

RYTON ON DUNSMORE PARISH COUNCIL

The Village Hall, High Street, Ryton on Dunsmore, CV8 3EY

Tel: 024 76307336 email: [rytonondunsmore@btconnect.com](mailto:rytonondunsmore@btconnect.com) website: [www.ryton-on-dunsmore.org.uk](http://www.ryton-on-dunsmore.org.uk)

To all Members of the Council

You are hereby summoned to attend the meeting of Ryton on Dunsmore Parish Council to be held in the Village Hall, High Street on Wednesday 1<sup>st</sup> April 2026 at 7.00 p.m. for the purpose of transacting the following business

signed



Lindsay Foster Clerk to the Parish Council 26<sup>th</sup> March 2026

AGENDA

1. Apologies for Absence
2. Declarations of interest and dispensations
  - 2.1. To receive declarations of interest from councillors (existence and nature) with regard to items on the agenda
  - 2.2. To receive written requests for dispensations for disclosable pecuniary interests (if any)
  - 2.3. To grant any requests for dispensation as appropriate
3. Reports from Police, County Councillor, Borough Councillors, Village Hall, Festival Committee and Prologis (all for information only)
4. Public participation session WITH RESPECT TO ITEMS ON THE AGENDA, see footnote<sup>1</sup>  
This item is limited to a total of 15 minutes duration
5. To approve the minutes of the last Parish Council meeting
6. Finance
  - 6.1. To approve payments to be made (can be added to until the meeting with updated payment list presented if required)
  - 6.2 To note bank reconciliation
  - 6.3 To discuss purchase of new keys/locks
  - 6.4 To discuss and approve grant to Ryton Festival Committee
  - 6.5 To approve works in village hall to wi-fi and AV £2557.61
7. Planning
  - 7.1 APP/E3715/C/26/3377300 LAND ADJACENT TO WHITE HOUSE FARM INDUSTRIAL ESTATE, OXFORD ROAD, PRINCETHORPE, RUGBY, CV23 9QD
8. Correspondence
  - 8.1 Hedge cutting at village hall
- 9 Items for this meeting
  - 9.1 Play equipment report and repairs- Cllr Tetlow
  - 9.2 Ryton Water Meadow update – Cllr Smyth/Cllr Henry
  - 9.3 To discuss allotment issues- Cllr Jones
  - 9.4 Pavilion refurbishment- Cllr Witter
  - 9.5 The orchard- Cllr Henry
  - 9.6 Ryton Burial ground- Cllr Witter
  - 9.7 Recreation Ground Development project- Cllr Mitchell
  - 9.8 Village Hall refurb plans; ceiling, roof and main door
  - 9.9 Subway update- Cllr Henry
  - 9.10 Bins update
  - 9.11 To approve memorial policy and application form. and following approval discuss memorial tree request
  - 9.12 To approve IT policy and data roadmap

9.13 To approve publication scheme

10 To receive the reports for information from representatives on other bodies

11 To receive the report of the Chairman (Note: for information only, no decisions can be made)

12 To receive reports from members (Note: for information only, no decisions can be made)

13 Motion under the Public Bodies (Admission to Meetings) Act as amended -

“That in view of the special and confidential nature of the business to be transacted, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw”

14 Confidential items for this meeting

15 Date of the next Parish Council meeting 6<sup>th</sup> May 2026. **Annual Parish Meeting to be followed by Annual Parish Council meeting**

(Deadline for input to the agenda is close of play 28/04/2026)

*Reporting and recording of the meeting is permitted in accordance with the Parish Council's policy  
Councillors are reminded of their duty to consider all aspects of equal opportunities, crime prevention,  
unlawful discrimination, and other best practice when making decisions at the meeting*

1 Note for Public Participation - With the Council hearing first from councillors with pecuniary interests who must leave the room immediately after they have made their representations, answered questions or given evidence i.e. they cannot remain in the room to hear the representations of others. After the close of the public participation session, when a parish council reaches any item of business which councillors have a pecuniary interest in, those councillors would need to leave the meeting room whenever it becomes apparent that the business is being considered at that meeting whether or not they had made representations etc in respect of it within the public participation session.

**The Civil Parish of Ryton on Dunsmore**  
**Minutes of the meeting held on Wednesday 4<sup>th</sup> March 2026 at The Village Hall at 7.00pm**

At 7.00pm the Chair opened the meeting.

Present:

Councillors: Steve Witter, Simon Miller, Stuart Tetlow, Marcus Henry, Paul Elden, Claire Johnson, Jamie Mitchell, Sam Smyth

Borough Cllr:

County Cllr:

Public: 9

Ian Castledine

Ms Lindsay Foster (Clerk)

**340/ 25-26 Apologies**

Cllr Bahra, Cllr Jones, Cllr J Keeling, Cllr D Keeling (arrived late) Cllr J Bennett

**341/ 25-26 Declarations of interests with regard to items on the agenda**

None

**342/ 25-26 Police Report**

None

**Borough Council**

No update.

**County Council**

Grant pot available. Investigating improvements to 20mph signage around school.

**Prologis Report**

**Festival Committee**

Now registered as a charitable organisation. Temporary events notice has been issued by RBC. Pawprints will be in attendance. Flyer to be shared with Parish Council to be added to noticeboards. Grant form to be sent to group.

**Village Hall**

Previous quote for front door works to be circulated to village hall committee. Internal door works required.

**343/ 25-26 Public participation session**

Village directory out of date on website, Clerk to update or remove. To discuss cutting hedge at Village Hall, add to next agenda.

**344/ 25-26 To approve minutes of the last meeting**

Proposed by Cllr Henry, seconded by Cllr Tetlow agreed by all present.

**Unanimous**

**Finance**

**345/25-26 To approve payments to be made.**

Proposed by Cllr Miller, seconded by Cllr Henry agreed by all.

**Unanimous**

The situation regarding the water supply was explained as Pozitive Water have now taken on supply and have billed for water used since May 2025. We will receive reimbursement from Waterplus.

**346/25-26 To note bank reconciliation**

Noted

**347/25-26 To discuss purchase new keys and locks**

New key set required, investigate what keys and locks are required bring to next meeting.

**Unanimous**

**348/25-26 To note water update and approve new contract**

Await response

**349/25-26 To approve streetlight works Cedar Avenue £390+VAT**

Proposed by Cllr Witter seconded by Cllr Smyth agreed by all present

**Unanimous**

**350/25-26 To approve payment for gas boiler service £90**

Proposed by Cllr Johnson seconded by Cllr Smyth agreed by all present

**Unanimous**

**351/25-26 Section 106 update**

Funds received from RBC.

**352/25-26 Planning**

- **To approve response to Local Plan**

Draft provided comments to be provided prior to closure of consultation and submit to RBC.

**353/25-26 Correspondence**

**354/25/26 To discuss response to local government reorganisation consultation**

Respond to consultation, preference 1 Unitary council

**355/25-26 To discuss bin location Holly Drive**

As a resident, welcome the installation of a new bin however current location not suitable. Proposal to relocate to other side of the path at no cost to Parish Council. Resident happy to carry out the works. Check with resident on opposite side of footpath if they are happy the Parish Council is happy for the bin to be relocated.

**356/25-26 To discuss Freeboard Lane Concerns**

Proposed new commercial units and issues with potholes and size of vehicles using this road. Cllr Keeling has reported that the potholes have been repaired and discussed the possibility of a weight restriction.

**Items for this meeting**

**357/25-26 Play equipment.**

Order replacement parts. Gate requires attention. Grass seed around net has been sown.

**358/ 25-26 Water Meadow**

Tractor has been purchased and is road legal.

**359/ 25-26 To discuss allotment issues**

Trees still require attention, Cllr Keeling assisting in discussions with WCC.

**360/25-26 pavilion update**

Goals update no longer required. Look into permanent goals installed with funding. Pavilion requires attention.

**361/25-26 The Orchard**

Trees to be ordered.

**362/ 25-26 Burial Ground**

Works required during churchyard tidy-up.

**363/25-26 Recreation ground development project**

2 companies will provide quotes and 1 has carried out a site visit.

**364/25-26 Village Hall refurbishment places**

Front door specification has been provided. Ceiling issues to be investigated.

**365/25-26 Subway update**

Await reply from artist.

**366/25-26 Review feedback from bin emptying team**

Signage to be added to bins at recreation ground. Bins to be swapped between noticeboard at recreation ground and vehicle entrance gate.

**367/ 25-26 Report of the Chair**

**368/25-26 Member reports**

Hedges have been reported to WCC regarding overgrown areas around the village.

**369/25-26 Confidential Items**

Proposed to move into confidential session approved by all.

**370/25-26 To discuss burial ground proposal**

Further legal advice required and submit a separate proposal to National grid. Council not happy with current offer.

**371/ 25-26 Date of the next meeting**

*The meeting unanimously resolved that the next Parish Council meeting will be held on 1<sup>st</sup> April at the village hall at 7pm.*

**The meeting closed at 20.15 pm.**

Signed \_\_\_\_\_ Chairman Date \_\_\_\_\_

Payments to be made in March			
to whom			
Clerk	salary	****	
WCC	pension contributions	****	
HMRC	tax and ni contributions	****	
N Meggitt	handyman	£140.00	
S Summer field	reimburse village works	£16.99	already paid
gh gas	boiler service	£90.00	
steetley meadows	parish grant	£500.00	
water meadows	parish grant	£500.00	
pozitive water	allotment water (9 months)	£335.36	
Steve Summerfield	post Crete	£75.00	
lm cleaning	bus shelter cleaning and vh windows	£554.00	
s witter	dog bags	£72.90	
RBC	bin emptying	£345.60	

5

direct debits			
BT	taken on 24th February	£0.00	office internet and phonline
microsoft	taken on 9th feb	£8.49	laptop subscription
Paid by card			
defib world	pads	£73.19	
defib world	battery pads	£412.99	

6

Payments to be made in April

to whom

Clerk	salary		****
WCC	pension contributions		****
HMRC	tax and ni contributions		****
N Meggitt	handyman	await invoice	
Screwfix	smoke alarms		£31.48
ParishCouncil websites	domain renewal		£36.00
Kingfisher	3 new bins		£673.15 already paid

direct debits

BT	taken on 24th March	£0.00 office internet and phoneline
microsoft	taken on 9th Mar	£8.49 laptop subscription

# Ryton on Dunsmore Parish Council

BANK RECONCILIATION: Feb 2026

### Current Account No

40-18-17 11376020

Opening balance	700.95	Payments	421.48
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Bankings	15,467.34	Closing Balance	15,746.81
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<u>16,168.29</u>	<u>16,168.29</u>
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Balance per Bank Statement	15,746.81 *
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Less o/s cheques

Date Cheque	Name	Amount
-------------	------	--------

0.00

15,746.81

Plus o/s credits

Date Deposit	Amount
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0.00

15,746.81

checksum

0.00

### BMM Account No

40-18-17 01705857

Opening Balance	98,205.61	Transfers out	500.00
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Bankings	0.00	Closing Balance	97,705.61 *
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<u>98,205.61</u>	<u>98,205.61</u>
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Balance per Bank Statement	97,705.61
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### Unity Trust Account

Opening Balance	35,881.34	Transfers out	3,181.87
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Bankings	0.00	Closing Balance	32,699.47
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<u>35,881.34</u>	<u>35,881.34</u>
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Balance per Bank Statement	32,699.47
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6.3 To discuss purchase of new keys/locks

# Civil Parish of Ryton on Dunsmore

## Grant Application for financial year 1st April 2026 to 31st March 2027

This form is used by the Parish Council to assess the application. If more space is required continue on an additional sheet.

Return form to:

**Ryton Dunsmore Parish Council, The Village Hall, High Street, Ryton on Dunsmore, CV8 3EY**

**Email: rytonondunsmore@btconnect.com**

Applications must be received 10 days before a Parish Council meeting to be considered at that meeting. Council meetings are usually held on the 1<sup>st</sup> Wednesday of the month.

<b>Name of organisation</b>
Ryton festival group
<b>Name of contact person</b>
Stuart field
<b>Website URL of organisation</b>
n/a
<b>Is your organisation a registered charity? Yes/No</b>
Yes/No                      Charity number: no
<b>Is your organisation affiliated to a national body?</b>
Yes/No                      Organisation : no
<b>Please briefly describe the aims of your organisation and give details of how it benefits the Village</b>
Our organisation is a company limited by guarantee, we are group of local ryton residents who set up the group to organise a festival in ryton every year. Our aim to is to promote community cohesion, support local businesses, support local bands by having a stage, provide low cost food and a day to look forward to for local residents, to support local charities, support the local parish council and church parish council, and to show the rest of coventry that ryton on dunsmore can lead the way in community spirit and initiative by working together.
<b>Where is the organisation based</b>
Ryton on dunsmore

**Number of members in your organisation**

seven

**Age range for services provided**

All age ranges

**Amount of grant requested**

Whatever the pcc sees fit

**What is the project that the money is being requested for**

Ryton festival

**Please detail other sources of income or grants for this project**

Councillor keeling grant  
Local businesses (although not yet confirmed)

**How will this project benefit the community of Ryton on Dunsmore**

We hope to bring the community together, give the residents something to look forward to, eventually raise some funds for community projects, support local businesses first, offer a family day out for locals and neighbouring areas.

VH AV Setup VAT £309.23

Total inc Postage £2,557.61

Total Ex VAT £2,248.39

Total Equipment £2,516.51

Hardware	Qty	Cost Ea (Inc VAT)	Total Cost	Link/Description	Postage	VAT
Projector	1	£579.44	£579.44	<a href="#">Viewsonic LSD400WE Laser Projector</a>	£0.00	£96.57
Mixer	1	£158.00	£158.00	<a href="#">Yamaha MG06X - Thomann UK</a>	£0.00	£26.33
Projector Cage	1	£335.76	£335.76	<a href="#">Unicol PGX Projector Guardbox   Just Projectors</a>	£19.80	£55.96
Cage Pole	1	£117.00	£117.00	<a href="#">3m</a>		£19.50
Cage Bracket	1	£99.06	£99.06	<a href="#">75-350 girder clamp</a>		£16.51
Speakers	2	£328.00	£656.00	<a href="#">Yamaha DBR10 700w Active 1x10" PA Speaker - Andertons Music Co.</a>	£0.00	£54.67
Speaker Brackets	2	£109.00	£218.00	<a href="#">K&amp;M 19430 Speaker wall mount - Thomann UK</a>	£8.90	£18.17
HDMI Extractor	1	£34.00	£34.00	<a href="#">Swissonic HDMI 2.0 Audio Extractor - Thomann UK</a>	£8.90	

Cables	Qty	Cost Ea (Inc VAT)	Total Cost	Link/Description	Postage	VAT
5m XLR (LH Speaker)	1	£4.99	£4.99	<a href="#">3 Pin XLR Male to XLR Female Microphone Lead, 5m Black - Pro Signal   CPC</a>	£0.00	
15m XLR (LH Speaker)	1	£11.04	£11.04	<a href="#">3 Pin XLR Male to XLR Female Microphone Lead, 15m Black - Pro Signal   CPC</a>	£0.00	
HDMI 20m	1	£31.99	£31.99	<a href="#">KabelDirekt - 4K HDMI Cable - 20m &amp; Longer HDMI Cables (7.5m-22.5m) - German-Engineered HDMI Cables</a>	£0.00	
Projector Power 10m	1	£11.24	£11.24	<a href="#">UK Mains Plug with 13A Fuse to Right Angled IEC C13 Mains Lead, 10m - Pro Elec   CPC</a>	£0.00	
HDMI Ext to Mixer	1	£6.75	£6.75	<a href="#">J&amp;D Dual 1/4 inch TS to Dual RCA Cable, Heavy Duty 1/4 Male to RCA Male Adapter Stereo Audio Interconnector</a>	£0.00	
Audio Input to Mixer	1	£18.99	£18.99	<a href="#">Lightning to Dual 6.35mm 1/4" TS Mono Stereo Y-Cable Splitter, 3 in 1 to Dual 1/4-inch Audio Cable, Com</a>	£0.00	

Accessories	Qty	Cost Ea (Inc VAT)	Total Cost	Link/Description	Postage	VAT
Video Adapters - USB-C	1	£8.70	£8.70	<a href="#">UGREEN USB C to HDMI Adapter 4K@60Hz 1440P@144/120Hz 1080P@240Hz Thunderbolt 3/4/5 Type C</a>	£0.00	
Video Adapters - VGA	1	£8.49	£8.49	<a href="#">UGREEN HDMI to VGA Adapter 1080P HDMI to VGA Display Monitor with 3.5mm Headphone Audio Jack</a>	£0.00	
Video Adapters - DP	1	£6.99	£6.99	<a href="#">UGREEN 4K Displayport to HDMI Adapter Uni-Directional Braided DP to HDMI Cable Aluminium Male to Female</a>	£0.00	
Video Adapters - HDMI	1	£10.99	£10.99	<a href="#">UGREEN HDMI 2.1 Coupler 8K@60Hz 4K@240Hz 120Hz 144Hz Female to Female Connector Joiner eARC</a>	£0.00	

Other	Qty	Cost Ea (Inc VAT)	Total Cost	Link/Description	Postage	VAT
Wireless Access Point	1	£87.00	£87.00	<a href="#">Ubiquiti UniFi U6+ Access Point WiFi6 - Amazon.co.uk: Electronics &amp; Photo</a>	£0.00	£14.50
PoE Switch	1	£27.98	£27.98	<a href="#">TP-Link TL-SG1005LP 5 Port Gigabit PoE Switch, 4x Gigabit PoE+ Ports, 802.3af/at 30W, 40W Total Budget</a>	£0.00	£4.66
Thin Client	1	£69.99	£69.99	<a href="#">SUPER FAST HP T630 WINDOWS 11 PC QUAD CORE 4GB RAM 256GB SSD ,32GB WIFI TINY PC   eBay UK</a>	£3.50	
Ethernet Cable	1	£14.11	£14.11	<a href="#">20m White Cat6 Snagless UTP Ethernet Patch Lead - Pro Signal   CPC</a>	£0.00	£2.35

Hearing Loop Cost Ea (Inc VAT) Total Cost



Enforcement Team  
Rugby Borough Council  
Town Hall  
Evreux Way  
Rugby, CV21 2RR

25-Mar-2026

Case Officer: Chris Davies  
Contact Number: 01788 533627  
E-mail: [chris.davies@rugby.gov.uk](mailto:chris.davies@rugby.gov.uk)

Dear Sir/Madam,

**Case reference: E23/0177**

**Town and Country Planning Act 1990 (As amended)  
Appeal Under Section 174  
Appeal Hearing**

**Location:** LAND ADJACENT TO WHITE HOUSE FARM INDUSTRIAL ESTATE, OXFORD ROAD, PRINCETHORPE, RUGBY, CV23 9QD

**Alleged breach:** Without the benefit of planning permission, engineering operations comprising of the importation and laying down of materials to materially raise the ground level and to form a bund.

**Appellant's name:** CARMELITA ABALLAR BROWN

**Appeal reference:** APP/E3715/C/26/3377300

**Appeal Start date:** 15-Jan-2026

An Inspector instructed by the Secretary of State F Thompson will hold a hearing regarding the above as detailed below:

**Location:** Town Hall Evreux Way, Rugby CV21 2RR  
**Start Date:** 21-Apr-2026  
**Start Time:** 10:00

Members of the public may attend the Hearing and at the Inspectors discretion, give their views.

If you or anyone you know has a disability and is concerned about facilities at the Hearing, please contact the Council to discuss suitable arrangements.

The appeal documents are available for inspection at: The Town Hall Reception, Evreux Way, Rugby CV21 2RR between the hours of 9.00 am and 5.00 pm Monday to Friday.

You can get a copy of one of the Planning Inspectorate's 'Guide to taking part in enforcement appeals' booklets free of charge from the Planning Portal at: [www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal](http://www.gov.uk/government/collections/taking-part-in-a-planning-listed-building-or-enforcement-appeal) or from us.

When made, the decision will be published on the Planning Portal.

Yours Faithfully

Chris Davies  
Rugby Borough Council

8.1  
9.1-  
9.10

8.1 Hedge cutting at village hall

9 Items for this meeting

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9.3 To discuss allotment issues- waste and fence- Cllr Jones

9.4 Pavilion refurbishment and football goals update- Cllr Witter

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9.6 Ryton Burial ground- Cllr Witter

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9.8 Village Hall refurb plans; ceiling, roof and main door

9.9 Subway update- Cllr Henry

9.10 Bins update

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## Parish Council Memorial Tree Policy

### 1. Introduction

The Parish Council recognises that planting a memorial tree can provide a lasting tribute to a loved one while enhancing the local environment and biodiversity of parish open spaces.

This policy sets out the conditions under which memorial trees may be planted on land owned or managed by the Parish Council. The aim is to ensure that memorial trees are appropriate, sustainable, and consistent with the Council’s management of public spaces.

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### 2. Objectives

The objectives of this policy are to:

- Provide a clear and fair process for requests for memorial trees
  - Ensure tree planting supports biodiversity and landscape character
  - Manage long-term maintenance responsibilities
  - Ensure public spaces remain accessible and safe
  - Prevent over-memorialisation of public land
- 

### 3. Eligibility and Locations

Memorial trees may only be planted on land owned or managed by the Parish Council and in locations approved by the Council.

The Council will determine:

- Suitable locations for planting
- The number of memorial trees permitted in any area
- Whether the location is appropriate for the proposed species

Some areas may be designated as **memorial tree planting areas**, while others may not be suitable due to:

- ecological sensitivity
  - existing landscaping plans
  - underground utilities or infrastructure
  - safety or maintenance considerations
- 

### 4. Tree Species

To ensure the long-term health of the landscape, the Parish Council will:

- Specify the species of tree to be planted
- Prioritise **native or climate-appropriate species**
- Ensure species are appropriate for the location and soil conditions

The Council may consult guidance from organisations such as the Woodland Trust when selecting species.

Applicants cannot normally choose the exact species unless agreed by the Council.

### 5. Memorial Plaques and Dedications

The Parish Council may permit a **small memorial plaque** subject to the following conditions:

- The plaque must be of a design approved by the Council
- Size and wording must be agreed in advance
- Plaques may be installed on a stake or ground marker rather than the tree itself
- The Council reserves the right to remove plaques that become damaged, unsafe, or inappropriate

The Council may also limit the number of plaques in any one area to maintain the character of the space.

### 6. Costs

The applicant will normally be responsible for the costs associated with:

- Purchase of the tree
- Supply and installation of the plaque (if permitted)
- Planting and initial establishment

The Council may either:

- arrange planting directly and invoice the applicant,
- arrange for applicant to plant in specified place or
- require a fixed contribution towards planting and maintenance.

### 7. Planting and Maintenance

All memorial trees must be planted by the Parish Council or with Parish Council guidance to ensure:

- proper planting techniques
- correct positioning
- compliance with safety standards

The Council will undertake routine maintenance as part of its general grounds maintenance programme.

However:

- the Council cannot guarantee the survival of any tree
- if a tree dies or is damaged, the Council may decide whether or not to replace it.

### 8. Duration of Memorial

A memorial tree is considered a **living memorial** and its lifespan cannot be guaranteed.

Over time trees may need to be:

- pruned
- relocated
- replaced
- removed due to disease, safety concerns, or landscape management

The Parish Council reserves the right to take any action necessary for the safe and proper management of its land.

### 9. Application Process

Requests for a memorial tree must be submitted in writing to the Parish Council and should include:

- name of the person to be commemorated
- preferred wording for any plaque
- contact details of the applicant

Applications will be considered by the Parish Council at a Council meeting.

The Council's decision will be final.

### 10. Policy Review

This policy will be reviewed periodically by the Parish Council to ensure it remains appropriate and consistent with best practice.

### Memorial Tree Application Form

Applicant Name:

\_\_\_\_\_

Address:

\_\_\_\_\_  
\_\_\_\_\_

Email / Phone:

\_\_\_\_\_

#### 1. Person / Event to be Commemorated

Name: \_\_\_\_\_

Date of Birth / Death (if applicable): \_\_\_\_\_

Relationship to Applicant: \_\_\_\_\_

#### 2. Tree Request Details

Preferred Species (optional – final decision by Council): \_\_\_\_\_

Preferred Planting Location (if any – subject to approval): \_\_\_\_\_

#### 3. Plaque Details (Optional)

Wording (max 50 words):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### 4. Declaration

I understand and agree that:

1. The Parish Council retains final approval of tree species, location, and plaque design.
2. The Council cannot guarantee the survival of the tree.
3. I am responsible for costs as outlined in the Council's Memorial Tree Policy.
4. The Council may remove, replace, or relocate the tree or plaque if necessary.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

#### Council Use Only

- Date Received: \_\_\_\_\_
- Council Decision: Approved / Declined
- Planting Date: \_\_\_\_\_
- Tree Species: \_\_\_\_\_
- Plaque Approved: Yes / No
- Notes: \_\_\_\_\_

# RYTON ON DUNSMORE PARISH COUNCIL INFORMATION TECHNOLOGY POLICY

COMPUTER USE .....	2
EQUIPMENT .....	2
HEALTH AND SAFETY .....	4
PASSWORD AND AUTHENTICATION POLICY .....	4
MONITORING.....	5
REMOTE WORKING .....	6
EMAIL.....	7
USE OF THE INTERNET .....	7
USE OF SOCIAL MEDIA.....	8
MISUSE.....	9

## **Computer use**

### **1.1 Hardware**

**1.1.1** council computer equipment is provided for council purposes only. Any personal use of our computers and systems should not interrupt daily council work in any way.

**1.1.2** All staff, must lock their computers when leaving their desks to prevent unauthorised access. This applies to all council and personal devices used for work. Failure to comply may lead to disciplinary action.

**1.1.3** All computer and other electronic equipment supplied should be treated with good care at all times. Computer equipment is expensive, and any damage sustained to any equipment will have a financial impact on the council.

**1.1.4** Computer and electronic hardware should be kept clean, and every precaution taken to prevent food and drink being dropped or spilled onto it.

**1.1.5** Equipment should not be dismantled or reassembled without seeking advice.

**1.1.6** Councillors are not to purchase any computer or mobile equipment (including software). Unless previously authorised.

**1.1.7** Any faults or necessary repairs must be reported to council.

### **Equipment**

#### **2.1 Portable equipment**

**2.1.1** Portable equipment includes laptop computers, netbooks, tablets, mobile and smart phones with email capability and access to the internet etc.

**2.1.2** It is particularly emphasised that council back-up procedures specific to portable equipment should be followed at all times.

**2.1.3** All portable computers must be stored safely and securely when not in use in the office, i.e. when travelling or when working from home. Portable equipment (unless locked in a secure cabinet or office) should be kept with or near the user at all times; should not be left unattended when away from council premises and should never be left in parked vehicles or at any council or non-council premises.

**2.1.4** It is important to ensure all portable devices are protected with encryption in case they are lost or stolen. All smartphones or tablets that hold council data, including emails and files, must be protected with a pin code.

**2.1.5** Multi-Factor Authentication (MFA) is a security process that requires users to verify their identity using two or more independent methods—for example, entering a password (something you know) and confirming a code sent to your mobile device (something you

have). This significantly reduces the risk of unauthorised access to systems and sensitive data. NALC recommends implementing MFA as a best practice to enhance information security and support compliance with data protection obligations under the UK GDPR and the Data Protection Act 2018.

**2.1.6** If an item of portable equipment is lost or damaged this should be reported to council. If the loss or damage is due to an act of negligence, the individual responsible may be liable to meet the first £100 of the loss/damage.

**2.1.7** Under no circumstances should any non public meeting or conversation be recorded without the permission of those present. This does not affect statutory rights (under The Openness of Local Government Regulations 2014).

**2.1.8** In addition, the council does not permit webcams (which may be pre-installed on many laptops) to be used in the workplace, other than for conference calls for council purposes. If there is any doubt as to whether a device falls under this clause, advice should be sought from council.

**2.2 Use of own devices**

**2.2.2** The Council recognises that some councillors may wish to use their own smartphones, tablets, laptops etc to access our servers, or networks for normal council purposes, including, but not limited to, reading their emails, downloading documents. Any such use of personal devices will be at the discretion of the council, but consent for standard systems (MS Windows, Mac OS X, Linux - in commercial configurations) will normally be permitted. Such devices should be kept up to date so that any vulnerabilities in the operating system or other software on the device are appropriately patched or updated.

**2.2.3** Any emails sent from own devices should be sent from a council email account and should not identify the individual's personal email address.

**2.2.4** Councillors, staff, and other authorised persons that use council systems are expected to use all devices in an ethical and respectful manner and in accordance with this policy. Accessing inappropriate websites or services on any device via the IT infrastructure that is paid for or provided by the council carries a high degree of risk, and, for employees, may result in disciplinary action, including summary dismissal (without notice). For Workers or Contractors, we may terminate the worker agreement. This is irrespective of the ownership of the device used. An example would be downloading copyright music illegally or accessing pornographic material.

**2.2.5** In cases of legal proceedings against the council the council may need to temporarily take possession of a device, whether council-owned or personal to retrieve the relevant data.

**2.2.6** Wherever possible the user should maintain a clear separation between the personal data processed on the council's behalf and that processed for their own personal use, for example, by using different apps for council and personal use. If the device supports both

work and personal profiles, the work profile must always be used for work-related purposes.

**2.2.7** Personal data relating to councillors, staff, residents, external stakeholders should not be saved to any personal accounts with third-party storage cloud service providers as this may breach data protection legislation or create a security risk if the device is lost or stolen. This applies especially if the passwords used to store/access data are saved onto the device, or if the service permits councillors, staff, and other authorised users to remain logged in between sessions.

**2.2.8** Personal information and sensitive data should never be saved on councillors, staff, or other authorised users own devices as this may breach confidentiality agreements, especially if the device is used by other people from time to time.

**2.2.9** If removable media are used to transfer data (e.g. USB drives or CDs), the user must also securely delete the data on the media once the transfer is complete.

**2.2.10** Prior to the disposal of any device that has work data stored on it, and in the event of a user leaving the council, councillors, staff, and other authorised users are required to allow council access to the device to ensure that all passwords, user access shortcuts and any identifiable data are removed from the device.

**2.2.11** Councillors, staff, and other authorised users must take responsibility for understanding how their device(s) work in respect to the above rules if they are accessing council servers/services via their own IT equipment. Risks to the user's personal device(s) include data loss as a result of a crash of the operating system, bugs and viruses, software or hardware failures and programming errors rendering a device inoperable. The council will use reasonable endeavours to assist, but councillors, staff, and other authorised users are personally liable for their own device(s) and for any costs incurred as a result of the above.

## **Health and safety**

**3.1.1** Staff who work in council offices will be provided with an appropriate workstation.

**3.1.2** The council has a duty to ensure that regular appropriate eye tests, carried out by a competent person, are offered to employees using display screen equipment.

## **Password and Authentication Policy**

**4.1.1** All user accounts must be protected by strong, secure passwords. The council follows the National Cyber Security Centre (NCSC) recommendations for creating passwords using three random words (e.g. PurpleCandleRiver).

In addition to strong passwords, Multi-Factor Authentication (MFA) should be enabled wherever possible. MFA requires users to provide two or more independent forms of verification—for example, a password (something you know) and a code sent to your phone (something you have). This significantly reduces the risk of unauthorised access to systems and personal data.

To further strengthen account security:

- Initial user account passwords must be generated by the IT provider.
- Default passwords provided by vendors or the IT provider must be changed immediately upon installation or setup.
- Service or System (e.g. Website) account passwords are generated and managed by the IT provider.
- The council recommends these practices as part of its commitment to robust information security and to support compliance with the UK GDPR and the Data Protection Act 2018.

**4.1.2 Access to Passwords**

- Passwords are personal and must not be shared under any circumstances.
- Only the assigned user of an account may access or use the associated password.
- In exceptional cases (e.g., incident response or employee offboarding), access to system credentials may be granted to authorised personnel from the IT provider with appropriate approvals and logging.
- Administrative credentials must be stored securely and only accessible to authorised personnel with a copy provided to the chair of council, in a sealed envelope, only to be accessed in an emergency.

**4.1.3 Password Storage and Management**

- Passwords must not be stored in plain text or written down in insecure locations.

**4.1.4 Password Change Requirements**

- Immediately change password if compromise is suspected.

**4.1.5 Password Access Control and Logging**

- All access to administrative or shared credentials must be logged and auditable.
- Attempts to access unauthorized passwords will be treated as a security incident.

**4.1.6 Responsibility**

- Users are responsible for creating and maintaining secure passwords for their accounts.

The IT security provider is responsible for:

- Managing system/service credentials.
- Enforcing password policies. Auditing and monitoring password-related security practices.

**Monitoring**

**5.1.1** The council reserves the right to monitor and maintain logs of computer usage and inspect any files stored on its network, servers, computers, or associated technology to ensure compliance with this policy as well as relevant legislation. Internet, email, and

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computer usage is continually monitored as part of the council's protection against computer viruses, ongoing maintenance of the system, and when investigating faults.

**5.1.5** The information obtained through monitoring may be shared internally, including with relevant councillors and IT staff if access to the data is necessary for performance of their roles. The information may also be shared with external HR or legal advisers for the purposes of seeking professional advice. Any external advisers will have appropriate data protection policies and protocols in place.

**5.1.6** The information gathered through monitoring will be retained only long enough for any breach of this policy to come to light and for any investigation to be conducted.

**5.1.7** Councillors, staff, and other authorised users have a number of rights in relation to their data, including the right to make a subject access request and the right to have data rectified or erased in some circumstances. You can find further details of these rights and how to exercise them in the council's data protection policy.

**5.1.8** Such monitoring and the retrieval of the content of any messages may be for the purposes of checking whether the use of the system is legitimate, to find lost messages or to retrieve messages lost due to computer failure, to assist in the investigation of wrongful acts, or to comply with any legal obligation.

**5.1.9** The council reserves the right to inspect all files stored on its computer systems in order to assure compliance with this policy. The council also reserves the right to monitor the types of sites being accessed and the extent and frequency of use of the internet at any time, both inside and outside of working hours to ensure that the system is not being abused and to protect the council from potential damage or disrepute.

**5.1.10** Any use that the council considers to be 'improper', either in terms of the content or the amount of time spent on this, may result in disciplinary proceedings.

**5.1.11** All computers will be periodically checked and scanned for unauthorised programmes and viruses.

## **Remote working**

**6.1.1** Increased IT security measures apply to those who work away from their normal place of work (e.g. whilst travelling, working from home), as follows:

- the location and direction of the screen should be checked to ensure confidential information is out of view. Steps should be taken to avoid messages being read by other people, including other travellers on public transport etc;
- any data printed should be collected and stored securely;
- all electronic files should be password protected and the data saved to the council's system/services when accessible;
- papers, files or computer equipment must not be left unattended at non council premises
- any data should be kept safely and should only be disposed of securely;

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- papers, files, data sticks/storage, flash drive or backup hard drives should not be left unattended in cars, except where it is entirely unavoidable for short periods, in which case they must be locked in the boot of the car. If staying away overnight, council data should be taken into the accommodation, care being taken that it will not be interfered with by others or inadvertently destroyed;

## **Email**

**7.1.1** Council email facilities are intended to promote effective and speedy communication on work-related matters. Although we encourage the use of email, it can be risky. Councillors, staff, and other authorised users need to be careful not to introduce viruses onto council systems and should take proper account of the security advice below.

**7.1.2** On occasion, it will be quicker to action an issue by telephone or face to face, rather than via protracted email chains. Emails should not be used as a substitute for face to face or telephone conversations. Councillors, staff, and other authorised users are expected to decide which is the optimum channel of communication to complete their tasks quickly and effectively.

**7.1.3** All councillors, staff, and other authorised users who need to use email as part of their role will normally be given their own council email address and account. The council may, at any time, withdraw email access, should it feel that this is no longer necessary for the role or that the system is being abused.

**7.1.4** Email messages sent on the council's account are for council use only. Personal use is not permitted.

## **Use of the Internet**

### **8.1 Copyright**

**8.1.1** Much of what appears on the Internet is protected by copyright. Any copying without permission, including electronic copying, is illegal and therefore prohibited. The Copyright, Designs and Patents Act 1988 set out the rules. The copyright laws not only apply to documents but also to software. The infringement of the copyright of another person or organisation could lead to legal action being taken against the council and damages being awarded, as well as disciplinary action, including dismissal, being taken against the perpetrator.

**8.1.2** It is easy to copy electronically, but this does not make it any less an offence. The council's policy is to comply with copyright laws, and not to bend the rules in any way.

**8.1.3** Councillors, staff, and other authorised users should not assume that because a document or file is on the Internet, it can be freely copied. There is a difference between information in the 'public domain' (which is no longer confidential or secret information but is still copyright protected) and information which is not protected by copyright (such as where the author has been dead for more than 70 years).

**8.1.4** Usually, a website will contain copyright conditions; these warnings should be read before downloading or copying.

**8.2 Trademarks, links and data protection**

**8.2.1** The council does not permit the registration of any new domain names or trademarks relating to the council's names or products anywhere in the world, unless authorised to do so. Nor should they add links from any of the council's web pages to any other external sites without checking first

**8.2.2** Special rules apply to the processing of personal and sensitive personal data. For further guidance on this, see the council's data protection policy, a copy of which is on our website.

**8.3 Accuracy of information**

**8.3.1** One of the main benefits of the internet is the access it gives to large amounts of information, which is often more up to date than traditional sources such as libraries. Be aware that, as the internet is uncontrolled, much of the information may be less accurate than it appears.

**Use of social media**

**9.1.1** Social media includes blogs; Wikipedia and other similar sites where text can be posted; multimedia or user generated media sites (YouTube); social networking sites (such as Facebook, LinkedIn, X (formerly known as Twitter), Instagram, TikTok, etc.); virtual worlds (Second Life); text messaging and mobile device communications and more traditional forms of media such as TV and newspapers. Care should be taken when using social media at any time, either using council systems or at home.

**9.1.2** The council recognises the importance of councillors, staff, and other authorised users joining in and helping to shape sector conversation and enhancing its image through blogging and interaction in social media. Therefore, where it is relevant to use social networking sites as part of the individual's position, this is acceptable.

However, inappropriate comments and postings can adversely affect the reputation of the council, even if it is not directly referenced. If comments or photographs could reasonably be interpreted as being associated with the council, or if remarks could be regarded as abusive, humiliating, sexual harassment, discriminatory or derogatory, or could constitute bullying or harassment, the council will treat this as a serious disciplinary offence. Councillors, staff, and other authorised users should be aware that parishioners or other local organisations may read councillors, staff, and other authorised users' personal weblogs, to acquire information, for example, about their work, internal council business, and employee morale. Therefore, even if the council is not named, care should be taken with any views expressed.

**9.1.3** To protect both the council and its interests, everyone is required to comply with the following rules about social media, whether in relation to their council role or personal social networking sites, and irrespective of whether this is during or after working hours:

- Contacts from any of the council’s databases should not be downloaded and connected with on LinkedIn or other social networking sites with electronic address book facilities
- Any blog that mentions the council, its current work, councillors, employees, other users associated with the council, partner organisations, local groups, suppliers, parishioners, should identify the author as one of its councillors or employees and state that the views expressed on the blog or website are theirs alone and do not represent the views of the council. Even if the council is not mentioned, care should be taken with any views expressed on social media sites and any views should clearly be stated to be the writer’s own.
- Writers must not claim or give the impression that they are speaking on behalf of the council.
- The council expects councillors, staff, and other authorised users to be respectful about the council and its current or potential and not to engage in any name calling or any behaviour that will reflect negatively on its reputation.
- Comments posted by councillors, staff, and other authorised users on any sites should be knowledgeable, accurate and professional and should not compromise the council in any way.
- Inappropriate conversations should not take place on any social networking sites, including forums.
- Councillors, staff, and other authorised users must be aware that they are personally liable for anything that they write or present online (including on an online forum or blog, post, feed or website). Councillors should always be mindful of the Members Code of Conduct and Nolan Principles. They may also be sued by other organisations, and any individual or council that views their comments, content, or images as defamatory, pornographic, proprietary, harassing, libellous or creating a hostile work environment. In addition, other councillors, staff, and other authorised users can raise grievances for alleged bullying and/or harassment.
- Contacts by the media relating to the council, should be referred to the Clerk
- Councillors, staff, and other authorised users who have left the council must not post any inappropriate comments about the council or its councillors, staff, and other authorised users on LinkedIn, Facebook, X.com or any other social media/networking sites.

**Misuse**

Misuse of IT systems and equipment is not in line with the council’s standards of conduct and will be taken seriously. Any inappropriate or unauthorised use may lead to formal action, including disciplinary proceedings or, in serious cases, dismissal.

Information type	what personal information (data) is collected)	category of individual	where does the data go?	where and how is the data stored	what security measures do you use?	why do you need the data?	lawful basis	how long do you retain the data
Information in	Email.in	resident, councillor, contractor	to intended recipient/councillors/meeting	email server/hard copy	password/encryption	management	public interest/legal obligation/contract	as long as necessary
	phone message	resident, councillor, contractor	to intended recipient	telephone system/ written note	passcode	management	public interest/legal obligation/contract	until actioned
	phonecall	resident, councillor, contractor	to recipient	N/A	none	management	public interest/legal obligation/contract	until actioned
	invoices	contractor	to recipient and council meeting	email server/hard copy	password	sales	contract/legal obligation/public interest	8 years
	residents letters	resident	to recipient and council meeting	office	locked office	management	legal obligation/public interest	as long as necessary
	councillors acceptance of office	councillor	to clerk	filling cabinets/ cloud storage	password/locked office	legal requirement	legal obligation/public interest	term of office
	Electoral Poll	residents	to clerk	hard drive	password	management	public interest	old copies destroyed when new version received
	Councillors register of interests	councillor	To clerk	filling cabinet/ cloud storage	password/locked office	management	legal obligation/public interest	indefinitely
	planning applications	resident	to clerk/council	hard drive/ email server	password	management	public interest	as long as necessary
	tenancy agreements	resident	Clerk	cloud storage/filing cabinet	password/locked office	management	contract	6 years
allocation register	resident	Clerk	cloud storage/ filing cabinet	password	management	contract	6 years	
grant applications to the council	resident	clerk	email server/filing cabinet/cloud storage	password	management/financial	public interest	3 years	

Information out

Email out	email address name	resident/councillor/contractor	to intended recipients	email	password	management	contract/legal obligation/consent	as long as necessary
invoices	email address name	resident/councillor/contractor	to intended recipients to councillor/website	email	password	management	contract/legal obligation/consent	as long as necessary
Councillors register of interest	name address	councillor	electoral officer recipient	email	password	legal requirement	legal obligation	indefinite
agreements	name address	councillor	grant awarding body	email	password	legal requirement	legal obligation	indefinite
grant request	name address phone number email address	clerk/councillor	to relevant bank	email/cloud storage	password	legal requirement	contract	6 years
bank mandates	name address email addresses phone number bank details	councillor	to relevant bank	cloud storage	password	legal requirement	contract	3 years
						legal requirement	financial management	6 years

Employment Information

payroll	name address NI number bank details	clerk	HMRC/pension provider	cloud storage/ hmrc software	password	financial	legal obligation	3 years
employment contracts	name address	clerk	clerk/Chairman	cloud storage	password	contract	contract	6 years ceasing after employment
disciplinary files	name address	clerk	clerk/Chairman	cloud storage	password	contract	contract	6 years ceasing after employment
application forms	name address email address phone number	clerk	clerk/Chairman	cloud storage	password	contract	contract	6 years ceasing after employment or 6 months if unsuccessful

## Information available from Ryton on Dunsmore Parish Council under the Freedom of Information Act model publication scheme

This template guide covers only information we currently hold. If we do not hold some of the information listed below, we will mark it as 'not held' in the table.

Information to be published	How the information can be obtained	Cost
<p><b>Class 1 - Who we are and what we do</b>                      (Organisational information, structures, locations and contacts)                      Current information only</p>	(hard copy or website) website	N/A
<p>List of Council members and their responsibilities as well a list of Council Committees                      Details of any representation on local public bodies                      Postal and email address                      Contact details for Parish Clerk and Council members                      Where possible, provide named contacts including contact phone numbers and email addresses                      Location of main Council office and accessibility details                      Staffing structure</p>	website website website website	N/a N/A N/A N/A
<p><b>Class 2 – What we spend and how we spend it</b>                      (Financial information about projected and actual income and expenditure, procurement, contracts and financial audit)                      Current and previous financial year as a minimum</p>	(hard copy or website) website	n/a

Statement of accounts and internal audit report in the format included in the Annual Return form	website	n/a
Finalised budget	Website/ Clerk	n/a
Precept	Website	n/a
Borrowing Approval letter	n/a	n/a
All items of expenditure above £100	Website/minutes	n/a
Financial Standing Orders and Regulations	website	n/a
Grants given and received	Website/minutes	n/a
List of current contracts awarded and value of contract	Hard copy	n/a
Members' allowances and expenses	n/a	n/a
<b>Class 3 – What our priorities are and how we are doing</b> (Strategies and plans, performance indicators, audits, inspections and reviews)	(hard copy or website)	
Current and previous year as a minimum		
Annual governance statement in format included in the Annual Return form	Website/hard copy	n/a
Parish Plan	Website/hard copy	n/a
Annual Report to Parish or Community Meeting	Website/hard copy	n/a
Quality status	n/a	n/a
Local charters drawn up in accordance with DLUHC's guidelines	n/a	n/a
Data Protection impact assessments (in full or summary format) or any other impact assessment (eg Health & Safety Impact Assessment, Equality Impact Assessments etc), as appropriate and relevant	Website/hard copy	n/a

<p><b>Class 4 – How we make decisions</b> (Decision making processes and records of decisions) Current and previous council year as a minimum</p>	(hard copy or website)	
<p>Timetable of meetings (Council and any committee/sub-committee meetings and parish meetings)</p>	Website/hard copy	n/a
<p>Agendas of meetings (as above)</p>	Website/hard copy	n/a
<p>Minutes of meetings (as above) – exclude material that is properly considered to be exempt from disclosure</p>	Website/ hard copy	n/a
<p>Reports presented to council meetings – exclude material that is properly considered to be exempt from disclosure</p>	Website/hard copy	n/a
<p>Responses to consultation papers</p>	Website/hard copy	n/a
<p>Responses to planning applications</p>	Website/hard copy	n/a
<p>Bye-laws</p>	Hard copy	n/a
<p><b>Class 5 – Our policies and procedures</b> (Current written protocols, policies and procedures for delivering our services and responsibilities) Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of Council business:</p> <ul style="list-style-type: none"> <li>• Procedural standing orders</li> <li>• Committee and sub-committee terms of reference</li> <li>• Delegated authority in respect of officers</li> <li>• Code of Conduct</li> <li>• Policy statements</li> </ul>	Website/hard copy	n/a
<p>Policies and procedures for the provision of services and about the employment of staff:</p>	Website/hard copy	n/a

<ul style="list-style-type: none"> <li>• Internal instructions to staff and policies relating to the delivery of services</li> <li>• Equality and diversity policy</li> <li>• Health and safety policy</li> <li>• Recruitment policies and details of current vacancies</li> <li>• Policies and procedures for handling requests for information</li> <li>• Complaints procedures (including those covering requests for information and operating the publication scheme)</li> </ul>	Hard copy	n/a	
Records management, personal data and access to information policies			
Include information security policies, records retention, destruction and archive policies, and data protection (including data sharing and CCTV usage) policies	(hard copy or website; some information may only be available by inspection)		
<b>Class 6 – Lists and Registers</b>			
Currently maintained lists and registers only.	Hard copy	n/a	
Assets register, including details of public land and building assets	Hard copy	n/a	
Disclosure log indicating the information provided in response to FOIA and EIR requests. These are recommended as good practice			
Register of members' interests	Website/hard copy	n/a	
Register of gifts and hospitality	n/a	n/a	
<b>Class 7 – The services we offer</b> (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)		
Allotments	website	n/a	
Burial grounds and closed churchyards	website	n/a	
Community centres and village halls	website	n/a	
Parks, playing fields and recreational facilities	website	n/a	
Seating, litter bins, clocks, memorials and lighting	Hard copy	n/a	

Bus shelters		Hard copy	n/a
Markets		n/a	n/a
Public conveniences		n/a	n/a
Agency agreements		n/a	n/a
Services for which we are entitled to recover a fee and details of those fees (eg burial fees)			
<b>Additional Information</b>			
Information not itemised in the lists above			

### Schedule of charges

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

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Photocopying @ 20p per sheet (colour)	Actual cost
	Postage	Actual cost of Royal Mail standard 2 <sup>nd</sup> class

- 10 To receive the reports for information from representatives on other bodies
- 11 To receive the report of the Chairman (Note: for information only, no decisions can be made)
- 12 To receive reports from members (Note: for information only, no decisions can be made)
- 13 Motion under the Public Bodies (Admission to Meetings) Act as amended -  
“That in view of the special and confidential nature of the business to be transacted, it is advisable in the public interest that the public be temporarily excluded and that they be instructed to withdraw”
- 14 Confidential items for this meeting
- 15 Date of the next Parish Council meeting **6<sup>th</sup> May 2026**. *Annual Parish Meeting to be followed by Annual Parish Council meeting*