

| Garvestone, Reymerston and Thuxton Parish Council records - February 2021 |                    |                                     |                                                                                         |
|---------------------------------------------------------------------------|--------------------|-------------------------------------|-----------------------------------------------------------------------------------------|
| ITEM                                                                      | KEEP               | YEARS TO KEEP                       | NOTES                                                                                   |
| Parish Council Meeting minutes                                            | indefinite         | all                                 | guidelines - indefinite, older records are in Garvestone Church & Norfolk Record Office |
| account book                                                              | indefinite         | all                                 | from 2009                                                                               |
| cash book                                                                 | indefinite         | all                                 | from 1972                                                                               |
| audit forms and letters                                                   | keep all           | all                                 |                                                                                         |
| Breckland Council precept remittance advice                               | keep all           | all                                 | goes back to Mitford and Launditch                                                      |
| insurance policies - employers liability                                  | keep all           | all                                 |                                                                                         |
| banks statements                                                          | keep 6 years       | 14/15 15/16 16/17 17/18 18/19 19/20 | guidelines - last completed audit year                                                  |
| monthly receipts & payments summaries                                     | keep 6 years       | 14/15 15/16 16/17 17/18 18/19 19/20 | guidelines - 6 years                                                                    |
| receipts                                                                  | keep 6 years       | 14/15 15/16 16/17 17/18 18/19 19/20 | includes presented cheques                                                              |
| VAT forms                                                                 | keep 6 years       | 14/15 15/16 16/17 17/18 18/19 19/20 | guidelines - 6 years                                                                    |
| Breckland Council precept claim forms                                     | keep 3 years       | 17/18 18/19 19/20                   | all information in minutes & accounts                                                   |
| cheque book stubs                                                         | keep 3 years       | 17/18 18/19 19/20                   | guidelines - last completed audit year                                                  |
| paying in books                                                           | keep 3 years       | 17/18 18/19 19/20                   | guidelines - last completed audit year                                                  |
| planning applications                                                     | whilst in progress | current                             | all now online                                                                          |
|                                                                           |                    |                                     |                                                                                         |