

LONGFRAMLINGTON PARISH COUNCIL

Document Storage Procedure

1. Approach to Document Storage & retention:

- a. This council does not have an office from which the clerk can work. Documents are therefore stored locked in cabinets in a secure room in Longframlington Memorial Hall and active documents at the clerk's home. It is proposed that, in the first instance, some documents e.g. minutes for the parish council be stored at Woodhorn. Minutes will be retained in the village as follows:
 - i. Parish Council minutes for the current financial year and the previous financial year.
 - ii. Anything not covered in this document will be addressed with reference to the SLCC document.
 - iii. List of Documents for Retention or Disposal.

2. LONGFRAMLINGTON PARISH COUNCIL – list of documents held times they should be retained

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS			
DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION
▪ Minutes	Indefinite	Archive	Memorial Hall - Signed Parish Council minutes for the current financial year and the previous financial year. All others at Woodhorn Northumberland Archive. Unsigned copies of minutes published on PC website from January 2011 and retained on PC laptop.
▪ Scales of fees and charges	5 years	Management	Memorial Hall
▪ Receipt and payment account(s)	Indefinite	Archive	Memorial Hall and PC laptop
▪ Receipt books of all kinds	6 years	VAT	Memorial Hall and PC laptop
▪ Bank statements, including deposit/savings accounts	Last completed audit year	Audit	
▪ Bank paying-in books	Last completed audit year	Audit	
▪ Cheque book stubs	Last completed audit year	Audit	
▪ Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Memorial Hall
▪ Paid invoices	6 years	VAT	Memorial Hall

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION
▪ Paid cheques	6 years	Limitation Act 1980 (as amended)	Memorial Hall
▪ VAT records	6 years	VAT	Memorial Hall
▪ Petty cash, postage and telephone books	6 years	Tax, VAT, Limitation Act 1980 (as amended)	No Petty Cash maintained or telephone book maintained.
▪ Timesheets	Last completed audit year	Audit	
▪ Wages books	12 years	Superannuation	HMRC BPT-RTI software retains records on laptop.
▪ Insurance policies	While valid	Management	
▪ Certificates for Insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI. 2753), Management.	Memorial Hall
▪ Investments	Indefinite	Audit, Management	None
▪ Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	
▪ Members allowances register	6 years	Tax, Limitation Act 1980 (as amended)	
For Halls, Centre, Recreation Grounds			
▪ application to hire ▪ lettings diaries ▪ copies of bills to hires ▪ record of tickets issued	6 years	VAT	Not applicable
For Allotments			
▪ Plans	Indefinite	Audit, Management	Memorial Hall
▪ Register of tenants and Rent /water payments	2 years	Audit, Management	Memorial Hall

RETENTION OF DOCUMENTS REQUIRED FOR THE AUDIT OF PARISH COUNCILS

DOCUMENT	MINIMUM RETENTION PERIOD	REASON	LOCATION
For Burial Grounds			
<ul style="list-style-type: none"> ▪ register of fees collected ▪ register of burials ▪ register of purchased graves ▪ register/plan of grave spaces ▪ register of memorials ▪ applications for interment ▪ applications for right to erect memorials ▪ disposal certificates ▪ copy certificates of grant of exclusive right of burial 	Indefinite	Archives, Local Authorities Cemeteries Order 1977 (Sl. 204)	