

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270 756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

21/6/22

To: Members of Crewe Town Council

Dear Councillor,

You are summoned to attend the meeting of **Full Council** to be held at 7:00pm on Tuesday 28th June 2022. The meeting will be held at the **Salvation Army Hall, Prince Albert Street, Crewe, CW1 2DF**.

In the interests of maintaining safety, adherence to guidance and to facilitate appropriate public access, the meeting will be recorded and shared on the Crewe Town Council youtube.com channel.

Yours sincerely,

Peter Turner
Town Clerk
Crewe Town Council

Agenda

- 1 To receive apologies for absence
- 2 To note declarations of Members' interests
- 3 To confirm and sign the minutes of the Crewe Town Council Meeting held on 17th May 2022 (*attached pg5*)
- 4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

Any members of the public wishing to participate in public participation during the meeting should email townclerk@crewetowncouncil.gov.uk before 9am of the date of the meeting providing their name, email address and an indication of the subject of their question or comment.

Any members of the public wishing to submit a comment or question in writing, please submit this by email to townclerk@crewetowncouncil.gov.uk before 9am of the date of the meeting for inclusion in the meeting.

5 To receive updates from Committee Chairs in relation to meetings held since the previous Crewe Town Council meeting on 29th March 2022:-

a. Committee: Finance and Governance

Chair: Councillor Jill Rhodes

Meetings held: 26th April & 7th June 2022 (*minutes attached pg 9*);

Items for consideration as recommended by committee:

- i. That the amended and reviewed policies (Financial Risk Assessment; Cookie Policy; ICT Policy; IT, Website & Email Policy; Information & Data Protection Policy) are approved and recommended to Council, noting the deletion of the IT, Website & Email Policy due to duplication. (*attached pg11*)
- ii. That the 2023/24 Budget Setting Schedule is approved (*attached pg63*)

b. Committee: Operations and Improvement

Chair: Councillor Jamie Messent

Meetings held: 10th May 2022 (*minutes attached pg67*)

Items for consideration as recommended by committee:

- i. That the committee recommends to Council that the financial support for the Cleaner Crewe project Enforcement Officer within the approved budget for 2022/23 is released to Cheshire East Council to fund a further 12 months of the project
- ii. That further consideration is made for continued funding to the end of March 2024 as part of the 2023/24 budget setting process.
- iii. That Council approves full delegation to select the park at the July meeting of the Operations and Improvements Committee and proceed with procurement and development based on the following committee resolutions:
 - a) To allocate £100,000 from the approved budget for 2022/23 to support one park not included in the Cheshire East pockets park project.
 - b) That the nominated parks would be Leighton Park (Frank Webb Avenue) or Claughton Avenue on the basis of their current condition (assessed as poor) and being in a ward not previously supported by Town Council investment
 - c) Final selection to be subject to further analysis and consideration at the July meeting of the committee
- iv. That the Heritage Officer post is retained in the council staffing structure as a permanent post

c. Committee: Marketing and Events

Chair: Councillor Joe Cosby

Meetings held: 20th June 2022 (*minutes attached pg71*)

Items for consideration as recommended by committee:

- i. That the Communications Officer post is retained in the council staffing structure as a permanent post

d. Committee: Planning

Chair: Councillor John Rhodes

Meetings held: 25th April and 24th May 2022 (*minutes attached pg75*)

Items for consideration as recommended by committee:

None

e. Committee: Community Plan

Chair: Councillor Benn Minshall

Meetings held: 8th June 2022 (*minutes attached pg87*)

Items for consideration as recommended by committee:

- i. That an updated twinning and friendship agreement is signed by the council on behalf of Crewe with Bischofsheim and Dzierzoniów

f. Committee: Personnel

Chair: Councillor Jill Rhodes

Meetings Held: None

Items for consideration:

None

- 6 To note any updates from members having attended external meetings
- 7 To note, consider and approve payments between 1st April and 31st May 2022 to the value of £64,796.76 and spend to date as shown in the attached reports as recommended by the Finance & Governance Committee (*attached pg91*)
- 8 To note the proposed date of the next meeting Tuesday 27th September at 7pm

BLANK

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

Annual Town Council Meeting and 'Mayor Making' 17th May 2022

MINUTES

In attendance: Cllr Emma Angier	Cllr Dawn Clark	Cllr Alan Coiley
Cllr Tom Dunlop	Cllr Martin Edwards	Cllr Hazel Faddes
Cllr Marilyn Houston	Cllr Lena Hogben	Cllr Jamie Messent
Cllr Benn Minshall	Cllr Phoenix Morrissey	Cllr Kevin Murray
Cllr Gary Palin	Cllr Jill Rhodes	Cllr John Rhodes
Cllr Dennis Straine-Francis	Cllr Nan Walton	Cllr Ben Wye

- 1 To receive apologies for absence
Cllr Tess Buckley; Cllr Joe Cosby
- 2 To note declarations of Members' interests
None
- 3 To confirm and sign the minutes of the Crewe Town Council Meeting held on 29th March 2022
RESOLVED: That the minutes are approved as a true record of the meeting
- 4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

A question was asked by an attendee relating to the timescale for the delivery of town centre regeneration and asking if Crewe Town Council is challenging Cheshire East Council to progress work as quickly as possible.

The response was that the regeneration is progressing slowly and that the town council is working with Cheshire East and also persisting in putting pressure on Cheshire East Council to progress works as quickly as possible and to share information with residents and businesses regularly.

- 5 To confirm the Mayor (elect) as Mayor of Crewe for 2022/23
RESOLVED: That Cllr Nan Walton is elected Mayor of Crewe for the Civic Year 2022 - 2023

- 6** To confirm the Deputy Mayor (elect) as Deputy Mayor of Crewe for 2022/23
RESOLVED: That Cllr Dennis Straine-Francis is elected Deputy Mayor of Crewe for the Civic Year 2022 - 2223
-

The retiring Mayor adjourned the meeting whilst the newly elected Mayor and Deputy Mayor receive their insignia of office.

The Mayor and Deputy Mayor signed their acceptances office

The meeting was then re-convened.

- 7** To propose a vote of thanks and to present a past Mayor's Medal to the outgoing Mayor Cllr Tom Dunlop
RESOLVED: That Cllr Tom Dunlop was thanked for his work and service as Mayor of Crewe for the civic year 2021-2022
- 8** To receive an address from the Town Mayor
Cllr Nan Walton, Mayor of Crewe, gave an address to the council.
- 9** To note the minutes of committee meetings held since Council in March:
1. Planning Committee – 25th April (Draft).
2. Finance and Governance – 26th April (Draft)
Noted
- 10** To consider and approve constitutional governance as recommended by the Finance & Governance Committee
1. Constitution
2. Standing Orders
3. Financial Regulations
4. Standing Orders for Contracts
5. Council & Committee Terms of Reference
RESOLVED: That the governance documents as listed above are approved and adopted by the council.
- 11** To consider the approval of Committee structures and nominations to new and existing Committees
RESOLVED: That the committee structure and memberships are approved
- 12** To consider and approve representations on outside bodies
1. Crewe Town Board – Cllr Jill Rhodes
2. Crewe Pledge Management Board – Mayor & Deputy Mayor
3. Crewe Town Allotment Federation – Cllr John Rhodes
RESOLVED: That the appointments to outside bodies is approved as above.
- 13** To confirm the Council's adoption of the Councillor Code of Conduct
RESOLVED: That the council adopted the Councillor Code of Conduct

- 14** To review, consider and approve matters related to:
1. Council list of assets – to be received and noted
 2. Provision of Insurance cover – to be received and noted
 3. Affiliation to Cheshire Association of Local Councils. – to be considered and approved
- RESOLVED:** That the above items are approved by council
- 15.** Internal auditor - to approve JDH Business Services as internal auditor 2022/23 & approve the Internal Audit for 2021/22
- RESOLVED:** That JDH Business Services is appointed as the council's independent internal auditor and that the internal audit for 2021-22 is approved.
- 16.** External support services
1. To approve Wirehouse Employer Services for HR and H&S support
 2. To approve Blain Boland & Co Solicitors for legal support
 3. To approve John Greenhall & Co for finance and accountancy support
- RESOLVED:** That the above listed external support services are approved
- 17** To note, consider and approve payments 1/2/2022 to 31/3/2022 to the value of £247,599.36 and spend to date as shown in the attached reports as recommended by the Finance & Governance Committee
- RESOLVED:** That the payments to the value of £247,599.36 are approved
- 18** To approve the Annual Governance and Accountability Return for 2021/22, as recommended by the Finance & Governance Committee
- RESOLVED:** That the Annual Governance and Accountability Return for 2021/22 is approved
- 19** To receive the Meeting Calendar for civic year 2022/23 (attached)
Received
- 20** To note the date of the next meeting – 28th June 2022

Meeting closed at 6.32pm

Chair: Cllr Tom Dunlop then Cllr Nan Walton

Clerk: P Turner

BLANK

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

MINUTES of the meeting held 7th June 2022

In attendance: Cllr Emma Angier Cllr Benn Minshall Cllr Jill Rhodes
Cllr John Rhodes Cllr Dennis Straine-Francis

Also in attendance: Cllr Kevin Murray

FG/22/1/1 To receive apologies for absence
Cllr Jamie Messent

FG/22/1/2 To note declarations of Members' interests
None

FG/22/1/3 To elect a Deputy Chair of the committee
RESOLVED: That Cllr Angier is appointed deputy chair of the committee

FG/22/1/4 To confirm and sign the Minutes of the Finance and Governance Committee meeting held on 26th April 2022
RESOLVED: That the minutes are approved as a true record of the meeting

FG/22/1/5 A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

None

FG/22/1/6 To review the year to date financial position for Crewe Town Council
Noted

FG/22/1/7 To note and recommend to Council approval of payments 1st April to 31st May to the value of £64,796.76
RESOLVED: That the payments are noted and recommended to council for approval

FG/22/1/8 To review the following Governance Documents as part of the Annual Governance Review Process:-

Agenda Item 5.a

8.1 Financial Risk Assessment

8.2 Cookie Policy

8.3 ICT Policy

8.4 IT Website & Email policy – to be deleted as duplication of 8.3 (above) & Internet, Email & Social Media Policy (adopted March 2022)

8.5 Information & Data Protection Policy

RESOLVED: That the above amended and reviewed policies are approved and recommended to Council, noting the deletion of 8.4 above due to duplication.

FG/22/1/9 To receive and consider an update from the project oversight group.

RESOLVED:

- i. That Cheshire East Council, as the funding lead authority, should be contacted formally via the relevant CEC officer to be made aware of the concern relating to project delivery
- ii. That Cheshire East Council should be asked to give guidance on how the project should be updated within the terms of the programme

10 To consider in principle the opportunity to receive funding income to support Crewe Town Board
RESOLVED: That the principle of hosting the Crewe Town Board communications function is supported subject to details and confirmation of funding, noting that the detailed proposal requires further consideration by this committee and onward recommendation to council if approved.

11 To consider the budget setting schedule for delivery of a 2023/24 budget
RESOLVED: That the budget setting schedule is agreed and recommended to council

12 To receive an update on office accommodation
The update was received and it was agreed that a retractable wall is not considered suitable at this time

13 To receive the Annual Report 2021/22
RESOLVED:

- i. That the annual report was received and approved (with the additional of reference to the Planning Committee
- ii. That the clerk formally contacts Cheshire East Council at an executive level to express the committee's incandescent rage at the delays in installing the mobile CCTV cameras associated with the Cleaner Crewe Project

14 To note the proposed date of the next meeting Tuesday 13th September at 7pm, location and format of the meeting to be confirmed.

Meeting closed at 7.51pm

Chair Cllr Jill Rhodes
Clerk P Turner

CREWE TOWN COUNCIL FINANCIAL RISK ASSESSMENT

Risk Area	Risk Identified	Mitigation	Notes
To provide and maintain standards for Town Council services to the residents of Crewe	The risk of legislative change which will have an impact on the Town Council's powers, duties and funding	Town Clerk and staff keep apprised of developments	GDPR Training carried out 2020/2021
	The protection of physical assets owned by the Town Council including buildings and equipment (loss or damage)	All physical assets insured All assets checked regularly Management Systems being put in place	
	The risk of damage to third party property or individuals as a consequence of the Town council providing services (public liability)	Public liability Insurance renewed annually	
	Insufficient staff or other resources to deliver the service needs	Staff have general awareness of other team members' essential tasks and can provide cover when required. Town Clerk to formally monitor and review staff and work levels. Any concerns regarding this to then be brought to Council	
To provide a safe and fulfilling working environment for staff	Employees contravene Health and Safety Regulations	Health and Safety and First Aid training, insurance, Risk Assessments regularly checked and updated	Staff trained in H&S and First Aid
	Potential legal proceedings up to corporate manslaughter	Employers Liability insurance Employee training and awareness	
	Staff retention issues	Staff training where appropriate	
To maintain financial records that are correct and comply with all recommended accounting practice	Adverse audit reports, legal action and loss of confidence in Town Council	Clerk keeps up to date with legislative changes, discusses latest requirements with internal and external auditors	Internal audit review recommendations actioned
	Loss of income through error or fraud	Fidelity Guarantee Insurance Town Clerk continually review controls and current procedures	
To ensure that all actions taken by the Town Council comply with all current Legislation	Non-compliance with legislation or practice Council being 'Ultra Vires'	Town Clerk to keep up to date with changes in legislation, seek advice from SLCC, ChALC, NALC and others as necessary	
Employment Contract	Compensation claims from employee for contractual employment defects (including statutory failure)	Contract of employment in place Matters relating to staff discussed in confidential session and discussed by personnel committee Town Clerk to keep up to date with employment law and seek HR advice where appropriate Other policies in place Supported and underwritten by Wirehouse Employer Services	
Staff	Loss of services of employee	By distributing knowledge and roles ensure, so far as reasonably practical, that loss of any one employee does not cause unrecoverable damage to business	
	Loss of key staff trained in financial systems, process or rules	Staffing arrange so that knowledge is distributed between RFO and at least one other staff	External Accountancy support in place
Financial Control	Inappropriate expenditure made	Payments reported to Finance committee for review and corrective action if necessary	
	Financial Regulations become out of date with change in technology, regulation or business	Council to review financial regulations once a year The RFO and Clerk react to any changes in legislation or other areas in order to ensure the regulations are fully compliant and also provide a strong framework compatible with Council's practices	

Risk Area	Risk Identified	Mitigation	Notes
	Lack of budgetary overview/overspend against budget	Quarterly review of nominal ledger Monthly review of income and expenditure Seven week review by finance Committee	
	Lack of finance to meet unbudgeted, urgent commitments (with safety or other critical implications)	Contingency included in budget Reserves equivalent to at least six month`s spend available	
Financial Systems and Records	Accounts The RBS Omega accounts system is used which is an accepted accounts package	A back up is also made to the main server at the end of each day Hard copies linked to council reports are held on file together with bank reconciliation reports, invoices/receipts/payments and cheques issued Documents are retained for 12 years	
	VAT The RBS Omega system incorporates a VAT schedule which is an accepted package which allows differentiation between tax rates etc. which is itemised in a full report relating back to the original item within the accounts	VAT is applied to all mileage payments at the rate applicable at the time as advise by HMRC VAT returns are lodged on a quarterly basis in line with accepted procedures Procedures will be provided to HMRC every three/four years for comments and approval	
	Payroll John Greenall and Co Ltd provide payroll services and carry out payroll function	The Clerk authorises any overtime, mileage or special duty payments, on a monthly basis Backups are made to the server Hard copies linked to pay roll reports are held on file together with payslips, BACs payments and cheques issued to the pension fund and IR Greenall payroll service and fund invoices are retained on file with a record of payment. Payments can only be issued for the nominated employees, which must be authorised in advance of the payment Documents are retained for 12 years Annual pension and year end payroll returns are issued in a timely manner to the appropriate bodies that inspect the information and highlight any discrepancies	
Banking Arrangements and Procedures	Co-op Bank is used Accounts	one bank account used on a daily basis Reviewing how much is placed into a higher rate deposit account	
Banking Security/Access to Finances	Cheques	Each cheque from the main account must be signed by 2 Councillors and the Town Clerk as detailed on the bank mandates (which are amended when required to ensure that sufficient signatories are available at all times)	
	Transfers	Monies may be transferred between the Councils accounts by the Clerk	
	Bank Reconciliation	All accounts are reconciled using the RBS Omega system within 5 days of receipt of any statement Any discrepancies are immediately reported to the bank for investigation All petty cash accounts which do not have statements are reconciled on a monthly basis by the Accounts Assistant against the cash held and any discrepancies are immediately reported to the Clerk	

Risk Area	Risk Identified	Mitigation	Notes
	Separation of Duties	The Town Clerk is responsible for the cash security in the Town Council offices	
	Access to the main bank accounts	As detailed under Banking arrangements and Procedures above, no one person has access to monies held in the main accounts	
	Cheques	All invoices are checked by the Clerk in advance of payment and if related to an order, this has passed through the ordering procedure.	
	Access to petty cash accounts	The Financial Regulations specify maximum balances to ensure that individuals do not have access to large amounts of money	No petty cash system in operation
	Payments	All payments must be authorised by the RFO before any cheque is issued. The RFO is to sign the invoice/Purchase Order to confirm and record that the payments have been authorised. Only payments or transfers below £250 are normally accepted and are reported to Finance & Governance Committee	
	Petty Cash – Cash Payments	All payments made in cash must be substantiated by an invoice etc. which has been authorised by the Clerk All payments are reported to Finance with a full reconciliation report for sign-off	No petty cash system in operation
	Hire Charges	Council agree the charges The office must abide by these rates and any requests for preferential rates must be made by the hirer to Council for their approval All bookings must be paid for in advance to avoid bad debts other block bookers are invoiced or given the option of paying the sites on a weekly basis	
	Cash collected from community events	All cash collected at events is collected by appointed staff and a receipt is always issued (e.g. markets income) At the office the cash is emptied and counted manually within one working day by at least two members of staff	
	Processing and banking	When the money is received it is balanced within the office against any receipts/invoices and any discrepancies are followed up When the monies have been balanced, it is input onto the RBS Omega system and all entry references are printed out and retained The hire charges are banked when received The cash element is usually below £500 A unique pay in reference is applied to each batch of banking which is loaded onto the RBS Omega system which is then checked against the bank reconciliation This is a strict routine that ensures that any booked hire cannot proceed without receiving the payments and guarantees that all monies are accounted for	
Financial Administration	Records non-compliant or inadequate	Internal auditor reviews record keeping annually Advice taken from internal auditor, external auditor, accountant, SLCC and NALC on changes in regulation	
	Expenditure/income coded incorrectly	Town Clerk checks nominal ledger every quarter Items are coded	
	Standing Orders	The Clerk reacts to any changes in legislation, requests from Town Council or other areas in order to ensure the regulations are fully compliant and also provide	

Risk Area	Risk Identified	Mitigation	Notes
	Standing orders are reviewed and approved by Town Council on an annual basis at the AGM	a strong framework compatible with Council practices	
	Non-compliance with statutory deadlines for the completion/approval/submission of accounts and other financial returns	Programme of meetings to meet statutory deadlines	
	Invoice payment without authority	All payments reviewed Town Clerk authorises two councillors sign cheques and Administration personnel review	
	Incoming cash and cheque misappropriation	Individual receipts to be issued for all cash payments and for cheque payments on request	
	Theft of funds	Bank statements reconciled monthly, Fidelity Insurance in place against theft of funds by staff, Councillors and other persons Cash and cheques stored securely and banked within 5 working days of receipt	
	Incorrect entries by bank	Bank statements reconciled monthly	
Annual Budget and Precept Calculations	The annual budget and precept calculations	<p>The annual budget and precept calculations are initially calculated in October/November based upon the performance of the prior year and incorporating projected requirements which have been lodged by the office and council members</p> <p>The Town Clerk also completes a mid-year review in October for the current year to calculate possible year end surpluses which may be incorporated within the future budget. The actual precept level is then calculated from the balance sheet assuming that the remainder of the current year's budget will be utilised in order to estimate the year end bank balance</p> <p>The new budgeted income, expenditure and reserves are then set against this balance in order to calculate a budget shortfall on which the future precept is based</p> <p>The new budget is discussed and fine-tuned through the October, November and December Council and Committee meetings after the up to date number of band D properties have been confirmed by CEC discuss and amend any highlighted budget levels in order to best achieve, an acceptable precept level</p> <p>Comprehensive minutes are recorded at each stage to substantiate the budget development</p> <p>The final budget is approved in January and CEC is immediately advised of the precept</p>	
Monitoring of Budgets	Comprehensive budgets	Comprehensive budgets are set for each committee and these are loaded onto RBS Omega accounts system at the start of the new financial year	
	Monitoring	<p>On-going daily expenditures have already been incorporated within the budget and the RFO monitors invoices, etc. against the budget schedule to confirm that they are within the limits</p> <p>All orders are checked against the accounts system to verify expenditure within the account code to date and the remaining budget</p>	

Agenda Item 5.a.i

Risk Area	Risk Identified	Mitigation	Notes
		Any over expenditure is highlighted and brought to the attention of the Clerk	
	Reporting	A full report of expenditures against budget is lodged with council at each Finance and Governance Committee meeting This incorporates a print out of the income and expenditure against each annual budget and the cashbook extract Any that do not meet the budget levels are highlighted by member if needed along with committed expenditure	
Insurable Risks	Public Liability	Insurance cover In addition, weekly, annual checks of play equipment	Limit of cover £12,000,000 Reviewed annually
	Employers Liability	Insurance cover	Limit cover £10,000,000 Reviewed annually
	Theft of money by third party	Insurance cover	Cover varies depending on the situation Reviewed annually
	Theft of money by employee or member	Fidelity Guarantee cover	Limit of cover £2,000,000
	Property	Cover for buildings and contents All risks cover for selected items	
	Officials Indemnity	Continue with existing cover (£250k)	
	Libel and Slander	Continued existing cover (£250k)	Limit of cover £250,000
	Personal Accident	Continue with existing cover (scale benefits)	Limit of cover £2,000,000
	Legal disputes	Cover for specified legal disputes	Limit of cover £100,000
	Long term sickness of employee	Not covered Liability limited by contract	
	Business interruption	Potential alternative premises, IT back-up off site and ability to restore onto hired equipment etc. Cover in place for excess costs	Limit of cover £50,000
	Loss/destruction of financial records	Key financial data held electronically and backed up off site All electronic documents backed up daily offsite	Residual risk considered acceptable
Loss of Records	Loss of documentation	Deeds and other legal documents relating to real estate stored in the office	
Asset List	Purchased	An asset list is maintained by the Town Council Office on RBS System This is updated throughout the year from new assets which are in addition, a schedule of road furniture/bins/dog bins/bus shelters play area equipment etc., will be kept on a secondary list The asset list is circulated to staff on an annual basis to ensure that all items are correct	
Internal Audit	Internal Audit	The Internal Auditor is approved annually by Council at the AGM and attends the office to complete the internal audit in May of each year The report is presented to Council for acceptance	
Annual Audit	Annual Audit	The annual auditor is appointed and directs the format and structure of the audit	

Risk Area	Risk Identified	Mitigation	Notes
		<p>in line with current legislation and requirements</p> <p>Audit costs and levels of requirement are determined by government legislation based upon the annual income or expenditure levels</p> <p>The Town Clerk and Finance and Engagement Manager completes the year end accounts to audit trial level and prepares any additional reports required by the external auditor</p> <p>The Town Clerk presents the completed Annual Return, Financial Statement and other documentation required to Council in line with the timescales provided by the external auditor</p> <p>Once these have been formally adopted and signed by Council, they are lodged with external auditors</p> <p>Any queries raised by the auditors are dealt with by the Town Clerk in the first instance</p> <p>Final sign-off by the external auditor is presented to Council</p>	
Insurance	Fidelity Insurance	<p>Fidelity insurance levels have been set after taking into account the possibility of fraudulent activities gaining access to the bank accounts</p> <p>Procedures in place (as previously detailed) have been established incorporating separation of duties, cross referenced receipts of income</p> <p>These provisions have ensured that no individual is able to gain access to withdraw funds without due process</p>	£2,000,000
	Insurance	<p>Zurich has been used as a recognised Town Council provider</p> <p>Annual reviews are carried out to ensure sufficient cover is in place</p>	
ICT	IT Security, safety of information/risk of loss of data	<p>Microsoft Office 360 installed on all PCs Allows for cloud back up of information</p> <p>Allows for cloud storage of all council data – more secure than onsite storage.</p>	

Reviews will take place yearly unless clearly stated differently within each section.

CREWE TOWN COUNCIL COOKIE POLICY

Adopted by Council: June 2022
Planned Review Date: April 2024

Introduction

This Policy supplements our Website Privacy Notice.

Cookies are small text files that websites use to remember information about you. They're stored on your computer and can only be accessed by the website that created them or your web browser. It is possible to change the cookie settings of your browser to allow or block cookies depending on your preference. To learn more, visit our page on Cookies.

This website uses a number of different cookies depending on how you use the website.

Google Analytics (a third party cookie) `_utma _utmb _utmc _utmz`

These cookies are set by Google. Inc and are used to collect information about how visitors use our site. We use this information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

Session cookie (a first-party cookie) `fbsestoken`

These cookies are set by the Crewe Town Council website and are essential so that this website can provide visitors with the information they request as they navigate through the website.

How and why we use Cookies on this website

This website uses one or more cookies to help us improve your experience when using this website. By visiting our website with your Internet browser set to accept cookies, this tells us that you consent to the use of our website, cookies and other technologies.

Cookies and Browser settings

It is possible to change the cookie settings of your browser to allow or block cookies depending on your preference. We've put together some instructions on how to do is in some of the most popular browsers:-

Google Chrome

1. Click the Tools/Preferences menu.
2. Select Options and/or click the 'Under the Hood' tab.
3. Click Content settings in the 'Privacy' section.
4. Make your selection from the options listed depending on which cookies you'd like to block/allow.
5. The names of some menu items/settings may differ between the PC and Mac version of Google Chrome.

Firefox

1. Click Tools > Options (or Firefox > Preferences on Mac).
2. Click Privacy in the top panel
3. Check or uncheck the box next to 'Accept cookies from sites' to enable cookies.
4. Click OK.

Agenda Item 5.a.i

Internet Explorer

1. Click Start > Control Panel.
2. Double-click the Internet Options icon.
3. Select the Privacy tab.
4. Click Advanced.
5. Select 'Override automatic cookie handling' under the 'Cookies' section in the Advanced Privacy Settings window.
6. Select the 'Accept' or 'Prompt' option under 'First-party Cookies.'
7. Select the 'Accept' or 'Prompt' option under 'Third-party Cookies.' (If you select the 'Prompt' option, you'll be asked for approval every time a website attempts to send you a cookie.)
8. In the Internet Options window, click OK to exit.

Safari

1. Go to the Safari drop-down menu.
2. Select Preferences.
3. Click Security in the top panel.
4. Under 'Accept Cookies' select Only from sites you navigate to.

CREWE TOWN COUNCIL ICT POLICY

Adopted by Council: ~~15th December 2020~~ June 2022

Planned Review Date: ~~December 2022~~ April 2024

1. Introduction

Crewe Town Council uses its computer network, software packages and the internet, (including e-mails), to further the efficiency of its business and to provide the best service possible to its customers and partners. Any disruption to the use of these facilities will be detrimental to the Authority and may result in actual financial loss. This Policy sets out how the Council intends to regulate the use of those facilities.

The Council has a duty laid down in the Data Protection Act 2018, to ensure the proper security and privacy of its computer systems and data. All users have, to varying degrees, some responsibility for protecting these assets. Users also have a personal responsibility for ensuring that they and, where appropriate, the staff they supervise or have control over, comply fully with this policy – See also the Council’s Information and Data Protection Policy.

For the purposes of this document the terms “computer” (or “computer system”) and “computer data” are defined as follows:-

- “Computer” (or “computer system”) means any device for automatic storing and processing of data and includes mainframe computer, minicomputer, microcomputer, personal computer (whether hand-held laptop, portable, standalone, network or attached to a mainframe computer), workstation, word processing system, desk top publishing system, office automation system, messaging system or any other similar device;
- “Computer data” means any information stored and processed by computer and includes programs, text, geographic, pictures, video and sound.

Failure to comply with any aspect of this policy may result in a breach of personal data as defined by the General Data Protection Regulation. For more information, refer to the council’s Personal Data Breach Policy.

2. Procedures

2.1 General Operation

All hardware, software, data and associated documentation produced in connection with the work of the Council, are the legal property of the Council.

The Council will maintain an external support contract for the hardware, major items of software and provision of internet facilities.

The Council will not knowingly breach copyright of another person.

The Council will include an assessment of risks from its use of IT in its Corporate Financial Risk assessment.

The Council will routinely back up its essential data and organise contingency plans.

The Council will make a detailed inventory of its ICT equipment on its Asset Register.

The Council will consider the location of equipment and provide documentation to ensure optimum physical security.

Agenda Item 5.a.i

The Council will maintain a record of training to each individual user.

The disposal of any ICT equipment, software, waste or data must be authorised, undertaken safely and properly documented.

2.2 Compliance with Legislation

The Council's policy in respect of the requirements of the Data Protection Act 2018 including the General Data Protection Regulation is set out in its Information and Data Protection Policy.

Under the Computer Misuse Act 1990, the following are criminal offences, if undertaken intentionally:

- Unauthorised access to a computer system or data;
- Unauthorised access preparatory to another criminal action;
- Unauthorised modification of a computer system or data.

All users should be made aware that deliberate unauthorised use, alteration, or interference with a computer system or its software or data, whether proprietary or written "in-house", will be regarded as a breach of the Council policy and may be treated as gross misconduct. In some circumstances such a breach may also be a criminal offence.

It is an offence under the Copyright, Design and Patent Act to copy licensed software without the consent of the copyright owner. All copying is forbidden by the Act, unless it is in accordance with the terms and condition of the respective licence or contract.

2.3 Security

Consideration must be given to the secure location of equipment and documentation to help safeguard the Council's ICT assets. Portable equipment must be locked away when not in use and must not be removed from the premises without permission.

Only persons authorised by the Town Clerk may use Council computer systems. The authority given to use a system must be sufficient but not excessive and users must be notified that the authority given to them must not be exceeded.

Operating procedures are required to control use of ICT equipment.

Security incidents relating to any aspect of this policy must be reported immediately to the Clerk.

2.4 Passwords

Access to the council's computers is subject to a password and must be changed every six months.

System level passwords will be stored in a secure manner and be available in a business continuity event.

Passwords must not be inserted into email messages or other forms of communication.

Strong passwords contain upper and lower case characters, digits and punctuation characters, and are not based on personal information.

2.5 Virus Controls

Viruses are undesirable pieces of computer code that can corrupt systems, equipment and data. They are a serious, increasing threat to the computer systems of the Council.

Agenda Item 5.a.i

Viruses are easily transmitted via email and internet downloads. In particular, users must:-

- not transmit by email any file attachments which they know to be infected with a virus.
- not download data or programs of any nature from unknown sources.
- ensure that an effective anti-virus system is operating on any computer which they use to access council facilities.
- not forward virus warnings.

All computer and servers will have loaded and operate the Council's standard virus detection software for scanning fixed drives and removable storage devices.

USB flash drives (memory sticks) of unknown origin should not be used in the Council's computers.

No software should be located onto the Council's equipment without the permission of the Town Clerk.

If a virus is suspected, the equipment should be switched off and isolated and the Council's support contractor should be contacted.

2.6 Emails

All emails that are used to conduct or support official council business must be sent using a @crewetowncouncil.gov.uk address.

Non-work email accounts must not be used to conduct or support official council business.

All emails that represent aspects of council business or administrative arrangements are the property of the council.

Email is not always a secure method of communication. Personal data and confidential information should be sent as a password protected attachment with the password being communicated verbally to the recipient.

When sending an email to multiple recipients, use the blind copy (bcc) function so that recipients email addresses are not shared.

All Councillors and Officers will have the following email disclaimer:-

Data Protection – personal data you provide to the council will be processed in line with the General Data Protection Regulation (GDPR) and Data Protection Act 2018. For more information on how your information is used; how we maintain the security of your information and your rights, including how to access information that we hold on you and how to complain if you have any concerns about how your personal details are processed, please see our privacy statement. This Email, and any attachments, may contain Protected or Restricted information and is intended solely for the individual to whom it is addressed. It may contain sensitive or protectively marked material and should be handled accordingly. If this Email has been misdirected, please notify the author immediately. If you are not the intended recipient you must not disclose, distribute, copy, print or rely on any of the information contained in it or attached, and all copies must be deleted immediately. Whilst we take reasonable steps to try to identify any software viruses, any attachments to this Email may nevertheless contain viruses which our anti-virus software has failed to identify. You should therefore carry out your own anti-virus checks before opening any documents. Crewe Town Council will not accept any liability for damage caused by computer viruses emanating from any attachment or other document supplied with this e-mail.

Agenda Item 5.a.i

It should also be noted that emails and attachments (whether sent or received) may need to be disclosed under GDPR, the Data Protection Act 2018 or the Freedom of Information Act 2000. Further information regarding this can be obtained from the Town Clerk.

* hyperlinked to Crewe Town Council's Privacy Note

IT facilities provided by the council for email should not be used for:-

- the transmission of unsolicited commercial or advertising material, chain letters, or other junk-mail of any kind, to other organisations.
- the unauthorised transmission to a third party of OFFICIAL SENSITIVE material concerning the activities of the council.
- the transmission of material which would infringe the copyright of another person, including intellectual property rights.
- activities that unreasonably waste staff effort or use networked resources, or activities that unreasonably serve to deny the service to other users.
- activities that corrupt or destroy other users' data.
- activities that disrupt the work of other users.
- the creation or transmission of any offensive, obscene or indecent images, data, or other material, or any data capable of being resolved into obscene or indecent images or material.
- the creation or transmission of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.
- the creation or transmission of material that is abusive or threatening to others, or serves to harass or bully others.
- the creation or transmission of material that either discriminates or encourages discrimination on racial or ethnic grounds, or on grounds of gender, sexual orientation, marital status, disability, political or religious beliefs.
- the creation or transmission of defamatory material.
- the creation or transmission of material that includes false claims of a deceptive nature.
- so-called "flaming" - i.e. the use of impolite terms or language, including offensive or condescending terms.
- activities that violate the privacy of other users.
- unfairly criticising individuals, including copy distribution to other individuals.
- publishing to others the text of confidential messages written on a one-to-one basis, without the prior express consent of the author.
- the creation or transmission of anonymous messages - i.e. without clear identification of the sender.
- the creation or transmission of material which brings the Council into disrepute

Any user who is unclear about the appropriateness of any material, should consult the Clerk prior to commencing any associated activity or process.

There may be instances when a user will receive unsolicited mass junk email or spam. It is advised that users delete such emails without reading them. Do not reply to the emails and do not click on any links within the emails.

2.7 Confidentiality

All Councillors and officers must maintain the confidentiality of information they access as part of their role. There are also particular responsibilities under [GDPR-the Data Protection Act \(2018\)](#) to protect personal data. Any queries should be directed to the Clerk.

Agenda Item 5.a.i

Care should be taken to ensure that when addressing emails to prevent accidental transmission to unintended recipients. Particular should be take if the email software autocompletes email addresses

2.8 Removable Media

Removable media needs to be managed effectively to ensure data is secure and to prevent any loss of data.

Removable media includes:-

- Optical Disks (CDs, DVD+-R/RW, BluRays, Minidisks etc.)
- External Hard Drives.
- USB Flash Drives (also known as pen drives).
- Memory Cards (Compact Flash, SD Cards inc Mini and Micro, xD Cards, Sony Memory Stick in Micro M2, Smart media etc.)
- Embedded Microchips (including Smart Cards and Mobile Phone SIM Cards).
- Music and Video Players (MP3, MP4 etc.)
- Digital Cameras.
- Backup Cassettes.
- Audio Tapes (including Dictaphones and Answering Machines).
- Mobile Phones

Non-council owned removable media devices must not be used to store information to conduct council business and must not be connected to council IT system.

Removable media must not be the only place where data is stored as it is liable to corrupt or lost. Copies of any data stored on removable media must also be remain on the source system until it has been successfully transferred.

All removable media devices must be scanned for viruses.

Data placed on removable media devices should be password protected.

All removable media devices that are no longer required or have become damaged should be disposed of securely via the IT support contractor.

2.9 Misuse

This Policy applies to the activities which constitute unacceptable use of the network operated by the Council. The policy applies equally to employees, councillors, clients, visitors and others who may be allowed to use the facilities on a permanent or temporary basis.

All misuse of the facilities is prohibited as documented under the Emails section above, and deliberate actions or activities with any of the following characteristics:-

- Wasting staff effort or networked resources;
- Corrupting or destroying another users data;
- Disrupting the work of other users;
- Other misuse of networked resources by the deliberate introduction of viruses;
- Playing games during working hours;
- Private use of the facilities without specific consent;
- Altering the set up or operating perimeters of any computer equipment without authority.

2.10 World Wide Web (WWW) resources

These facilities are provided for use to achieve Council objectives. Any use for unauthorised purposes will be regarded as gross misconduct. If you are unsure whether use would be authorised, you must seek advice from the Town Clerk in advance.

2.11 Health and Safety

Computers are now a part of everyday life. If they are not used correctly, they can present hazards. Computers may be called Display Screen Equipment (DSE), Visual Display Units (VDU's) and the immediate environment where they are used i.e. desk/chair etc. is referred to as a workstation.

The Display Screen Equipment Regulations, 1992 regulate the use of computers at work and refer to the persons affected as "users".

"Users" are persons who "habitually use VDU's as a significant part of their normal work and regularly work on display screens for two/three hours each day or continuously for more than one hour spells". The Regulations also apply to employees working at home.

To meet the requirements of the Display Screen Equipment Regulations, the Council will provide a free eye test for all staff who use VDU equipment as a major part of their job role.

It is the Council's intention to optimise the use and application of display screen equipment within the Organisation, whilst safeguarding the health, welfare and job satisfaction or learning experience of those involved in using such equipment.

Staff "users" will have their name entered onto the list of "Designated Computer Users".

Risk assessments of all workstations are carried out to highlight any problems - this is done using the Workstation Assessment Questionnaire which is also a useful training tool.

If you are a "defined computer user":-

- Your workstation must be designed for computer use. There must be sufficient space to position your keyboard so that you can rest your wrists in front of it;
- The screen should be fully adjustable and must be positioned to avoid glare from lights, windows etc.;
- Your chair must be of the fully adjustable type with five castors and must be adjusted to support your lower back. It must be set at the correct height for your desk. Your feet should rest on the floor and you may need a footrest;
- Report eyestrain, headaches or aching limbs to your manager;
- Ensure your computer has an adjustable keyboard;
- Ensure your working environment is comfortable. Problems with ventilation, temperature or lighting should be reported to your Manager;
- Take a few minutes break every hour

3. Crewe Town Council's Website

3.1 Background

The Council's website can be found at www.crewetowncouncil.gov.uk

3.2 Updating the Site

Agenda Item 5.a.i

The site will be updated ~~on a daily basis or~~ when required by Town Council staff. It is important that the site remains fresh, relevant and current. Should Councillors wish to have any content added or amended, please inform the Town Clerk.

Agendas will be uploaded onto the site at least 3 days prior to meeting dates. Minutes will be uploaded once approved as a true record of the meeting.

Councillor details can be found on the 'Meet the Councillors' page of the site, personal contact details are listed with the permission of each Councillor.

Also listed are any Appointments to Outside Bodies and any Declarations of Interests, if any changes need to be made the Town Clerk must be informed.

BLANK

CREWE TOWN COUNCIL IT, Website and Email Policy

Adopted by Council: 31st March 2020

Review Date: June 2021

Introduction

This document defines the Council's Information and Communications Technology (ICT) Policy. Digital and ICT is a key enabler for the Council, both in its ongoing day to day business processes and in supporting strategic change, particularly in the drive to 'digitise' services.

The Policy is intended to support and enable the Council's Corporate Strategy 2020-24 and stems from objective to review its Information Technology in the coming months. It has 3 broad aims:

1. Customer agenda
To enable customers to access the Council's services on-line, and have their requirements fulfilled, where practical, through digital solutions.
2. Business agenda
To enable the Council to make effective use and obtain the maximum benefit from the use of ICT.
3. Technical agenda
To provide a robust, reliable, effective and resilient infrastructure for the efficient delivery of ICT; this has to be allied with new business processes designed from a digital mind-set, and with the customer in mind.

Crewe Town Council will then, make the most of technology to ensure its services are as efficient, economic and accessible as possible, particularly where the cost of change is outweighed by the benefits. This policy compliments our Information and Data Protection Policy which can also be found in our Constitution.

Introduction

The Council uses its computer, software packages and the internet (including emails and social media), to further the efficiency of its business and to provide the best service possible to its customers, partners and the public. Any disruption to the use of these facilities will be detrimental to the Authority and may result in actual financial loss. This Policy sets out how the Council intends to regulate the use of these facilities.

The Council has a duty laid down in the Data Protection Act 2018 and the General Data Protection Regulations, to ensure the proper security and privacy of its computer systems and data. All users have, to varying degrees, some responsibility for protecting these assets and complying with this policy (See also the Council's Information and Data Protection Policy).

For the purposes of this document the following definitions apply:-

"Computer" (or "computer system") means any device for automatic storing and processing of data and includes mainframe computer, minicomputer, microcomputer, personal computer (whether handheld laptop, portable, tablet, standalone, network or attached to a mainframe computer), workstation, word processing system, desk top publishing system, office automation system, messaging system or any other similar device;

"Computer data" means any information stored and processed by computer and includes programs, text, geographic, pictures, video and sound.

General Operation

- All hardware, software, data and associated documentation produced in connection with the work of the Council, are the legal property of the Council.
- The Council will maintain external support contracts for the hardware, major items of software and provision of internet facilities as necessary.
- The Council will not knowingly breach copyright of another person.
- The Council will include an assessment of risks from its use of IT in its Business Risk Assessment.
- The Council will routinely back up its essential data off site.
- The Council will make a detailed inventory of its ICT equipment on its Asset Register and also maintain a section on digital assets.
- The Council will consider the location of equipment and provide documentation to ensure optimum physical security.
- The Council will maintain a record of relevant training for each individual user.
- The disposal of any ICT equipment, software, waste or data must be authorised, undertaken safely and securely and be properly documented.
- The Council will standardise where possible on Microsoft standard software.
- Maintain a Recovery Plan in case of loss, corruption or damage to ICT equipment, software or data.

Compliance with Legislation

The Council's policy in respect of the requirements of the Data Protection Act 2018 is set out in its Information and Data Protection Policy.

Under the Computer Misuse Act 1990 (as amended by Part 5 of the Police and Justice Act 2006 and Part 2 of the Serious Crime Act 2015), the following are criminal offences, if undertaken intentionally:

- unauthorised access to a computer system or data;
- unauthorised access preparatory to another criminal action;
- unauthorised modification of a computer system or data;
- making, supplying or obtaining any articles for use in a malicious act using a computer;
- unauthorised acts causing serious damage,

All users should be made aware that deliberate unauthorised use, alteration, or interference with a computer system or its software or data, whether proprietary or written "in-house", will be regarded as a breach of the Council policy and may be treated as gross misconduct. In some circumstances such a breach may also be a criminal offence.

It is an offence under the Copyright, Design and Patent Act 1988 to copy licensed software without the consent of the copyright owner. All copying is forbidden by the Act, unless it is in accordance with the terms and conditions of the respective licence or contract.

Security

IT security, is the protection of information systems from theft, damage interference or unauthorised use of the hardware, the software, and to the information on them, as well as from disruption or misdirection of the services they provide. It is the process of preventing and detecting unauthorised use of the computer system.

The Council will ensure controls that are put in place to provide confidentiality, integrity, and availability for all components of computer systems. These will include:-

- Ensuring the secure location of equipment and documentation to help safeguard the Council's ICT assets. Portable equipment must be locked away when not in use and must not be removed from the premises without permission.
- Only persons authorised by the Town Clerk may use Council computer systems. The authority given to use a system will be sufficient but not excessive and users will be notified that the authority given to them must not be exceeded. Secure areas will be password protected.
- Developing operating procedures to control use of ICT equipment. Access to the Computers is subject to passwords. Levels of encryption will be maintained according to risk.
- Installing and keeping updated, reliable and reputable anti-virus software. (see below)
- Maintaining activated firewalls to act security guards between the internet and the computer network.
- Staying up-to-date with the latest software.
- Ensuring Officers avoid clicking on email attachments unless they know the source.
- Changing passwords regularly, using a unique combination of numbers, letters and case types.
- Ensuring Officers use the internet with caution and ignore pop-ups, drive-by downloads while surfing.
- Taking the time to research the basic aspects of computer security and educate ourselves on evolving cyber-threats.
- Performing daily full system scans and creating a periodic system backup schedule to ensure data is retrievable should something happen to a computer.
- Being satisfied that partner organisations or contractors who use their own systems have adequate security arrangements in place.
- Further development of appropriate secure data storage, off site back up of data, and recovery plans will be a priority for review.

Virus Controls

Viruses are undesirable pieces of computer code that can corrupt systems, equipment and data. They are a serious, increasing threat to the computer systems of the Council. All computers and servers will have loaded and operate the Council's standard virus detection software for scanning discs, memory sticks and fixed drives. Discs and memory sticks of unknown origin should not be used in the Council's computers.

No software should be loaded onto the Council's equipment without the permission of the Town Clerk.

If a virus is suspected, the equipment should be switched off and isolated until the virus can be eliminated.

Use of Computer Equipment

1. Only authorised persons have use of computer equipment.
2. The use of new software must first be checked and authorised by the Town Clerk or other nominated person before general use is permitted.
3. Only software authorised for business applications may be used.
4. Unauthorised copying or removal of computer equipment/software is not allowed.

Misuse

This Policy applies to the activities which constitute unacceptable use of the network operated by the Council. The policy applies equally to employees, Councillors, clients, visitors and others who may be allowed to use the facilities on a permanent or temporary basis. All misuse of the facilities is prohibited including specifically but not exclusively the following:

1. The creation or transmission of any offensive, obscene or indecent images, data or other material or any data capable of being resolved into obscene or indecent images or material.
2. The creation of material which is designed or likely to cause annoyance, inconvenience or needless anxiety.

3. The creation or transmission of defamatory material.
4. The transmission of material in any way that infringes the copyright of another person.
5. The transmission of unsolicited commercial advertising material to networks belonging to other organisations.
6. Deliberate actions or activities with any of the following characteristics:
 - Wasting Officers effort or networked resources
 - Corrupting or destroying another user's data
 - Violating the privacy of other users
 - Disrupting the work of other users
 - Other misuse of networked resources by the deliberate introduction of viruses
 - Playing games during working hours
 - Private use of the facilities without specific consent
 - Altering the set up or operating parameters of any computer equipment without authority

Internet

The internet is established as an important communications and information facility. At the Council these facilities are provided for use of Officers and occasionally Councillors to achieve Council objectives. Authorised persons are encouraged to make use of the Internet as part of their official and professional activities. Any use for unauthorised purposes outside of those permitted in this policy will be regarded as gross misconduct. If you are unsure whether use would be authorised, you must seek advice from the Town Clerk in advance. Visitors such as volunteers or contractors working with the Council may also be specifically authorised to use the Council's access to the internet, for the work they are doing for the Council.

You should not download files, including application and games that are not connected with your work for Crewe Town Council. Any sites which require registration or payment for services must not be accessed without due authority. [See *Digital and Social Media Policy below*]

Use of Email

The use of email is encouraged as its appropriate use facilitates efficiency. The email system is available for communication directly concerned with the legitimate business of the Council. An exchange of email correspondence requires the same professional standards as other forms of communication. You should not send or forward mail which is defamatory or offensive for whatever reason, or is known to be factually incorrect or misleading.

In order to protect the Council from viruses, email attachments which might contain macros (word processor and spreadsheet files) or applications, should not be opened if they are from a sender whom you do not recognise – simply delete.

Email addresses should be treated as confidential and care taken that private email addresses are not wrongly circulated. Email to multiple addresses outside of Councillors and the Clerk should be sent as blind copy, (bcc). [See *Digital and Social Media Policy below*]

Social Media

Social media is the term for online tools, websites and interactive media that enable users to interact with each other by sharing information, opinions, knowledge and interests. The term "social media" covers sites and applications including but not restricted to Facebook, Twitter, Flickr, LinkedIn, blogs, and any similar sites which develop after the creation of this policy. It also includes comments on online newspaper articles.

Social media can be a positive media but it can lead to high emotions and online arguments. The additional risks to personal safety will be considered in safety risk assessments. (see *Health and Safety below*).

The Council has adopted a Digital and Social Media Policy which is included in this document as Appendix 1. For both Councillors and officers it is to be considered in conjunction with their respective codes of conduct and associated protocols. It relates to all use of social media, whether inside or outside of official capacities. [See *Digital and Social Media Policy below*]

Health and Safety

Computers are now a part of everyday life. If they are not used correctly, they can present hazards. Computers may be called Display Screen Equipment (DSE), Visual Display Units (VDU's) and the immediate environment where they are used i.e. desk/chair etc. is referred to as a workstation.

The Display Screen Equipment Regulations, 1992 regulate the use of computers at work and refer to the persons affected as "users". "Users" are persons who "habitually use VDU's as a significant part of their normal work and regularly work on display screens for two/three hours each day or continuously for more than one-hour spells". The Regulations also apply to employees working at home.

The Council will ensure that a correct assessment of all workstations is undertaken to highlight any problems. In addition, there are risks which arise from possible arguments and harassment arising through social media.

Protocol for the use of Crewe Town Council's Website.

Background

The Town Council website was developed and is hosted by an external provider. It will be further developed and made more interactive and have a recognisable design links with a range of partner organisations.

Our website is the main media for the purpose of communicating information about the Town Council. The website and indeed email communications media may be used to:

- Post minutes and dates of meetings
- Advertise events and activities
- Publicise good news stories linked website or press page
- Vacancies
- Post and communicate information from partners i.e. Police, Library and Health etc.
- Announcing new information.
- Promulgate information required under the Transparency Code
- Give information on the Council, its policies and governance
- Post and communicate information from other Town related community groups, clubs, associations and bodies.
- Refer resident queries to the Town Clerk, other Officers or Councillors.

Future Additions

The Council will regularly review the contents of the website to ensure that it continuously improves the range and quality of current and historical data available.

Editorial Control

The Town Clerk has been given editing rights for the Town Council site. The Town Clerk can add, delete and amend specified areas of information on the Town Council site. Quality is important to the image of the Council. Remember: anything that we publish on the web, we should be happy to see published in a local newspaper!

Editorial Content

Information needs to be accurate and in accordance with Town Council Policy.

The Code of Recommended Practice on Local Authority Publicity 2015 must be taken into account when matters of publicity are concerned. Basically, we are allowed to publicise the contact details of individual Councillors, positions they hold and can publicise individual proposals, decisions and recommendations but must keep information objective and not use Council funds to mount campaigns intended to persuade members of the public to hold a particular view on a question of policy or party politics.

The Public Sector Bodies (Websites and Mobile Applications) Accessibility Regulations 2018 require public sector websites to meet accessibility standards. They also apply to downloadable documents, mobile apps, intranets and extranets. The Council will publish an accessibility statement on its website and the Town Clerk will ensure compliance.

Updating the Site

The site will be updated at regularly. It is important that the site remains fresh, relevant and current.

Web Links

We will place important links on our website to make it as easy as possible for visitors to find out information about the Town and its organisations. We will also approach other bodies for them to have links to our site-see Web links policy below.

Web Links Policy

The website may include links to various outside bodies, including:

- Links to the websites of business who sponsor any Council event or facility,
- Links to external organisations providing a public service e.g. Cheshire East Council,
- Links to community partners

Criteria for outside link to Crewe Town Council

From the adoption of this Policy, the following criteria will be used to decide what websites may be linked to the Crewe Town Council website:

1. Other Council websites such as Cheshire East Council, or other local Councils in the greater Crewe area.
2. Public service websites that provide information to the public, such as Police, Fire & Rescue Service, Safer Community Partnerships.
3. Tourism websites that provide information to people wishing to visit the local area
4. Specific business websites providing public information, at the discretion of the Council.
5. Contact for local churches
6. Links to websites of businesses who sponsor Council events or facilities.
7. Local History and Museum websites.
8. No individual businesses to be linked to the website, unless they are sponsors (as above).
9. Links to websites of community groups or clubs which serve the Town.
10. The Council to have the final decision as to whether a website meets the criteria set out in this Policy document.
11. The following Disclaimer to be used:
“Our website contains links to these other sites to provide information and for the convenience of the public. Crewe Town Council does not control these sites and so cannot guarantee that the information is up to date or correct. Crewe Town Council does not endorse any of the content of any businesses linked to the website nor any advertising linked to these websites”.

Sharing Technology

We will work and share technology with the principal Council and other local bodies where appropriate, providing it takes forward the objectives of this policy.

Sharing information with and between Councillors

As much information as possible will be provided electronically to Councillors. The Local Government (Electronic Communications) England Order 2015 has amended the Local Government Act 1972, Schedule 12 to allow the distribution of summonses, agendas and minutes by electronic means providing each Councillor agrees.

Councillors historically print as necessary themselves, however it is at times necessary for Councillors to print large documents and this facility is offered. Council specific email addresses and advice on the security of confidential information are made available to Councillors. The Council will in the future need to review these arrangements, along with the possibility of more useable technology provision.

Appendix 1

CREWE TOWN COUNCIL

DIGITAL AND SOCIAL MEDIA POLICY

Introduction

The aim of this Policy is to set out a policy and code of practice to provide guidance to Officers and town Councillors in the use of online communications, collectively referred to as digital and social media. It is intended to supplement the main Digital and ICT Policy.

Digital and social media is a collective term used to describe methods of publishing on the internet. The policy covers all forms of digital media and social networking sites which include (but are not limited to):

Digital Media

- Town Council emails
- Town Council website

Social Media

Social Media applications include, but are not limited to:

- Social networking sites such as Facebook and LinkedIn
- Microblogging applications, for example Twitter
- Image and video sharing sites, such as YouTube and Flickr
- Blogs, for example Blogger
- Video streaming services, such as Twitch
- Discussion forums, such as Reddit
- Instant Messaging services, such as Messenger, WhatsApp and Skype
- Reference sources such as Wikipedia

Who does it apply to?

The principles of the Policy apply to Town Councillors, all Council Officers and any volunteers or contractors working with the Council. It is also intended for guidance for others communicating with the Town Council.

The scope of the policy

- All employees and elected members are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the Council.
- Breach of this policy by employees may be dealt with under the Council's Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.
- Breach of this policy by elected members may be a breach of the Councillor Code of Conduct.

Responsibility for implementation of the policy

- The Council has overall responsibility for the effective operation of this policy.
- The Town Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.
- All employees and elected members should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Town Clerk or Chairman of Audit Sub-Committee.
- Members audits may include the monitoring of the application of this policy in their audit programme.

Email and Telephones

This part of the policy sets out the restrictive use of the Town Council's electronic equipment, namely, computers and telephones.

Emails will be used to distribute information of Council business.

Communications via email internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as:

- Potential defamation
- Spreading of viruses, including Trojans which can steal data
- Breach of confidentiality
- Accepting files from sources in online chat rooms which could bypass firewalls or email filters
- Breach of contract
- Breach of copyright
- Breach of data protection legislation
- Breach of privacy and unlawful discrimination

The Council provides telephones, email and internet access solely for the purposes required for the performance and fulfilment of job responsibilities. Occasional and reasonable personal use of the Council's telephone, internet and email service is permitted, provided that it does not interfere with work performance or security.

Monitoring and Privacy Issues

The Town Council reserves the right to monitor telephone, email and internet usage in accordance with the law, in particular the latest Data Protection Act 2018, General Data Protection Regulations and the Human Rights Act 1998.

Internet and email usage may be monitored from time to time in order to identify potential breaches of this Policy. This may lead to formal disciplinary action. Employees should note that serious breaches may result in dismissal for gross misconduct. However, the Town Council is subject to Article 8 of the Human Rights Act, and this means that the Council will respect employees' private and family life.

Email etiquette

All employees must follow the procedure outlined below when sending and receiving emails on behalf of the Town Council:

- Only agreed email signatures may be used
- All messages must use appropriate business language
- A waiver clause will be included at the end of each email message
- The circulating of offensive, indecent or obscene material or anything which breaches the Equal Opportunities Policy is strictly prohibited.
- Confidential material should not be disclosed unless it needs to be forwarded to a particular person and is authorised.
- Only attachments from a trusted source may be downloaded
- Ensure that the address of the recipient is correct before sending emails
- Ensure that a 'reply to all' is appropriate
- Ensure that essential files are saved before deleting the message in which they were received.

Individual Town Councillors must use their town Council email address for their role as a Councillor and not their private email. Councillors are personally responsible for any online activity conducted via their Council e-mail address. They must adhere to the Members' Code of Conduct, and any related protocols.

Telephone etiquette

All employees must follow the procedure outlined below when using the Council's telephone:

- Answer all calls by stating the name of the Town Council and their own name
- Be polite at all times
- Do not be rude or abrupt to callers, even if they are.
- Do not use offensive language
- Do not swear
- Check the telephone frequently for messages from callers and respond in a timely manner Employees may make and receive personal calls as long as they are brief and infrequent. This applies to calls on the Council's land line or employees' personal mobile phones.

Unacceptable behaviour on the internet

Below are examples of what the Town Council deems to be unacceptable use or behaviour by employees:

- Allowing non-authorized users to access the internet using employees log in or while logged on.
- Visiting internet sites that contain obscene, hateful, pornographic or other illegal or unsavoury material.
- Passing on such material to colleagues or external people.
- Using the computer to perpetrate any form of fraud or software, film or music piracy.
- Using the internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence.
- Hacking into unauthorised areas.
- Publishing defamatory and/or knowingly false material about the Council, its employees, members, colleagues and/or customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Undertaking deliberate activities that waste Officers effort or networked resources.
- Introducing any form of malicious software into the corporate network.
- Gambling online.
- Disclosure of any confidential corporate information without express consent.
- Any other area that the Council reasonably believes may cause problems.
- Publishing personal opinion which is contrary to Council policy, or which is about matters which would not be considered part of the employee's remit.

Website

The use of digital and social media does not replace existing forms of communication. The main media for the purpose of communicating information about the Town Council is our website. The website and other forms of social media will be used to enhance communication. Therefore, existing means of communication should continue with social media being an additional option, but one of growing importance.

Social Media

This section of the policy is intended to help employees and elected members make appropriate decisions about the use of social media such as social networking websites, forums, message boards, blogs or comments on web-articles, such as Twitter, Facebook and LinkedIn. (see main policy above)

It outlines the standards the Council requires employees and elected members to observe when using social media, the circumstances in which your use of social media will be monitored and the action that will be taken in respect of breaches of this policy.

Use of Digital and Social Media channels owned by Crewe Town Council

The Council have appointed The Town Clerk as moderator for Council-owned digital and social channels. He/she will be responsible for overseeing and monitoring of the content, ensuring it complies with the Digital and Social Media Policy. The Town Clerk will have authority to remove any posts made by third parties from our social media pages which are deemed to be of a defamatory, offensive or libellous in nature. Such posts will also be reported to the Hosts (i.e. Facebook).

As part of the Member Audit programme, Councillors may also monitor digital and social media channels.

Social media channels, such as Facebook, will be used to share the website information above with links referring to the Crewe Town Council website.

All social media sites in use should be checked and updated on a regular basis and ensure that the security settings are in place.

Councillors may discuss items which they believe should be included on the Council's social media channels with the Town Clerk. They will have no direct responsibility for such postings.

Not all communication requires a response. There will not be immediate responses to communications that may be discussed by the Council or a committee. Communications should be acknowledged.

- The Town Clerk will be responsible for all final published responses.
- If a matter needs further consideration it may be raised at either the open forum or as a full agenda item for consideration by a quorum of Councillors. Again, the poster shall be informed via the page or direct message that this is the case.

Basics on communicating with residents, colleagues and officers

- Confidential information should generally not be disclosed
- Bear in mind obligations under data protections rules
- Consider carefully forwarding or sharing third party communication, in case it could be affected by copyright rules, could be considered defamatory material or may be inaccurate.

Personal Guidance for Councillors using Digital channels and Social Media

The Council's social media channels do not currently have pages for individual Councillors and therefore Councillors generally post through their own social media accounts. Councillors may respond to a post on the Council's social media channels, but are perhaps better to allow officers to respond to third party postings.

Social media can be very useful in getting feedback on proposals and communicating information about Councillors' activities.

Social media is always on, so consider setting personal limits and establishing your own routine. Councillors are subject to the Council's code of conduct when using social media

Some Councillors choose to have separate social media profiles for personal and Council use. It is important to keep in mind, however, that even the strictest privacy settings are no guarantee for posts or actions to remain private. As a rule of thumb, never post anything online you would not be comfortable saying or sharing in a public meeting.

It is important that Councillors set out clearly in their communications whether it is sent in their Councillor role or in a private capacity.

Councillors are personally responsible for the content they publish on any form of social media. Publishing or allowing to be published (in the form of a comment) an untrue statement about a person which is damaging to their reputation may incur a defamation action for which you will be personally liable. The same applies if you pass on any similar untrue statements you receive.

Social media sites are in the public domain and it is important to ensure you are confident of the nature of the information you publish. Once published, content is almost impossible to control and may be manipulated without your consent, used in different contexts, or further distributed.

Consider your personal safety and security and incorporate it into planning any public duties or interaction, in association with the Town Clerk. Much personal safety is common sense, but it is useful to remind yourself of the advice.

When participating in any online communication:-

- Be responsible and respectful; be direct, informative, brief and transparent.
- Always disclose your identity and affiliation to the Town Council. Never make false or misleading statements.
- Be mindful of the information you post and do not present yourself in a way that might cause embarrassment.
- Personal opinions must not be published as being representative of the Council, bring the Council into disrepute or act contrary to the Council's Code of Conduct, associated protocols or any other Policies. Where Councillors identify themselves as such on social media channels, it is recommended that, in the personal biography information on Twitter and similar channels, Councillors state "Opinions I express here are my personal views and not those of Crewe Town Council"
- Keep the tone of your comments factual and informative, never condescending or "loud." Use sentence case format, not capital letters, or write in red to emphasis points.
- Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age or religion or belief should not be published on any social media site.
- Keep arguments off line.
- Don't write in haste. Avoid writing when you are angry, upset, or tired.
- Avoid personal attacks, online fights and hostile communications.
- Never use an individual's name unless you have written permission to do so.
- Permission to publish photographs or videos on social media sites should be sought from the persons or organisations in the video or photograph before being uploaded. It is advised that if you wish to distribute an image or video from an external source, that this is done by sharing or linking to the external source's original post, image or video.
- Respect the privacy of other Councillors and residents.
- Do not post any information or conduct any online activity that may violate laws or regulations. Be careful. Some people say things via social media that they probably would not say in person, and they can post false information, insults or messages that you would not want to be associated with you. These can multiply and be shared quite rapidly. Councillors, and in particular female Councillors, are unfortunately increasingly the subject of online abuse, bullying and harassment on social media.
- Sometimes, it is better to try to switch ongoing dialogue to another media such as email.
- If you feel unable to answer a post for example of a contentious nature this shall be referred to the Town clerk. The poster will be informed by way of response to this fact and also be invited to correspond with the Town Clerk directly.

- Some communication from residents and other third parties may be required to be discussed at a Town Council meeting. When this is necessary the item will be placed on the next available agenda. Any response will then be included in the minutes of the meeting.

The Council will support Councillors in their use of social media. If you need advice or if things go wrong, please contact the Town Clerk.

Guidance to members of Officers

Whilst an officer's postings on the Council's social media sites will be controlled, they are expected to take account of the views of the public, respond to requests for a service and deal with complaints in the normal manner.

Officers may also have personal social media accounts, the contents of which are their own affair. They are however, expected not to comment on the business of the Council or on matters in the Town which the Council are involved in, or respond to third part posts on such matters. Any member of Officers making detrimental comments about Crewe Town Council or its Councillors, will immediately be subject too disciplinary action.

The guidance given to Councillors, largely applies to employees.

BLANK

CREWE TOWN COUNCIL

INFORMATION AND DATA PROTECTION POLICY

Date adopted: ~~3rd March 2020~~ **June 2022**

Review date: ~~February 2022~~ **April 2023**

This version supersedes any previous Information and Data Protection Policies.

Scope

This Policy consists of a suite of inter-linked policies:-

- Information and Data Protection Policy
- Appendix 1 – Information Security Policy
- Appendix 2 – CCTV Policy
- Appendix 3 – Website Policy
- Appendix 4 – Subject Access Policy
- Appendix 5 – Data Breach Notification Policy

Introduction

In order to conduct its business, services and duties, Crewe Town Council (CTC) processes a wide range of data, relating to its own operations and some which it handles on behalf of partners as specified in the Data Protection Act (DPA). In broad terms, this data can be classified as:-

- Data shared in the public arena about the services it offers, its mode of operations and other information it is required to make available to the public.
- Confidential information and data not yet in the public arena such as ideas or policies that are being worked up. (*unlikely to be personal or sensitive data under DPA, but confidential never the less*)
- Confidential information about other organisations because of commercial sensitivity. (*All Confidential which is also Personal information comes under DPA*)
- Personal data concerning its current, past and potential employees, Councillors, and volunteers. (*DPA applies*)
- Personal data concerning individuals who contact it for information, access its services or facilities or to make a complaint. (*DPA applies see definition of personal data in 7 below*)
- Data passed to a third party (data processor) who undertakes a service or task for CTC, or we have a legal obligation to inform, or we need to share information with (e.g. Pension provider, HMRC). (*DPA applies*)
- Data processed on behalf of another organisation such as a Trust of which the Council is a trustee, or community partner. (*DPA applies if that is personal data*)

Crewe Town Council will adopt procedures and manage responsibly, all data which it handles and will respect the confidentiality of both its own data and that belonging to any other organisation which it works with and to members of the public. In some cases, it will have contractual obligations towards confidential data, but in addition will have specific legal responsibilities for personal and sensitive information under data protection legislation.

This Policy is linked to our Quality Policy, ICT Policy and Data Retention Policy which will ensure information considerations are central to the ethos of the organisation.

The Town Council will periodically review and revise this policy in the light of experience, advice from its Data Protection Officer (DPO), comments from data subjects and guidance from the Information Commissioners Office.

Agenda Item 5.a.i

The Council will be as transparent as possible about its operations and will work closely with public, community and voluntary organisations. Therefore, in the case of all information which is not personal or confidential, it will be prepared to make it available to partners and members of the Town's communities. Details of information which is routinely available is contained in the Council's Publication Scheme (on our Website) which is based on the statutory model publication scheme for local Councils.

Protecting Confidential or Sensitive Information

Crewe Town Council recognises it must at times, keep and process sensitive and personal information about both employees and the public, it has therefore adopted this policy not only to meet its legal obligations but to ensure high standards.

The Data Protection Act seeks to strike a balance between the rights of individuals and the sometimes, competing interests of those such as the Town Council with legitimate reasons for using personal information. The policy is based on the premise that Personal Data must be:-

- Processed fairly, lawfully and in a transparent manner in relation to the data subject.
- Collected for specified, explicit and legitimate purposes and not further processed in a manner that is incompatible with those purposes.
- Adequate, relevant and limited to what is necessary in relation to the purposes for which they are processed.
- Accurate and, where necessary, kept up to date.
- Kept in a form that permits identification of data subjects for no longer than is necessary for the purposes for which the personal data are processed.
- Processed in a manner that ensures appropriate security of the personal data including protection
- Against unauthorised or unlawful processing and against accidental loss, destruction or damage, using appropriate technical or organisational measures.

Data Protection Terminology

Data subject means the person whose personal data is being processed.

That may be an employee, prospective employee, member or prospective member of CTC, or someone volunteering to work with it. It may also be someone transacting with it in some way, or an employee, member or volunteer with one of our clients or partner organisations, or persons transacting or contracting with one of our clients or partners when we process data for them.

Personal data means any information relating to a natural person or data subject that can be used directly or indirectly to identify the person. It can be anything from a name, a photo, and address, date of birth, an email address, bank details, and posts on social networking sites or a computer IP address.

Sensitive personal data includes information about racial or ethnic origin, political opinions, and religious or other beliefs, trade union membership, medical information, sexual orientation, genetic and biometric data or information related to offences or alleged offences where it is used to uniquely identify an individual.

Data controller means a person who (either alone or jointly or in common with other persons) (e.g. Town Council, employer, company) determines the purposes for which and the manner in which any personal data is to be processed.

Data processor, in relation to personal data, means any person (other than an employee of the data controller) who processes the data on behalf of the data controller.

Agenda Item 5.a.i

Processing information or data means obtaining, recording or holding the information or data or carrying out any operation or set of operations on the information or data, including:-

- organising, adapting or altering it
- retrieving, consulting or using the information or data
- disclosing the information or data by transmission, dissemination or otherwise making it available aligning, combining, blocking, erasing or destroying the information or data regardless of the technology used.

Consent is a positive, active, unambiguous confirmation of a data subject's agreement to have their data processed for a particular purpose. Consent must be easy to withdraw and must be freely given, provided on an opt-in basis rather than opt-out

Privacy Notice is a notice from a data controller to a data subject describing how personal data will be used and what rights the data subject has.

Data Protection Officer (DPO) is an enterprise security leadership role required by DPA. DPOs are responsible for overseeing a Council's data protection strategy and its implementation to ensure compliance with DPA requirements.

Crewe Town Council processes **personal data** in order to:-

- fulfil its duties as an employer by complying with the terms of contracts of employment, safeguarding the employee and maintaining information required by law.
- pursue the legitimate interests of its business and its duties as a public body, by fulfilling contractual terms with other organisations, and maintaining information required by law.
- monitor its activities including the equality and diversity of its activities
- fulfil its duties in operating the business premises including security
- assist regulatory and law enforcement agencies
- process information including the recording and updating details about its Councillors, employees, partners and volunteers.
- process information including the recording and updating details about individuals who contact it for information, or to access a service, or make a complaint.
- undertake surveys, censuses and questionnaires to fulfil the objectives and purposes of the Council.
- undertake research, audit and quality improvement work to fulfil its objects and purposes.
- carry out Council administration.

Where appropriate and governed by necessary safeguards we will carry out the above processing jointly with other appropriate bodies from time to time.

The Council will ensure that at least one of the following conditions is met for personal information to be considered fairly processed:

- Processing is necessary for the performance of a contract or agreement with the individual
- Processing is required under a legal obligation
- Processing is necessary to protect the vital interests of the individual
- Processing is necessary to carry out public functions
- The individual has consented to the processing
- Processing is necessary in order to pursue the legitimate interests of the data controller.

Agenda Item 5.a.i

Particular attention is paid to the processing of any **sensitive personal information** and the Town Council will ensure that at least one of the following conditions is met:

- Explicit consent of the individual
- Required by law to process the data for employment purposes
- A requirement in order to protect the vital interests of the individual or another person

Who is responsible for protecting a person's personal data?

The Town Council as a corporate body has ultimate responsibility for ensuring compliance with the Data Protection legislation. The Council has delegated this responsibility day to day to the Town Clerk.

- Email: towclerk@crewetownCouncil.gov.uk
- Phone: 01270 756975
- Post: The Town Clerk, Crewe Town Council, 1 Chantry Court, Forge Street, Crewe CW1 2DL

The Town Council has also appointed an external Data Protection Officer to ensure compliance with Data Protection legislation who may be contacted at:

- JDH Business services Limited, Carreg Lwyd, Cefn Bychan Road, Pantymwyn, Flintshire CH7 5EW
- john@jdhbs.co.uk

Crewe Town Council, as data controller and indeed data processor, remains responsible for compliance with the data protection legislation including the DPA. All Councillors and Officer are expected to apply data protection legislation in their work.

The Council will exercise proper control and management of personal data as this will be fundamental to ensuring, and demonstrating, compliance with the DPA.

Diversity Monitoring

Crewe Town Council may monitor the diversity of its employees, and Councillors, in order to ensure that there is no inappropriate or unlawful discrimination in the way it conducts its activities. It may undertake similar data handling in respect of prospective employees. This data will always be treated as confidential. It will only be accessed by authorised individuals within the Council and will not be disclosed to any other bodies or individuals. Diversity information will never be used as selection criteria and will not be made available to others involved in the recruitment process. Anonymised data derived from diversity monitoring will be used for monitoring purposes and may be published and passed to other bodies.

Officer Privacy Notices

The Council will always give guidance on personnel data to employees, Councillors, partners and volunteers through a Privacy Notice and ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Data Security and Overseas Transfers

The Town Council will ensure the security of personal data. We will make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

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

Agenda Item 5.a.i

Appropriate technical and organisational measures will be taken against unauthorised or unlawful processing of personal data and against accidental loss or destruction of, or damage to, personal data.

Personal data shall not be transferred to a country or territory outside the European Economic Areas unless that country or territory ensures an adequate level of protection for the rights and freedoms of data subjects in relation to the processing of personal data.

Information provided to us

The information provided (personal information such as name, address, email address, phone number) will be processed and stored so that it is possible for us to contact, respond to or conduct the transaction requested by the individual. By transacting with Crewe Town Council, individuals are deemed to be giving consent for their personal data provided to be used and transferred for that purpose in accordance with this policy and our Privacy Notice, however in other cases specific written consent will be sought. It is the responsibility of those individuals to ensure that the Town Council is able to keep their personal data accurate and up-to-date. The personal information will be not shared or provided to any other third party or be used for any purpose other than that for which it was provided.

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Rights of a Data Subject

- 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). You may access these rights by contacting the Town Clerk

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](#) or at the Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire SK9 5AF.

The Council will always give guidance on personnel data to employees through the Employee handbook.

The Council will ensure that individuals on whom personal information is kept are aware of their rights and have easy access to that information on request.

Making Information Available

The Publication Scheme is a means by which the Council can make a significant amount of information available routinely, without waiting for someone to specifically request it. The scheme is intended to encourage local people to take an interest in the work of the Council and its role within the community.

In accordance with the provisions of the Freedom of Information Act 2000, this Scheme specifies the classes of information which the Council publishes or intends to publish. It is supplemented with an Information Guide which will give greater detail of what the Council will make available and hopefully make it easier for people to access it.

All formal meetings of Council and its committees are subject to statutory notice being given on notice boards, the Website and sent to the local media. The Council publishes an annual programme in May each year. All formal meetings are open to the public and press and reports to those meetings and relevant background papers are available for the public to see. The Council welcomes public participation and has a public participation session on each Council and committee meeting. Details can be seen in the Council's Standing Orders, which are available on its Website or at its Offices.

Occasionally, Council or committees may need to consider matters in private. Examples of this are matters involving personal details of Officer, or a particular member of the public, or where details of commercial/contractual sensitivity are to be discussed. This will only happen after a formal resolution has been passed to exclude the press and public and reasons for the decision are stated. Minutes from all formal meetings, including the confidential parts are public documents.

The Openness of Local Government Bodies Regulations 2014 requires written records to be made of certain decisions taken by officers under delegated powers. These are not routine operational and administrative decisions such as giving instructions to the workforce or paying an invoice approved by Council but would include urgent action taken after consultation with the Chairman, such as responding to a planning application in advance of Council. In other words, decisions which would have been made by Council or committee had the delegation not been in place.

The 2014 Regulations also amend the Public Bodies (Admission to Meetings) Act 1960 to allow the public or press to film, photograph or make an audio recording of Council and committee meetings normally open to the public. The Council will where possible facilitate such recording unless it is being disruptive. It will also take steps to ensure that children, the vulnerable and members of the public who object to being filmed are protected without undermining the broader purpose of the meeting.

The Council will be pleased to make special arrangements on request for persons who do not have English as their first language or those with hearing or sight difficulties.

Disclosure Information

The Council will as necessary, undertake checks on both Officer and Members with the the Disclosure and Barring Service and will comply with their Code of Conduct relating to the secure storage, handling, use, retention and disposal of Disclosures and Disclosure Information. It will include an appropriate operating procedure.

Data Transparency

The Council recognises their responsibility to act in accordance with the Local Government Transparency Code (February 2015). This sets out the key principles for local authorities in creating greater transparency through the publication of public data and is intended to help them meet obligations of the legislative framework concerning information.

“Public data” means the objective, factual data on which policy decisions are based and on which public services are assessed, or which is collected or generated in the course of public service delivery.

The Code will therefore underpin the Council’s decisions on the release of public data and ensure it is proactive in pursuing higher standards and responding to best practice as it develops.

The principles of the Code are:-

- Demand led: new technologies and publication of data should support transparency and accountability.
- Open: the provision of public data will be integral to the Council’s engagement with residents so that it drives accountability to them.
- Timely: data will be published as soon as possible following production.

The Council will display at least the amount of data prescribed in the Code on its website and will often voluntarily exceed this requirement.

This information can be found on the Crewe Town Council [website](#)

Appendix 1

CREWE TOWN COUNCIL

INFORMATION SECURITY POLICY

Principles and Purpose

This Policy sets out the Council's commitment to information security within the Council and provides clear direction on responsibilities and procedures.

Crewe Town Council is a Data Controller, as defined under the Data Protection Act 2018, and has registered as such with the Information Commissioner's Office.

PROTOCOLS

System Security Processes and Procedures

The Council will provide and maintain security processes and procedures for all key information systems.

The procedures will uphold the principles of confidentiality, integrity, availability and suitability and be assessed for their impact upon other systems and services.

The security procedures will provide preventative measures to reduce the risks to the system, the information held within the system and the service it supports.

A Continuity plan will be developed and maintained for each system to ensure the principles are sustained and enable the continuation of services following failure or damage to systems or facilities.

The Town Clerk will be responsible for the implementation and promotion of the procedures.

Physical Security

Adequate and practical access controls will be provided in all areas in which personal and business data is stored or used. Unattended rooms should be secured at all times with locked doors as a minimum security requirement.

All documents disclosing identifiable information will be transported in sealed containers e.g. envelopes.

Within their level of authority, Officer will be responsible for minimising the risk of theft or vandalism of the data and equipment through common-sense precautions. In particular high value equipment such as, laptop, computers, notebooks or mobile phones containing personal or confidential information, should not be left unattended or unsecured and paper records should not be left in public view.

The physical environment in which data and equipment is stored will be suitable and fit for purpose to ensure the safety of the data and equipment.

Logical Security

All computerised information and systems will be regularly backed up to a secure environment.

All computerised information systems will be password controlled and all passwords will be treated with the strictest confidence and users will not divulge their password to any unauthorised person. All sensitive data will be password protected.

Copyright and licences

The Town Clerk is responsible for ensuring all computer software packages and non-electronic media for use within an information environment are used in accordance with the terms and conditions of use as set out in the licence agreement.

Disposal and movement of equipment and media

Any media or IT equipment disposed of by the Council will not contain any data or codes that could allow an individual to be identified from it or other confidential information to be accessed. The disposal of equipment will be made under a controlled and documented environment satisfying the requirements of the Data Protection Act 2018 and DPA.

The disposal of media such as disks and memory sticks must ensure that data cannot be recovered.

Disposal of such media through the "everyday" waste collection is not permitted. The Council will implement processes to ensure appropriate disposal of such media.

An inventory of all Council computer equipment will be maintained. Details of any equipment or media disposed of or relocated (other than portable equipment) must be recorded.

Personal Computers

Computer users have responsibility for the security of the equipment in their care and shall not commit any act to compromise the data or Information Security Policy.

Computer users will be made aware of their responsibilities through this policy.

Officer and Councillors' Responsibilities

The Council will make every reasonable effort to ensure that Officer and Councillors are aware of their responsibilities for the security of information. However, each Councillor or member of Officer is responsible for ensuring that this Security Policy is adhered to and report any breaches of security.

Incident Reporting

Incidents affecting security must be reported to the Town Clerk as quickly as possible.

Appendix 2

CREWE TOWN COUNCIL

DATA BREACH NOTIFICATION POLICY

Aim

Crewe Town Council are aware of the obligations placed on it by the General Data Protection Regulation (DPA) in relation to processing data lawfully and to ensure it is kept securely.

One such obligation is to report a breach of personal data in certain circumstances and this policy sets out our position on reporting data breaches.

Personal Data Breach

A personal data breach is a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or processed.

The following are examples of data breaches:

- a) access by an unauthorised third party;
- b) deliberate or accidental action (or inaction) by a data controller or data processor;
- c) sending personal data to an incorrect recipient;
- d) computing devices containing personal data being lost or stolen;
- e) alteration of personal data without permission;
- f) loss of availability of personal data.

Breach Detection Measures

The Council have implemented a range of measures to assist it in detecting a personal data breach, and will continue to review and refine these.

The Council will ask its IT Support company to make sure all computers and phones are up-to-date, make sure our router is an up-to-date quality model, and the firewall and anti-virus software on each computer is current.

The Council will make regular and documented inspections of physical security of premises, rooms and cabinets and ensure documents with confidential or personal information are not left about.

The Council will require our website host to document what they are doing to detect data breaches (typically hacks) and how they report them to you. The Town Clerk is responsible for this.

Officers are encouraged to regularly check for errors which may result in a data breach and report them to the Town Clerk or DPO.

The Council will regularly check security monitoring systems should flag up personal data breaches.

Officers will be trained to look for to look for:

- Unusual behaviour from anyone using a system
- Unauthorised insiders trying to access servers and files.
- Anomalies in outbound network traffic.
- Traffic sent to or from unknown locations.
- Excessive consumption.
- Changes in configuration.
- Hidden files.
- Unexpected changes.

Investigation in to suspected breach

In the event that we become aware of a breach, or a potential breach, an investigation will be carried out. All Officer are instructed to contact the DPO immediately a data breach is identified or suspected. This investigation will be carried out by the Data Protection Officer or other person agreed by the Town Clerk and DPO, who will make a decision over the severity of risk:

- Low Risk: Risk needs to be entered in Breach Register only.
- Medium Risk: Breach is required to be notified to the Information Commissioner.
- High Risk: Breach will need to be notified to the individual(s) and the ICO

Record of Breaches

The Town Clerk or other nominated officer records all personal data breaches regardless of whether they are notifiable or not as part of its general accountability requirement under DPA. It records the facts relating to the breach, its effects and the remedial action taken.

When a breach will be notified to the Information Commissioner

In accordance with the DPA, we will undertake to notify the Information Commissioner of a breach which is likely to pose a risk to people's rights and freedoms. A risk to people's freedoms can include physical, material or non-material damage such as discrimination, identity theft or fraud, financial loss and damage to reputation.

Notification to the Information Commissioner will be done without undue delay and at the latest within 72 hours of discovery. If we are unable to report in full within this timescale, we will make an initial report to the Information Commissioner, and then provide a full report in more than one instalment if so required.

The following information will be provided when a breach is notified:

- i) a description of the nature of the personal data breach including, where possible:
- ii) the categories and approximate number of individuals concerned; and
- iii) the categories and approximate number of personal data records concerned.
- iv) Contact details of the DPO.
- v) a description of the likely consequences of the personal data breach; and
- vi) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

When a breach will be notified to the individual.

In accordance with the DPA, we will undertake to notify the individual whose data is the subject of a breach if there is a high risk to people's rights and freedoms. A high risk may be, for example, where there is an immediate threat of identity theft, or if special categories of data are disclosed online.

This notification will be made without undue delay and maybe dependent on the circumstances, be made before the supervisory authority is notified.

The following information will be provided when a breach is notified to the affected individuals:

- i) a description of the nature of the breach
- ii) the name and contact details of the Data Protection Officer.
- iii) a description of the likely consequences of the personal data breach, and
- iv) a description of the measures taken, or proposed to be taken, to deal with the personal data breach, including, where appropriate, the measures taken to mitigate any possible adverse effects.

Appendix 3

CREWE TOWN COUNCIL

CLOSED CIRCUIT TELEVISION (CCTV) POLICY AND CODE OF PRACTICE

CCTV POLICY

Introduction

The purpose of this policy is to regulate the management and use of the closed circuit television (CCTV) systems operated by Crewe Town Council, which covers the external aspects of the council office.

All cameras are monitored from the Town Council Offices.

This CCTV scheme and policy is operated within the Information Commissioner's Code of Practice for CCTV 2008 and Surveillance Camera Code of Practice 2013 published by the Home Office.

The CCTV system is owned wholly by the Town Council. However, the Council also makes a financial contribution each year to help Cheshire East Council and the Police deter and react to crime in the area. The principles of this policy apply only to data obtained from from the council office-based system. Cheshire East Council is responsible for the public realm CCTV operation, data and security.

OBJECTIVES OF THE CCTV SCHEME

Along with a range of measures, the CCTV system will be used to:

- monitor and assist visitors to Town Council premises
- aid safety and security to staff and visitors to the office
- reduce the fear of crime
- deter crime and criminality
- aid the detection of crime and the prosecution of offenders
- reduce instances of nuisance and vandalism

STATEMENT OF INTENT

- Crewe Town Council will treat as data all CCTV recordings and relevant information.
- Cameras will be used to monitor activities at the Council offices in line with the objectives of the scheme.
- Static cameras are set as to not focus on private homes, gardens and other areas of private property.
- Materials or knowledge secured as a result of CCTV will not be released to the media, or used for any commercial purpose, or for the purpose of entertainment. Recordings will only be released under the written authority from the Police, or in respect of a subject access request.
- The planning and design have endeavoured to ensure that the scheme will give maximum effectiveness and efficiency. It is not possible, however, to guarantee that the system will cover or detect every single incident taking place in the areas of coverage.
- Warning signs, as required by the Code of Practice of the Information Commissioner have been placed at all access routes to areas covered by the Council's CCTV.

OPERATION OF THE SYSTEM

- The system will be administered by the Town Clerk and other Council Officer, in accordance with the principles and objectives expressed in the code.
- The CCTV system will be in operation 24 hours each day, for every day of the year.
- System will be checked on a daily basis to ensure that the system is operating effectively and in particular that the equipment is properly recording and that cameras are functional. The system will be

Agenda Item 5.a.i

regularly serviced and maintained. Defects will be reported to the servicing company at the earliest convenient opportunity.

CONTROL OF SOFTWARE and ACCESS TO THE SYSTEM

- Access to the CCTV software will be strictly limited to authorised operators with a password.
- Operators must satisfy themselves that all persons viewing CCTV material will have a right to do so.
- The main control facilities will be kept secure.
- Other administrative functions will include controlling and maintaining downloaded digital materials, and maintenance and system access logs.

MONITORING PROCEDURES

- Images from these cameras may be shared with Cheshire Police, where necessary. Access to monitors must be restricted to Officer where those areas being monitored are not in public view.

DIGITAL IMAGES: PROCEDURES

- Live and recorded materials may be viewed by authorised operators investigating an incident.
- Recorded material may be downloaded from the system in line with the objectives of the scheme.
- Images (stills and footage) may be viewed by the Police for the detection or investigation of crime.
- A record will be maintained of the release of images to the Police or other authorised applicants. A register will be available for this purpose.
- Viewing of images by the Police must be recorded in writing and in the log book. Requests by the Police are allowable under section 29 of the Data Protection Act (DPA) 1998.
- Should images be required as evidence, a digital copy may be released to the Police.
- The Police may require the Council to retain images for possible use as evidence in the future. Such images will be securely stored until they are needed by the Police.
- Applications received from outside bodies to view or release images will be referred to the Town Clerk. In these circumstances, images will normally be released where satisfactory documentary evidence is produced showing that they are required for legal proceedings, a subject access request, or in response to a Court Order. A fee may be charged appropriate for subject access requests.
- Retention: Images will be retained for only as long as these are required. The system will automatically delete all recordings held on the main control unit after approximately one month.

BREACHES OF THE CODE (including breaches of security)

- Any breach of the CCTV Code of Practice will be investigated by the Town Clerk, in order for him/her to take any appropriate disciplinary action.

COMPLAINTS

- Any complaints about the CCTV system should be addressed to the Town Clerk.

SUBJECT ACCESS AND FREEDOM OF INFORMATION

- The Data Protection Act (DPA) and DPA provide Data Subjects with a right to data held about themselves, including those obtained by CCTV
- Requests for Data Subject Access should be made in writing to the Town Clerk
- A request for Subject Access will be charged at £10, which is the maximum allowable under the DPA
- A request under the Freedom of Information Act 2000 will be accepted, where such a request is appropriate

CCTV Code of Practice

Introduction and Accountability

Crewe Town Council has a limited closed circuit television (CCTV) surveillance system for the purposes of the prevention and detection of crime and the safety and welfare of Officer and premises users. The system is owned by Crewe Town Council and images from the system are strictly controlled and monitored by authorised personnel.

In line with the Home Office 12-point Code of Conduct for Surveillance Cameras which can be found [here](#)

The use of the system will:

- always be for the purpose specified which is in pursuit of a legitimate aim and necessary to meet an identified pressing need
- take into account its effect on individuals and their privacy
- have as much transparency as possible, including a published contact point for access to information and complaints
- have clear responsibility and accountability for all surveillance activities including images and information collected, held and used
- have clear rules, policies and procedures in place and these must be communicated to all who need to comply with them
- have no more images and information stored than that which is strictly required
- restrict access to retained images and information with clear rules on who can gain access
- consider any approved operational, technical and competency standards relevant to a system and its purpose and work to meet and maintain those standards
- be subject to appropriate security measures to safeguard against unauthorised access and use
- have effective review and audit mechanisms to ensure legal requirements, policies and standards are complied with.
- be used in the most effective way to support public safety and law enforcement with the aim of processing images and information of evidential value, when used in pursuit of a legitimate aim.
- be accurate and kept up to date when any information is used to support a surveillance camera system which compares against a reference database for matching purposes

Operation

- The Town Clerk is responsible for the operation of the CCTV system and for ensuring compliance with this policy. Operations will be delegated to other members of Officer. Any concerns in respect of the system's use or regarding compliance with this policy should be addressed to the Town Clerk.

Location

- This code of conduct applies to all CCTV systems operated by the Town Council. Currently CCTV is present at the Council Offices. It will also encompass all other CCTV images that, in due course, are added to the system, or obtained from CCTV systems operated by Cheshire East Council which the Town Council have access to.
- The system is operational and images are capable of being monitored for 24 hours a day throughout the whole year.
- Images captured on camera will be recorded on the main CCTV servers which are held in secure locations. Although every effort has been made in the planning and design of the CCTV system to give it maximum effectiveness, it is not possible to guarantee that the system will detect every incident taking place within the area of coverage.
- For the purposes of the Data Protection Act 2018, the Data Controller is The Crewe Town Council and the Council is legally responsible for the management and maintenance of the CCTV system. It may however be a Data Processor for images obtained from other images.

Agenda Item 5.a.i

- No unauthorised access to the system is allowed at any time. Normal access is strictly limited to authorised Officer only. Cheshire Police may in future monitor cameras under a separate Memorandum of Understanding.
- In an emergency and where it is not reasonably practicable to secure prior authorisation, access may be granted to persons with a legitimate reason to access the CCTV system.
- Before granting access to the CCTV system, controllers must satisfy themselves of the identity of any visitor and ensure that the visitor has the appropriate authorisation. All visitors will be required to complete and sign the visitors' log, which shall include their name, department or the organisation they represent, the person who granted authorisation for their visit (if applicable) and the start and finish times of their access to the CCTV system.
- It is recognised that the images obtained comprise personal data and are subject to the law on Data Protection. All copies will be handled in accordance with the procedures
- Recorded images will only be reviewed with the authority of the Town Clerk. Copies of digital images will only be made for the purposes of crime detection, evidence in relation to matters affecting safety, evidence for prosecutions, or where otherwise required by law.
- All Officer involved in the operation of the CCTV system will, by training and access to this Policy, be made aware of the sensitivity of handling CCTV images and recordings.
- The Town Clerk will ensure that all Officer are fully briefed and trained in respect of all functions; operational and administrative, arising within the CCTV control operation. Training in the requirements of the Data Protection Act and this policy will also be provided.

Recordings

- The system is supported by digital recording facilities which will function throughout operations in real time. As the images are recorded digitally, the process of identifying retrieval dates and times will be computerised. Images will be cleared automatically after a set time.
- Unless required for evidential purposes or for the investigation of crime, recorded images will be retained for no longer than 30 days from the date of recording. However, the Town Council recognises that, in accordance with the requirements of the Data Protection Act, no images should be retained for longer than is necessary. Accordingly, some recorded images may be erased after a shorter period, for example where it can be determined more quickly that there has been no incident giving rise to the need to retain the recorded images. Digital images will be automatically erased after a set period, which will be no longer than 30 days.
- In the event of the digitally recorded image being required for evidence or the investigation of crime it will be retained for a period of time until it is no longer required for evidential purposes or any investigation into a crime has been completed.

Digital Recording and Access Procedures

- All disks containing images to remain the property of the Town Council.
- Requests by persons for viewing or copying of disks or obtaining digital recordings will be usually be made by prior authority of the Police.
- Requests from the Police will arise in a number of ways, including:
 - requests for a review of recordings in order to trace incidents that have been reported
 - immediate action relating to live incidents, e.g. immediate pursuit
 - for major incidents that occur when images may have been recorded continuously
 - individual Police Officers seeking to review recorded images
- It is important that access to, and disclosure of, the images recorded by CCTV is restricted and carefully controlled, not only to ensure that the rights of individuals are preserved but also to ensure that the chain of evidence remains intact, should the images be required for evidential purposes. Users of CCTV will also have to ensure that the reasons for which they may disclose copies of the images are compatible with the reasons or purposes for which they originally obtained those images. These aspects of the policy reflect Data Protection Principles of the Data Protection Act 2018.

Agenda Item 5.a.i

- All requests for access or disclosure will be recorded. The Town Clerk will make decisions on access to recorded images by persons other than Police Officers. Requests by the Police for access to images will not normally be denied and can be made without the above authority, provided they are accompanied by a written request signed by a Police Officer who must indicate that the images are required for the purposes of a specific crime enquiry.
- If access or disclosure is denied, the reasons will be documented.
- If access to or disclosure of the images is allowed then the following will be documented:
 - the date and time at which access was allowed or the date on which disclosure was made
 - the reason for allowing access or disclosure
 - the extent of the information to which access was allowed or which was disclosed

Photographs and hard copy prints

- Photographs and hard copy prints taken from digital images are subject to the same controls and principles of Data Protection as other data collected. They will be treated in the same way as digital images.
- At the end of their useful life all computer disks, still photographs and hard copy prints will be disposed of as confidential waste.
- This code of practice will be reviewed annually to assess its implementation and effectiveness and it will be promoted and implemented throughout the Academy.

Appendix 4 CREWE TOWN COUNCIL WEBSITE PRIVACY POLICY

Introduction

This privacy policy governs the privacy of this website and its users who choose to use it.

Agenda Item 5.a.i

The policy sets out the different areas where user privacy is concerned and outlines the obligations and requirements of the users, the website and website owners. Furthermore, the way this website processes, stores and protects user data and information will also be detailed within this policy.

The Website

This website and its owners take a proactive approach to user privacy and ensure the necessary steps are taken to protect the privacy of its users throughout their visiting experience. This website complies to all UK national laws and requirements for user privacy.

Use of Cookies

This website uses cookies to better the users experience while visiting the website.

Cookies are small files saved to the users computer's hard drive that track, save and store information about the users' interactions and usage of the website. This allows the website, through its server to provide the users with a tailored experience within this website.

Users are advised that if they wish to deny the use and saving of cookies from this website on to their computers hard drive they should take necessary steps within their web browsers security settings to block all cookies from this website and its external serving vendors.

This website uses tracking software to monitor its visitors to better understand how they use it. The software will save a cookie to your computer's hard drive in order to track and monitor your engagement and usage of the website but will not store, save or collect personal information.

Other cookies may be stored to your computer's hard drive by external vendors when this website uses referral programs, sponsored links or adverts. Such cookies are used for conversion and referral tracking and typically expire after 30 days, though some may take longer. No personal information is stored, saved or collected.

Visitors to our website

When someone visits our website we use a third party service, to collect standard internet log information and details of visitor behaviour patterns. We do this to find out things such as the number of visitors to the various parts of the site. This information is only processed in a way which does not identify anyone. We do not make, and do not allow any third party to make, any attempt to find out the identities of those visiting our website.

If we do want to collect personally identifiable information through our website, we will be up front about this. We will make it clear when we collect personal information and will explain what we intend to do with it.

Contact and Communication

Users contacting this website and/or its owners do so at their own discretion and provide any such personal details requested at their own risk. Your personal information is kept private and stored securely until a time it is no longer required or has no use, as detailed in the Data Protection Act 2018.

Every effort has been made to ensure a safe and secure form to email submission process but advice users using such form to email processes that they do so at their own risk. This website and its owners may use any information submitted to provide you with further information about the services they offer or to assist you

Agenda Item 5.a.i

in answering any questions or queries you may have submitted. This includes using your details to subscribe you to any email newsletter program the website operates but only if you're express permission was granted when submitting any form to email process.

Your details are not passed on to any third parties.

Email Newsletter

This website does not currently operate an email newsletter program, used to inform subscribers about services supplied by this website.

[Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity [this is by not a comprehensive list]. This information is used to refine future email campaigns and supply the user with more relevant content based around their activity.]

In compliance with UK Spam Laws and the Privacy and Electronic Communications Regulations 2003 subscribers are given the opportunity to unsubscribe at any time through an automated system. This process is detailed at the footer of each email campaign.

External Links

Although this website only looks to include quality, safe and relevant external links users should always adopt a policy of caution before clicking any external web links mentioned throughout this website. The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Users should therefore note they click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Adverts and Sponsored Links

This website does not currently contain sponsored links and adverts.

Social Media Platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate on are custom to the terms and conditions as well as the privacy policies held with each social media platform respectively.

Users are advised to use social media platforms wisely and communicate / engage upon them with due care and caution with regards to their own privacy and personal details. This website, nor its owners, will ever ask for personal or sensitive information through social media platforms and encourage users wishing to discuss sensitive details to contact them through primary communication channels such as by telephone or email.

This website may use social sharing buttons which help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their own discretion and note that the social media platform may track and save your request to share a web page respectively through your social media platform account.

Shortened Links in Social Media

This website and its owners through their social media platform accounts may share web links to relevant web pages. By default, some social media platforms shorten lengthy URL's (web addresses).

Agenda Item 5.a.i

Users are advised to take caution and good judgment before clicking any shortened URL's published on social media platforms by this website and its owners. Despite the best efforts to ensure only genuine url's are published, many social media platforms are prone to spam and hacking and therefore this website and it's owners cannot be held liable for any damages or implications caused by visiting any shortened links.

Appendix 5

CREWE TOWN COUNCIL

SUBJECT ACCESS POLICY

Introduction

This policy was adopted by the Town Council in order to comply with the requirements of the General Data Protection Regulations (DPA) and Data Protection Act 2018. Data subjects have the right to access personal data held on them by the Council. Details are set out in the Privacy Notice on the Council's website.

This policy is in place to ensure that internal procedures on handling of Subject Access Requests (SARs) are accurate and complied with and includes:

- Responsibilities (who, what)
- Timing
- Changes to data
- Handling requests for rectification, erasure or restriction of processing.

The Council will ensure that personal data is easily accessible at all times in order to ensure a timely response to SARs and that personal data on specific data subjects can be easily filtered. The Council has implemented standards on responding to SARs.

Upon receipt of a SAR

The data subject will be informed who at the Council to contact, the Data Controller. The identity of the data subject will be verified and if needed, any further evidence on the identity of the data subject may be requested.

The access request will be verified; is it sufficiently substantiated? Is it clear to the data controller what personal data is requested? If not additional information will be requested.

Requests will be verified as to them being unfounded or excessive (in particular because of their repetitive character); if so, the Council may refuse to act on the request or charge a reasonable fee.

Receipt of the SAR will be promptly acknowledged and the data subject will be informed of any costs involved in the processing of the SAR.

Whether the Council processes the data requested will be verified. If the Council does not process any data, the data subject will be informed accordingly. At all times the internal SAR policy will be followed and progress may be monitored.

Data will not be changed as a result of the SAR. Routine changes as part of the processing activities concerned may be permitted.

The data requested will be verified to establish if it involves data on other data subjects. This data will be filtered before the requested data is supplied to the data subject; if data cannot be filtered, other data subjects will be contacted to give consent to the supply of their data as part of the SAR.

Responding to a SAR

The Council will respond to a SAR within one month after receipt of the request:

- If more time is needed to respond to complex requests, an extension of another two months is permissible, and this will be communicated to the data subject in a timely manner within the first month;
- If the Council cannot provide the information requested, it will inform the data subject on this decision without delay and at the latest within one month of receipt of the request.
- If a SAR is submitted in electronic form, any personal data will be preferably provided by electronic means as well.

Agenda Item 5.a.i

- If data on the data subject is processed, the Council will ensure as a minimum the following information in the SAR response:
 - the purposes of the processing;
 - the categories of personal data concerned;
 - the recipients or categories of recipients to whom personal data has been or will be disclosed, in particular in third countries or international organisations, including any appropriate safeguards for transfer of data, such as Binding Corporate Rules or EU model clauses
 - where possible, the envisaged period for which personal data will be stored, or, if not possible, the criteria used to determine that period;
 - the existence of the right to request rectification or erasure of personal data or restriction of processing of personal data concerning the data subject or to object to such processing;
 - the right to lodge a complaint with the Information Commissioners Office (“ICO”);
- If the data has not been collected from the data subject: the source of such data;
- The existence of any automated decision-making, including profiling and any meaningful information about the logic involved, as well as the significance and the envisaged consequences of such processing for the data subject.
- Provide a copy of the personal data undergoing processing.

BLANK



CREWE
TOWN COUNCIL

REPORT STATEMENT

Meeting: Crewe Town Council
Report Purpose: To provide a budget setting schedule for the creation of the 2023/24 financial year budget
Version Control: v1
Author: Clerk

1. Report Summary:

The report seeks to set out the schedule for review of engagement with the budget setting process for the coming financial year

2. Background:

Crewe Town Council provides local service delivery for the parished town of Crewe.

The approved budget for 2022/23 is £1,205,008

Budget setting progresses through all committees and council prior to consideration for approval by Council to ensure members have the opportunity to inform and develop the budget for the coming year.

The budget is set at council at the December meeting.

3. Position:

It is proposed that the 2023/24 budget is drafted by the clerk in the first instance based on current delivery for consideration by members through committees and to be reviewed by council. Additionally, officers will be asked to inform the budget in light of learning and developments from current and past financial years.

All meetings of council and committees are open to the public to attend (subject to sensitive items on the agenda considered under closed session – but this would not be expected to affect budget discussions)

The adopted Medium Term Financial Plan sets out parameters for consideration. However, in light of inflationary growth, these assumptions may be updated and details of all assumptions will be included with committee and council reports.

As well as the schedule below, members might also consider direction regarding to broader consultation.

Schedule:

Date	Title	Purpose
28/6/2022	Crewe Town Council	Consider the budget setting schedule
4/7/2022	Drafting	Basic start draft for development
4/7/2022	Officers inform	Basic start draft to be informed by officers
11/7/2022	Members inform	Amended basic draft shared with councillors for individual consideration prior to committee consideration.
19/7/2022	Operations & Improvements Committee	1 st review of the committee budget
5/9/2022	Marketing & Events Committee	1 st review of the committee budget
12/9/2022	Community Plan Committee	1 st review of the committee budget
13/9/2022	Finance & Governance Committee	1 st review of the committee budget
19/9/2022	Planning Committee	1 st review of the committee budget
27/9/2022	Crewe Town Council	1 st review of committee-led draft budget
25/10/2022	Operations & Improvements Committee	2 nd review of the committee budget
1/11/2022	Marketing & Events Committee	2 nd review of the committee budget
14/11/2022	Community Plan Committee	2 nd review of the committee budget
21/11/2022	Planning Committee	2 nd review of the committee budget
22/11/2022	Finance & Governance Committee	2 nd review of the committee budget
6/12/2022	Crewe Town Council	Consideration of approval for the budget for financial year 2023/24

4. Equality Impact:

Projects and services delivered within the council's equality and inclusion governance structure

5. Sustainability Impact:

Budget setting to seek financial sustainability in consideration of all services and corporate strategy

6. Community Impact:

Delivery of services for the benefit of the community of Crewe

7. Governance:

Crewe Town Council Financial regulations
Crewe Town Council Financial Risk Assessment
Crewe Town Council Medium Term Financial Plan
Localism Act (2011)

8. Financial Impact:

Sustainable financial management and planning

9. Resource Impact:

In role officer time

10. Consultation/Engagement:

As set out in the schedule above (subject to amendments)

11. Wards Affected:

All

12. Conclusions:

Taking the opportunity for multiple reviews of the budget seeks to ensure members lead the development of the council's services and future activities

Finance & Governance Committee approved and recommend to Council for approval

13. Consideration Sought:

That the schedule, subject to any amendments, is approved and that members seek to actively engage in the budget setting process

BLANK



Crewe Town Council

1 Chantry Court
Forge Street
Crewe
Cheshire
CW1 2DL

CREWE
TOWN COUNCIL

T: 01270756975

www.crewetowncouncil.gov.uk

MINUTES of the meeting of Operations and Improvements Committee 10th May 2022

Present: Cllr A. Coiley Cllr N. Walton Cllr M. Edwards Cllr B. Wye
Cllr D. Straine-Francis Cllr T. Dunlop Cllr K. Murray Cllr J. Rhodes

- O&I 21/5/1** To receive apologies for absence.
Apologies were received from:
Cllr J. Messent; Cllr D. Clark; Cllr J. Cosby; Cllr G. Palin; Cllr B. Minshall
- O&I 21/5/2** To note declarations of Members' interests.
No declarations were made.
- O&I 21/5/3** To confirm and sign the minutes of the Operations and Improvements Committee meeting held on 14th February 2022
Resolved: that the minutes are approved as a true record of the meeting.
- O&I 21/5/4** Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.
No public were present or comments submitted.
- O&I 21/5/5** To note the year-to-date financial position for the Operations and Improvements Committee
The year -to- date financial position was **noted**.
- O&I 21/5/6** To receive an update and consider matters related to the Delivery Plan for 2022/23 **(attached)**.

RESOLVED: To support a marketing programme around summer activities up to £3000 from Regeneration Projects budget.
- O&I 21/5/7** To consider matters related to heritage activities in Crewe

O&I 21/5/7.1 7.1 Christ Church

Resolved:

(i) To develop a response from Crewe Town Council in relation to any changes to the current proposition and funding arrangements.

To include the statement that this committee is supportive of finding a sustainable future for the building.

(ii) That the Heritage Officer, Regeneration Manager, Cllr Dennis Straine- Francis and Cllr Ben Wye form a Task and Finish Group.

(iii) Delegation of authority to the Crewe Christ Church Task & Finish Group to recruit four third sector representatives to the Crewe Christ Church Task & Finish Group.

(iv) To approve discussion with the Architectural Heritage Fund:

a. a further extension to the grant award

b. reallocation of the award budget to deliver the Crewe Christ Church Task & Finish Group objectives.

O&I 21/5/7.2 Heritage Development

RESOLVED:

(i) To approve the Heritage Group's recommendations for the unveiling of Crewe's first Red Transport Heritage Plaque at Crewe Heritage Centre as 4 July 2022 and Crewe's first Blue Heritage Plaque at Mirion House on 9 July 2022.

(ii) To approve the Heritage Group's proposal for Ada Nield Chew to be the second recipient of a blue plaque.

(iii) To approve the commissioning of a Conservation Architect to support nominations to the Local List using the £2,000 budget allocation for project scoping from budget line 465 4277.

Cllr Straine-Francis requested a scheme for soldiers who died in ww1 and 2.

Cllr Rhodes requested support for a statue to Ada Nield Chew. Proposal when ready to return to this committee

O&I 21/5/8

To receive an update on the work of the Crewe Rangers

Members received the update and noted the opportunity for greater delivery to enable the service to have broader reaching benefits to include all wards in the town. Members expressed their approval of the work of the Rangers.

O&I 21/5/9

To consider a proposal from Councillor Wye regarding a campaign to discourage idling of car engines outside schools.

Cllr Wye explained that 40,000 deaths a year were attributed to air quality and that Crewe's air quality in Crewe breached W.H.O. standards. This has a negative impact particularly for children on brain development and mental health.

Leaving cars idling is in breach of the law but CEC is considering an education need prior to any enforcement activity. Members requested liaison with Cheshire East Highways to see the business plan and evidence related to prevention of idling and for Councillor Wye and the Regeneration Manager put forward a proposal for the next meeting.

- O&I 21/5/10** To receive and consider a report on the Cleaner Crewe Project and continuation of funding for a Community Enforcement Officer. Agenda Item 5.b
RESOLVED:
(i) That the committee supports the project and recommends to Council that the financial support for the project within the approved budget for 2022/23 is released to Cheshire East Council to fund a further 12 months of the project
(ii) That further consideration is made for continued funding to the end of March 2024 as part of the 2023/24 budget setting process.
- O&I 21/5/11** To receive and consider a report on investment in play areas for 2022.
RESOLVED:
i) To Allocate £100,000 to support one park not included in the pockets park project.
ii) That the nominated parks would be Leighton Park (Frank Webb Avenue) or Claughton Avenue on the basis of their current quality and being in a ward not previously supported by Town Council investment.
iii) Final selection to be subject to further analysis and consideration at the July meeting.
iv) To seek from Council full delegation to select the park at the July meeting and proceed with procurement and development.
- O&I 21/5/12** To consider an additional contract for town centre painting scheme.
RESOLVED:
To approve an additional phase of work and expenditure up to the value of £5000 from EMR 356 Town Centre Capital Projects earmarked reserves. Colour subject to informal consensus.
- O&I 21/5/13** Regarding Item 14:
Committee considered a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Item 14 on the grounds that matter contains sensitive information and by reason of the confidential nature of the business being transacted.
Resolved: To exclude members of the public and press from the meeting to discuss item 14
- O&I 21/5/14** To consider the future resource and strategic direction for Heritage support and Development in Crewe.
Resolved:
To recommend to Council that the Heritage Officer post is retained in the council staffing structure as a permanent post.
- O&I 21/5/15** To note the proposed date of the next meeting **Tuesday 19th July at 7pm**, location and format of the meeting to be confirmed subject to government Covid-19 safety guidance and restrictions at that time.
Noted

Meeting closed at 7.47 pm

Chair Cllr A Coiley
Clerk L Lewis

BLANK

Crewe Town Council
Marketing and Events Committee

1 Chantry Court,
Forge Street,
Crewe,
Cheshire,
CW1 2DL

www.crewetowncouncil.gov.uk

Tel: 01270 756975



MINUTES of the meeting 20th June 2022

In attendance : Cllr Joe Cosby Cllr Tom Dunlop Cllr Martin Edwards
Cllr Dennis Straine-Francis Cllr Jill Rhodes.

ME/22/01/1 To elect the Chair of the Marketing and Events Committee.

RESOLVED: Cllr Joe Cosby is elected Chair of the Marketing and Events Committee.

ME/22/01/2 To elect a Deputy Chair of the Marketing and Events Committee.

RESOLVED: Cllr Martin Edwards is elected Deputy Chair of the Marketing and Events Committee.

ME/22/01/3 To consider the co-option of Cllr Clark onto the Marketing and Events Committee.

RESOLVED: Cllr Clark co-opted onto the Marketing and Events Committee.

ME/22/01/4 To receive apologies for absence
Cllr Marilyn Houston

ME/22/01/5 To note declarations of Members' interests.

No Member interests declared.

ME/22/01/6 Public Participation

No Public Participation.

ME/22/01/7 To confirm and sign the Minutes of the Marketing and Events Committee meeting held on Monday 14th March 2022.

RESOLVED: That the minutes are approved as a true record of the meeting.

ME/22/01/8 To consider and inform the Marketing & Events Committee Business Delivery Plan for 2022/23 update.

Update noted

ME/22/01/9 To provide an update on Operation Summer!

Update noted

Action: To develop a Communications Plan for Operation Summer! including partner activity across Crewe.

ME/22/01/10 To provide an update on the Monster Trail proposal.

Update noted

Action: To have further conversations with Designed in Air to establish availability across 2023.

ME/22/01/11 To consider a free parking allocation for Crewe Town Football Club

RESOLVED: Recommendation for Crewe Town FC to discuss directly with Cheshire East Council.

ME/22/01/12 Member Item's.

Consideration to support the delivery of the 'Switch off Ignition' campaign at all schools within the Crewe Town Council Boundary. (17 in total).

RESOLVED: To move the proposed initiative to either the Community Plan Committee for further investigation.

ME/22/01/13 Regarding Item 14.

It is recommended that Committee considers a resolution under Section 1 of the Public Bodies (Admission to meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 14 on the grounds that matter contains sensitive information and by reason of the confidential nature of the business being transacted.

RESOLVED: Under Section 1 of the Public Bodies (Admission to meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 14 on the grounds that matter contains sensitive information and by reason of the confidential nature of the business being transacted.

ME/22/01/14 To consider the onward delivery of council communications

RESOLVED: To recommend to Full Council that the role of Communications Officer (currently a 1 year contract) is made permanent within the council staffing structure.

ME/22/01/15 To note the date of the next Marketing and Events Committee Meeting **Monday 5th September 2022 at 7pm.**

Meeting Closed 8.29pm.

Chair Cllr Joe Cosby
Clerk R Rhodes

BLANK

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

MINUTES of the Planning Committee 25th April 2022

In attendance: Cllr Emma Angier Cllr Tom Dunlop Cllr Lena Hogben
Cllr Kevin Murray Cllr Gary Palin Cllr John Rhodes
Cllr Ben Wye Cllr Dennis Straine Francis

PL/21/11/1 To receive apologies for absence
Cllr Marilyn Houston

PL/21/11/2 To consider co-option to the committee of Cllr Kevin Murray
RESOLVED: That Cllr Murray is co-opted to the committee

PL/21/11/3 To note declarations of Members' interests
Cllr Rhodes declared a non-pecuniary interest as a voluntary governor for the school relating to applications 22/1161N and 22/0874N

PL/21/11/4 To confirm and sign the Minutes of the Planning Committee meeting held on 21/03/2022
RESOLVED: That the minutes are approved as a true record of the meeting

PL/21/11/5 Public Participation
A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

None

PL/21/11/6 To consider making a response to the following planning applications:

Application No: 22/1318N
Proposal: Proposed single storey rear extension
Location: 47, LUNT AVENUE, CREWE, CW2 7LZ

No objection

Application No: 22/1161N
Proposal: Proposed extension to the existing detached classroom to provide four additional classrooms
Location: Ruskin Community High School, RUSKIN ROAD, CREWE, CW2 7JT

No objection

Application No: 22/0874N
Proposal: Listed Building Consent for extension to the existing detached classroom block to provide four additional classrooms
Location: Ruskin Community High School, RUSKIN ROAD, CREWE, CW2 7JT

No objection

Application No: 22/0043N
Proposal: The project entails enlarging domestic dwelling to create additional space for a family house that is to become their retirement house. The development entails 1. Two storey side extension 2. Single storey rear extension for an orangery 3. Adding one floor above existing garage 4. Knocking down detached garage/workshop (due to structural defects) and rebuilding it to be part of the house internal space. 5. External insulation of existing solid walls to make house more energy efficient. No Change of use.
Location: 54, SYDNEY ROAD, CREWE, CW1 4HG

No objection

Application No: 22/1304N
Proposal: Prior approval for kitchen extension in red brick to match the existing with flat roof extending 5.00m beyond the rear wall, maximum height of 2.90m and eaves height of 2.90m.
Location: 3, BIRCHALL WALK, CREWE, CW2 6LJ

No objection, but the committee seeks that the neighbour comments are considered in detail, particularly relating to potential loss of light and security. It is also considered that the scale of the proposal is significant in comparison to the existing footprint of the residence.

Application No: 21/5885N
Proposal: Change of Use from dentists surgery to 5 apartments.
Location: Highfields Dental Practice, 129, EDLESTON ROAD, CREWE, CW2 7HP

RESOLVED: That the committee repeats its objections to the application, with particular consideration of the Cheshire East Council adopted Article 4 Directive that seeks to reduce and minimize the negative impact of Houses of Multiple Occupancy on neighbourhoods in Crewe

Application No: 21/4913N
Proposal: Erection of pair of semi detached 3 bedroom properties.
Location: 625, WEST STREET, CREWE, CW2 8SH

No objection

Application No: 22/1041N
Proposal: Variation of Condition 2 on 19/5334N - Erection of a 25m x 40m x 5m temporary structure on existing hardstanding (for a period of 24 months from approval)
Location: Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL

No objection

Application No: 22/0844N
Proposal: Change of use from offices to flats.
Location: 1, LAWTON STREET, CREWE, CW2 7HZ

RESOLVED: That the committee objects to the application on the following grounds:

- i. Lack of parking associated with the development, which is contrary to Cheshire East adopted Local Plan standards for principle towns
- ii. The proposal demonstrates over development of the site
- iii. Lack of appropriate waste bin storage
- iv. The plans are not clearly orientated, which does not allow for proper consideration
- v. Lack of bicycle storage
- vi. Loss of amenity for neighbouring properties due to overdevelopment of the site
- vii. In adequate external amenity area for the property.

Application No: 22/1101N
Proposal: Change of use from B2 General Industrial to C3 - Residential
Location: 52A STALBRIDGE ROAD, CREWE, CW2 7LP

RESOLVED: That the committee objects to the application on the following grounds:

- i. The primary access is via a gated alley, which does not provide for appropriate residential access.
- ii. Over looking nature of the development of existing residences will mean a loss of amenity for neighbouring properties - 50/52 Stalbridge road and 182/184 Walthall street
- iii. Lack of amenity space
- iv. Over development of the site
- v. Substandard living accommodation due to opaque glazing

PL/21/11/7 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 22/1360N
Proposal: Listed building consent for minor restoration, alterations and change of use
Location: Territorial Army Centre, MYRTLE STREET, CREWE, CW2 7HY

No objection

Application No: 22/1359N
Proposal: Minor restoration, alterations and change of use

Location: Territorial Army Centre, MYRTLE STREET, CREWE, CW2 7HY

Agenda Item 5.d

No objection

Application No: 22/1254N
Proposal: Erection of one detached dwelling with garage.
Location: LAND ADJACENT TO 97, BROUGHTON ROAD, CREWE, CHESHIRE

No objection

Application No: 22/1500N
Proposal: Prior Approval: Roof mounted solar PV on non-domestic building
Location: Building C2 Bentley Motors Limited, PYMS LANE, CREWE, CW1 3P

Application No: 22/1499N
Proposal: Prior Approval: Roof mounted solar PV on non-domestic building
Location: Building B4 Bentley Motors Limited, PYMS LANE, CREWE, CW1 3P

No objection

Application No: 22/1498N
Proposal: Prior Approval: Roof mounted solar PV on non-domestic building
Location: Building A6 Bentley Motors Limited, PYMS LANE, CREWE, CW1 3P

No objection

Application No: 22/1493N
Proposal: Prior Approval: Roof mounted solar PV on non-domestic building
Location: Building P25 Bentley Motors Limited, PYMS LANE, CREWE, CW1 3P

No objection

Application No: 22/1489N
Proposal: Prior Approval: Roof mounted solar PV on non-domestic building
Location: Building A9 Bentley Motors Limited, PYMS LANE, CREWE, CW1 3P

No objection

Application No: 22/1633N
Proposal: Prior Approval: Roof mounted solar PV on non-domestic building
Location: Building B2, Bentley Motors Limited, PYMS LANE, CREWE, CW1 3P

No objection

Application No: 22/1419N
Proposal: Single storey shop extension
Location: Thoroughgoods Convenience Store 99, MANOR WAY, CREWE, CW

No objection

Agenda Item 5.d

Application No: 22/1422N
Proposal: Erection of single storey pre-fabricated modular building to form room.
Location: Monks Copenhall Academy, REMER STREET, CREWE, CREWE, CH CW1 4LY

No objection

Application No: 22/1510N
Proposal: Unisex external toilet facility.
Location: Crewe Bowling Club, 21A, STANHOPE AVENUE, CREWE, CW1 6ED

No objection

Application No: 21/6231N
Proposal: New storeroom
Location: 2, OXFORD STREET, CREWE, CHESHIRE, CW1 3HP

No objection

Application No: 22/1384N
Proposal: Outline application for one dwelling
Location: LAND TO THE REAR OF 5 WARMINGHAM ROAD, CREWE, CW1 4PL

Application No: 22/1381N
Proposal: Four storey block including 11 apartments and associated parking access arrangements (re-submission of 20/0829N)
Location: Corner Of Edleston Road and Brook Street, Crewe

RESOLVED: That this committee objects to the application on the following grounds:

- i. The proposals are not appropriate due to the heritage setting of the site
- ii. The proposals are not in keeping with the surrounding street scene due to the overbearing nature of the development
- iii. Lack of waste bin storage
- iv. Loss of amenity for residences to the rear of the property
- v. Inadequate bicycle storage
- vi. The development does not provide adequate parking and does not meet the design standards for principle towns as detailed in the Cheshire East adopted Local Plan. There is a shortage of on street parking in the area due to parking restrictions
- vii. The development proposes substandard living accommodation due to room sizes below minimum design standards

It was also agreed that the Heritage Officer is authorised to submit their comments and observations associated with the application and to share them with the committee once submitted.

PL/21/11/8 To note responses submitted under delegation since the previous meeting

None

PL/21/11/9 To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items

9.1 Cheshire East Stakeholder Engagement Presentation

A presentation was given by the Cheshire East HS2 Programme Director relating to the proposed Nantwich Road Enhancements Scheme and the Southern Gateway Scheme. A briefing will take place for all members as part of the Town Board sub-group on 13th May. Public consultation events will be taking place in May.

9.2 Cheshire East Moving Traffic Consolidation Order 2022

Noted

9.3 Cheshire East Speed Limit Consolidation Order 2022

Noted

PL/21/11/10 Member Items

10.1 Cllr Ben Wye – 20 is Plenty Wheelie Bin Stickers

RESOLVED: That 200 stickers are purchased at a cost of £150 and to be distributed by members locally.

PL/21/11/11 Regarding 20/0829N

The committee was updated on the successful outcome of the of the judicial review of this application. The application decision was quashed by the High Court. A public statement was agreed to be released.

PL/21/11/12 To note the proposed date of the next meeting Monday 23rd May 2022 at 6pm, location and format of the meeting to be confirmed subject to government Covid-19 safety guidance and restrictions at that time.

Meeting closed at 7.58pm

Chair Cllr John Rhodes

Clerk P Turner

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

MINUTES of the meeting held on 23rd May 2022

In attendance: Cllr John Rhodes Cllr Tom Dunlop Cllr Lena Hogben
Cllr Marilyn Houston

PL/22/1/1 To receive apologies for absence
Cllrs Angier and Faddes

PL/22/1/2 To note declarations of Members' interests
None

PL/22/1/3 To confirm and sign the minutes of the Planning Committee meeting held on 25th April 2022
RESOLVED: That the minutes are approved as a true record of the meeting

PL/22/1/4 Public Participation

A period not exceeding 15 minutes for members of the public to ask questions or submit comments.

None

PL/22/1/5 To consider making a response to the following planning applications:

Application No: **22/1335N**

Proposal: Proposed change of use to 97 Victoria Street at ground floor from A5 to A1, new shop front to 95 and 97, proposed internal alterations at 1st floor level to existing flats

Location: 95-97, VICTORIA STREET, CREWE, CW1 2JN

No objections

Application No: **22/1749N**

Proposal: Proposed Utility Store Extension

Location: 41, ADLINGTON ROAD, CREWE, CW2 8PD

No objections

Application No: 22/1443N
Proposal: Outline application for the erection of two detached dwellings with garages
Location: LAND ADJACENT TO 97, BROUGHTON ROAD, CREWE, CHESHIRE

No objections

Application No: 22/1412N
Proposal: Full application for the erection of affordable housing together with access, landscaping and public open space including a tree lined walkway and other associated works.
Location: Land Off, SYDNEY ROAD, CREWE

The committee commented that there was no objection to the principle of development of affordable housing on the site, but that elements of the site proposals did not meet expectations or standards.

RESOLVED: That the committee objects to the proposals on the following grounds:

- A. Inadequate and substandard living accommodation as defined by the Technical Housing Standards and prescribed in the National Planning Policy Framework (2021)
 - 1. That bungalow design sizes do not meet the Technical Housing Standards for double occupancy, meaning they would have to be mandated for single occupancy
 - 2. The walk up apartment design sizes do not meet the Technical Housing Standards for double occupancy, meaning they would have to be mandated for single occupancy
 - 3. The 2 and 3 bedroom unit design sizes do not meet the Technical Housing Standards for bedroom sizes.
- B. Site layout and treatments
 - 1. The site does not provide for children's play area(s) and there is no local provision in safe or reasonable distance. The scale of the proposed development should provide for adequate, appropriate and mixed accessible play equipment.
 - 2. Waste storage provision detail has not been shown, therefore not demonstrating socially sustainable waste storage.
 - 3. Lack of cycle storage for residential units.
 - 4. Lack of sustainable energy production, being that the residential units should include for roof-mounted photo voltaic electricity production.
 - 5. Lack of electric vehicle charging points
 - 6. Treatment of boundaries should detail for wildlife permeability
 - 7. All boundary hedging should be retained
 - 8. The development proposals should, within Cheshire East Local Plan Policy, provide for net biodiversity gain.
 - 9. Lack of additional nesting sites, eg bird boxes and swift boxes
 - 10. Lack of invertebrate habitats, eg bee bricks
 - 11. Lack of bat boxes.
 - 12. Treatment of the Eastern boundary should include for acoustic/sound proofing to dampen the potential railway noise affecting the amenity of the residents that will occupy the development.

Application No: 22/1195N
Proposal: Change of use from office to residential 9x1 bedroom self-contained flats
Location: EATON HOUSE, EATON STREET, CREWE, CW2 7EG

RESOLVED: That the committee objects to the proposals on the following grounds:

1. Lack of secure cycle storage
2. Unit designs and sizes do not meet technical housing standards, therefore providing low quality and high density accommodation
3. It is unclear how socially sustainable waste storage is to be achieved and this would require clarification to ensure localise don street waste issues are not exacerbated and that will negatively impact the amenity of existing residences.
4. Inadequate parking provision will lead to localised issues that will negatively impact the amenity of existing residences
5. Lack of sustainable energy production, being that the residential units should include for roof-mounted photo voltaic electricity production
6. Lack of provision to deliver net biodiversity gain (eg invertebrate habitats and bird boxes)
7. The proposal demonstrates over-development of the site.
8. Lack of clarity in the available designs to show if access to the rear of the property can be achieved in a reasonable and safe manner.
9. Lack of external lighting (non-intrusive) design detail to demonstrate safety to the rear and side of the property

Application No: 22/1439N
Proposal: Advertisement Consent for fascia sign and projecting sign
Location: 13, MARKET CENTRE, CREWE, CW1 2NG

No objections

Application No: 22/1525N
Proposal: First floor dormer extension to rear of dwelling
Location: 18, SWINBURNE DRIVE, CREWE, CW1 5JE

No objections

Application No: 22/1606N
Proposal: Single storey extension to rear/side, removal of dormers to roof and the insertion of roof lights and elevational changes to front/side elevation
Location: 2, LORD STREET, CREWE, CW2 7DG

RESOLVED: That the committee objects to the proposals on the following grounds:

1. That the proposal indicates that the development will be used as a House of Multiple Occupation (HMO), which is contrary to the Cheshire East adopted Article 4 Directive associated with Crewe.
2. The provision of a high density/HMO accommodation demonstrates overdevelopment of the site

3. The removal of the existing dormer features will be detrimental to the heritage character of the building and the overall street scene as the existing dormer features are in keeping with the surrounding properties. The dormers should be retained.
4. Any planning approval given should contain such enforceable conditions to ensure the completed development can only be used as a single dwelling for a single family unit.

Application No: 22/1494N
Proposal: Prior Approval: Roof mounted solar PV on non-domestic building
Location: Building P33 Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL

No objection

Application No: 22/1497N
Proposal: Prior Approval: Roof mounted solar PV on non-domestic building
Location: Building P29 Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL

No objection

Application No: 22/1496N
Proposal: Prior Approval: Roof mounted solar PV on non-domestic building
Location: Building L1 Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL

No objection

Application No: 22/1495N
Proposal: Prior Approval: Roof mounted solar PV on non-domestic building
Location: Legends Bentley Motors, SUNNYBANK ROAD, CREWE, CW2 8WD

No objection

Application No: 22/1632N
Proposal: Prior Approval: Roof mounted solar PV on non-domestic building
Location: Bentley Motors Limited, PYMS LANE, CREWE, CW1 3PL

No objection

Application No: 22/1449N
Proposal: Prior Approval for a Proposed Change of Use Class E to Residential Class C3
Location: 99, MANOR WAY, CREWE, CW2 6JU

The committee commented that the application did not provide for enough detail, but that there was no objection to the principle of the proposals.

RESOLVED: That the committee supports and reflects the concerns and objections raised by adjoining residence.

1. The application requires more detail relating to noise insulation/mitigation
2. Clarification of use of the proposed flat
3. Seeks that any proposals are conditioned to ensure no adverse impact on the amenity of existing residences.
4. Greater detail of socially sustainable waste management

5. Concerns relating to the lack of amenity space for the proposed flat

PL/22/1/6 To consider making responses to any urgent planning application consultations that have arisen since this agenda was published

Application No: 22/1909N
Proposal: Proposed two storey part single storey extension at rear
Location: 14, BIRCHMUIR CLOSE, CREWE, CW1 3UG

No objection

Application No: 22/1521N
Proposal: Change of use to convert existing dwelling into two self contained flats
Location: 24, ELIZABETH STREET, CREWE, CW1 3EF

Although there are no formal objections to the proposals, the committee seeks that the application provides more details on the following:

1. Secure cycle storage
2. Proper waste storage – particularly as the proposed 1st floor flat does not have direct access to the rear.
3. Provision of external stairway to the rear of the property for the use of the proposed 1st floor flat

PL/22/1/7 To note responses submitted under delegation since the previous meeting

7.1 Planning application 99 Manor Way Ref no 22/1419N

The following observations, having been circulated to the committee prior for comments and amendments, were submitted on behalf of Crewe Town Council Planning Committee relating to planning application 22/1419N:

1. That the existing boundary hedges and trees should be retained and maintained and not adversely affected by any proposed development. This will fulfil local planning policy associated with sustainability and biodiversity protection, as well as retaining positive features of the street scene.
2. That such enforceable conditions are included in any associated planning consent to ensure that the development does not adversely impact on the amenity of neighbouring property due to noise or operation (such as deliveries) during anti-social hours
3. That the proposals are redrawn to regularise the planning position for external features not currently included, such as extraction/refrigeration, external lighting, signage and roller shutter doors
4. That the proposals should be resubmitted to include for the treatment of the existing garage, which is not shown on the proposals
5. That consideration to highways restrictions should be given in relation to reducing parking on the corners close to the premises
6. That the amenity of neighbouring residents should be considered in all issues relating to the operation of the premises
7. That there should be no detrimental effect on the street scene, for example due to stark nature of the elevations or the shutter door feature.

8. That the waste storage area is defined away from the adjoining residential boundary to reduce the risk of loss of amenity to the neighbouring residence

PL/22/1/8 To note and/or consider correspondence, consultations, planning policy circulated by the planning authority (Cheshire East Council) and member items

8.1 Cheshire East Traffic Consolidation Order (Static) 2022

Noted

PL/22/1/9 Update on Planning Application 22/1381N (corner of Edleston Road and Brook Street - land adjacent to 205 Edleston Road)

It was noted that the application is to be heard at the Cheshire East Council Southern Planning Committee on 25th May 2022. Representation from Crewe Town Council at the meeting will be made by Cllr Jill Rhodes

PL/22/1/10 To note the proposed date of the next meeting Monday 27th June at 6pm

Meeting closed at 6.54pm

Chair Cllr John Rhodes

Clerk P Turner

Crewe Town Council

1 Chantry Court
Forge Street
Crewe Cheshire
CW12DL

T: 01270756975

www.crewetowncouncil.gov.uk



CREWE
TOWN COUNCIL

1st June 2022

Minutes of the Meeting held on 8th June 2022

Present: Councillors: Benn Minshall, Alan Coiley, Nan Walton, Martin Edwards, Tess Buckley, Tom Dunlop, Jill Rhodes, Dawn Clark

In attendance:

Cllr Ben Wye

- CP22/1/01** To elect a Chair of the Community Plan Committee
RESOLVED: that Cllr Benn Minshall is elected as Chair of the Community Plan Committee.
- CP22/01/02** To elect a Vice Chair of the Community Plan Committee
RESOLVED: That Cllr Alan Coiley is elected as Vice Chair of the Community Plan Committee.
- CP22/01/03** To receive apologies for absence
Cllr Dennis Straine-Francis
- CP22/01/04** To note declarations of Members' interests
Cllr Tom Dunlop declared a non-pecuniary interest in Agenda Item 9.1 - Twinning Association.
Cllr Jill Rhodes declared a non-pecuniary interest in Agenda Item 8.3 – St Andrews Church.
- CP22/01/05** To confirm and sign the Minutes of the Community Plan Committee meeting held on 15th March 2022
RESOLVED: That the minutes are approved as a true record of the meeting
- CP22/01/06** Public Participation
There were no comments or questions from the public
- CP22/01/07** To review the year to date financial position for the Community Plan Committee.
The year to date financial position was noted by members

CP22/01/08 To consider matters related to grant applications received from:

	Organisation	Purpose	Amount
8.1	RicNic RESOLVED:	Little shop of horrors To award funds of £1440 subject to confirmation that the funding will predominantly benefit the people of Crewe.	£1440
8.2	Cheshire Wildlife Trust RESOLVED:	Wonderful Wildflowers To award funds of £2400 subject to confirmation of Match Funding / Guarantee that the event will take place.	£2400
8.3	St Andrews Church and Connected Communities Centre RESOLVED:	Dance to health To awards funds of £2500	£2500
8.4	Cheshire Fire & Rescue Services RESOLVED:	Crewe Princes Trust programme To award funds of £900	£900
8.5	Crewe Lyceum Theatre RESOLVED:	Crewe Lyceum Theatre Young Ambassadors To award funds of £2450 subject to confirmation that the funding will predominantly benefit the people of Crewe.	£2450
8.6	Youth Federation of Cheshire RESOLVED:	Bringing young people back together in Crewe To award funds of £2435 subject to confirmation of attendee number management and safeguarding in a public place and receipt of more information on the programme.	£2435
8.7	The Wishing Well RESOLVED:	Supported Adults Service outbound activities To awards funds of £2315.68 subject to reassurance that safeguarding procedures are shared with The Council.	£2315.68
8.8	The Cat Community Radio CIC RESOLVED:	Advertising board at Crewe Alex FC To decline the application	£1200
8.9	Synergy Morris Dancers	Morris Dancing costumes The applicant has withdrawn their application and will resubmit in September 2022.	£2000

9 Member items:

9.1 Twinning – Cllr Dunlop

RESOLVED:

- i. That it is recommended to council that an updated Twinning and friendship agreement is signed by the council on behalf of Crewe
- ii. That £1,000 of the Sustaining Network committee budget is awarded to CANTA (subject to formal written terms of agreement) to enable the hosting of guests visiting from twinned towns.

9.2 Dementia Friendly Crewe – Cllr Clark

The committee supported working towards projects associated with dementia services in principle. It was delegated to Officers to seek more information and establish how the project might be delivered long term

9.3 Debt counselling funding approval sought – Cllr Clark

The committee supported working towards projects associated with debt counselling services in principle. It was delegated to Officers to seek more information and establish how the project might be delivered long term

10 To provide an update to members on the progress of the Business Delivery Plan.

Members noted the update of the Community Plan Business Delivery update

11 To consider matters related to Armistice Day Schools Service.

RESOLVED: That the proposal for learning resource packs to be distributed to schools is approved.

12 To note the proposed date of the next meeting Monday 12th September at 6pm

Chair: Cllr Benn Minshall

Clerk: J Dow

Meeting ended: 19:20

BLANK

Crewe Town Council Current Year

Payments made 1st April to 31st May 2022

<u>Invoice Date</u>	<u>Invoice No</u>	<u>A/c Code</u>	<u>A/c Name</u>	<u>Net Value</u>	<u>VAT</u>	<u>Invoice Total</u>
01/04/2022	MAREXP	TOMD001	Civic Expenses	£254.70	£0.00	£254.70
05/04/2022		223 JOHN01	J GREENALL	£870.00	£174.00	£1,044.00
05/04/2022		224 JOHN01	J GREENALL	£2,250.00	£450.00	£2,700.00
05/04/2022		3186 NGL01	NGL TECH	£20.00	£4.00	£24.00
06/04/2022	541831075/001	SSE01	SOUTHERN ELECTRIC	£260.97	£13.05	£274.02
07/04/2022		15876 MICR01	MICROSHADE	£210.90	£42.18	£253.08
07/04/2022		1039158 BRIG01	BRIGHTER BILLS	£321.71	£64.34	£386.05
07/04/2022	SLA 22 1	STPA01	ST PAUL'S CENTRE	£1,000.00	£0.00	£1,000.00
07/04/2022	SLA 22 1	STPC001	ST PETERS	£1,678.12	£0.00	£1,678.12
08/04/2022		514276447 ZURI01	ZURICH	£4,573.86	£0.00	£4,573.86
08/04/2022		2004047262 HMLR	LAND REG	£24.00	£0.00	£24.00
08/04/2022	PW504457	PWLB	PWLB	£7,255.70	£0.00	£7,255.70
08/04/2022	VATACC	CHAL01	CHALC	£60.00	£0.00	£60.00
11/04/2022		184237 TUDO01	TUDOR	£26.25	£5.25	£31.50
12/04/2022		7777 LJPRINT	L J PRINT LIMITED	£36.00	£7.20	£43.20
12/04/2022		7432472 WATE02	WATERPLUS	£44.05	£1.67	£45.72
12/04/2022		11700072455 CHES01	CEC	£348.00	£0.00	£348.00
13/04/2022		3208 NGL01	NGL TECH	£235.00	£47.00	£282.00
14/04/2022	8L61365957115	ZOOM01	ZOOM	£11.99	£2.40	£14.39
14/04/2022		3644 CVSC01	CVS CREWE	£403.56	£0.00	£403.56
14/04/2022		350846 SHAR01	SHARPLES	£58.73	£11.74	£70.47
16/04/2022		17089 FOOL01	FOOLS PARADISE	£2,445.00	£489.00	£2,934.00
18/04/2022		64526 KPI	KPI	£101.40	£20.28	£121.68
18/04/2022	CHGAPR	COOP01	CO OP BANK	£8.75	£0.00	£8.75
19/04/2022		36328 DESI01	DESIGN OFFICE	£219.00	£43.80	£262.80
19/04/2022	IN103	FANCY	FANCY PANTS	£200.00	£0.00	£200.00
20/04/2022		185487 TUDO01	TUDOR	£320.62	£64.12	£384.74
20/04/2022		1370000358 CPF	CHES PENSION	£8,881.39	£0.00	£8,881.39
22/04/2022		111984 BJ	BROWNEJACOB	£2,100.00	£420.00	£2,520.00
22/04/2022		111984 BJ	BROWNEJACOB	£2,100.00	£420.00	£2,520.00
22/04/2022	111984C	BJ	BROWNEJACOB	-£2,100.00	-£420.00	-£2,520.00
23/04/2022		2027 POWERHIVE	POWERHIVE ELECTRICAL	£244.50	£0.00	£244.50
25/04/2022		18 CHAL01	CHALC	£30.00	£0.00	£30.00
25/04/2022		3234 NGL01	NGL TECH	£27.50	£5.50	£33.00
25/04/2022		4216 JDHB01	JDH Business Solutions	£540.00	£108.00	£648.00
25/04/2022		4217 JDHB01	JDH Business Solutions	£50.00	£10.00	£60.00
25/04/2022	250422CTC	QPFRIENDS	QUEENS PARK FRIENDS	£3,500.00	£0.00	£3,500.00
25/04/2022		30169362 BLACKPOOL	BLACKPOOL COUN	£11,000.00	£2,200.00	£13,200.00
27/04/2022		120267 FOUROAKS	FOUR OAKS	£372.75	£74.55	£447.30
28/04/2022		2786 DINGLE	DINGLE NURSERIES	£590.00	£118.00	£708.00
28/04/2022		3248 NGL01	NGL TECH	£299.65	£59.93	£359.58
28/04/2022	SLA	CCL001	CHANCE	£1,000.00	£0.00	£1,000.00
30/04/2022		3180 MMCL01	MM CLEANING	£247.00	£49.40	£296.40
01/05/2022		6919 RIAL01	RBS	£245.00	£49.00	£294.00
01/05/2022		4366326 RIGHTFUEL	RIGHTFUEL	£30.15	£6.03	£36.18
03/05/2022		25 CHAL01	CHALC	£60.00	£0.00	£60.00
03/05/2022		103134 PETH01	PET HIRE	£68.31	£13.66	£81.97
05/05/2022		42049 SCH	SCH SUPPS	£1,341.40	£268.28	£1,609.68
05/05/2022		51120 DG	DG OFFICE	£43.33	£8.67	£52.00
06/05/2022		2039 POWERHIVE	POWERHIVE ELECTRICAL	£275.00	£0.00	£275.00
06/05/2022	170522CREWE	JOOGLE	JOOGLEBERRY	£1,130.00	£226.00	£1,356.00
06/05/2022	541831075/002	SSE01	SOUTHERN ELECTRIC	£219.27	£10.96	£230.23
07/05/2022	SANDTC	SAND01	SANDBACH TC	£30.00	£0.00	£30.00

09/05/2022		1749 JGCREATE	JG CREATIVE	£282.00	£56.40	£338.40
09/05/2022		1750 JGCREATE	JG CREATIVE	£195.00	£39.00	£234.00
09/05/2022		103208 PETH01	PET HIRE	£49.75	£9.95	£59.70
09/05/2022		1039525 BRIG01	BRIGHTER BILLS	£650.78	£130.16	£780.94
10/05/2022		3114 CONC01	CONCORDE	£540.00	£108.00	£648.00
10/05/2022		120901 FOUROAKS	FOUR OAKS	£337.70	£67.54	£405.24
10/05/2022	761873279/000	SSE01	SOUTHERN ELECTRIC	£79.66	£3.98	£83.64
11/05/2022		189417 TUDO01	TUDOR	£196.97	£39.40	£236.37
11/05/2022		351805 SHAR01	SHARPLES	£9.86	£1.97	£11.83
11/05/2022		351806 SHAR01	SHARPLES	£9.86	£1.97	£11.83
11/05/2022		7527028 WATE02	WATERPLUS	£42.80	£1.62	£44.42
11/05/2022		5.7611E+11 PPG	PPG AC	£367.50	£73.50	£441.00
11/05/2022	APR EXP	Heritage	Travel Expenses	£29.70	£0.00	£29.70
11/05/2022	Q1010990	BIGGAME	BIG GAME	£982.32	£196.46	£1,178.78
12/05/2022		103252 PETH01	PET HIRE	£19.20	£3.84	£23.04
13/05/2022		351908 SHAR01	SHARPLES	£69.01	£13.80	£82.81
13/05/2022		2004148534 HMLR	LAND REG	£6.00	£0.00	£6.00
13/05/2022	EXPTDMAY22	TOMD001	Civic Expenses	£121.85	£0.00	£121.85
14/05/2022	5NF51585XY83	ZOOM01	ZOOM	£11.99	£2.40	£14.39
18/05/2022		1 SZELEWSKA	ANNA S	£600.00	£0.00	£600.00
18/05/2022		2 SZELEWSKA	ANNA S	£66.70	£0.00	£66.70
18/05/2022		13 COOP01	CO OP BANK	£8.40	£0.00	£8.40
23/05/2022		1059 GUTTER	GUTTER CLEAN	£180.00	£0.00	£180.00
23/05/2022	2022/034	CHAL01	CHALC	£60.00	£0.00	£60.00
23/05/2022		51202 DG	DG OFFICE	£90.00	£18.00	£108.00
23/05/2022		2000041 GREGGAS	GREG GAS SERVICES	£320.00	£0.00	£320.00
24/05/2022	2022-001	MINI	MINI BEANS	£225.00	£45.00	£270.00
24/05/2022		3129 CONC01	CONCORDE	£83.00	£16.60	£99.60
24/05/2022		54504 FIFIO1	FIFIELD	£503.88	£0.00	£503.88
24/05/2022	ANNSUB2223	CHAL01	CHALC	£1,470.04	£0.00	£1,470.04
25/05/2022		1718 JGCREATE	JG CREATIVE	£470.00	£94.00	£564.00
25/05/2022		2056 POWERHIVE	POWERHIVE ELECTRICAL	£650.00	£0.00	£650.00
26/05/2022	DIGNITY	CCL001	CHANCE	£200.00	£0.00	£200.00
28/05/2022		3347 NGL01	NGL TECH	£304.23	£60.85	£365.08
TOTAL INVOICES				£64,796.76	£6,052.45	£70,849.21