

## **CHARLCOMBE PARISH COUNCIL DOCUMENT RETENTION POLICY**

This policy applies to all records created, received, or maintained by Charlcombe Parish Council in the course of carrying out the business of the council. These records may be held in hard copy or electronically and to minimise loss and damage, some historical records have been deposited with the Bath Records Office.

The person with overall responsibility for this policy is the Clerk. All members of the Council and staff must ensure that documents they are responsible for are maintained and disposed of according to the retention schedule.

### **Retention Schedule**

<b>Document</b>	<b>Minimum Retention Period</b>	<b>Reason</b>
<b>Minutes</b>		
Minutes of Council meetings	Indefinite	Archive
Minutes of Committee meetings	Indefinite	Archive
<b>Finance</b>		
Receipt and payment accounts	Indefinite	Archive
Record of Investments	Indefinite	Audit
Register of members allowances	6 years	HMRC Limitation Act 1980 (as amended)
Scale of fees/charges	6 years	Management
Receipt books	6 years	VAT
Paid Invoices	6 years	VAT
Paid cheques	6 years	Limitation Act 1980 (as amended)
VAT records	6 years	VAT
Petty cash records	6 years	VAT
Payroll records	6 years	HMRC
Bank statements	Last completed audit year	Audit
Bank paying-in books	Last completed audit year	Audit
Cheque book stubs	Last completed audit year	Audit
<b>Employment</b>		
Staff employment contracts	6 years after ceasing employment	Management
Staff records (disciplinary, appraisal etc)	6 years after ceasing employment	Management
Timesheets	Last completed audit year	Audit
<b>Planning</b>		
Parish Council Local Plan (if in existence)	As long as in force	Management

Planning applications where granted, parish council response and decision notification	6 years with master copies held on B&NES planning website	Management
Planning applications where refused, parish council response and decision notification	A minimum of 6 years with master copies held on B&NES planning website	Management
Planning applications that go to appeal, relevant papers	A minimum of 6 years with master copies held on B&NES planning website	Management
Enforcement Notifications	A minimum of 6 years with master copies held on B&NES planning website	Management
<b>Management</b>		
Insurance Policies	6 years after policy end	Management
Insurance Claims records	6 years after resolution	Management
Complaints records	6 years after resolution	Management
Quotations/tenders	6 years	Limitation Act 1980 (as amended)
Title deeds, lease agreements, contracts	As long as in operation plus 3 years	Audit, Management
Risk Log	3 years	Management
Asset Register	Indefinite	Management
Register of members interests	18 months after member ceases to be a councillor	Management
Correspondence	As long as matter is live	Management

5<sup>th</sup> September 2023