

Council Profile	Small Parish Council
	Councillors9
	Staff 1 Clerk Part time
	Electorate TBC approx
	Precept 2018/2019 £7,000
	1 common land area
	1 Street Light

Inventory assembled on 13/04/2018 and Last updated on 13/4/2018

5. Our internal processes					6. Action Needed
Who is responsible for keeping this data?	How often is it checked?	How long do we keep it?	Where is it held?	Protection?	Action needed
Clerk	On appointment and on review	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Monthly	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Duration of Employment	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Yearly	Duration of Employment plus 6 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	As required	duration of employment	Filing cabinet	lock and key	
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	Comply with document retention policy
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	At Election	Term of Office plus 4 years	Computer/filing Cabinet	Password/ Lock & key	Suggest stand alone email address for all councillors
Clerk	When Appointed	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	Clerk holds contact details for contractors/suppliers
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On appointment	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Responsible Finance Officer	On appointment	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 Year	Computer/filing Cabinet	None required	
Clerk	On receipt	1 year	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	2 years	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 year	Computer/filing Cabinet	Password/ Lock & key	Ensure document retention policy complies
Clerk	On receipt	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Annually	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On receipt	1 year	Computer/filing Cabinet	None required	
Clerk	Annually	Indefinitely	Computer/filing Cabinet	Password/ Lock & key	
Clerk	Annually	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	
Clerk	On raising	See document Retention Policy	Computer/filing Cabinet	Password/ Lock & key	Comply with document retention policy