu.sel@northyorks.gov.uk
Tel: 0300 1312131
Web: www.northyorks.gov.uk

Our Ref ZG2023/0522/COU
Date 10 July 2023

Dear Sir/Madam

CONSULTATION ON PLANNING APPLICATION

PROPOSAL: The siting of two shipping containers for storage (retrospective)
LOCATION: Community Centre, Old Vicarage Lane, Monk Fryston

The above planning application was received as valid on 3 July 2023.

To view the planning application files electronically, please use the authority's 'PublicAccess' website at <https://public.selby.gov.uk/online-applications/> and follow the instructions given. The information will be available within 24 hours on receipt of this e-mail.

You can also submit your comments via Public Access or email planningcomments.sel@northyorks.gov.uk . If I have not received your written observations by 31 July 2023 it will be assumed you do not have any to make. Please note that any comments you make will be placed on the relevant file, which is available for public inspection in the office and on the internet.

An information leaflet providing examples of the type of material considerations we are able to consider when we determine planning applications can be found at www.northyorks.gov.uk

To find out if the application is to be considered by the Planning Committee you should contact this office and where applications are to be determined by Committee it may be possible to address the meeting. Please contact the Plans Processing Unit on 0300 1312131 for further details regarding the procedure to follow.

I look forward to receiving your comments in due course.

Yours faithfully,


Trevor Watson
Assistant Director - Planning

	<h1>Observations of Monk Fryston Parish Council</h1>
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Observation sheet to be returned to District Council on or before 31 July 2023

Our Reference:	ZG2023/0522/COU	Team:	South Team
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Proposal:	The siting of two shipping containers for storage (retrospective)
Location:	Community Centre, Old Vicarage Lane, Monk Fryston

Observations of the Parish/Town Council meeting:

Your Account Statement



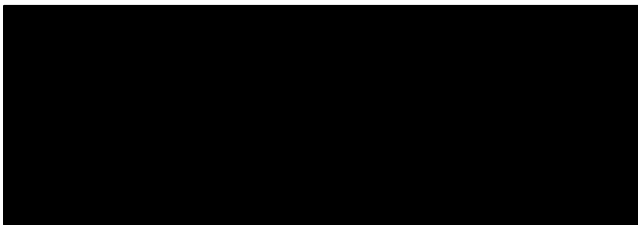
For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Philip Scott
24 Moss Row
Wilsden
BRADFORD
West Yorkshire
BD15 0EP

Date: 03/06/2023

Account Name: Monk Fryston Parish Council



Your arranged overdraft limit is £0.00

Contact Us



Call us: 0345 140 1000



Email us: us@unity.co.uk



Visit us: unity.co.uk

Fraud Reminder

Unity Trust Bank will NEVER ask you to share passwords or PINs. If you receive a suspicious call, please hang up and contact our dedicated fraud number, freephone 0808 196 8420 or email fraud@unity.co.uk.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/05/2023		Balance brought forward	£0.00	£0.00	£32,790.94

Your pre-notification statement

Mr Philip Scott
24 Moss Row
Wilsden
BRADFORD
West Yorkshire
United Kingdom
BD15 0EP

Date: 03/06/2023

Page number 1 of 3

Account Name: Monk Fryston Parish Council

Statement number: 020

Sort Code:

Account Number:

Dear Mr Philip Scott,

This letter outlines charges relating to the transactions and debit interest on your account between 05/03/2023 and 03/06/2023.

You can find full details of our fees and charges within the Standard Service Tariff on our website <https://www.unity.co.uk/terms-and-conditions/>

The charges for this billing period are:

Total charges	£18.00
Total debit interest	£0.00
To be debited from your account on	30/06/2023

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
Calls may be monitored and recorded for training, quality and security purposes.
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We invest in people Gold



Your Account Statement

Mr Philip Scott
24 Moss Row
Wilsden
BRADFORD
West Yorkshire
BD15 0EP

Date: 30/06/2023

Account Name: Monk Fryston Parish Council

We're delighted to announce the launch of our new Online Banking service, featuring exciting changes and updates. To utilise this new Online Banking service at the earliest opportunity, look out for your email invitation.

Your arranged overdraft limit is £0.00

Contact Us

Call us: [0345 140 1000](tel:03451401000)

Email us: us@unity.co.uk

Visit us: unity.co.uk

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/06/2023		Balance brought forward	£0.00	£0.00	£32,790.94
12/06/2023	Faster Payment Debit	B/P to: BHIB Affinities	£415.81	£0.00	£32,375.13
16/06/2023	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£28.48	£0.00	£32,346.65
22/06/2023	Faster Payment Debit	B/P to: YLCA	£25.00	£0.00	£32,321.65

Page number 1 of 3

**For Businesses.
For Communities.
For Good.**

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Your Current T1 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
22/06/2023	Faster Payment Debit		£210.00	£0.00	£32,111.65
22/06/2023	Faster Payment Debit		£235.00	£0.00	£31,876.65
22/06/2023	Faster Payment Debit		£205.00	£0.00	£31,671.65
22/06/2023	Faster Payment Debit		£377.38	£0.00	£31,294.27
22/06/2023	Faster Payment Debit		£199.69	£0.00	£31,094.58
22/06/2023	Faster Payment Debit		£20.00	£0.00	£31,074.58
22/06/2023	Faster Payment Debit		£1,192.06	£0.00	£29,882.52
30/06/2023	Faster Payment Debit		£55.87	£0.00	£29,826.65
30/06/2023	Faster Payment Debit		£333.87	£0.00	£29,492.78
30/06/2023	Fee		Service Charge	£18.00	£0.00

BUDGETED EXPENDITURE**COMPARATIVE EXPENDITURE
(NET) TO 30 JUNE 2023****£6,579****£4,887**

Definite Fixed Costs	3697	3825
Clerks Salary	1170	1001
Clerk Use of Facilities	72	incl
Clerk National Insurance	0	0
Statutory Insurance	491	416
Burial Committee	0	0
Internal and external Audits	0	200
Grass Cutting	764	1215
Electricity for lighting	1200	993
Definite Variable Costs	297	114
Lighting repairs	0	0
Office Running Expenses	204	49
Room Hire	93	65
Councillor expenses	0	0
Winter gritsand	0	0
Optional Costs	2585	948
Grants	0	
training and Prof Membership	491	354
village decoration	1800	524
Bench and bus shelter cleaning	164	70
newsletter x2	130	0
Legal advice	0	0
Vas sign maintenance	0	0
Non budgeted items		0

SCHEDULE OF PAYMENTS			Meeting	Tuesday, 18 July 2023	
Payee	Invoice No	Amount	Vat	Item	Pay Ref
S G Parkin Landscapes	3073, 3074	365.00	n/a	grass cutting etc	2084
White Rose Plants	n/a	180.00	n/a	Watering of planters	2085
MF and H Community Association	23107	20.00	n/a	room hire	2086
Total		£565.00			

Monk Fryston Parish Council Document	Page 1 of 4
Title Complaints Procedure	Rev: 0.1
Prepared and issued by: Bill Holmes	Issued:
Approved at Council Meeting Dated:	

Document Distribution

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1	All Councillors
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3	
4	
5	

Review Frequency	Last Review Date	Quality Council Document Y/N
3 yearly		Y

Document Change History

Revision	Date	Author	Verified	Section	Change Description
1					
2					
3					

Contents

No table of contents entries found.

1. Introduction

The Parish Council takes its responsibilities seriously about complaints. It has produced this procedure to outline the processes in dealing with complaints received.

[House of Commons BRIEFING PAPER Number 04827](#) covers the parliamentary position regarding complaints to Parish Councils the extract below was from a question put in the House of Commons.

'Parish councils can put in place their own mechanisms for handling complaints, having regard to a model code of practice produced by the National Association of Local Councils. In addition, every elector has the right to raise any matter affecting parish business at the annual parish meeting, and a group of electors has the power to call for a poll on any issue which affects the parish. Also, where electors consider there has been a possible waste or inefficiency or think that their council has spent money unlawfully, they can refer a complaint to their local district auditor.'

The Procedure is a modified version of the National Association of Local Council's model.

2. Notification of Complaint

- a. The complainant should be asked to put the complaint about the council's procedures or administration in writing to the Clerk to the Parish Council.
- b. If the complainant does not wish to put the complaint to the Clerk, they should be advised to address it to the Chair of the Parish Council.
- c. The Clerk shall acknowledge receipt of the complaint and advise the complainant when the matter will be considered by the full Parish Council. The complainant should also be advised whether the complaint will be treated as confidential or whether notice of it will be given in the usual way.
- d. The Clerk shall verify that the complainant has a copy of this procedure and if not ask if they require one and provide one to them

3. Discussion with Complainant

- a. The complainant shall be invited to an initial discussion with the Clerk and the Chair regarding the complaints.
- b. If the complainant does not want to attend a discussion, then the matter will be dealt with at a normal Parish Council meeting.
- c. The Clerk and Chair shall carry out initial discussions with the complainant to:-
 - i. Ensure the facts are clear and concise
 - ii. To see if the complaint can be resolved through existing information
 - iii. To see what the expected outcome of the complaint is
- d. The Chair will feed back the outcome of the discussion to councillors

4. Invite to PC Meeting

- a. The complainant shall be invited to attend a ordinary PC meeting and to bring with them a representative if they wish.
- b. Seven clear working days prior to the meeting, the complainant shall provide the Parish Council with copies of any documentation or other evidence relied on.
- c. The Parish Council shall provide the complainant with copies of any documentation upon which they wish to rely on at the meeting and shall do so

promptly, allowing the claimant the opportunity to read the material in good time for the meeting.

5. At the Meeting

- a. The Parish Council shall consider whether the circumstances of the meeting warrant the exclusion of the public and the press.
- b. Any decision on a complaint shall be announced at the council meeting in public.
- c. The Chair should introduce everyone and explain the procedure.
- d. The complainant (or representative) should outline the grounds for complaint and, thereafter, questions may be asked by (i) the Clerk and then (ii), members.
- e. The Clerk will have an opportunity to explain the Parish Council's position and questions may be asked by (i) the complainant and (ii), members.
- f. The Clerk and then the complainant should be offered the opportunity to summarise their position.
- g. The Clerk and the complainant should be asked to leave the room while members decide whether the grounds for the complaint have been made. If a point of clarification is necessary, both parties shall be invited back.
- h. The Clerk and the complainant should be given the opportunity to wait for the 2 decision but if the decision is unlikely to be finalised on that day they should be advised when the decision is likely to be made and when it is likely to be communicated to them.

6. After the Meeting

- a. The decision should be confirmed in writing within seven working days together with details of any action to be taken if applicable.

7. Notifications to the Parish Council of complaints received by the responsible local authority Monitoring Officer

- a. When the Local Authority Monitoring Officer receives a parish Complaint, the Monitoring Officer is required to notify the Parish Council of certain information at various stages of the case handling process.
 - i. Purpose of notifications:
 1. to know whether further evidence or the preservation of evidence is necessary.
 2. what appropriate arrangements should be made.
 - ii. Notification procedures
 1. The Clerk and/or the Chair should be informed of and deal with such notifications when received
 2. They should not be included on a meeting Agenda.
 3. The Clerk or the Chair will provide further evidence or information.
- b. Having appropriate arrangements in place will ensure that the rights of all concerned in a complaint are considered, and ensure that complaints are dealt with lawfully, effectively and fairly.
- c. Legal issues include issues of confidentiality, obligations under the Human Rights Act 2000, Data Protection Act 1998 and Freedom of Information Act 2000.

Statutory provisions regarding public access to information in agendas, minutes and meetings must be considered.

8. Complaints about Breaches of Conduct by members

- a. All complaints received against members will be referred to the Local Authority Monitoring Officer
- b. If a complaint of Breach of Conduct by a member is received by the Parish Council the complainant should be advised that this will be dealt with through Local Authority Monitoring Officer.
- c. The complainant should be advised that they should contact the local authority to complain about members conduct.
- d. The Chair to the Parish Council should be advised of any complaints made about a member.

9. Withdrawal of complaint

The complainant may at any time withdraw their complaint without reason by email to the clerk. At this point the procedure will stop immediately.

10. Right of Appeal

For decisions made by the Parish Council regarding the complaint there is no right of appeal.

Monk Fryston Parish Council Document	Page 1 of 3
Co-option Procedure	Rev: 0.1
Prepared by: Bill Holmes	Issued:
Approved at Council Meeting Dated:	

Document Distribution

Document Change History

Copy	Distribution				
1	All Councillors				
2	Responsible Officer				
3					
4					
5					

Revision	Date	Author	Verified	Section	Change Description

Contents

1. Introduction..... 2

a. Casual Vacancies 2

b. Ordinary Vacancies 2

2. The Co-option Process for Ordinary and Casual Vacancies 2

a. Stage 1 application..... 2

3. Stage 2 Appointment 3

1. Introduction

S87(2) of the Local Government Act 1972 requires a local authority (Parish Council) to give public notice of casual vacancies to ensure transparency and attract more candidates.

There are two types of vacancies:

a. Casual Vacancies

This occurs during the four year term when a Councillor resigns, dies or becomes disqualified.

The process of giving ten electors the opportunity to call a by-election is only relevant for casual vacancies, not ordinary vacancies.

b. Ordinary Vacancies

This occurs as a result of insufficient nominations for the seats available at the time of election. Any such vacancy/vacancies should be advertised within 35 days of the election.

In these circumstances a person can be co-opted to fill a vacancy/vacancies at the discretion of the local authority (Parish Council).

The nomination qualifications required of an applicant for either an ordinary or casual vacancy are the same in accordance with S79 of the Local Government Act 1972.

(For casual vacancies this process will apply when a by-election has been advertised but not claimed)

There are no statutory arrangements in place to co-opt to fill a vacancy and therefore Monk Fryston Parish Council has elected to adopt the following process in order to be fully transparent.

2. The Co-option Process for Ordinary and Casual Vacancies

a. Stage 1 application

Where an ordinary vacancy/vacancies occur the following will apply:

- a. The vacancy/vacancies notice will be advertised as follows:
 - i. On the Parish Council notice board.
 - ii. On the Parish Council website.
 - iii. On Monk Fryston Social Media pages
- b. The notice will have a closing date of 35 days for receiving applications.
- c. If no applications are received the notice will be advertised again with a new 35 days closing date.
- d. This will continue until such time as an application/applications are received.
- e. When an application/applications are received by the closing date the following will apply:

- i. Each applicant will be provided with a copy of the Standing Orders.
- ii. Each applicant will be invited to complete a Legal Declaration of Qualification to hold Public Office as a Local Councillor.
- iii. Each applicant will be invited to provide a statement to include the reasons for interest in being a Parish Councillor and what attributes they have to offer for the benefit of the community.

If items (ii) and (iii) are not completed by an applicant then they will not be considered for the vacancy/vacancies.

3. Stage 2 Appointment

- a. The Parish Clerk will circulate details of the application/applications to all the other Councillors prior to the next Parish Council meeting.
- b. There will be a separate item on the Parish Council meeting Agenda to deal with the application/applications.
- c. Each applicant will be invited to attend the Parish Council meeting to present themselves to the Parish Council and to allow the Councillors present to ask them questions in the open meeting.
- d. If an applicant does not present themselves to the Parish Council meeting and they cannot provide a valid reason for not attending then they will not be considered for the vacancy/vacancies.
- e. The Parish Council will resolve to exclude members of the press and public under the Public Bodies (Admissions to Meetings) Act 1960 to enable it to discuss the merits or otherwise of the applicants.
- f. The Parish Council meeting will then re-convene as an open meeting and a vote will take place in accordance with the Standing Orders. An absolute majority of the votes cast is required. (In the case of more than two applicants this means that the person elected receives more votes than the others added together) No proxy votes are allowed.
- g. The Chairman will declare the result.
- h. The result will be recorded in the Minutes of the Parish Council meeting.
- i. The Clerk will notify any absent councillor of the voting count and the result of the selection process as soon as possible afterwards.
- j. No feedback will be given to any applicant in respect of the Parish Council discussions that took place in the closed part of the meeting unless agreed by the Parish Council.
- k. The successful applicant/applicants will be provided with the following:
 - i. A parish council email address
 - ii. Access to the councils IT systems
 - iii. Links to:-
 - 1. The councils induction intranet site
 - 2. The Parish Councils Standing Orders.
 - 3. The Parish Councils Financial Regulations.
 - 4. The Parish Councils Code of Conduct.
- l. The successful applicant/applicants will comply with the following:
 - i. To sign a Declaration of Acceptance of office form.
 - ii. To complete a Declaration of Interest form and submit this to the Clerk.
 - iii. To use a Parish Council email address
- m. If for any reason an applicant/applicants are not selected then the vacancy/vacancies will be re-advertised in accordance with this procedure.

Parish Council Document

Monk Fryston Parish Council Document 015	Page 1 of 2
Monk Fryston GDPR Consent Form	Rev: 1.0
Prepared and Issued by: Philip Scott	Issued: 18/7/18
Approved at Council Meeting Dated: 18/7/18 Minute reference 8b	

Document Distribution

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1	All Councillors
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4	
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Revision	Date	Author	Verified	Section	Change Description

MONKFRYSTON PARISH COUNCIL

CONSENT FORM

“Your privacy is important to us and we would like to communicate with you about the council and its activities. To do so we need your consent. Please fill in your name and address and other contact information below and confirm your consent by ticking the boxes below.”

If you are aged 13 or under your parent or guardian should fill in their details below to confirm their consent

Name
Address

Signature
Date

Please confirm your consent below. You can grant consent to any or all of the purposes listed. You can find out more about how we use your data from our “Privacy Notice” which is available from our website www.monkfrystonparishcouncil.net

You can withdraw or change your consent at any time by contacting the Clerk to the Parish Council by email: clerk@monkfrystonparishcouncil.net.

We may contact you to keep you informed about what is going on in the council's area or other local authority areas including news, events, meetings, clubs, groups and activities. These communications may also sometimes appear on our website, or in printed or electronic form.

We may contact you about groups and activities you may be interested in participating in.

We may use your name and photo in our newsletters, bulletins or on our website.

Keeping in touch:

- Yes please, I would like to receive communications by email
- Yes please, I would like to receive communications by telephone
- Yes please, I would like to receive communications by mobile phone including text message

Parish Council Document

Monk Fryston Parish Council Document 017	Page 1 of 4
Monk Fryston GDPR General Privacy Notice	Rev: 1.0
Prepared and Issued by: Philip Scott	Issued: 18/7/18
Approved at Council Meeting Dated: 18/7/18 Minute reference 8b	

Document Distribution

Copy	Distribution
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Parish Council Document

*“Staff” means employees, workers, agency staff and those retained on a temporary or permanent basis

**Includes, volunteers, contractors, agents, and other role holders within the council including former staff* and former councillors. This also includes applicants or candidates for any of these roles.

Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photograph, video, email address, or address). Identification can be directly using the data itself or by combining it with other information which helps to identify a living individual (e.g. a list of staff may contain personnel ID numbers rather than names but if you use a separate list of the ID numbers which give the corresponding names to identify the staff in the first list then the first list will also be treated as personal data). The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other legislation relating to personal data and rights such as the Human Rights Act.

Who are we?

This Privacy Notice is provided to you by **Monk Fryston Parish Council** which is the data controller for your data.

The council works together with:

- Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA
- Former and prospective employers

We may need to share personal data we hold with them so that they can carry out their responsibilities to the council and our community. The organisations referred to above will sometimes be “joint data controllers”. This means we are all responsible to you for how we process your data where for example two or more data controllers are working together for a joint purpose. If there is no joint purpose or collaboration then the data controllers will be independent and will be individually responsible to you.

The council will comply with data protection law. This says that the personal data we hold about you must be:

- Used lawfully, fairly and in a transparent way.
- Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
- Relevant to the purposes we have told you about and limited only to those purposes.
- Accurate and kept up to date.
- Kept only as long as necessary for the purposes we have told you about.
- Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.

What data do we process?

- Names, titles, and aliases, photographs.
- Start date / leaving date
- Contact details such as telephone numbers, addresses, and email addresses.
- Where they are relevant to our legal obligations, or where you provide them to us, we may process information such as gender, age, date of birth, marital status, nationality, education/work history, academic/professional qualifications, employment details, hobbies, family composition, and dependants.
- Non-financial identifiers such as passport numbers, driving licence numbers, vehicle registration numbers, taxpayer identification numbers, staff identification numbers, tax reference codes, and national insurance numbers.
- Financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers.
- Financial information such as National Insurance number, pay and pay records, tax code, tax and benefits contributions, expenses claimed.
- Other operational personal data created, obtained, or otherwise processed in the course of carrying out our activities, including but not limited to, CCTV footage, recordings of telephone conversations, IP addresses and website visit histories, logs of visitors, and logs of accidents, injuries and insurance claims.

Parish Council Document

- Next of kin and emergency contact information
- Recruitment information (including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process and referral source (e.g. agency, staff referral))
- Location of employment or workplace.
- Other staff data (not covered above) including; level, performance management information, languages and proficiency; licences/certificates, immigration status; employment status; information for disciplinary and grievance proceedings; and personal biographies.
- CCTV footage and other information obtained through electronic means such as swipecard records.
- Information about your use of our information and communications systems.

We use your personal data for some or all of the following purposes: -

Please note: We need all the categories of personal data in the list above primarily to allow us to perform our contract with you and to enable us to comply with legal obligations.

- Making a decision about your recruitment or appointment.
- Determining the terms on which you work for us.
- Checking you are legally entitled to work in the UK.
- Paying you and, if you are an employee, deducting tax and National Insurance contributions.
- Providing any contractual benefits to you
- Liaising with your pension provider.
- Administering the contract we have entered into with you.
- Management and planning, including accounting and auditing.
- Conducting performance reviews, managing performance and determining performance requirements.
- Making decisions about salary reviews and compensation.
- Assessing qualifications for a particular job or task, including decisions about promotions.
- Conducting grievance or disciplinary proceedings.
- Making decisions about your continued employment or engagement.
- Making arrangements for the termination of our working relationship.
- Education, training and development requirements.
- Dealing with legal disputes involving you, including accidents at work.
- Ascertaining your fitness to work.
- Managing sickness absence.
- Complying with health and safety obligations.
- To prevent fraud.
- To monitor your use of our information and communication systems to ensure compliance with our IT policies.
- To ensure network and information security, including preventing unauthorised access to our computer and electronic communications systems and preventing malicious software distribution.
- To conduct data analytics studies to review and better understand employee retention and attrition rates.
- Equal opportunities monitoring.
- To undertake activity consistent with our statutory functions and powers including any delegated functions.
- To maintain our own accounts and records;
- To seek your views or comments;
- To process a job application;
- To administer councillors' interests
- To provide a reference.

Our processing may also include the use of CCTV systems for monitoring purposes.

Some of the above grounds for processing will overlap and there may be several grounds which justify our use of your personal data.

We will only use your personal data when the law allows us to. Most commonly, we will use your personal data in the following circumstances:

- Where we need to perform the contract we have entered into with you.
- Where we need to comply with a legal obligation.

We may also use your personal data in the following situations, which are likely to be rare:

Parish Council Document

- Where we need to protect your interests (or someone else's interests).
- Where it is needed in the public interest [or for official purposes].

How we use sensitive personal data

- We may process sensitive personal data relating to staff, councillors and role holders including, as appropriate:
 - information about your physical or mental health or condition in order to monitor sick leave and take decisions on your fitness for work;
 - your racial or ethnic origin or religious or similar information in order to monitor compliance with equal opportunities legislation;
 - in order to comply with legal requirements and obligations to third parties.
- These types of data are described in the GDPR as "Special categories of data" and require higher levels of protection. We need to have further justification for collecting, storing and using this type of personal data.
- We may process special categories of personal data in the following circumstances:
 - In limited circumstances, with your explicit written consent.
 - Where we need to carry out our legal obligations.
 - Where it is needed in the public interest, such as for equal opportunities monitoring or in relation to our pension scheme.
 - Where it is needed to assess your working capacity on health grounds, subject to appropriate confidentiality safeguards.
- Less commonly, we may process this type of personal data where it is needed in relation to legal claims or where it is needed to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

Do we need your consent to process your sensitive personal data?

- We do not need your consent if we use your sensitive personal data in accordance with our rights and obligations in the field of employment and social security law.
- In limited circumstances, we may approach you for your written consent to allow us to process certain sensitive personal data. If we do so, we will provide you with full details of the personal data that we would like and the reason we need it, so that you can carefully consider whether you wish to consent.
- You should be aware that it is not a condition of your contract with us that you agree to any request for consent from us.

Information about criminal convictions

- We may only use personal data relating to criminal convictions where the law allows us to do so. This will usually be where such processing is necessary to carry out our obligations and provided we do so in line with our data protection policy.
- Less commonly, we may use personal data relating to criminal convictions where it is necessary in relation to legal claims, where it is necessary to protect your interests (or someone else's interests) and you are not capable of giving your consent, or where you have already made the information public.

What is the legal basis for processing your personal data?

Some of our processing is necessary for compliance with a legal obligation.

We may also process data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract.

We will also process your data in order to assist you in fulfilling your role in the council including administrative support or if processing is necessary for compliance with a legal obligation.

Sharing your personal data

Your personal data will only be shared with third parties including other data controllers where it is necessary for the performance of the data controllers' tasks or where you first give us your prior consent. It is likely that we will need to share your data with:

- Our agents, suppliers and contractors. For example, we may ask a commercial provider to manage our HR/ payroll functions, or to maintain our database software;
 - Other persons or organisations operating within local community.
 - Other data controllers, such as local authorities, public authorities, central government and agencies such as HMRC and DVLA

- Staff pension providers
- Former and prospective employers
- DBS services suppliers
- Payroll services providers
- Recruitment Agencies
- Credit reference agencies
- Professional advisors
- Trade unions or employee representatives

How long do we keep your personal data?

We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is currently best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

Your responsibilities

It is important that the personal data we hold about you is accurate and current. Please keep us informed if your personal data changes during your working relationship with us.

Your rights in connection with personal data

You have the following rights with respect to your personal data: -

When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.

1. The right to access personal data we hold on you

- At any point you can contact us to request the personal data we hold on you as well as why we have that personal data, who has access to the personal data and where we obtained the personal data from. Once we have received your request we will respond within one month.
- There are no fees or charges for the first request but additional requests for the same personal data or requests which are manifestly unfounded or excessive may be subject to an administrative fee.

2. The right to correct and update the personal data we hold on you

- If the data we hold on you is out of date, incomplete or incorrect, you can inform us and your data will be updated.

3. The right to have your personal data erased

- If you feel that we should no longer be using your personal data or that we are unlawfully using your personal data, you can request that we erase the personal data we hold.
- When we receive your request we will confirm whether the personal data has been deleted or the reason why it cannot be deleted (for example because we need it for to comply with a legal obligation).

4. The right to object to processing of your personal data or to restrict it to certain purposes only

- You have the right to request that we stop processing your personal data or ask us to restrict processing. Upon receiving the request we will contact you and let you know if we are able to comply or if we have a legal obligation to continue to process your data.

5. The right to data portability

- You have the right to request that we transfer some of your data to another controller. We will comply with your request, where it is feasible to do so, within one month of receiving your request.

6. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained

- You can withdraw your consent easily by telephone, email, or by post (see Contact Details below).

7. The right to lodge a complaint with the Information Commissioner's Office.

- You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Parish Council Document

Any personal data transferred to countries or territories outside the European Economic Area (“EEA”) will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union.

Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Notice, then we will provide you with a new notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing, if we start to use your personal data for a purpose not mentioned in this notice.

Changes to this notice

We keep this Privacy Notice under regular review and we will place any updates on this web page www.monkfrystonparishcouncil.net. This Notice was last updated in May 2018.

Contact Details

Please contact us if you have any questions about this Privacy Notice or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

The Data Controller, Monk Fryston Parish Council

Email: clerk@monkfrystonparishcouncil.net

You can contact the Information Commissioners Office on 0303 123 1113 or or via email

<https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

Parish Council Document

Monk Fryston Parish Council Document 014	Page 1 of 4
Monk Fryston GDPR Privacy Policy	Rev: 1.0
Prepared and Issued by: Philip Scott	Issued: 18/7/18
Approved at Council Meeting Dated: 18/7/18 Minute reference 8b	

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Copy	Distribution
1	All Councillors
2	Web site
3	
4	
5	

Document Change History

Revision	Date	Author	Verified	Section	Change Description
1	31.01.2023	ak			Minor updates

Parish Council Document

1. Your personal data – what is it?

“Personal data” is any information about a living individual which allows them to be identified from that data (for example a name, photographs, videos, email address, or address). Identification can be by the personal data alone or in conjunction with any other personal data. The processing of personal data is governed by legislation relating to personal data which applies in the United Kingdom including the General Data Protection Regulation (the “GDPR”) and other local legislation relating to personal data and rights such as the Human Rights Act.

2. Council information

This Privacy Policy is provided to you by Monk Fryston Parish Council which is the data controller for your data.

Is personal data collected from a website? If so what is the website address of the site that the user's personal data is collected from?

Council address

3. Who are the data controllers?

other data controllers, such as local authorities

Community groups

Charities

Other not for profit entities

Contractors

Credit reference agencies

4. What personal information is collected?

Names, titles, and aliases, photographs;

Contact details such as telephone numbers, addresses, and email addresses;

Where they are relevant to the services provided by a council, or where you provide them to us, we may process demographic information such as gender, age, marital status, nationality, education/work histories, academic/professional qualifications, hobbies, family composition, and dependants;

Where you pay for activities such as use of a council hall, financial identifiers such as bank account numbers, payment card numbers, payment/transaction identifiers, policy numbers, and claim numbers;

Website data - Is activity information (including user behaviour data) collected? e.g.

a. Information from synching with other software or services

b. Interaction with social media (functional and/or marketing) and what information is available?

c. Information about payments

d. Access to social media profiles

e. Demographic information

Information collected automatically from use of the service? e.g.

f. Device information (nature of device and/ or identifiers)

g. Log information (including IP address)

h. Location information (how is location collected/inferred)

i. Device sensor information

j. Site visited before arriving

k. Browser type and or OS

l. Interaction with email messages

Information from other sources? (identify the sources) e.g.

m. Referral or recommendation programmes

n. Publicly accessible sources

Information from cookies or similar technologies (incl. in-app codes) (including whether session or persistent) e.g.

o. Essential login/authentication or navigation

p. Functionality – remember settings

q. Performance & Analytics – user behaviour

r. Advertising/retargeting

s. Any third-party software served on users

t. Other

Nature of any outbound communications with website users

u. Email

Parish Council Document

- v. Telephone (voice)
 - w. Telephone (text)
- 5. The council will comply with data protection law. This says that the personal data we hold about you must be:**
- a. Used lawfully, fairly and in a transparent way.
 - b. Collected only for valid purposes that we have clearly explained to you and not used in any way that is incompatible with those purposes.
 - c. Relevant to the purposes we have told you about and limited only to those purposes.
 - d. Accurate and kept up to date.
 - e. Kept only as long as necessary for the purposes we have told you about.
 - f. Kept and destroyed securely including ensuring that appropriate technical and security measures are in place to protect your personal data to protect personal data from loss, misuse, unauthorised access and disclosure.
- 6. We use your personal data for some or all of the following purposes:**
- a. To deliver public services including to understand your needs to provide the services that you request and to understand what we can do for you and inform you of other relevant services;
 - b. To confirm your identity to provide some services;
 - c. To contact you by post, email, telephone or using social media (e.g., Facebook, Twitter, WhatsApp);
 - d. To help us to build up a picture of how we are performing;
 - e. To prevent and detect fraud and corruption in the use of public funds and where necessary for the law enforcement functions;
 - f. To enable us to meet all legal and statutory obligations and powers including any delegated functions;
 - g. To carry out comprehensive safeguarding procedures (including due diligence and complaints handling) in accordance with best safeguarding practice from time to time with the aim of ensuring that all children and adults-at-risk are provided with safe environments and generally as necessary to protect individuals from harm or injury;
 - h. To promote the interests of the council;
 - i. To maintain our own accounts and records;
 - j. To seek your views, opinions or comments;
 - k. To notify you of changes to our facilities, services, events and staff, councillors and role holders;
 - l. To send you communications which you have requested and that may be of interest to you. These may include information about campaigns, appeals, other new projects or initiatives;
 - m. To process relevant financial transactions including grants and payments for goods and services supplied to the council
 - n. To allow the statistical analysis of data so we can plan the provision of services.
 - o. Our processing may also include the use of CCTV systems for the prevention and prosecution of crime.
- 7. What is the legal basis for processing your personal data?**
- a. The council is a public authority and has certain powers and duties. Most of your personal data is processed for compliance with a legal obligation which includes the discharge of the council's statutory functions and powers. Sometime when exercising these powers or duties it is necessary to process personal data of residents or people using the council's services. We will always take into account your interests and rights. This Privacy Policy sets out your rights and the council's obligations to you in detail.
 - b. We may also process personal data if it is necessary for the performance of a contract with you, or to take steps to enter into a contract. An example of this would be processing your data in connection with the use of sports facilities, or the acceptance of an allotment garden tenancy.
 - c. Sometimes the use of your personal data requires your consent. We will first obtain your consent to that use.
- 8. Sharing your personal data**
- a. The council will implement appropriate security measures to protect your personal data. This section of the Privacy Policy provides information about the third parties with whom the council will share your personal data. These third parties also have an obligation to put in place

Parish Council Document

appropriate security measures and will be responsible to you directly for the manner in which they process and protect your personal data. It is likely that we will need to share your data with some or all of the following (but only where necessary):

- b. Our agents, suppliers and contractors. For example, we may ask a commercial provider to publish or distribute newsletters on our behalf, or to maintain our database software;
- c. On occasion, other local authorities or not for profit bodies with which we are carrying out joint ventures e.g. in relation to facilities or events for the community.

9. How long do we keep your personal data?

- a. We will keep some records permanently if we are legally required to do so. We may keep some other records for an extended period of time. For example, it is current best practice to keep financial records for a minimum period of 8 years to support HMRC audits or provide tax information. We may have legal obligations to retain some data in connection with our statutory obligations as a public authority. The council is permitted to retain data in order to defend or pursue claims. In some cases, the law imposes a time limit for such claims (for example 3 years for personal injury claims or 6 years for contract claims). We will retain some personal data for this purpose as long as we believe it is necessary to be able to defend or pursue a claim. In general, we will endeavour to keep data only for as long as we need it. This means that we will delete it when it is no longer needed.

10. Your rights and your personal data

- a. You have the following rights with respect to your personal data:
- b. When exercising any of the rights listed below, in order to process your request, we may need to verify your identity for your security. In such cases we will need you to respond with proof of your identity before you can exercise these rights.
 - i. The right to access personal data we hold on you*
 - ii. The right to correct and update the personal data we hold on you*
 - iii. The right to have your personal data erased*
 - iv. The right to object to processing of your personal data or to restrict it to certain purposes only*
 - v. The right to data portability*
 - vi. The right to withdraw your consent to the processing at any time for any processing of data to which consent was obtained*
 - vii. The right to lodge a complaint with the Information Commissioner's Office.*

c.

You can contact the Information Commissioners Office on 0303 123 1113 or via email <https://ico.org.uk/global/contact-us/email/> or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

11. Transfer of Data Abroad

Any personal data transferred to countries or territories outside the European Economic Area ("EEA") will only be placed on systems complying with measures giving equivalent protection of personal rights either through international agreements or contracts approved by the European Union. Our website is also accessible from overseas so on occasion some personal data (for example in a newsletter) may be accessed from overseas.

12. Further processing

If we wish to use your personal data for a new purpose, not covered by this Privacy Policy, then we will provide you with a Privacy Notice explaining this new use prior to commencing the processing and setting out the relevant purposes and processing conditions. Where and whenever necessary, we will seek your prior consent to the new processing.

13. Changes to this policy

We keep this Privacy Policy under regular review and we will place any updates on this web page www.monkfrystonparishcouncil.net This Policy was last updated in May 2018.

14. Contact Details

Please contact us if you have any questions about this Privacy Policy or the personal data we hold about you or to exercise all relevant rights, queries or complaints at:

Parish Council Document

The Data Controller, Monk Fryston Parish Council
Email: Clerk@monkfrystonparishcouncil.net

Monk Fryston Parish Council Document 15	Page 1 of 3
Monk Fryston Planning Group	Rev: 1.0
Prepared and Issued by: Susan Woodhall	Issued:
Approved at Council Meeting Dated: Minute reference	

Document Distribution

Copy	Distribution
1	All Councillors
2	Clerk
3	
4	
5	

Document Change History

Revision	Date	Author	Verified	Section	Change Description

Contents

01 Responsibilities

02 Meetings

03 Planning Applications

04 Recommendations

05 Council approval

1.0 Responsibilities

This group will be responsible for inspecting planning applications relevant to Monk Fryston Parish.

The group inspect all applications received by the Clerk which be forwarded to the team members as soon as they are received by him

The group will review any relevant planning application processes on the SDC Planning Portal and report to the general Council meetings

The group will respond to any applications submitted under any special meetings called by the Clerk.

The group will monitor any activity contrary to local planning law within the Parish

The activity of the group does not affect the responsibilities of the Clerk as laid down in SO 64 but will aid and compliment the carrying out of such duties.

2.0 Meetings

The group will consist of 2 members of the Parish Council.

The group will follow the rules and regulations of the Parish Council this includes standing orders and financial regulations and code of conduct.

Two members of the group will communicate with each other as and when needed outside council meetings

The Group shall meet as and when necessary either face to face or via Teams

3.0 Planning application assessment

Planning applications will be assessed

The group will record all observations and make recommendations

The group will identify any new paths not on the 1949 definitive Map record and apply, if necessary for DMMO to support inclusion of the same.

The group will liaise with the Footpaths @ NYCC to ensure compliance to national guidelines

All activity done by the group will be recorded for approval at general meetings of Council and recorded in Teams.

Monk Fryston Parish Council Document 011	Page 1 of 3
Residents issues – Guidance Document	Rev: 1.0
Prepared and Issued by: Bill Holmes	
Approved at Council Meeting Dated: 14th Jan 2014 Minute reference 8b	Issued: January 2014

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2	Clerk
3	
4	
5	

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Revision	Date	Author	Verified	Section	Change Description
1	5/1/2014	BH	PC	new	None

CONTENTS

1.0	Introduction	3
2.0	General	3
3.0	Residents responsibilities	3
4.0	Clerk Responsibilities	4
5.0	Councillors responsibilities	4

1 INTRODUCTION

The Parish Council consider it an important part of its function to solicit and consider the views of all residents.

The council will be allocating some time prior to its main monthly meetings to give residents the opportunity to air any issues that they need to pass onto the council.

The purpose of this document is to outline these arrangements.

2 GENERAL

Residents will be given a maximum of 3 minutes to present their issues to the councillor's present.

Issues raised will not be subject to debate at the 'residents meeting'

Councillors and Clerk may present the resident with factual information in response to their issue.

If the residents issue is part of the issued agenda then the residents comments will be included for consideration at the appropriate point in the main Parish Council meeting.

There will be a discussion item 'Residents Issues' at every main Parish Council Meeting to make councillors aware of the issues.

If the issues are not part of the main agenda then if appropriate they will be placed on the agenda for the following main Parish Council Meeting. Any issues need to be 'sponsored' by a councillor before placing on the agenda.

3 RESIDENTS RESPONSIBILITIES

If residents have issues then they need to make these aware, in writing, to the Clerk of the Parish Council. Notification can be via e-mail or letter. Contact details are at the end of this document.

Notification of the issue, and intent to attend the meeting, shall be given to the Clerk at least 48 hours prior to the monthly Parish Council meeting.

At the meeting the resident will present their issues to the members of the Parish Council present.

4 CLERK RESPONSIBILITIES

The clerk shall acknowledge residents requests and advise the resident of an allocated time slot prior to the main Parish Council Meeting.

The clerk shall notify councillors of any requests from residents that have raised issues.

The clerk shall attend and make notes of residents' issues

5 COUNCILLORS RESPONSIBILITIES

All councillors are able to attend the meeting for residents' issues.

At least one councillor should be present for the residents' issues 'meeting'

Councillors shall not express views or opinions on issues raised as this may be prejudicial to any future motions or discussions.

6 CONTACT DETAILS

E-mail

clerk@monkfrystoparishcouncil.net

**Clerk and Responsible Officer
Philip Scott
24 Moss Row
Wilsden
BD15 0EP**

Monk Fryston Parish Council Document	Page 1 of 5
Title Training and development of staff and councillors	Rev: 0.1
Prepared and issued by: Bill Holmes	Issued:
Approved at Council Meeting Dated:	

Document Distribution

Copy	Distribution
1	All Councillors
2	Clerk
3	
4	
5	

Review Frequency	Last Review Date	Quality Council Document Y/N
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Document Change History

Revision	Date	Author	Verified	Section	Change Description
1					
2					
3					

Contents

1.	Introduction	2
2.	Commitment to Training	2
3.	The identification of Training Needs	2
4.	Minimum training requirements:	3
5.	Corporate Training	3
6.	Financial Assistance	3
7.	Study Leave	4
8.	Short Course/Workshops/Residential Weekends	4
9.	Evaluation of Training	5

1. Introduction

This document forms the Council's Training and Development Policy. The purpose is to :-

- a. Encourage Councillors and staff to undertake appropriate training
- b. Allocate training in a fair manner
- c. Ensure that all training is evaluated to assess its value

2. Commitment to Training

- a. Monk Fryston Parish Council is committed to the ongoing training and development of all Councillors and employee(s). This will enable them to make the most effective contribution to the Council's aims and objectives in providing the highest quality representation and services for the people of the parish.
- b. Monk Fryston Parish Council recognises that its most important resource is its Councillors and employees and is committed to encouraging both Councillors and employees to enhance their knowledge and qualifications through further training. Some training is necessary to ensure compliance with all legal and statutory requirements.
- c. The Council expects employees to undertake a programme of continuing professional development (CPD) in line with the requirements of their requisite professional bodies. In order to ensure CPD, the clerk is encouraged to attend relevant training courses as and when these arise, the cost of which will be met by the council.
- d. Undertaking training yields a number of benefits:
 - i. Improves the quality of the services and facilities that Monk Fryston Parish Council provides
 - ii. Enables the organisation to achieve its aims and objectives.
 - iii. Improves the skill base of the employee(s), producing confident, highly qualified staff working as part of an effective and efficient team.
 - iv. Demonstrates that the employee(s) are valued.
- e. Training and development will be achieved by including a realistic financial allocation for training and development in the annual budget, as well as taking advantage of any relevant partnership or in-house provision available.
- f. The process of development is as follows:
 - i. Training needs should be identified by considering the council's overall objectives, as well as individual requirements.
 - ii. Planning and organising training to meet those specific needs.
 - iii. Designing and delivering the training.
 - iv. Evaluating the effectiveness of training.

3. The identification of Training Needs

- a. Employees will be asked to identify their development needs during meetings with Councillors on the Staff and Personnel Committee and at the annual appraisal. Councillors training needs will be identified upon election and during their term of office, as detailed in:-
 - i. Legislative requirements i.e. First Aid, Fire Safety, Manual Handling
 - ii. Changes in legislation
 - iii. Changes in systems
 - iv. New or revised qualifications become available
 - v. Accidents

- vi. Professional error
- vii. Introduction of new equipment
- viii. New working methods and practices
- ix. Complaints to the Council
- x. A request from a member of staff
- xi. Devolved services / delivery of new services
- xii. Other circumstances may present the need for training

4. Minimum training requirements:

- a. Employees (the Clerk)
 - i. On appointment

Training needs will be discussed with the Chair. If the Clerk is new to the job, they should attend the YALC course for new clerks within six months of appointment. The cost of this will be met by the Council.

- ii. During employment

Consideration will be given to the Clerk undertaking the Introduction to Local Council Administration Course offered by SLCC. This is a web-based training course the cost of which will be met by the council.

Upon a request from the Clerk, consideration will be given to the Clerk undertaking the Certificate in Local Council Administration (CiLCA) as offered by SLCC. This is the professional qualification for Clerks and must be completed within a year of registration.

Consideration will be given to the Clerk attending the YALC course which assists with the CiLCA qualification

- b. Councillors

New councillors (elected or co-opted) should attend the new councillor training course run by YALC within six months of appointment. The cost of attendance will be met by the Council.

New councillors will receive a Councillor Reference pack. If required a briefing on the Code of Conduct can be arranged

- c. Chairman

Consideration should be given to the Chairman attending the Chairman course run by YALC. The cost of attendance will be met by the Council

5. Corporate Training

Corporate training is necessary to ensure that employee(s) are aware of their legal responsibilities or corporate standards e.g. Health and Safety, Risk management and Equal Opportunities. Employees will be required to attend training courses, workshops or seminars where suitable training is identified.

6. Financial Assistance

- a. It is important to note that all training funded by the council must be appropriate to the needs of the Council, be relevant to the individuals role and is subject to the availability of financial resources.

- b. Each request will be considered on an individual basis and the benefits to the individual and the council will be identified
- c. Where possible, all training courses will be attended locally in the interest of operational effectiveness and obtaining best value.
- d. Other considerations include the following:
 - i. Implication of employee release for training course(s) on the operational capability of the Council
 - ii. The most economic and effective means of training
 - iii. Provision and availability of training budget
 - iv. For approved courses employees can expect the following to be sponsored:
 - 1. The course fee
 - 2. Examination fees
 - 3. Associated membership fees
 - 4. One payment to re-take a failed examination
- e. Councillors and officer(s) attending courses are required to inform the Clerk or Training Officer immediately of any absences, giving reasons.
- f. Failure to sit an examination may result in the Council withdrawing future course funding and/or requesting the refunding of financial assistance. Each case will be considered on an individual basis.
- g. Any employee undertaking post-entry qualifications funded by the Council must be aware that should they leave Monk Fryston Parish Council employment within two years of completion of the qualification they will be required to repay all costs associated with the undertaking of such training. In addition, all costs must be repaid if the employee leaves before completion of the qualification or fails to complete it.
- h. If the employee takes up employment with another Local Authority an exemption to this clause may be granted

7. Study Leave

- a. Employees who are given approval to undertake external qualifications are granted the following:
 - b. Study time or payment to attend day-release courses
 - c. Time or payment to sit examinations
 - d. Study time or payment of one day per examination (to be discussed and agreed by the Chair in advance)
 - e. Provision of study or payment time must be agreed with the Council prior to the course being undertaken.

8. Short Course/Workshops/Residential Weekends

- a. Where attendance is required at a short course, hours attended may be claimed if appropriate.
- b. Councillors and employees attending approved short courses/workshops/residential weekends can claim for the following
 - i. The course fee.
 - ii. Travelling expenses in accordance with the Council's current policy
 - iii. Subsistence in accordance with the Council's current policy
 - iv. Payment for any time incurred additional to the contracted hours.

9. Evaluation of Training

Records of all training undertaken by employee(s) and councillors will be held within a register on SharePoint.

As part of Monk Fryston Parish Councils continuing commitment to training and development, employee(s) are asked to provide feedback to the Council on the value and effectiveness of the training they undertake highlighting in particular the key implications of new legislation, guidance and/or best practice for the ongoing efficiency and effectiveness of the authority.