

## WPC.22.07.03 – Storage & Disposal of Documents

### Arrangements for Storage and Disposal of Documents

The Chapel of Rest provides for some storage of past parish council papers, many of which (for example, old planning papers) are third party and expired in respect of the parish council's [Document Retention Policy and Disposal Policy](#).

Additionally, a range of documents which must currently be retained under the above policy are held at the home of the clerk, which acts as the business address for the parish.

The clerk is in the process of moving, and their future residence will not have the same space for storage as is currently the case. For this reason, it is proposed that an additional lockable storage cabinet be purchased for documents which must be retained by the council, or can not be transferred to Suffolk County Council Archives in the immediate period beyond which they must be retained.

Additional lockable storage may also in future be used for some of the higher value assets of the parish council.

The parish council has an ancillary power under Local Government Act 1972, s.111 to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions.

In addition to making provision for additional storage, a comprehensive review of the past council and third party papers currently stored in the Chapel of Rest may necessitate the use of a secure document disposal service. Freeing up space in the old filing cabinets will make provision for supplies for community engagement events (thus providing access to Councillors independent of the clerk).

Costs for both storage and disposal are summarised at Appendix A to this report.

The parish council made provision in setting its annual budget for:

- £1000 for office supplies and
- £1000 for supplies and services.

Current spend against these budget lines is £145 (office supplies) and £25 (services and supplies).

#### **Recommendation:**

**To authorise the purchase of additional lockable storage for the Chapel of Rest and secure disposal of old papers in accordance with the parish council's Document Retention Policy at a cost of not more than £350 plus VAT.**

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## Appendix A

### Indicative Quotes

#### Lockable Storage:

##### **Bisley Economy Double Door Steel Cupboard**

[Bisley Economy Double Door Steel Cupboard - Furniture At Work® \(furniture-work.co.uk\)](https://www.furniture-work.co.uk)

£234.00 plus VAT

##### **Bisley Regular Door Cupboard Lockable with 3 Shelves Steel E722A03av4 914 x 400 x 1806mm Goose Grey**

[Bisley Regular Door Cupboard Lockable with 3 Shelves Steel E722A03av4 914 x 400 x 1806mm Goose Grey | Viking Direct UK \(viking-direct.co.uk\)](https://www.viking-direct.co.uk)

£149.00 plus VAT

##### **TC Office Bisley Essentials Steel Side Open Tambour**

[TC Office Bisley Essentials Steel Side Open Tambour \(ryman.co.uk\)](https://www.ryman.co.uk)

£408.32 plus VAT

#### **Secure disposal of documents – off site shredding**

Based on one 3 drawer filing cabinet of papers

1. We transport the shredded waste to a UK recycling plant.

<b>Restore Datashred</b>	
<b>Ontime Shred</b>	<b>£75 plus VAT</b>
<b>Shredsec</b>	