

CORSCOMBE, HALSTOCK AND DISTRICT PARISH COUNCIL

Files and records in Village Hall cupboard

May 2017

Parish Plans – surveys, questionnaires, summaries, correspondence etc
Corscombe 1975, 1986, 1994, 2004, 2011
Halstock and others

Neighbourhood development plan 2016 –
WDDC Local Plans 2008, 2015
rural planning policies
current file (IMPORTANT – needed for restart in September)
+ maps (Tony Woodroffe and others have some of the large maps)

Short boxes
environment
roads, RoWs, transport
CHDPC policies and protocols (general)
councillor info (inc Good Councillors Guide)
public info
Corscombe housefinder maps

Finance
old cash books
annual records for last 6 years

District related services +
elections
village maps, street and house names
housing general, inc Housing Forum
Corscombe and Halstock housing
Magna and Hastoe Housing Associations
licensing
litter, recycling, dogs, nuisance, clean neighbourhoods
emergency planning
planning – general
Chimes articles

County related services +

DCC, WDDC newsletters – only the latest
highways maintenance
road signs and fingerposts
rights of way
public transport, car schemes
economy and business
trading standards
health
electricity
POPP and seniors
social services
libraries
education

QUANGOs +
BAVLAP
DAPTC
WATAG and Dorset Broadband/radio
grants and funding sources
Dorset Arts Hub
AONB
Natural England (Countryside Agency), CROW
Environment Agency, flood wardens
Ordnance Survey, PMSA
sports and play
Dorset Community Action; village of the year
law and police
race equality
play equipment (latest)
other equipment (latest)
Standards Board (historical)

Local responsibilities/Council assets
Roman Villa site
Corscombe Chase play area
community building rights
community assets registration
allotments
notice boards
Halstock bus shelter
Hawkins Trust
salt bins
Halstock village green, Bransford, shop
Corscombe phone box 'information exchange'
insurance

The clerk holds

Parish Council minutes files from 2015
current Corscombe Parish Meeting minutes file
current planning application record folder
current cash book, cheque book, paying in books etc
policies and protocols folder
members and clerk's records (declarations of interest, acceptance of office etc)
assets register folder
electoral register
current highways folder – speedwatch, winter gritting, RoW maps etc
Arnold- Baker
Clerk's Handbook

FH holds, in the Local History files at Lilac Cottage
old minutes books and files (latter to be bound asap)
planning list from 1985 – 2016 (paper plans have been shredded)
Common Lane Project records, membership list and account

To date no Parish Council records have been passed to the County Record Office. When cataloguing and research have been completed on them it would be best if they were handed over.

Retention schedule

Under the Freedom of Information Act 2000 the Parish Council is required to maintain a retention schedule listing the record series which it creates in the course of its business. The retention schedule lays down the length of time which the record needs to be retained and the action which should be taken when it is of no further administrative use.

Scope

This policy applies to all records created, received or maintained by Corscombe, Halstock and District Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by the Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Parish Council records may be selected for permanent preservation as part of the Council's archives and

for historical research. These will be held at the Dorset history Centre e.g., Agendas, Appendices and Minutes

Responsibilities

Corscombe, Halstock and District Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy and records management is the Clerk.

The retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
Minutes and Agendas		
Agendas	6 years unless minutes do not survive	Archive
Minutes of Council meetings	Indefinite	Archive Transfer to DHC as soon as there is no longer an administrative requirement
Minutes of committee meetings	Indefinite	Archive Transfer to DHC as soon as there is no longer an administrative requirement
Administration		
Councillors' declarations of office	Indefinite	
Registers of Interest	Now kept by Dorset Council	
Nomination forms/parish council elections	6 years	
Policy Documents	Reviewed regularly	
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management
Application forms (interviewed – unsuccessful)	6 months	Management
Application forms (interviewed – successful)	6 years after ceasing employment	Management
Disciplinary files	6 years after ceasing employment	Management
Staff appraisals	6 years after ceasing employment	Management
Finance		
Scales of fees and charges	6 years	Management
Receipt and payment accounts	6 years	VAT
Bank statements	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
Paid invoices	Last completed audit year	VAT

Paid cheques	Last completed audit year	Limitation Act 1980
Vat and Payroll records	6 years	HMRC
Petty cash accounts	Last completed audit year	Audit
Insurance		
Insurance policies	7 years after policy end	Management
Certificates for Insurance against liability for employees	6 years after policy end	Management
Certificates for Public Liability	6 years after policy end	Management
Insurance claim records	6 years after policy end	Management
Health and Safety		
Accident books	3 years from date of last entry	Statutory
Risk assessment	7 years	Management
General Management		
Councillors contact details	Duration of membership	Management
Lease agreements	12 years	Limitation Act 1980
Title deeds	Indefinite	
Contracts	6 years	Limitation Act 1980
Email messages	At end of useful life	Management
Consent forms	5 years	Management
GDPR Security Compliance form	Duration of membership	Management
Play equipment inspection reports	6 Years	Management Claims potential
Audit		
Agar	6 years	