



## **SCHEME OF DELEGATION**

### **1. Introduction**

This document sets out the way Goring-on-Thames Parish Council has delegated powers and responsibilities. This document is one of the four major ways in which the Council regulates its affairs; the others are its Standing Orders, Financial Regulations and Statement of Internal Control.

The power to delegate functions is set out in the Local Government Act 1972 s101.

The intention of the delegation scheme is to allow the Council to act with all reasonable speed. Decisions should be taken at the most suitable level. Therefore, the Clerk is given powers over the day-to-day administration of the Council or committees to decide matters within the Terms of Reference and matters of major policy should be recommended to the full council.

Whilst delegation is necessary it is the Council's policy that members and the press and public should have the fullest information. Therefore, the Clerk reports all major decisions taken under delegated powers at the next Council or Committee meeting.

### **2. Proper Officer, Responsible Finance Officer (RFO)**

The Clerk shall be:

- The Proper Officer and will carry out the functions as provided by the Local Government Act 1972
- The RFO in accordance with the Accounts & Audit Regulations in force at any given time.
- The DPO as required by the General Data Protection Regulations 2018

The Assistant Clerk shall deputise for the Clerk:

- In the Clerk's absence
- At the Clerk's direct request.

### **3. Delegated Powers and Responsibilities**

In addition to the responsibilities set out in the Clerk's job description, the Clerk has the delegated authority to undertake the following matters on behalf of the Council:

- Day to day administration of services
- Authorisation to call any extra meetings of the Council, or Committee, as necessary, having consulted with the Chairman of the Council or Committee
- Authorisation to respond immediately to any correspondence, requiring or requesting information or relating to previous decisions of the Council but not correspondence requiring an opinion to be taken by the Council or Committee



- Authorisation of routine expenditure in accordance with the Council's Financial Regulations
- Preparation and submission of Planning application consultation responses where the Council's agreed stance is known.
- Handling requests for information under the Freedom of Information Act 2000 and the Data Protection Act 1988 or GDPR Regulations
- Issuing press releases and statements on the Council's known policies
- Updating and managing the content of the Council's website
- Co-ordinating the Council's newsletter articles e.g. for Goring Gap News or Genie.
- Disposal of Council records according to legal restrictions and the Council's Retention Policy
- Take appropriate actions arising from emergencies in consultation with the Chairman/Vice Chairman of the Council as appropriate to the circumstances.
- An emergency situation is defined as a time when the Council cannot act under its normal standing orders due to circumstances outside of its control.

#### **4. Emergency Situations**

To note that it is lawful for the clerk to spend against specific items in the Parish Council's budget i.e., for contractors, hall hire, salaries etc., all of which having been identified in the budget when setting the precept, any such payments to be reported to the Council at the next ordinary meeting.

The Council approves delegation of the following items to the Proper Officer

- Clerk may spend up to £500 and to authorise urgent work when unforeseen circumstances occur.
- Clerk may spend up to £5000 and to authorise urgent work when unforeseen circumstances occur, with written confirmation from the Chairman / Vice Chairman or Chairman of a specific committee
- To respond to planning applications having consulted with Members of the Planning Committee, including the Chairman and Vice Chairman. (other councillors are still able to submit their own personal comments) where a response is required before an ordinary meeting of the Planning Committee can be held.
- To postpone meetings of the Council, in consultation with the Chairman and Vice Chairman or Committee Chairman, as appropriate, for example where a meeting maybe inquorate.
- To receive and act upon Government advice in relation to the holding of the Annual Meeting of the Parish (noting such meetings must be held before 1 June) and the Annual Meeting of the Parish Council (noting such a meeting must be held in May), thereby giving delegated power to the Clerk to make necessary rearrangements for these meetings in consultation with the Chairman.

**All work actioned under the Scheme of Delegation is done in consultation with at least a quorum of members except for general day to day responsibilities of the Clerk, everything actioned will also be documented, and reported at the next appropriate meeting.**



## **5. Review**

This document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council

<b>Title</b>	To reapprove Terms of Reference and appoint members and representatives to committees, Working Groups and other organisations.
<b>Authors</b>	Clerk & Assistant Clerk
<b>Meeting</b>	Goring-on-Thames Parish Council Annual Council Meeting – 15 <sup>th</sup> May 2023

### Terms of Reference

The Terms of Reference have all been reviewed, updated have been minimal and in general where membership was 3, it has been increased to 4. As the legal minimum quorum is 3 for any full council, and 4 for Goring-on-Thames Parish Council, the quorum has been set at 3 (or more where required to meet the 1/3 requirement) for all Committees and Working Groups. The Clerk is proposing this change as there have been instances where meetings could not be held due to sickness or absence of one Cllr, thus impeding the progress of those specific committees.

The following pages attach the new, updated ToR's.

The Clerk asks that the Council considers the work associated with the management of each committee when considering whether to renew the membership of each committee. For reference, the average number of hours associated with each committee meeting is approximated 6 hours to include:

- Writing the agenda
  - Including posting to the website, sending out to registered emails via mailchimp and visiting the five noticeboards.
- Attending the meeting.
- Finalising the minutes, completing actions and website updates.
  - Note if there are a significant volume of actions or queries, this will take in excess of the average six hours.

The majority of the Committees meet once per month with the addition of 3 new committees being formed in February/March 2023, adding significantly to the workload to be included in the fixed hours of the Clerk & Assistant Clerk.

Should the Council be so inclined to increase the number of Full Council meetings from the current 6 per year, additional resources or reducing the numbers of committees should also be considered as the average Clerk time is approximately 30 hours for a Full Council meeting.

## Membership of Committees

Committee (or Working Group – WG)	Previously	Membership Number	2023/2024 membership
Planning	SL; DB; LR; JW; AS; CR; JE	7, all others potential substitutes.	
Staffing	CR; DB; BU	4 (up from 3)	
the Traffic Management; Parking & Pedestrian Safety	DB; SL; RO	4 (up from 3)	
Finance	BU; JE; CR; AS	4	
Media & Communications	BU; EM; RO	4 (up from 3)	
Neighbourhood Plan, Strategic Project – Goring CofE Primary School <b>WG</b>	BU; LR	4 (up from 2)	
Community Play Events <b>WG</b>	BU, SL; EM; S Wicks + 1 vacant non-member seat	5 (2 non-Councillors)	
Public Spaces Review <b>WG</b>	All 10	10	
Public Spaces Signs Committee	SL; JE; CR	4 (up from 3)	
Public Spaces Sheepcot Pavilion Committee	BU; AS; DB; David Boyd (Tennis); Vacant (Football)	5 (inc. 1 tennis rep & 1 football rep)	
Public Spaces Playgrounds Committee	SL; RO; EM; Anna Povey; Laura Kelly; Chloe Morrison; Craig Dove	7 (inc. 4 non-CLlr members)	
Gap Festival Committee	Vacant	1	
Goring Poor Allotment Charity	CR; JE; N Gordon-Potts	3	
Goring Volunteer Trust	DB	1	
Streatley with Goring Dementia Action Forum	Approved to keep Vacant	1	
Twinning Association	RO	1	
Village Hall Committee	BU	1	



## **Planning Committee TERMS OF REFERENCE**

### **1. Remit**

To review all planning applications and respond on behalf of the council to planning consultations, and when considered appropriate send a representative of the Goring-on-Thames Parish Council to any relevant planning committee meetings of the planning authority.

### **2. Meetings**

To meet twice per month, nominally the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month, unless there is a Full Council meeting in the same week, which applications can be decided at instead.

If an application is particularly complex, at the agreement of the Chairmen of both the Council and the Planning Committee, a planning Committee Meeting and a Full Council Meeting may both be held in the same week.

The Clerk will minute all meetings of the Planning Committee and minutes will be submitted to the Parish Council at the next meeting for adoption.

The Clerk is responsible for submitting the responses to the Planning Authority. Planning responses will be circulated to members of the planning committee to approve before submitting to the SODC website.

### **3. Appointment of members**

The Committee will be comprised seven core members with a quorum of three. Members will be appointed at the Annual Council meeting. The Chairman will be elected by the Planning Committee at its first meeting after the Annual Council meeting, they may also appoint a Vice-Chairman. Committee membership substitutions can be made with any councillor of Goring-on-Thames Parish Council, this is to ensure where possible 5 members are present at all planning committee meetings.

### **4. Delegated Authority**

The Committee has delegated powers to consider all planning applications and to respond to them on behalf of the Parish Council.

### **5. Scope**

To consider all planning applications.



To study relevant plans, individual Councillors to take a view as to whether to visit relevant sites to form their opinion and consider any comments from members of the parish before coming to a decision.

To endeavour to ensure that all relevant parties are given an adequate hearing if they request this in accordance with the Council's standing orders.

To endeavour to ensure that any objections or recommendations are based solely on planning criteria.

To consider environmental aspects when considering planning applications.

To monitor the general environment of the parish and report to the planning authorities any potential planning breaches.

To respond on behalf of the Parish Council to all consultations regarding planning issues or issues that will have an impact on planning. The Committee is authorised to make written representation or to elect a member to attend the hearings of the SODC Planning Committee

When an application is subject to appeal, the Committee is authorised to make written representation or to elect a member to attend the hearing.

To attend planning training sessions as offered by the planning authority and to read all relevant documentation to ensure that the Committee is aware of current legislation and regulations.

When appropriate, seek expert opinion and guidance from other parties, for example applications relating the Neighbourhood Plan, to seek recommendations from former members of the Neighbourhood Plan team.

## **6. Review**

This Terms of Reference document was reapproved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council



**Staffing Committee  
TERMS OF REFERENCE**

**1. Remit**

The Committee is responsible for the employment and welfare of all employees

**2. Frequency of Meetings**

To meet as required to support the remit and scope of the Staffing Committee.

**3. Appointment of members**

The Committee will be comprised of four members appointed annually at the Annual Council Meeting, with a quorum of three.

**4. Chairman**

The Chairman is to be elected annually by the Committee at their first meeting, before proceeding to any other business. The office shall be held for one year.

**5. Voting**

Only members appointed to the committee may vote at the meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote.

**6. Minutes**

All minutes shall be open for inspection by a Member of the Parish Council, if appropriate.

**7. Admission of the Public and Press**

The Public and Press may not be admitted to these meetings as

“In accordance with s1 (2) of the Public Bodies (Admission to Meetings) Act 1960 the Press and Public be excluded from the meeting during consideration of these items due to the confidential nature of this item”.

**8. Meeting Duration**

The Staffing Committee may meet for a maximum of 2 hours, with any unfinished business being taken at the beginning of the next meeting. In exceptional circumstances the meeting may be extended with a vote taken by Members

**9. Specific Delegated Powers**

- To review staffing structures and levels and make recommendations to the Council.
- To agree and review annually contracts of employment, job descriptions, person specifications for staff and to review the Clerk/RFO performance.
- To review staff salaries and terms of conditions and make recommendations to Council.
- To appoint, from its membership, a recruitment panel when necessary and recommend appointments to Council. Recruitment panels will normally include all four members in the case of appointment plus the Clerk.
- To appoint members to act as a disciplinary panel as set out in the Green Book and as an appeals panel in the case of any appeal against disciplinary action.





- To appoint members to hear any formal grievance.
- To review health and safety at work for all Council employees.
- To review all Council policies that relate to staff employment on an annual basis.
- To ensure the Council complies with all legislative requirements relating to the employment of staff.

### **10. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically, at least once per council term, nominally 4 years.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council



**Neighbourhood Plan, Strategic Project**

**Traffic Management, Parking & Pedestrian Safety Committee**

**TERMS OF REFERENCE**

**1 Remit**

- To support the aims and objectives of the Neighbourhood Strategic Project titled **Traffic and Parking**
  - “A full review of traffic management, pedestrian safety and parking in the village, especially in the village centre.”
- Where applicable, to work with the other stakeholders, to facilitate individual project.
- Projects to include:
  - 4 Actions from the Neighbourhood plan:
    - Action.06: Improving the Village Centre Congestion and Safety
      - Monitoring the progress and long-term effect of the High Street Improvements to be completed in Spring 2021
    - Action.07: Improving Wallingford Road Access and Safety
      - Including: Double Yellow Lines at the Junction of Lockstile Way / Wallingford Road
    - Action.08: Stopping Illegal Use of The High Street by Heavy Goods Vehicles
    - Action.09: Sustainable Village Centre Parking
  - Pedestrian Safety Improvements in Station Road
  - Other projects relating to Traffic and Safety as decided by the Parish Council, list at the time of approval of this ToR
    - No Loading / No Waiting zone with respect to the High Street
    - Speed bumps at the end of Elvendon Road (Woodcote end)
    - Road lines at the junction of Station Road; Yew Tree Court; Red Cross Road

**2 Frequency of Meetings**

To hold public meetings, as required, to support the remit and scope of the NPSP – Traffic Management, Parking & Pedestrian Safety Committee. If legislation is in place to lawfully allow it, these meetings may be virtual.

**3 Appointment of Members**

The Committee will be comprised of four members with a quorum of three. Membership of the NPSP – Traffic Management, Parking & Pedestrian Safety Committee will be agreed as needed at a full council meeting.

A chairman shall be appointed at the first meeting of the Committee.

## **4 Delegated Authority**

The NPSP – Traffic Management, Parking & Pedestrian Safety Committee has delegated authority to:

- Prioritise projects as listed in this ToR and any future items as directed by the Full Council
- Pursue a matter and conduct any appropriate consultations and investigations in the process of forming a final recommendation on any project within the budget set for the Committee (Budget Code 6060 – Pedestrian Safety Projects)
  - Formal proposals and budgets for any remedial action to be approved by Full Council.

## **5 Scope**

- To investigate and progress any projects as deemed by the council to be the responsibility of the Committee
  - Where appropriate form a Sub-Committee with another organisation to do this.
- Where required to define the brief for and commission on behalf of the Council a professional, expert report from a suitably qualified highways consultant
- To advise the council on the choice of consultant and the most appropriate procurement process
- To obtain advice and information on behalf of the Council from the highway authority
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children
- Having regard to the results of the 4 items above to recommend to the Council the most appropriate course of action
- To consider and make recommendations on the timing and methods of funding of any works the committee recommends, and the Council approves, including pursuing any grant applications.

## **6 Sub-Committees**

When appropriate to form a Sub-Committee, a separate ToR will be written for each sub-committee, formed to complete a single project. Sub-Committees will generally only be formed where a non-council member is being co-opted to join the Committee, for example when a project is in partnership with another organisation.

### **6.1 Appointment of Members**

Sub-Committees shall consist of three councillors plus one or two non-council members.

In the absence of an officer of the council being present, a recording of the meeting will be taken solely for the purpose of writing the minutes (after which, it will be destroyed) and provided to the Clerk promptly after the meeting.

## **6.2 Quorum & Voting**

The quorum for the Sub-Committee is three, including a minimum of two representatives of the Council.

## **6.3 Dissolution of Sub-Committees**

Unless the Traffic Management, Parking and Pedestrian Safety Committee decides otherwise Sub-Committees will be dissolved when its task is complete or on the dissolution of the current Council, whichever is sooner.

## **7 Review**

This Terms of Reference document in its updated form was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council



## **Finance Committee**

### **TERMS OF REFERENCE**

#### **1. Remit**

To work with the Responsible Financial Officer in the management of the Council's financial resources and to consider and recommend strategy and action on policy and operational matters concerned with Council's finances and property.

#### **2. Meetings**

Meetings will be held monthly for the purpose of approving payments and noting receipts for each month. Meetings shall be held on the second Tuesday of the month at 6.00pm or 6:30pm depending on the anticipated length of the meeting.

The RFO shall attend and minute all meetings of the Finance Committee.

#### **3. Appointment of members**

The Committee will be comprised of 4 core members with a quorum of three. Members will be appointed at the Annual Council meeting. The Chairman will be elected by the Finance Committee members at their first meeting after the Annual Council meeting, the Committee may also appoint a vice-Chairman. Committee membership substitutions can be made with any councillor of Goring-on-Thames Parish Council, this is to ensure where possible 4 members are present at all Finance committee meetings.

#### **4. Delegated Authority**

The Committee has delegated powers to

- Approve monthly payment schedules on behalf of the Council within the scope of the budget and approved expenditure.
- To note receipts.
- To note monthly reconciled bank accounts.
- To conduct quarterly budget reviews, make adjustments to the annual budget.

To note: the setting of the precept and the budget for the forthcoming year can only be approved by the Full Council. This committee will prepare a draft budget for the following year and make recommendation to the Council for approval only.

#### **5. Scope**

- a) To consider the annual and supplementary estimates of budget and make appropriate recommendations to the Council.



- b) To monitor income and expenditure within the approved budget at least quarterly to report to the council on the current position as compared with expectations when the budget was set.
- c) To ensure adequate financial controls are in place, and operated, to utilise and protect the Council's finances and assets – to include insurance of buildings and property and maintenance of appropriate valuations in the asset register.
- d) To monitor and effect compliance with laid down internal and external audit and other financial procedures, regulations and statutes.
- e) To examine annually the current financial policies and procedures, identify opportunities for improvement and make proposals to the council for changes where appropriate.
- f) To monitor the Council's financial risk assessments and recommend changes where necessary.
- g) To recommend the annual accounts to the Council.
- h) To recommend the precept requirement to Council.
- i) To make recommendations to the council regarding the investment of the council's funds to ensure the optimisation of financial returns.
- j) All powers shall be exercised in accordance with any Standing Orders, policy adopted or directions given by the Council.

## **6. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_ Chair of the Council



**Media & Communications Committee**

**TERMS OF REFERENCE**

**1. Remit**

- To provide a decision making forum with regard to social media and communications projects relating to Goring-on-Thames Parish Council.
- The Committee will suggest, facilitate and approve articles and generate communication in order to engage, advise and exchange views with the residents for the Civil Parish of Goring-on-Thames.

For the purposes of this Committee, “communications and media” is defined as being any form of communication which is Parish Council owned and includes, but is not limited to the website; social media; newspapers; leaflets; newsletters, and e-mail distribution.

**2. Frequency of Meetings**

To meet as required to support the remit and scope of the Media and Communications Committee.

Due to the time-sensitive nature of media, engagement responses may be suggested via email to the Committee and approved for posting by a quorum, via email.

**3. Appointment of members**

The Committee will be comprised of four members with a quorum of three. Membership of the Media and Communications Committee will be agreed as needed at a full council meeting.

**4. Delegated Authority**

The Media and Communications Committee has the delegated authority to decide the content & distribution methods of Parish Council communication within the scope of the Communications Policy. The Committee has the delegated authority to spend up to the yearly approved budget for these purposes, ensuring value for money is sought in all spending.

**5. Scope**

- Provide up to date information for Goring-on-Thames Parish Council website, social media sites and noticeboards. All statutory information such as agendas, minutes, etc. will continue to be managed by the Clerk.
- Information published will be administered via the committee and is subject to their processes / procedures and amendments.
- The Council is responsible for policies and procedures in relation to communication and publications.



- Budget will be allocated & approved by the Parish Council annually.
- The Committee must be mindful of the allocated budget and consider costings when making decisions
- Parish Councillors who post information on their own social media accounts will be representing their own personal views and not that of Goring-on-Thames Parish Council.

## **6. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council





**Neighbourhood Plan, Strategic Project – Goring CofE Primary School Working  
Group**

**TERMS OF REFERENCE**

**1. Remit**

- To provide support to the School and Governors in their plans to develop the site.
- To report to the council progress of the plans and requests for funding.

**2. Frequency of Meetings**

To meet as required to support the remit and scope of the NPSP-Goring CofE School Working Group.

**3. Appointment of members**

The Working Group will be comprised of a minimum of four members with a quorum of four. Membership of the NPSP-Goring CofE School Working Group will be agreed as needed at a full council meeting.

**4. Delegated Authority**

The NPSP-Goring CofE School Working Group has no delegated authority, decisions regarding any funding to be provided by the council to the project to be decided by the Parish Council

**5. Scope**

- To liaise with the school on their plans
- Aid with any grant applications
- Review any requests for funding from GPC for the project
- Provide advice where consulted

Noting: the Parish Council Standard Practice of not offering planning advice prior to a planning application being submitted.

**6. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council



**Community “Play” Events Working Group  
TERMS OF REFERENCE**

**1. Remit**

- To plan, manage and deliver community play events to the budgets set by the council.
- To engage outside organisations to deliver specific parts of the play programme.
- To advertise to and engage with all members of the community, to emphasise the “it’s not just for children” message.
- To seek other sources of funding to supplement budgets and engage other organisation in the aims and goals of the play events.

**2. Frequency of Meetings**

To meet as required to support the remit and scope of the Community “Play” Events Working Group.

**3. Appointment of Members**

The working group will be comprised of not less than four members with a quorum of three. Membership of the working group will be agreed as needed at a full council meeting, and shall comprise not less than 3 council members, plus up to 3 members of the community.

**4. Delegated Authority**

The Working Group has delegated authority, to decide how the budget as decided by the full council will be spent, in delivering the events.

**5. Scope**

- To provide a range of informal outdoor play and community activities for all parishioners, including, local children, families and adults with or without children on their doorstep.
- To create further opportunity for community engagement to help us understand better our village and those who live in it.
- To show that Goring is a welcoming place for all and that we want to improve facilities for them.
- To test ideas and review locations for future provision of activities.
- To raise awareness of the public open spaces in the village.
- Encourage residents to stay within the area for play, social activities, and community togetherness, rather than travelling outside the area.
- To use all forms of media communication to ensure villagers know about the events and that they are open to all members of our community.



**6. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically, at least once per council term.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council



**Public Spaces Strategy Working Group  
TERMS OF REFERENCE**

**1. Remit**

- To review minimum of 3 bids for the Public Spaces Strategy work, interview all 3 landscape architects and advise the council on preferred bid.
- To liaise with the chosen landscape architect, throughout the design and consultation phase (including public consultation)
- To advise the council on preferred projects and phasing.

**2. Frequency of Meetings**

To meet as required to support the remit and scope of the Public Spaces Strategy Working Group.

**3. Appointment of members**

The Committee will be comprised three members with a quorum of three. Membership of the Public Spaces Strategy working group will be agreed as needed at a full council meeting.

**4. Delegated Authority**

The Public Spaces Strategy Working group has no delegated authority, decision regarding chosen landscape architect, design to go to consultation, and chosen projects & timescales to be decided at the next available full council meeting.

**5. Scope**

- To provide the same specification to all bidding landscape architects
- Meet with all bidding architects, with site visits.
- Review bids.
- Advise the council on the preferred bid.
- Engage with the successful Landscape Architect to review the design, providing any additional information required.
- Liaising with the Landscape Architect through working Group review of the designs, Parish Council review of the designs and submission to public consultation.
- Management of the Public Consultation and analysis of the results.
- Liaising with Landscape Architect for modifications post-consultation.
- Advising the council on the preferred projects and order of completion.

**6. Specification for the Landscape Architects**

**Gardner Recreation Ground and Pavilion** - the Pavilion has been refurbished about 3 years ago, but we are looking to have advice on how we might best use this space for some play equipment and gym-trail (for older children 10+), a refurbishment of the toddler playground (this was gifted as a memorial for a child who died about 20 years ago and is in need of refurbishment and upgrading, but still retaining its memorial status) and possibly/ideally some outdoor exercise equipment. This is also our cricket ground, our Goring FA football Pitch, and there is a bowling green at the far end. There is also a very small 'community



garden' in the corner, but we are open, if needed, to move that elsewhere, but ideally work around it.

**Sheepcot Field/Recreation Ground and Pavilion** - the pavilion is in great need of refurbishment, and we will be working to do this, but after we better understand how the open space can be used. This is a VERY large field, with flat 'plateaux' and steeply sloping aspects as well. There is a tennis court on site, but this has a long-term lease to the Club so we would work around that - though part of the lease is that one court is for public use/first come first served basis, and we may want to make a 'feature' of that. This probably would be a good space for larger play equipment, and we may want to make a special feature of that?

**Bourdillon Field/Playground** - this currently has some play equipment, basketball court and open field - and needs to be re-thought and refurbished. There is a potential that the school (behind it) may need to expend, so we might need/want to give some of this land to the school, but at least half would reserved for an open space/play area.

**Rectory Garden** - this is a piece of land donated early 1900s to be used for 'exercise and recreation', though we have kept it to be a more 'memorial garden'. There are some specific covenants of lime trees, a path and a wall - though it would be nice to formalise the space to be more inviting and better used. We have some ideas, but in the main are currently thinking this could be some kind of Edwardian style garden (to be more in keeping with the time it was donated), and to invite people to sit and enjoy or to have low-key exercise?

**Ferry Road** - this is a river access area that is currently some green grass, a dilapidated bench, and some reinforced river edge repaired after the last floods. We would like to make this a nice 'river place' for the public to enjoy, maybe moorings, but more about people relaxing/picnic-ing, etc.

Deliverables - working through a process to help us with outline ideas first, feedback from the small working group, then some rough drawings for full Council, then feedback from the full Council, then final drawings with enough detail (though can also be 'mood board' style if you feel best) so that we then can meaningfully consult with the village. We would then try to consolidate feedback and seek any further comments/ideas from the chosen landscape architect based on what the local folks said.

## **7. Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chairman of the Council



**Open Spaces Projects:**

**Village Signage Committee**

**TERMS OF REFERENCE**

**1 Remit**

- To create a fully scoped proposal for the Village Signage in response to the Thirlwall Open Spaces Report to include:
  - Seeking proposals
  - Seeking quotes for chosen design(s)
  - Obtaining planning permission if required
  - Seeking funding and where applicable applying for grant funding
  - To organise and manage fundraising projects to contribute funding, if needed.
- Where applicable, to work with the other stakeholders, to facilitate individual project, including conducting consultations with user groups.

**2 Frequency of Meetings**

To hold public meetings, as required, to support the remit and scope of the Open Spaces Projects: Village Signage Committee. Should legislation be in place to lawfully allow it, these meetings may be virtual.

**3 Appointment of Members**

The Committee will be comprised of four councillor members, who are appointed by the full council, with a quorum of three.

A chairman shall be appointed at the first meeting of the Committee, and the first meeting after the annual meeting of the parish council each year after that.

**4 Delegated Authority**

Open Spaces Projects: Village Signage Committee has delegated authority to:

- Pursue the project as detailed in this ToR and conduct any appropriate consultations, investigations, quote seeking and funding seeking required in the process of forming a final recommendation on the project within the initial budget set for the Committee that being £500
  - Formal proposal for the full scoped project including funding to be approved by Full Council.



## **5 Scope**

- Where required to define the brief for a professional, expert report from a suitably qualified consultant.
- To advise the council on the choice of consultant and the most appropriate procurement process
- To obtain advice and information on behalf of the Council from the planning authority
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children.
- To consider and make recommendations on the timing and methods of funding of any works the committee recommends, and the Council approves, including pursuing any grant applications.
- Having regard to the results of the 5 items above to recommend to the Council the most appropriate course of action.

## **6 Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council



**Open Spaces Projects:**

**Sheepcot Pavilion Committee**

**TERMS OF REFERENCE**

**1 Remit**

- To create a fully scoped proposal for the Sheepcot Pavilion Refurbishment/Replacement in response to the Thirlwall Open Spaces Report to include:
  - Seeking proposals
  - Seeking quotes for chosen design(s)
  - Obtaining planning permission if required
  - Seeking funding and where applicable applying for grant funding
  - To organise and manage fundraising projects to contribute funding, if needed.
- Where applicable, to work with the other stakeholders, to facilitate individual project, including conducting consultations with user groups.

**2 Frequency of Meetings**

To hold public meetings, as required, to support the remit and scope of the Open Spaces Projects: Sheepcot Pavilion Committee. Should legislation be in place to lawfully allow it, these meetings may be virtual.

**3 Appointment of Members**

The Committee will be comprised of three councillor members, plus 2 non-Councillor, members of sports clubs, 1 Football Club representative and 1 Tennis Club representative, who are appointed by the full council, with a quorum of three.

Non-Councillor members shall meet the eligibility criteria to be a Councillor in the Parish of Goring-on-Thames.

A chairman shall be appointed at the first meeting of the Committee, and the first meeting after the annual meeting of the parish council each year after that.

**4 Delegated Authority**

Open Spaces Projects: Sheepcot Pavilion Committee has delegated authority to:

- Pursue the project as detailed in this ToR and conduct any appropriate consultations, investigations, quote seeking and funding seeking required in the process of forming a final recommendation on the project within the initial budget set for the Committee that being £XXXX





- Formal proposal for the full scoped project including funding to be approved by Full Council.

## **5 Scope**

- Where required to define the brief for a professional, expert report from a suitably qualified consultant.
- To advise the council on the choice of consultant and the most appropriate procurement process
- To obtain advice and information on behalf of the Council from the planning authority
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children.
- To consider and make recommendations on the timing and methods of funding of any works the committee recommends, and the Council approves, including pursuing any grant applications.
- Having regard to the results of the 5 items above to recommend to the Council the most appropriate course of action.

## **6 Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council



**Open Spaces Projects:**

**Playgrounds Committee**

**TERMS OF REFERENCE**

**1 Remit**

- To create a fully scoped proposal for the Bourdillon Play Equipment / Gardiner Play Equipment in response to the Thirlwall Open Spaces Report to include:
  - Seeking proposals
  - Seeking quotes for chosen design(s)
  - Obtaining planning permission if required
  - Seeking funding and where applicable applying for grant funding
  - To organise and manage fundraising projects to contribute funding, if needed.
- Where applicable, to work with the other stakeholders, to facilitate individual project, including conducting consultations with user groups.

**2 Frequency of Meetings**

To hold public meetings, as required, to support the remit and scope of the Open Spaces Projects: Bourdillon Play Equipment / Gardiner Play Equipment Committee. Should legislation be in place to lawfully allow it, these meetings may be virtual.

**3 Appointment of Members**

The Committee will be comprised of three councillor members, who are appointed by the full council, with a quorum of three which must include two Council members. The Committee may also recommend for co-option up to four non-councillor members who are electors of the Parish of Goring-on-Thames for Full Council approval

Non-Councillor members shall meet the eligibility criteria to be a Councillor in the Parish of Goring-on-Thames.

A chairman shall be appointed at the first meeting of the Committee, and the first meeting after the annual meeting of the parish council each year after that.

**4 Delegated Authority**

Open Spaces Projects: Bourdillon Play Equipment / Gardiner Play Equipment Committee has delegated authority to:

- Pursue the project as detailed in this ToR and conduct any appropriate consultations, investigations, quote seeking and funding seeking required in the process of forming a final recommendation on the project within the initial budget set for the Committee that being £1000



- Formal proposal for the full scoped project including funding to be approved by Full Council.

## **5 Scope**

- Where required to define the brief for a professional, expert report from a suitably qualified consultant, and the most appropriate procurement process
- To make regular progress reports to the Full Council
- To obtain advice and information on behalf of the Council from the planning authority
- To obtain and evaluate evidence of the views of residents at large and of special interest groups, including but not limited to groups representing the immediate residents to any project, the elderly and disabled people and parents and carers of young children.
- To consider and make recommendations on the timing and methods of funding of any works the committee recommends, and the Council approves, including pursuing any grant applications.
- Having regard to the results of the 5 items above to recommend to the Council the most appropriate course of action.

## **6 Review**

This Terms of Reference document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed periodically.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council.



**STANDING ORDERS**

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## **Introduction**

Generally, these standing orders do not duplicate the content of legislation. Where direct references are used, they are referenced. This document has been compiled using the NALC *Model Standing Orders 2018 for England (revised April 2022)*. Items that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning.

### **1. Rules of Debate at Meetings**

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to his/her/their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.



- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
  - i. to speak on an amendment moved by another councillor;
  - ii. to move or speak on another amendment if the motion has been amended since he/she/they last spoke;
  - iii. to make a point of order;
  - iv. to give a personal explanation; or
  - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he/she/they considers has been breached or specify the other irregularity in the proceedings of the meeting he/she/they is concerned by.
- q A point of order shall be decided by the chair of the meeting and his/her/their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
  - vi. to amend the motion;
  - vii. to proceed to the next business;
  - viii. to adjourn the debate;
  - ix. to put the motion to a vote;
  - x. to ask a person to be no longer heard or to leave the meeting;
  - xi. to refer a motion to a committee or sub-committee for consideration;
  - xii. to exclude the public and press;
  - xiii. to adjourn the meeting; or
  - xiv. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting



shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his/her/their right of reply.

- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chair of the meeting

## **2. Disorderly Conduct at Meetings**

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chair of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chair of the meeting to moderate or improve their conduct, any councillor or the chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

## **3. Meetings Generally**

Full Council meetings ●  
Committee meetings ●  
Sub-committee meetings ●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting.**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**



- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 10 minutes unless directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
- i A person shall raise his/her/their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his/her/their comments to the chair of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council**





(if there is one).

- p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**

*See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.*

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his/her/their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.
- t The minutes of a meeting shall include an accurate record of the following:
  - i. the time and place of the meeting;
  - ii. the names of councillors who are present and the names of councillors who are absent;
  - iii. interests that have been declared by councillors and non-councillors with voting rights;
  - iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
  - v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
  - vi. if there was a public participation session; and
  - vii. the resolutions made.
- u **A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of**



- conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his/her/their right to participate and vote on that matter.
- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

*See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.*

- w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- 
- x A meeting shall not exceed a period of 2 hours.

#### **4. Committees and Sub-Committees**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
  - i. shall determine their terms of reference;
  - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
  - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
  - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
  - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 4 days before the meeting that they are



unable to attend;

- vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
- vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;
- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

## **5. Ordinary Council Meetings**

- a In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair (if there is one) of the Council.**
- f The Chair of the Council, unless he/she/they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his/her/their successor is elected at the next annual meeting of the Council.**
- g The Vice-Chair of the Council, if there is one, unless he/she/they resigns or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chair of the Council has not been re-elected as a**



member of the Council, he/she/they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.

- i In an election year, if the current Chair of the Council has been re-elected as a member of the Council, he/she/they shall preside at the annual meeting until a new Chair of the Council has been elected. he/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chair of the Council and Vice-Chair (if there is one) of the Council at the annual meeting, the business shall include;
  - i **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of his/her/their acceptance of office form unless the Council resolves for this to be done at a later date;**
  - ii Confirmation of the accuracy of the minutes of the last meeting of the Council;
  - iii Receipt of the minutes of the last meeting of a committee;
  - iv Consideration of the recommendations made by a committee;
  - v Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
  - vi Review of the terms of reference for committees;
  - vii Appointment of members to existing committees;
  - viii Appointment of any new committees in accordance with standing order 4;
  - ix Review and adoption of appropriate standing orders and financial regulations;
  - x Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
  - xi Review of representation on or work with external bodies and arrangements for reporting back;
  - xii In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
  - xiii Review of inventory of land and other assets including buildings and office equipment;
  - xiv Confirmation of arrangements for insurance cover in respect of all insurable



risks;

- xv. Review of the Council's and/or staff subscriptions to other bodies;
  - xvi. Review of the Council's complaints procedure;
  - xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
  - xviii. Review of the Council's policy for dealing with the press/media;
  - xix. Review of the Council's employment policies and procedures;
  - xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
  - xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.
- k Additional council meetings shall be held in each year on such dates and times and at such place as the council may direct.
- l To delegate the power to cancel meetings to the clerk in consultation with the chair of the relevant meeting.
- m To delegate the power to the clerk in consultation with the chair of the relevant meeting to prepare agenda and summons for additional ordinary meetings.

**6. Extraordinary meetings of the council, committees and sub-committees**

- a The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chair of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].



## **7. Previous Resolutions**

- a Except where significant relevant new facts or an error come to light, a resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

## **8. Voting on Appointments**

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chair of the meeting.

## **9. Motions of a Meeting that Require Written Notice to be Given to the Proper Officer**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 6 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 6 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.



- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

## **10. Motions at a Meeting that do not Require Written Notice**

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
  - i. to correct an inaccuracy in the draft minutes of a meeting;
  - ii. to move to a vote;
  - iii. to defer consideration of a motion;
  - iv. to refer a motion to a particular committee or sub-committee;
  - v. to appoint a person to preside at a meeting;
  - vi. to change the order of business on the agenda;
  - vii. to proceed to the next business on the agenda;
  - viii. to require a written report;
  - ix. to appoint a committee or sub-committee and their members;
  - x. to extend the time limits for speaking;
  - xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
  - xii. to not hear further from a councillor or a member of the public;
  - xiii. to exclude a councillor or member of the public for disorderly conduct;
  - xiv. to temporarily suspend the meeting;
  - xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
  - xvi. to adjourn the meeting; or
  - xvii. to close the meeting.

## **11. Management of Information**

See also standing order 20.



- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council’s retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council’s contractors and agents shall not disclose confidential information or personal data without legal justification.**

## **12. Draft Minutes**

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he/she/they shall sign the minutes and include a paragraph in the following terms or to the same effect:  
  
“The chair of this meeting does not believe that the minutes of the meeting of the ( ) held on [date] in respect of ( ) were correct





record but his/her/their view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
  - a. The draft minutes for this Council shall be published not more than one calendar month after the meeting.
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

### **13.Code of Conduct and Dispensations**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has a disclosable pecuniary interest. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.**
- c Unless he/she/they has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he/she/they has another interest if so required by the Council’s code of conduct. He/she/they may return to the meeting after it has considered the matter in which he/she/they had the interest.
- d Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.**
- e A decision as to whether to grant a dispensation shall be made by the Monitoring Officer OR a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:



- i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
  - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
  - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
  - iv. an explanation as to why the dispensation is sought.
- g** Subject to standing orders 13(d) and (f), a dispensation request shall be considered by the Monitoring Officer prior to the meeting or, at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h** **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
- i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
  - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
  - iii. **it is otherwise appropriate to grant a dispensation.**

#### **14. Code of Conduct Complaints**

- a** Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b** Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c** The Council may:
- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
  - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;



- d** Upon notification by the District or Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

## **15. Proper Officer**

- a** The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b** The Proper Officer shall:
- i.** **at least three clear days before a meeting of the council, a committee or a sub-committee,**
    - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
    - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

*See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;*

- ii.** subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 5 days before the meeting confirming his/her/their withdrawal of it;
- iii.** **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in his/her/their office;**
- iv.** **facilitate inspection of the minute book by local government electors;**
- v.** **receive and retain copies of byelaws made by other local authorities;**
- vi.** hold acceptance of office forms from councillors;
- vii.** hold a copy of every councillor's register of interests;
- viii.** assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;



- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;  
*(see also standing order 23);*
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in his/her/their absence Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the Planning Committee (Planning Applications may also be entered on the Agenda of Council Meetings to reduce the need for extra Planning Committee meetings);
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect. *(see also standing order 23).*

## **16. Responsibility of the Financial Officer**

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

## **17. Accounts and Accountability Statements**

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
  - i. the Council's income and expenditure for each quarter;



- ii. the Council's aggregate income and expenditure for the year to date;
  - iii. the balances held at the end of the quarter being reported and  
which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
  - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

## **18. Financial Controls and Procurement**

- a The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. the keeping of accounting records and systems of internal controls;
  - ii. the assessment and management of financial risks faced by the Council;
  - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
  - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
  - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b Financial regulations shall be reviewed regularly and at least annually for fitness of



purpose.

- c A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
  - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
  - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
  - iii. the invitation to tender shall be advertised in a local newspaper, the council website and in any other manner that is appropriate;
  - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
  - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
  - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

## **19. Handling Staff Matters**

- a A matter personal to a member of staff that is being considered by a meeting of the



Staffing Committee is subject to standing order 11.

- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of the Staffing Committee or, if he/she/they is not available, the Chair of the Council of absence occasioned by illness or other reason and that person shall report such absence to the Staffing Committee at its next meeting.
- c The chair of the Staffing Committee or in his/her/their absence, the vice-chair shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Staffing Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of the Staffing Committee or in his/her/their absence, the vice-chair of the Staffing Committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Staffing Committee.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by The Clerk relates to the chair or vice-chair of the Staffing Committee, this shall be communicated to another member of the Staffing Committee, which shall be reported back and progressed by resolution the Staffing Committee.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

## **20. Responsibilities to Provide Information**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**



## **21. Responsibilities Under Data Protection Legislation**

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his/her/their personal data.**
- c The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f The Council shall maintain a written record of its processing activities.**

## **22. Interactions with the press/media**

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

## **23. Execution and Sealing of Legal Deeds**

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b Subject to standing order 23(a), any two councillors may sign on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.**

## **24. Communicating with District and County or Unitary Councillors**

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the District and County Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council shall be sent to the ward councillor(s) representing the area of the Council.





## **25. Restrictions on Councillor Activities**

- a Unless duly authorised no councillor shall:
  - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
  - ii. issue orders, instructions or directions.

## **26. Standing Orders Generally**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least two councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

## **27. Urgent Business**

- a To delegate the power to deal with urgent matters which could not go before the council, a committee or a sub-committee to the Clerk in consultation with the council or Committee chair or vice chair, and where possible a quorum of other councillors.

## **28. Review**

These Standing Order were approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, and supersedes all previous versions, it shall be reviewed every other year as recommended by the Internal Auditor at the Annual Council meeting as in 5 j ix above.

Signed:

Dated: 15 May 2023

\_\_\_\_\_ Chair of the Council



## **FINANCIAL REGULATIONS 2023**

### **1. General**

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
  - for the timely production of accounts;
  - that provide for the safe and efficient safeguarding of public money;
  - to prevent and detect inaccuracy and fraud; and
  - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or willful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.



1.9. The RFO;

- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.



1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors, shall be a matter for the full council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £5000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

## **2. Accounting and audit (internal and external)**

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any

related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
  - be competent and independent of the financial operations of the council;
  - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
  - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the financial decision making, management or control of the council
- 2.7. Internal or external auditors may not under any circumstances:
  - perform any operational duties for the council;
  - initiate or approve accounting transactions; or
  - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.



### **3. Annual estimates (budget) and forward planning**

- 3.1. Not later than October each working group chair will consult with their working group to identify their anticipated income and expenditure for the following financial year. This will be provided to the RFO/Finance Committee for the basis of producing the following year's draft budget.
- 3.2. The RFO must each year, by no later than October, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments, should there be one, including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

### **4. Budgetary control and authority to spend**

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
  - the council or finance committee for all items over £5,000;
  - any other duly delegated committee of the council for items over £500; or
  - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated finance committee. During the budget year and with the approval of the finance committee having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').



- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 4.4. The salary budgets are to be reviewed at least annually in the month following release of revised pay scales for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £500. The Clerk shall report such action to the chairman and chairman of the Finance Committee as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the finance committee with a statement of receipts and payments to date under each heading of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.

## **5. Banking arrangements and authorisation of payments**

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to the finance committee. The committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the committee. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access



to any personal information.

- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order by the date they become due.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
  - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of the finance committee or council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
  - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of the finance committee; or
  - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council or finance committee.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of the finance committee.
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members of the finance committee on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.





- 5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The council and Finance Committee will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

## **6. Instructions for the making of payments**

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of the finance committee in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil or record in the accounting software.
- 6.6. Cheques or orders for payment may be presented for signature other than at a council or committee meeting but any signatures obtained away from such meetings shall be reported to the finance committee at the next convenient meeting.
- 6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to the finance committee as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to the finance committee as made. The approval of the use of a banker's standing order



shall be renewed by resolution of the council at least every two years.

- 6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to the finance committee as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.
- 6.15. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.



- 6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by both the Clerk and a member of the finance committee. A programme of regular checks of standing data with suppliers will be followed.
- 6.18. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £500 unless authorised by council or finance committee in writing before any order is placed.
- 6.19. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the finance committee and authority for topping-up shall be at the discretion of the finance committee.
- 6.20. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.21. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

## **7. Payment of salaries**

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available finance committee meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in the accounting software used by the council but this confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:



- a) by any councillor who can demonstrate a need to know such as those on the finance committee for authorisation purposes;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff, the council must consider a full business case.

## **8. Loans and investments**

- 8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.6. All investments of money under the control of the council shall be in the name of the



council.

- 8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

## **9. Income**

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

## **10. Orders for work, goods and services**

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of



orders shall be retained.

- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

## **11. Contracts**

11.1. Procedures as to contracts are laid down as follows:

- a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
  - i. for the supply of gas, electricity, water, sewerage and telephone services;
  - ii. for specialist services such as are provided by legal professionals acting in disputes;
  - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
  - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
  - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman of Council and of the Finance Committee); and
  - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts



Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations<sup>2</sup>.

- c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)<sup>3</sup>.
- d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g) Any invitation to tender issued under this regulation shall be subject to Standing Orders [section 18 ] and shall refer to the terms of the Bribery Act 2010.
- h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

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<sup>2</sup> The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

<sup>3</sup> Thresholds currently applicable are:

- a) For public supply and public service contracts 209,000 Euros (£181,302)
- b) For public works contracts 5,225,000 Euros (£4,551,413)



- i) The council shall not be obliged to accept the lowest or any tender, quote or estimate
- j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **12. Payments under contracts for building or other construction works**

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

## **13. Assets, properties and estates**

- 13.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 13.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).





- 13.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5. Subject only to the limit set in Regulation 13.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 13.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

#### **14. Insurance**

- 14.1. Following the annual risk assessment (per Regulation 16), the RFO shall effect all insurances and negotiate all claims on the council's insurers.
- 14.2. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 14.3. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 14.4. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the council, or duly delegated committee.

#### **15. Charities**

- 15.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

#### **16. Risk Management**

- 16.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.



- 16.2. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

### **17.Suspension and revision of Financial Regulations**

- 17.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 17.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

### **18. Notes**

These Regulations were based on the NALC Model Financial Regulations 2019 template. The template was produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.]

These Regulations still contain EU specific legislation requirements. This Council awaits the much anticipated updated Model Financial regulations from NALC, at which point this document will be updated and re-approved as suitable for use.

### **19.Approval**

These regulations were approved at the council meeting on 15<sup>th</sup> May 2023 as applicable for the FY 2023-24, and supersede all previous versions. They will be reviewed annually, or when legislation dictates.

Signed

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_ Chair of the Council



# GORING-ON-THAMES PARISH COUNCIL

## CODE OF CONDUCT

### **1. Adoption of the Vale of White Horse & South Oxfordshire District Council Model Code of Conduct**

The Oxfordshire Secretaries and Monitoring Officers Group recently agreed a model Code of Conduct Appendix 1 to this document to be applied on a countywide basis and which is intended to provide consistency across all tiers of local government.

At their respective annual meetings in 2022, both the Vale of White Horse and South Oxfordshire district councils adopted the Code with immediate effect. SODC then formally commended the Code to this Council for adoption at the earliest possible opportunity. This will ensure that all Oxfordshire councillors are covered by the same Code.

Goring-on-Thames Parish Council therefore adopts the Code of Conduct as per Appendix 1 to this document.

### **2. Review**

The Code of Conduct was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed yearly, at the Annual Meeting of the Council.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council

Appendix 1 follows.

## **Oxfordshire Councils' Councillor Code of Conduct 2022**

### **1.0 Introduction**

The Council has a duty to promote and maintain high standards of conduct by members and co-opted members of the Council, and formally adopt a code of conduct, in accordance with the *Localism Act 2011*.

### **2.0 Purpose of the Code of Conduct**

The purpose of this Code of Conduct is to assist you, as a Councillor, in modelling the behaviour that is expected of you, to provide a personal check and balance, and to set out the type of conduct that could lead to action being taken against you. It is also to protect you, the public, fellow Councillors, local authority officers and the reputation of local government. It sets out general principles of conduct expected of all Councillors and your specific obligations in relation to standards of conduct. The fundamental aim of the Code is to create and maintain public confidence in the role of the Councillor and in Local Government.

### **3.0 Definitions**

For the purposes of this Code of Conduct, a “Councillor” means a member or co-opted member of the local authority. A “co-opted member” is defined in the *Localism Act 2011 Section 27(4)* as “a person who is not a member of the authority but who

- 3.1 is a member of any committee or sub-committee of the authority, or;
- 3.2 is a member of, and represents the authority on, any joint committee or joint sub-committee of the authority;

and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee”.

### **4.0 General Principles of Councillor Conduct**

Everyone in public office and all who serve the public or deliver public services, including Councillors and local authority officers, should uphold the Seven Principles of Public Life, also known as the Nolan Principles, (see Appendix A).

Building on these principles of selflessness, objectivity, accountability, openness, honesty and integrity and leadership, the following general principles have been developed specifically for the role of Councillor.

In accordance with the public trust placed in Councillors, on all occasions a Councillor shall:

- act with integrity and honesty
- act lawfully

- treat all persons fairly and with respect; and
- lead by example and act in a way that secures public confidence in the role of Councillor.
- impartially exercise their responsibilities in the interests of the local community
- not improperly seek to confer an advantage, or disadvantage, on any person
- avoid conflicts of interest
- exercise reasonable care and diligence; and
- ensure that public resources are used prudently in accordance with the local authority's requirements and in the public interest.

These general principles have been incorporated into the obligations of the Code of Conduct as set out below.

## **5.0 Application of the Code of Conduct**

This Code of Conduct applies to you as soon as you sign your declaration of acceptance of the office of Councillor or attend your first meeting as a co-opted member and continues to apply to you until you cease to be a Councillor.

This Code of Conduct applies to you when you are acting in your capacity as a Councillor which may include when:

- you misuse your position as a Councillor
- Your actions would give the impression to a reasonable member of the public with knowledge of all the facts that you are acting as a Councillor;

The Code applies to all forms of communication and interaction, including at face-to-face meetings, at online or telephone meetings, in written communication, in verbal communication, in non-verbal communication and in electronic and social media communication, posts, statements and comments.

Your Monitoring Officer has statutory responsibility for the implementation of the Code of Conduct, and you are encouraged to seek advice from your Monitoring Officer on any matters that may relate to the Code of Conduct. Town and parish Councillors are encouraged to seek advice from their Clerk, who may refer matters to the Monitoring Officer.

## **6.0 Standards of Councillor Conduct**

This section sets out the obligations (in bold below), which are the minimum standards of conduct required of a Councillor. Should a Councillor's conduct fall short of these standards, a complaint may be made against them, which may result in action being taken.

Guidance is also included below each obligation to help explain the reasons for the obligations and how they should be followed.

### **6.1 Respect**

**A Councillor:**

- 6.1.1 Shall treat everyone, including other Councillors and members of the public with respect.**
- 6.1.2 Shall treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.**

Respect means politeness and courtesy in behaviour, speech, and in the written word. Debate and having different views are all part of a healthy democracy. As a Councillor, you can express, challenge, criticise and disagree with views, ideas, opinions and policies in a robust but civil manner. You should not, however, subject individuals, groups of people or organisations to personal attack.

In your contact with the public, you should treat them politely and courteously. Rude and offensive behaviour lowers the public's expectations and confidence in Councillors.

In return, you have a right to expect respectful behaviour from everyone. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the relevant social media provider and/or the police. This also applies to fellow councillors, where action could then be taken under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor-officer protocol.

## **6.2 Bullying, Harassment and Discrimination**

**A Councillor:**

- 6.2.1 Shall not bully any person.**
- 6.2.2 Shall not harass any person.**
- 6.2.3 Shall promote equalities and not discriminate against any person.**

Bullying is offensive, intimidating, malicious or insulting behaviour, an abuse or misuse of power through means that undermine, humiliate, denigrate or injure the recipient. Bullying might be a regular pattern of behaviour or a one-off incident, happen face-to-face, on social media, in emails or phone calls, happen in the workplace or at work social events and may not always be obvious or noticed by others.

The Protection from Harassment Act 1997 defines harassment as; conduct that causes alarm or distress or puts people in fear of violence and must involve such conduct on at least two occasions. It can include repeated attempts to impose unwanted communications and contact upon a person in a manner that could be expected to cause

distress or fear in any reasonable person.

Discrimination is where someone is treated unfairly because of a protected characteristic. Protected characteristics are specific aspects of a person's identity defined by the Equality Act 2010. They are age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

Legislation places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

### **6.3 Impartiality of Officers of the Council**

**A Councillor:**

#### **6.3.1 Shall not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.**

Officers work for the local authority as a whole and must be politically neutral, (other than political assistants where applicable). They should not be coerced or persuaded to act in a way that would undermine their neutrality. A Councillor may question officers in order to understand, for example, their reasons for proposing to act in a particular way, or the content of a report that they have written. However, a Councillor must not try and force them to act differently, change their advice, or alter the content of that report, if doing so would prejudice their professional integrity.

### **6.4 Confidentiality and access to information**

**A Councillor:**

#### **6.4.1 Shall not disclose information either given to them in confidence by anyone or acquired by them which they believe, or ought reasonably to be aware, is of a confidential nature, unless**

- i. They have received the consent of a person authorised to give it; or**
- ii. They are required by law to do so; or**
- iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or**
- iv. the disclosure is reasonable and in the public interest; and also made in good faith and in compliance with the reasonable requirements of the local authority and consultation with the Monitoring Officer has taken place prior to its release.**

#### **6.4.2 Shall not improperly use knowledge gained solely as a result of their role**

**as a Councillor for the advancement of themselves, their friends, family members, employer or business interests.**

**6.4.3 Shall not prevent anyone from getting information that they are entitled to by law.**

**6.4.4 When making decisions on behalf of, or as part of, the Council shall have due regard to any professional advice provided by the Council's Officers.**

## **6.5 Disrepute**

**A Councillor:**

**6.5.1 Shall not bring their role or local authority into disrepute.**

As a Councillor, you are trusted to make decisions on behalf of your community and your actions and behaviour are subject to greater scrutiny than that of ordinary members of the public. You should be aware that your actions might have an adverse impact on you, other Councillors and/or your local authority and may lower the public's confidence in your or your local authority's ability to discharge your/its functions.

## **6.6 Use of position**

**A Councillor:**

**6.6.1 Shall not use, or attempt to use, their position improperly to the advantage or disadvantage of anyone.**

A Councillor should not take advantage of opportunities, responsibilities and privileges to further their own or others' private interests or to disadvantage anyone unfairly.

## **6.7 Local authority Resources and Facilities**

**A Councillor:**

**6.7.1 Shall not misuse council resources.**

**6.7.2 Shall, when using the resources of the local authority or authorising their use by others, act in accordance with the local authority's requirements; and ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which they have been elected or appointed.**

A Councillor may be provided with resources and facilities by the local authority to assist them in carrying out their duties as a Councillor. Examples may include office support,



stationery, equipment such as phones, computers and transport and access and use of local authority buildings and rooms.

## **6.8 Compliance with the Code of Conduct**

### **A Councillor:**

- 6.8.1 Shall undertake Code of Conduct training as required by the local authority.**
- 6.8.2 Shall cooperate with any Code of Conduct assessment, investigation, hearing and/or determination.**
- 6.8.3 Shall not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 6.8.4 Shall comply with any sanction imposed on them following a finding that they have breached the Code of Conduct.**

It is extremely important for a Councillor to demonstrate high standards, to have your actions open to scrutiny and not to undermine public trust in the local authority or its governance. If you do not understand or are concerned about the local authority's processes in handling a complaint, you should raise this with the Monitoring Officer.

## **7.0 Registering and Declaring Interests**

You need to register your interests so that the public, local authority employees and fellow councillors know which of your interests might give rise to a conflict of interest. The register is a public document that can be consulted when (or before) an issue arises. The register also protects you by allowing you to demonstrate openness and a willingness to be held accountable. You are personally responsible for deciding whether or not you should disclose an interest in a meeting, but it can be helpful for you to know early on if others think that a potential conflict might arise. It is also important that the public know about any interest that might have to be disclosed by you or other councillors when making or taking part in decisions, so that decision making is seen by the public as open and honest. This helps to ensure that public confidence in the integrity of local governance is maintained.

### **7.1 Disclosable Pecuniary Interests**

A Councillor must, within 28 days of taking office as a member or co-opted member, notify the Council's Monitoring Officer of any disclosable pecuniary interest as defined by regulations made by the Secretary of State (see Appendix B), where the pecuniary

interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living with as a husband or wife, or as if you were civil partners. Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

You must disclose the interest at any meeting of the Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a 'sensitive interest'. If it is a 'sensitive interest', you must disclose the fact that you have an interest but do not have to disclose the nature of it. (A sensitive interest is an interest which, in the opinion of the Monitoring Officer, if disclosed, could lead to the Councillor, or a person connected with them, being subjected to violence or intimidation.) You are personally responsible for deciding whether or not you should disclose an interest in a meeting.

Following any disclosure of an interest not on the Council's register, or the subject of pending notification, you must notify the Monitoring Officer of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, by the Monitoring Officer, you may not participate in any discussion of, or vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest. You must withdraw from the room or chamber when the meeting discusses and votes on the matter.

Where you have a disclosable pecuniary interest on a matter to be considered or being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

You must ensure that your register of interests is kept up to date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.

You should note that failure to register or disclose a disclosable pecuniary interest as set out in Appendix B is a criminal offence under the Localism Act 2011.

## **7.2 Other Registerable Interests**

You must also register your other registerable interests with the Monitoring Officer within 28 days of taking office and ensure these are kept up to date by notifying any changes within 28 days.

Where a matter arises at a meeting which **directly relates** to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Appendix C), you must disclose the interest.

Wellbeing can be described as a condition of contentedness, healthiness and happiness; anything that could be said to affect a person's quality of life, either positively or negatively, is likely to affect their wellbeing.

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have an Other Registerable Interest on a matter to be considered or is being considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

### 7.3 Non-Registerable Interests

Where a matter arises at a meeting which **directly relates** to your financial interest or wellbeing and does not fall under disclosable pecuniary interests at 7.1 above, or the financial interest or wellbeing of a relative or close associate, you must disclose the interest.

You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a sensitive interest you do not have to disclose the nature of the interest.

Where a matter arises at a meeting which **affects** your own financial interest or wellbeing, a financial interest or wellbeing of a relative or close associate or a financial interest or wellbeing of a body included under Other Registrable Interests as set out at 7.2 above and appendix C you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied:

Where a matter affects the financial interest or well-being:

- a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
- b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise, you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Where you have a Non-Registerable Interest on a matter to be considered or is being

considered by you as a Cabinet member in exercise of your executive function, you must notify the Monitoring Officer of the interest and must not take any steps or further steps in the matter apart from arranging for someone else to deal with it.

## **8.0 Gifts and Hospitality**

### **A Councillor:**

- 8.1 Shall not accept gifts or hospitality, irrespective of estimated value, which could give rise to real or substantive personal gain or a reasonable suspicion of influence to show favour from persons seeking to acquire, develop or do business with the local authority or from persons who may apply to the local authority for any permission, licence or other significant advantage.**
- 8.2 Shall register with the Monitoring Officer any gift or hospitality with an estimated value of at least £50 within 28 days of its receipt.**
- 8.3 Shall register with the Monitoring Officer any significant gift or hospitality that they have been offered but have refused to accept.**

The presumption should always be not to accept significant gifts or hospitality but there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered.

You do not need to register gifts and hospitality which are not related to your role as a Councillor.

It is appropriate to accept normal expenses and hospitality associated with your duties as a Councillor.

## **Appendices**

### **Appendix A – The Seven Principles of Public Life**

The principles are:

#### **Selflessness**

Holders of public office should act solely in terms of the public interest.

#### **Integrity**

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must disclose and resolve any interests and relationships.

#### **Objectivity**

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

#### **Accountability**

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

#### **Openness**

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

#### **Honesty**

Holders of public office should be truthful.

#### **Leadership**

Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to challenge poor behaviour wherever it occurs.

## Appendix B: Disclosable Pecuniary Interests

“**Disclosable Pecuniary Interest**” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in the table below.

**"Partner"** means a spouse or civil partner, or a person with whom you are living as husband or wife, or a person with whom you are living as if you are civil partners.

This table sets out the explanation of Disclosable Pecuniary Interests as set out in the [Relevant Authorities \(Disclosable Pecuniary Interests\) Regulations 2012](#).

<b>Subject</b>	<b>Description</b>
<b>Employment, office, trade, profession or vocation</b>	Any employment, office, trade, profession or vocation carried on for profit or gain.
<b>Sponsorship</b>	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>

<p><b>Contracts</b></p>	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
<p><b>Land and Property</b></p>	<p>Any beneficial interest in land which is within the area of the council.</p> <p>‘Land’ excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
<p><b>Licenses</b></p>	<p>Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer</p>
<p><b>Corporate tenancies</b></p>	<p>Any tenancy where (to the councillor’s knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>

<p><b>Securities</b></p>	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor’s knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) ) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were</p>
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\* ‘Director’ includes a member of the committee of management of an industrial and provident society.

\* ‘securities’ means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.



## Appendix C: Disclosure of Other Registrable Interests

You must register as an Other Registrable Interest:

- a) any unpaid directorships
- b) any Body of which you are a member or are in a position of general control or management and to which you are nominated or appointed by your authority
- c) any Body
  - (i) exercising functions of a public nature
  - (ii) directed to charitable purposes or
  - (iii) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which you are a member or in a position of general control or management

## Appendix L

<b>Title</b>	Other Councillor Responsibilities
<b>Authors</b>	Assistant Clerk
<b>Meeting</b>	Goring-on-Thames Parish Council Annual Council Meeting – 15 <sup>th</sup> May 2023

<b>Other responsibilities</b>	<b>Currently:</b>	<b>Appointed at this meeting:</b>
MIGGS Liaison	LR	<b>Propose:</b> TMPPS Committee
Police Liaison	JW	
Transport Issues	JW	<b>Propose:</b> TMPPS Committee
White Hill Burial Ground	JE	
BU, Clerk	BU, Clerk	<b>Propose:</b> All Finance Committee Members.

General Power of Competence: the powers available other than s137.

7.1(a) The General Power of Competence<sup>1</sup>(GPoC) gives freedom and power for eligible local councils to do anything that individuals could do provided they act within the law. It is intended to be a power of first, not last, resort. e.g., under GPC a Council can undertake activities outside of the Parish but GPoC cannot be used to raise the precept or delegate decisions to individual councillors. If a council is already subject to a statutory duty, then that duty remains in place.

(b) Eligibility: a local Council must meet the following criteria:<sup>2</sup>

(i) Electoral Mandate: A minimum of two thirds<sup>3</sup> of the councillors must be elected (at the last ordinary or subsequent by-election) as co-opted members do not count.

(ii) Qualification: Employ a suitably qualified Clerk<sup>4</sup>

(c) Resolution: the council must resolve at a full Council meeting that it meets the above criteria This resolution must be written in the minutes and renewed at the relevant annual meeting<sup>5</sup> to confirm it still meets the criteria of eligibility.<sup>6</sup>

7.2 Three examples of activities that Goring-on-Thames Parish Council might undertake:

Activity	Risks	Restrictions
Running a community shop/post office	Being in competition with/ damaging other local enterprises	must comply with relevant laws especially employment
Lend or invest money	Could damage to the council's reputation and public money if a project or investment goes wrong	Meeting equality legislation. Normal loan procedures apply
Establish a company to provide services e.g., transport	Being challenged on decisions	GPC permits engaging in commercial activity <sup>7</sup> as long as the Council sets up a company or co-operative society for this purpose. <sup>8</sup>

<sup>1</sup> Localism Act 2011 s.1(1)

<sup>2</sup> Localism Act 2011 s.1(8) in addition, [www.legislation.gov.uk/uksi/2012/965/contents/made](http://www.legislation.gov.uk/uksi/2012/965/contents/made) adds "The Secretary of State makes the following Order in exercise of the powers conferred by sections 8(2) of the Localism Act 2011: Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012. No.965"

<sup>3</sup> If two thirds are not a whole number then it must be rounded up. E.g., Out of 10 Councillors, 7 must be elected

<sup>4</sup> From SLCC: Certificate in Local Council Administration (CiLCA). If the CiLCA certificate was awarded pre 2012, they must also hold GPC Section 7 in Isolation Module certificate, Or one of the following higher education qualifications awarded by the University of Gloucestershire or its predecessor institutions, namely:

- The Certificate of Higher Education in Local Council Administration (CertHE)
- The first level of the Foundation Degree in Community Engagement & Governance (the Level Four course)
- The Certificate of Higher Education in Local Policy
- Any equivalent successor qualification e.g., CertHE: Community Governance: Local Council Management).

<sup>5</sup> after ordinary elections normally held every four years

<sup>6</sup> NB this confirmation does not have to be done every year.

<sup>7</sup> Localism Act 2011 s.1(4)

<sup>8</sup> As required by Companies Act 2006 or a society registered under the Co-operative and Community Benefit Societies and Credit Unions Act 1965

**Goring-on-Thames Parish Council**  
**Fixed Assets and Long Term Investments**

## Appendix N

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
On Post Bin	06/03/2023	114.00	114.00	Manor Road			
On Post Bin	06/03/2023	114.00	114.00	Manor Road			
		<b>228.00</b>	<b>228.00</b>				
<b>001 - Assets</b>							
2 Sets of Gates to Sheepcot Field		1,434.00	1,434.00				
Battery for PA System	22/10/2017	69.00	69.00				
Bourdillon Field		1.00	1.00				
Charles Arnold Baker 11th Edition	11/2018	110.99	110.99				
Contents Gardiner Pavillion		515.00	515.00				
Contents Sheepcot Pavillion		515.00	515.00				
Defibrilator - Railway Station	08/09/2018	1,500.00	1,500.00				
Defibrillator Battery - Railway Station	02/2023	185.83		Railway Station	4y		
Dell latitude Laptop 5400 (Assistant Clerk)	17/02/2020	995.00	995.00				
Dell latitude Laptop 5400 (Facilities Assistant)	04/2020	995.00	995.00				
Dell Optiplex 5080 (Office Desktop)	17/02/2020	565.00	565.00				
Ferry Lane Open Space	28/04/1964	1.00	1.00				
Freedom Display Board - in Village Hall	30/05/2019	700.00	700.00				
Garage at Burial Ground		2,868.00	2,868.00				
Gate to Sheepcot Field		4,302.00	4,302.00				
Gate to White Hill Burial Ground		3,579.00	3,579.00				
Gated to Gardiner Field - Donated							
Gates to Rectory Garden		2,380.00	2,380.00				
Goring Village Hall	29/04/1983	1.00	1.00				
High Street Planter	Historical	500.00	500.00				
Jubilee Garden	June 2022	9,464.89	10,000.00	Entrance to Sheepcote R			
Land at Burial Ground		1.00	1.00				

**Goring-on-Thames Parish Council**  
**Fixed Assets and Long Term Investments**

## Appendix N

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Land at Gardiner Recreation Ground		1.00	1.00				
Land at Sheepcot Recreation Ground		1.00	1.00				
Land at The Birches	03/07/1978	1.00	1.00				
Land at Yew Tree Court		1.00	1.00				
Leases		490.00	490.00				
Memorial & Other Benches across parish	Historical						
Memorial Bench and Fixings	01/03/2019	557.00	557.00				
Office at Burial Ground		28,683.00	28,683.00				
Office Chair #1	13/06/2016	211.50	211.50				
Office Chair #2	12/06/2018	211.50	211.50				
OJFS Fridge - now at Gardiner	21/11/2013	145.00	145.00				
Old Jubilee Fire Station		143,250.00	143,250.00				
Orientation Plaque - Railway Station		2,337.00	2,337.00				
Playground Equipment - Bourdillon		13,542.00	13,542.00				
Playground Equipment - Gardiner		14,178.00	14,178.00				
Pre 2014-2015 Assets; less Disposals since.	31/03/2015	5,709.05	5,709.05				
Public Address System		760.00	760.00				
Regalia (Chairman's Chain of Office)		1,000.00	1,000.00				
Salt & Grit Bins	Historical						
School - Speed Warning Signs	08/09/2018	1,767.00	1,767.00				
Sign to Rectory Garden		626.00	626.00				
Sports Pavilion, Gardiner Recreation Ground		224,903.00	224,903.00				
Sports Pavilion, Sheepcot Recreation Ground		143,346.00	143,346.00				
Street Lamps across parish	Historical						
Swordfish Shredder	22/09/2016	145.00	145.00				
The Rectory Garden		1.00	1.00				
Village Hall Defibrillator	2015	1,382.00	1,382.00				
		<b>613,930.76</b>	<b>614,280.04</b>				

**Goring-on-Thames Parish Council**  
**Fixed Assets and Long Term Investments**

## Appendix N

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
<b>300 Administration</b>							
Charles Arnold Baker Edition 13	24/11/2022	141.80	141.80	Gardiner Pavilion			
		<b>141.80</b>	<b>141.80</b>				
<b>600 Facilities</b>							
2-off Oppo 4G Smart Phones	31/05/2021	464.99	464.99				
2-off Sandwich Boards / ChalkBoards	30/07/2021	113.09	113.09				
Defibrillator Cabinet	06/02/2023	288.00	288.00	On Wall Outside Gardine			
Dell Laptop LATITUDE 5510	31/05/2021	700.00	700.00				
Freezer	18/08/2022	99.17	99.17	Gardiner Pavilion	4 years		
Gazebo & Sides	24/08/2022	559.62	559.62	OJFS			
Gazebo & Sides	24/08/2022	559.62	559.62	OJFS			
Memorial Bench Purchase 2-off	10/08/2021	811.92	811.92	Ferry Lane Space	20y		
OPPO Reno 7 Smartphone	13/06/2022	207.50					
Outdoor Games	30/06/2021	186.89	186.89				
Panasonic Microwave	08/08/2022	52.49	52.49	Gardiner Pavilion	4 years		
Panasonic Microwave	08/08/2022	52.49	52.49	Gardiner Pavilion	4 years		
		<b>4,095.78</b>	<b>3,888.28</b>				
<b>Grand Total:</b>		<b>618,396.34</b>	<b>618,538.12</b>				



Ms Laura White  
 Goring-on-Thames Parish Council  
 Old Jubilee Fire Station  
 Red Cross Road  
 Goring  
 Reading  
 Oxfordshire  
 RG8 9HG

## Select for Local Councils Policy Schedule

This insurance policy, which meets your demands and needs, has been based on the latest information obtained from you. The Policy, the Policy Schedule, any Certificates of Insurance and Endorsements form one document and should be read together. This Schedule replaces any previous Schedule.

Policy Number	YLL-2720864973
Insured	Goring-on-Thames Parish Council
Business	Parish / Town Council

Period of Insurance	
From	01 <sup>st</sup> October 2022
To	30 <sup>th</sup> September 2023

and any other period for which cover has been agreed.

Renewal Premium	£ 1,807.52
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Premiums are inclusive of Insurance Premium Tax and/or VAT as appropriate.

Schedule Number	102874585
Long term agreement active until	01 <sup>st</sup> October 2023
Preparation Date	06 <sup>th</sup> August 2022
Prepared by	Mr Robert Brown
Policy Form Reference	MLAACE06

### Policy Cover Declaration:

You, the Insured, are not aware of any known losses or events that could give rise to a claim, or circumstances that would be prejudicial to us, the Insurer, should the basis of cover on the below given insurance product (s) be changed.

This is important information, please read it carefully and check that the facts given about you are correct and that we have included all the covers that you require. We are unable to give you advice so it is your responsibility to check the cover is correct for your organisation.

## Important information

### **Taking reasonable care**

We require that you take reasonable care in managing your activities. Where appropriate this requires you to do the following:

- Keep written risk assessments for your key activities
- Keep written records of your staff and volunteer training. For example, manual handling training, or for use of tools and machinery
- Abide by any rules, guidelines or advice that is given to you by any relevant authority, such as a Local Authority, or the Health and Safety Executive

We want you to be confident about your insurance and understand what is required of you. Please contact us if you have any questions relating to the above.



## Lines of Cover applying

### Part A – Material Damage

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Sheepcot Pavilion, Address, Sheepcot Pavilion, 19 Gatehampton Road, clerk@goringparishcouncil.gov.uk, Reading, Oxfordshire, RG8 0EN	£227,168.14	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. Old Jubilee Fire Station, Address, Old Jubilee Fire Station, Red Cross Road, Goring, Reading, Oxfordshire, RG8 9HG	£227,166.82	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Gardiner Pavilion, Address, Gardiner Pavilion, Upper Red Cross Road, Goring, Reading, Berkshire, RG8 9BD	£313,509.82	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Whithall Burial Ground Office, Address, Whithill Burial Ground Office, Reading Road, Goring, Reading, Berkshire, RG8 0ES	£45,434.17	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

For Premises: 1, 2, 3, 4

Insured Perils applicable to Material Damage : 1-13, 15 & 16

#### Excesses Applicable to Premises

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100

Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250

**Operative Endorsements:** 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

**Part B – Business Interruption**

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£10,000	12	N/A		£10,000	12

**For Premises:** 1, 2, 3, 4

**Insured Perils applicable to Business Interruption :** 1-13, 15 & 16

**Operative Endorsements:**

None

**Part C – All Risks**

**Table Headings**

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

**Additional Items:**

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the **territorial limits**.

Item Description	Sum Insured	Excess
General Contents	£19,635.37	£250
Gates & Fences	£18,498.96	£250
Other Surfaces	£21,207.49	£250
Playground Equipment	£41,109.07	£250
War Memorials	£4,111.14	£250

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

**Part D – Money**

**Limit any one loss**

1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>Member</b> or <b>Employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any <b>Member</b> or <b>Employee</b>	£250
(c) in the <b>premises</b>	
(i) in the custody of or under the actual supervision of any <b>Member</b> or <b>Employee</b>	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£250

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

Operative Endorsements:

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

## Part E – Public Liability

**Limit of Indemnity:** £12,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

## Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

**Part F – Hirers' Liability**

**Limit of Indemnity:** £2,000,000

**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

**Operative Endorsements**

None

**Part G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None



**Part H – Libel and Slander**

**Sum Insured**

£500,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower

**Operative Endorsements**

None

**Part N – Fidelity Guarantee**

**Persons Guaranteed:**

All **members** and **employees**

**Sum Guaranteed**

£500,000

**Excess:** £100 each and every loss

**Part O – Personal Accident**

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

**Persons Insured:**

**Employees**

Capital Sum		£100,000.00
Weekly Sum		£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

**Volunteers**

Capital Sum		£100,000.00
Weekly Sum		£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

**Directors/Councillors**

Capital Sum		£100,000.00
Weekly Sum		£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover	

**Key Personnel**

Key Personnel	Laura White	
Capital Sum		£100,000.00
Weekly Sum		£500 for up to 10 weeks and £100 per week thereafter
Cover	Sections 2 and 3 - Accident and Assault Cover	

**Operative Endorsements:**

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

**2) Key Personnel endorsement**

It is agreed that Section 2 and Section 3 will be extended to a 24hr basis for Key Personnel.  
and

Section 4 - Exclusions is amended to read;

Section 4 - Exclusions

The **insurer** will not be liable to pay compensation in respect of death or disablement or provide indemnity for **damage** caused directly or indirectly by:

- a) intoxication of, or the illegal use of drugs by any Person Insured, or through sexually transmitted disease
- b) deliberate exposure to unnecessary danger (except in an attempt to save human life)
- c) racing of any kind other than on foot
- d) air travel other than as a passenger in a licensed passenger carrying aircraft
- e) with effect from the 2004 renewal date the **insurer** will not be liable for any actual loss directly or indirectly arising out of, contributed to by, or resulting from actual, threatened, feared or perceived use of biological, chemical, radioactive or nuclear agent, material, device or weapon.
- f) motor cycling, winter sports other than skiing or snowboarding in the United Kingdom or on a dry ski slope or within a snow dome, skating or curling, aerial pursuits including but not limited to ballooning, bungee jumping, gliding, hang-gliding, micro lighting, parachuting, paragliding or parascending, jet skiing or white water rafting, mountaineering or rock climbing using guides or ropes, hiking, trekking or mountaineering above 3,000 metres, caving, and diving using external breathing apparatus

## Part P – Legal Expenses

### Section:

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes - £5,000 Limit	Operative
8. Statutory Licence Protection	Operative

**Limit of Indemnity:** £200,000

### Operative Endorsements

The following is also operative: Debt Recovery

#### Insured Incident

The **insurer** will negotiate for the **insured's** legal rights including enforcement of judgment to recover money and interest due from the sale or provision of goods or of services, provided always that:

- a) the amount of the debt exceeds £250 (incl VAT)
- b) the claim under this Part is made within 90 days of the money becoming due and payable
- c) the **insurer** has the right to select the method of enforcement, or to forego enforcing judgment if the **insurer** is not satisfied that there are, or will be, sufficient assets available to satisfy judgment.

#### Exceptions

We will not provide indemnity in respect of or arising from or relating to:

- a) any debt arising from an agreement entered into prior to the inception date of the indemnity provided by this section if the debt is due within the first 90 days of the indemnity provided by this section
- b) the recovery of money and interest due from another party where the other party intimates that a defence exists
- c) any claim relating to:
  - i) any settlement payable under an insurance policy
  - ii) any lease, licence or tenancy of land or buildings
  - iii) any motor vehicle owned by, or hired or leased to you other than agreements relating to the sale of motor vehicles where you are engaged in the business of selling motor vehicles
- d) any dispute which arises out of the purchase, hire, sale or provision of computer hardware, software, systems or services.

## General Notes

### 1. Fair presentation of the risk

You must make a fair presentation of the risk to us at inception, renewal and variation of your policy. This means that we must be told about all facts and circumstances which may be material to the risks covered by the policy and that you must not make a misrepresentation to us about any material facts. As part of your duty of fair presentation, you must ensure that the information detailed within the schedule is correct and complete. A material fact is one which would influence the acceptance or assessment of the risk. If you have any doubt about facts considered material, it is in your interests to disclose them to us.

Failure to make a fair presentation of the risk could result in the policy either being avoided, written on different terms or a higher premium being charged, depending on the circumstances surrounding the failure to present the risk fairly.

This policy is compliant with the principles of the Insurance Act 2015 law reforms. It also incorporates an 'opt out' which has the aim to promote good customer outcomes. We have opted-out of the 'proportionate reduction of claim remedy' available to insurers under the Insurance Act 2015. This means that in cases of non-disclosure or misrepresentation which are neither deliberate nor reckless, if we would have charged an additional premium had we known the relevant facts, we will charge that premium and pay any claims in full rather than reducing claims payments in proportion to the amount of premium that would have been charged.

We believe that our 'additional premium approach' should, in most situations, be more favourable to our customers when compared to the proportionate reduction of claim remedy. Our additional premium approach does not affect our right to apply the other remedies available under the Act for non-disclosure or misrepresentation.

### 2. Cancellation

All insurance policies run for a fixed period of time. The Insured can terminate an insurance contract verbally or in writing at any time by calling 0800 917 9531 or emailing [Customers.team@uk.zurich.com](mailto:Customers.team@uk.zurich.com). Zurich may cancel the policy by giving 30 days' notice in writing. In such an event the insured will be entitled to a return of premium in respect of the unexpired portion of the period of insurance.

If you cancel your policy before the start date, you will be entitled to a full refund of premium. If you cancel within 14 days of the start date, you will be entitled to a full refund of premium, providing no claim has been made. After 14 days, if no claim has been made, we may offer a full or partial refund, depending on the time the policy was on risk and the circumstances at the time of the cancellation request. Please note, a cancellation charge of £50 may be applied.

### 3. Bonus and fee structure

Employees and businesses who work for ZIP UK are remunerated in various different ways for selling insurance contracts. Employees receive a basic salary and also receive a bonus based on a number of factors, including the achievement of sales and quality targets. Businesses which work for the insurer on an outsourced basis receive a fee and also additional payments based on a number of factors, including the achievement of sales and quality targets.

## Claims contact information

If you need advice on a claim, it is important that you speak to the appropriate specialist. Claims specialists are available to discuss your cover and advise you on how to make a claim. Their contact details are:

Type of Claim	Claims team	Claims contact details	
Buildings, contents including "All Risks" Items	Property Claims	Tel:	0800 028 0336
Business interruption		Email:	<a href="mailto:farnboroughpropertyclaims@uk.zurich.com">farnboroughpropertyclaims@uk.zurich.com</a>
Money		Address:	Zurich Municipal Property Claims, Zurich Financial Services, PO Box 3303, Interface Business Park, Swindon, SN4 8WF
Works in progress			
Public liability	Liability Claims	Tel:	0800 876 6984
Employers liability		Email:	<a href="mailto:fnlc@uk.zurich.com">fnlc@uk.zurich.com</a> (new claims)  <a href="mailto:zmflc@uk.zurich.com">zmflc@uk.zurich.com</a> (subsequent correspondence)
Personal assault under Money			
Personal accident		Address:	Zurich Municipal Casualty Claims, Zurich House, 1 Gladiator Way, Farnborough, Hampshire, GU14 6GB (DX 140850, Farnborough 4)
Financial and administrative liability			
Professional negligence			
Hirers liability			
Fidelity guarantee			
Libel and slander			
Engineering insurance			
Engineering – Deterioration of stock			
Business travel			
Motor			
		Email:	<a href="mailto:zmmotorclaimsoffice@uk.zurich.com">zmmotorclaimsoffice@uk.zurich.com</a>
		Address:	Zurich Municipal Motor Claims, PO Box 3322, Interface Business Park, Swindon, SN4 8XW
Legal Expenses	DAS Legal Claims	Tel:	0117 934 2116 (Switchboard)

## General claims procedure

This is a description of the general claims procedure you will need to follow:

1. Contact the relevant claims office, to notify the claim
2. If necessary, a claim form will be sent out to you for completion, or you will be asked to send details in writing
3. In the event of uncertainty, please call the relevant office for guidance.
4. Out of hours/Emergency Property losses - please contact 0800 028 0336
5. Track open claims on-line at: <https://www.zurich.co.uk/municipal/existing-customers>

**DAS Head and Registered Office:**

DAS Legal Expenses Insurance Company Limited | DAS House | Quay Side | Temple Back | Bristol | BS1 6NH  
Registered in England and Wales | Company Number 103274 Website: [www.das.co.uk](http://www.das.co.uk)  
DAS Legal Expenses Insurance Company Limited is authorised by the Prudential Regulation Authority  
and regulated by the Financial Conduct Authority (FRN202106) and the Prudential Regulation Authority.

**DAS Law Limited Head and Registered Office:**

DAS Law Limited | North Quay | Temple Back | Bristol | BS1 6FL  
Registered in England and Wales | Company Number 5417859 Website: [www.daslaw.co.uk](http://www.daslaw.co.uk)  
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Council's and/or staff subscriptions to May 2024:

The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.

1. **ICCM: Institute of Cemetery & Crematorium Management:** The ICCM was founded in 1913 and since that time has provided policy and best practice guidance to Burial and Cremation authorities, It represents its Corporate members at government level. **Annual fee (budget) £105 next due 01.04.2024**
  
2. **OPFA: Oxfordshire Playing Fields Association:** The OPFA is here to help the community-minded people in the parishes, who manage the playing fields, children's play areas and multi-purpose hard surfaces, to make them the best quality that they can. **Annual fee (budget) £60 next due 01.04.2024**
  
3. **SLCC: Society of Local Council Clerks.** is the professional body for local council clerks and senior council employees. **Annual fee (budget) £525 due summer 2023**
  
4. **OALC: Oxfordshire Association of Local Councils:** provides access to support and information in an ever changing local government context. Each year there is new legislation which councils are required to implement. We aim to assist our member councils by alerting them to forthcoming changes, providing briefings, templates and a comprehensive training program, as well as answering questions and providing guidance. They also provide access to NALC for legal advice notes etc **Annual fee (budget) £700 due March 2024**





## **COMPLAINTS POLICY**

### **1. Introduction**

This policy sets out procedures for dealing with any complaints that a person other than a member of the council may have about Goring on Thames Parish Council's administration and procedures. It applies to Parish Council's employees. Complaints against councillors are covered by the Code of Conduct adopted by the council and published as an appendix to Standing Orders and Regulations. Formal complaints of conduct by councillors should be made to and investigated by South Oxfordshire District Council.

### **2. Complaints on Policy Decisions**

Complaints against policy decisions made by the council or any of its committees shall be referred back to council in accordance with Item 7 of the council's standing orders, which provides as follows:

- a Except where significant relevant new facts or an error come to light, a resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

### **3. Oral Complaints**

If a complaint about procedures or administration as practised by the council's employees is notified orally to a councillor or the clerk to the council, they should seek to satisfy the complaint fully. If that fails, the complainant should be asked to put the complaint in writing to the clerk to the council and be assured that it will be dealt with promptly after receipt.

If the complainant prefers not to put the complaint to the clerk of the council he or she should be advised to put it to the chairman of the council.



#### **4. Complaints Procedure**

- a) On receipt of a written complaint the chair of the council or the clerk to the council (except where the complaint is about his/her/their own actions), shall try to settle the complaint directly with the complainant. This shall not be done without first notifying the person complained against and giving them an opportunity to comment. Efforts should be made to attempt to settle the complaint at this stage.
- b) Where the clerk to the council receives a written complaint about the clerk to the council's own actions, he/she/they shall refer the complaint to the chair of council. The clerk to the council shall be notified and given an opportunity to comment.
- c) The clerk to the council or chairman of council shall bring any written complaint that has not been settled to the next meeting of the council. The clerk to the council shall notify the complainant of the date on which the complaint will be considered and the complainant shall be offered an opportunity to explain the complaint orally. (Unless such a matter be related to grievance, disciplinary or standard board proceedings that are taking, or likely to take place when such a hearing may prejudice those hearings when the complaint will have to be heard under confidential business to exclude any member of the public or the press, or deferred on appropriate advice received).
- d) The council shall consider whether the circumstances attending any complaint warrant the matter being discussed in the absence of the press and public but any decision on a complaint shall be announced at the council meeting in public.
- e) As soon as practicable after the decision has been made it and the nature of any action to be taken shall be communicated in writing to the complainant.
- f) A council shall defer dealing with any written complaint only if it is of the opinion that issues of law and practice arise on which advice is necessary. The complaint shall be dealt with at the next meeting after the advice has been received

#### **5. Review**

The Complaints Policy was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed yearly, at the Annual Meeting of the Council.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council



## **REQUESTS FOR INFORMATION POLICY**

### **1. Introduction**

Goring on Thames Parish Council is subject to the Data Protection Act 2018, the Freedom of Information Act 2000 and the Environmental Information Regulations 2004. It complies with the requirements of all this legislation.

From 25 May 2018 the General Data Protection Regulation 2016 took effect (GDPR).

Many requests for information can be dealt with in the ordinary course of business and do not need to be processed under any of the above legislation. If the information can be provided immediately, or can be made available routinely, then we will do this. Please check our website, or noticeboard, first to see if the information is available before making any request. It is also worth looking at the Information Commissioner's website at [www.ico.org.uk](http://www.ico.org.uk) which has guidance for the public on making requests..

### **2. The contact details for making a request**

Clerk to the Council,  
Goring on Thames Parish Council,  
Gardiner Pavilion  
Upper Red Cross Road,  
Goring,  
Reading, RG8 9BDHG

or email: [clerk@goringparishcouncil.gov.uk](mailto:clerk@goringparishcouncil.gov.uk)

### **3. Data Protection Act 2018**

We will acknowledge receipt of a request for personal information as soon as possible. As long as the information is not subject to exemptions (or contains personal data relating to third parties) we will provide a written response within one month.

Under the terms of the Data Protection Act, we will provide you with a statement, or copies of data, as long as:

- it is "personal data" as defined by *Durant v Financial Services Authority* (2003) that is, truly personal, not merely incidental mention of a person, and within a structured, relevant filing system;
- it is not exempt from disclosure;
- we have been able to verify your identity; and
- you have not repeatedly requested the information in a short space of time.



## **4. Frequently Asked Questions**

### **What is the purpose of the right of access under GDPR?**

The GDPR clarifies that the reason for allowing individuals to access their personal data is so that they are aware of (and can verify the lawfulness of) the processing. It also allows them to check the accuracy of the data held and to challenge why it is necessary for the data to be held.

### **Is there a fee for dealing with a subject access request under GDPR?**

No. A copy of the information will be provided free of charge. However, a 'reasonable fee' can be charged when a request is manifestly unfounded or excessive, particularly if it is repetitive.

A reasonable fee can also be charged to comply with requests for further copies of the same information. This does not mean that there can be charges for all subsequent access requests.

The fee will be based on the administrative cost of providing the information.

### **What is the timescale for responding to a request?**

Under the GDPR the information should be provided without delay and at the latest within one month of receipt of the request.

The period of compliance can be extended by a further two months where requests are 'complex or numerous'. If this is the case, the individual will be informed within one month of the receipt of the request with an explanation as to why the extension is necessary.

What if the request is manifestly unfounded or excessive?

Where requests are manifestly unfounded or excessive, in particular because they are repetitive, we can:

- charge a reasonable fee taking into account the administrative costs of providing the information; or
- refuse to respond.

Where we refuse to respond to a request, we will explain why to the individual, informing them of their right to complain to the supervisory authority and to a judicial remedy without undue delay and at the latest within one month.

### **How will the information be provided?**

We will verify the identity of the person making the request using 'reasonable means'.

If the request is made electronically, we will endeavour to provide the information in a commonly used electronic format.



The GDPR introduces a new best practice recommendation that, where possible, organisations should be able to provide remote access to a secure self-service system which provide the individual with direct access to his or her information. This is not appropriate for all organisations and we do not yet have this type of facility. The right to obtain a copy of information, or to access personal data through a remotely accessed secure system, must not adversely affect the rights and freedoms of others.

### **What about requests for large amounts of personal data?**

The GDPR permits us to ask the individual to specify the information the request relates to.

The GDPR does not introduce an exemption for requests that relate to large amounts of data, but we can consider whether this makes the request manifestly unfounded or excessive.

## **5. Freedom of Information Act 2000 (“FOI”)**

### **Timescales and ways of making requests**

We will respond to an FOI request in 20 working days counting the first working day after the request is received as the first working day. An FOI request can be made by anyone, from anywhere, for any purpose. It must be in writing and there must be a return address to send the information to. We will confirm or deny whether we hold the information within the 20 days. If we do not hold the information we will explain why not. We will let you know if we need longer than 20 days to apply the public interest test and we will tell you at that point what exemptions we are looking at and how long we think we need. If we do need more time to apply the public interest test this will be up to a maximum of a further 20 working days so the total time will be a maximum of 40 working days.

### **Refusal**

We may refuse a request if we consider that:

- it is vexatious (designed to cause disruption or annoyance rather than having a serious purpose, see below)
- to comply would exceed the statutory cost limit (£450 with staff time charged at £25 an hour which is the statutory rate). If we believe it will exceed the cost limit we will issue a refusal notice and invite the applicant, if possible, to revise the request to make it less expensive.
- it falls within an exemption under the legislation (see below)

### **Charging**

We can charge for photocopying and disbursements and can request these fees in advance by issuing a fees notice within twenty working days of receipt of the request. When the fees notice is issued the time limit for responding stops. If we do not receive the fee within three months we are not obliged to comply with the request.



## **Clarification**

We can seek clarification about what is being requested. The time limit for responding stops whilst we wait for a response to our request for clarification.

## **Exemptions**

The most common exemptions are:

- Section 21 – information reasonably accessible to the applicant by other means. There is a duty to confirm or deny whether we hold it and to tell the requestor where they can find it. This is an absolute exemption which means the public interest test does not need to be applied, (see below).
- Section 22 – information intended for future publication. This means it is in draft, still being worked on but when completed, or approved, it will be published. The public interest test must be applied here.
- Section 31 – prejudicial to law enforcement (preventing crime, collecting tax)
- Section 36 – prejudicial to the effective conduct of public affairs
- Section 40 – personal data
- Section 42 – legal professional privilege
- Section 43 - commercial sensitivity

All except section 21 are qualified exemptions requiring the application of the public interest test. This means weighing up whether the public interest is best served by disclosing the information, or not disclosing it.

## **6. Environmental Information Regulations 2004 (“EIR”)**

Environmental information broadly relates to:

- Air, atmosphere, water, soil, land, landscape, plants, animals, biological diversity and genetically modified organisms
- Emissions, discharges, noise, energy, radiation, waste, recycling, and pollution
- Measures and activities such as policies, plans and agreements
- Reports, cost benefit analysis and economic analysis
- The state of human health and safety, contamination of the food chain
- Cultural sites and built structures ( the effect of the environment on the human world)
- Planning and development, building control, construction and renovation, floods and flooding issues, land use, traffic, parking, location of mobile phone masts and demolition of buildings

It covers documents, photos or maps. There is no distinction between formal approved documents, and anything else. The duty is to make the information **available**. This is not the same as the duty to disclose under FOI.



There are 20 working days to respond to the request. Unlike FOI there is no extension to the time limit for consideration of the public interest test. A further 20 days is permitted though if the request is complex, or there is a large amount of information involved. There is no right to charge for inspection. Cost recovery is permitted with reasonable charges published in advance.

### **Exceptions**

There are exceptions to the requirement to disclose, these exceptions are subject to the public interest test like FOI. The exceptions are:

- personal data
- information not held when the request was made
- the request is manifestly unreasonable (similar to “vexatious” under FOI but with “manifestly unreasonable” used instead. The courts have treated both in the same way)
- the request is too general
- information is in draft or is unfinished
- information is an internal communication
- disclosure would adversely affect the course of justice or commercial confidentiality.

There is a lot of guidance, and case law, on the use of both FOI exemptions and EIR exceptions which can be found on the Information Commissioner’s website at [www.ico.org.uk](http://www.ico.org.uk).

## **7. Publication Schemes**

This is a scheme available via the website, setting out the classes of information that will be made routinely available and any charges. This includes policies and procedures, minutes of meetings, annual reports and financial information. This information is easily and quickly available.

## **8. Internal Review**

If you are unhappy with the way your request has been dealt with you may request an internal review. This will be carried out within 20 working days of the request for a review being received. If you remain unhappy with the result of the review you can ask the Information Commissioner to look at your concerns. We will provide you with details of the internal review process when you request it. The process will vary depending on the type of request and who is available to review the process within the timescales.



## **9. Vexatious Requests**

Whilst Goring on Thames Parish Council wishes to be open and transparent and to provide as much information as possible about the work it does there are occasions when it might be necessary to decide that a request is “vexatious” within the meaning of the legislation. There have been a number of legal cases which have helped to clarify what is meant, legally, by “vexatious” and which have stated that parish councils have limited resources and that their obligations under the legislation must be proportionate to those resources.

Public authorities do not have to comply with vexatious requests. There is no requirement to carry out a public interest test or to confirm or deny whether the requested information is held.

The key question is whether the request is likely to cause **a disproportionate or unjustified level of disruption, irritation or distress**. There is no exhaustive list of circumstances. Every case is unique and judged within the context and history of that specific situation.

### **“Vexatious” Indicators**

- Abusive or aggressive language
- Burden on the authority
- Personal grudges
- Unreasonable persistence
- Unfounded accusations
- Intransigence
- Frequent/overlapping requests
- Deliberate intention to cause annoyance
- Scattergun approach
- No obvious intent to obtain information
- Futile requests

### **Process we will follow to determine if a request is vexatious**

The parish clerk deals with all requests for information on behalf of the Parish Council. If a request is considered to be potentially vexatious the clerk will prepare a summary setting out the context and history to the request. This summary will be reviewed by the Parish Council.





## **The review**

The following will be considered:

- The purpose and value of the request
- Whether the purpose and value justifies the impact on the public authority
- The context and history so, for example, if there has been a long and frequent series of requests the most recent request, though not obviously vexatious in itself, will contribute to the aggregated burden.
- Have there been numerous follow-up enquiries no matter what is supplied? This will be balanced against how clear our responses have been, has contradictory or inconsistent information been supplied or is a legitimate grievance being pursued?
- Whether there are alternatives to the vexatious route. If it is too expensive then section 12 (costs in excess of £450) will be used. The Information Commissioner permits the total costs for all requests from one person (or several acting in concert) to be aggregated during a period of sixty days so long as they are requests for similar information.
- Is this a round robin, a “fishing” expedition or part of an orchestrated campaign? None of these make it vexatious but are factors.

## **Final Warning**

If, having considered all of the above, the Parish Council thinks there is a case for treating the request as vexatious then consideration will be given to a “final warning”. This is a letter, or email, to the person making the request explaining the impact the request(s) are having and asking that their behaviour be moderated. This “final” warning will not be appropriate in all cases but, if it is possible that the person making the request has not appreciated the impact of what they are doing, then it may assist.

## **Advice and Assistance**

In addition the Parish Council may want to ask the person making the request whether advice and assistance would help in clarifying what exactly they wish the organisation to provide. Again this may not be appropriate in every circumstance but will be considered.

## **Report to the Parish Council**

The history of the matter will go forward as part of a report to the Parish Council setting out the evidence and reasoning behind the recommendation to propose that the request be treated as vexatious.

The decision to declare a request vexatious will be taken by the Parish Council. This decision should be taken within 20 working days of receipt of the request. This time limit should be achievable in normal circumstances, however, if there is no meeting



scheduled within that timescale then the decision will be formally delegated by the adoption of this policy to the chairman of the Council [in consultation with the vice chairman]. In a small parish it is not possible for there to be an internal review process once the Parish Council has reached the decision that the request is vexatious.

Under section 14(1) of the Freedom of Information Act the refusal notice will set out our internal review procedure (if one is available) and the right of appeal to the Information Commissioner's Office. However, under section 17(6) if the authority has issued a previous refusal notice for a vexatious request (and it would be unreasonable to provide another one) it is not necessary to do so. This will be done where the complainant has already been warned that further requests on the same, or similar topics, will not receive any response.

Please note that if a request is found to be vexatious and further requests are received on the same topic no response will be provided.

## **10. Review**

The Requests for Information Policy was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023, it shall be reviewed yearly, at the Annual Meeting of the Council.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_, Chair of the Council



## **COMMUNICATION & MEDIA POLICY**

### **1. Introduction**

Each Parish Councillor has a duty to represent without bias the interests of the whole community.

They will always try and do their best and are available to help parishioners with regard to matters relating to the Civil Parish of Goring-on-Thames.

Parish Councillors may be contacted via the Clerk or using their Parish Council email addresses.

If it is felt by the villager that the matter is important, then a letter or email to the Parish Clerk will ensure that it is dealt with in a timely and professional manner (also see the Correspondence section below).

It is the Parish Council's intention to meet the timescales detailed below but there could be occasions when this is not possible. When this happens the Parish Council will review their procedures and where necessary make changes to the policy or procedures.

### **2. Aims**

To establish clear, easy to use channels of communication between the Parish Council and Parishioners, and vice versa.

To provide information on important matters in a timely manner to facilitate and encourage informed comment from interested individuals and groups.

### **3. Parish Council Meetings**

The Parish Council meets 6 times per year, starting in May on the 2<sup>nd</sup> Monday of every other month.

The Parish Council will normally meet in a room at the Village Hall, in the Civil Parish Of Goring-on-Thames from 7.30pm.

Public participation will generally start at 7:30pm enable discussion on agenda items, 10 minutes is reserved for this, with the meeting starting immediately after.

Members of the public wishing to address the Council during the formal meeting or wishing to record the meeting must make the Chairman aware of their intention before the meeting starts.

The media are encouraged to attend Council meetings and seating and workspace will be made available. The Press may record meetings in accordance with the Openness of Local Government Regulations 2014. This is set out in more detail in Standing Orders (section 3. L, m and n), and the Recording of Meetings Policy.



## **4. Notice Boards**

The following items will be displayed on the Parish Council noticeboard outside the Old Jubilee Fire Station

- Parish Council meeting dates for the year
- Contact details for the Clerk
- The Parish Council's meeting agenda - which will be posted at least 3 clear days in advance of each meeting
- Agenda of other committee meetings of the Parish Council - which will be posted at least 3 clear days in advance of each meeting
- The information displayed on the Parish Notice Board will be kept up-to-date.

Where possible the other notice boards around the village will also be kept up to date, however the board outside the parish office remains the office noticeboard.

## **5. Correspondence**

All correspondence relating to the Parish should be addressed to the Parish Clerk in the first instance either via email at [clerk@GoringParishCouncil.gov.uk](mailto:clerk@GoringParishCouncil.gov.uk) or via post. This will ensure that the matter is recorded and passed to the relevant person or organisation as soon as practically possible. However, all Parish Councillors have their own Council email addresses which have the format [firstname.lastname@GoringParishCouncil.gov.uk](mailto:firstname.lastname@GoringParishCouncil.gov.uk).

The Clerk is responsible for dealing with email received and passing on anything relevant to Councillors or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk. All new email requiring data to be passed on may be followed up with a data consent request before action is taken with that correspondence. Individual Councillors are at liberty to communicate directly with villagers in relation to their own personal views, if appropriate, with a copy to the Clerk.

It is important to note that any emails sent to Parish Council email addresses will be subject to The Freedom of Information Act requirements.

These procedures will ensure that a complete and proper record of all correspondence is kept.

It is imperative that all correspondents never forward personal information on to other people or groups outside the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

All correspondence to the Parish Clerk will be acknowledged within one week of receipt if possible. If email is used, then an acknowledgment will be sent via email.

Councillors will be notified of correspondence, but the addressee will not be named on minutes of meetings unless requested. Anonymous correspondence in any form will be recorded as received but not responded to.



Email should be thought of in the same way as a letter. A subject line, the sender's name and the content should be in the main body of the email, not as an attachment. Attachments will not be opened unless the Clerk has prior knowledge of the subject. The Council regrets that, for reasons of computer security and virus protection, anonymous emails, and those with no subject in the title will not be opened or actioned.

A parishioner may raise any issue directly with the Parish Clerk or any Councillor. If a satisfactory answer cannot be given immediately in line with the known policies of the council, the issue may be placed on the agenda for the attention of the full Council.

The Clerk will acknowledge all Freedom of Information requests within seven working days and will reply fully within 20 working days of receipt of the request. If this is not possible, a further holding letter/email will be sent with an expected completion date.

## **6. Website**

The Parish Clerk will arrange for the agenda and associated papers to be posted on the Goring-on-Thames Parish Council Website ([www.GoringParishCouncil.gov.uk](http://www.GoringParishCouncil.gov.uk)) at least three clear days before the meeting and for the draft Minutes to be posted as soon as possible after the meeting. The final Minutes will be posted within 1 month

In order to comply with the Transparency Code for Smaller Authorities, the Clerk will arrange for the annual publication of the following documents no later than 1 July each year:

- a) all items of expenditure above £100
- b) end of year accounts
- c) annual governance statement
- d) internal audit report
- e) list of councillor or member responsibilities
- f) the details of public land and building assets
- g) Minutes, agendas, and meeting papers of formal meetings.

The Parish Clerk is the Webmaster for the Parish Council website. The Parish Clerk will ensure that the Parish Council email address is publicised.

## **7. Social Media**

The use of social media does not replace existing forms of communication but is used to enhance communication with a wider range of the population.

## **8. Annual Parish Meeting**

The Annual Parish Meeting is convened by the Chairman of the Parish Council and is generally held in April each year to provide parishioners with a summary of the activities of the Parish Council over the previous year and the opportunity to debate local issues and celebrate local events and activities.



## **9. Related Policies and Procedures**

Councillor Code of Conduct

Complaints Policy

Retention Policy

Policy on Requests for Information

Recording of Meetings Policy

Media & Communications Committee TOR

## **10. Contact With The Media**

The Clerk and Members should always have due regard for the long-term reputation of the Council in all their dealings with the media. Data Protection is of the highest priority. Confidential documents, reports, papers and private correspondence should not be leaked to the media. If such leaks do occur, an investigation will take place to establish who was responsible and appropriate action taken. When the media wish to discuss an issue that is, or is likely to be, subject to legal proceedings then advice should be taken from the Council's Solicitor before any response is made.

There are a number of personal privacy issues for the Clerk and Members that must be handled carefully and sensitively. These include the release of personal information, such as home address and telephone number (although Member contact details may be in the public domain); disciplinary procedures and long-term sickness absences that are affecting service provision. In all these and similar situations, advice must be taken from the Clerk before any response is made to the media.

All formal requests for comment regarding policies on any matter should be directed to the Clerk in the first instance. If unavailable, the Chairman should be contacted. When responding to approaches from the media, the Clerk or Chairman are authorised to make contact with the media.

All responses to the Press should be drafted by the Clerk with the assistance of the Chairman. Responses drafted on any matter may, however, be directed to another Councillor with the assistance of the Clerk for accuracy and lawfulness. In this instance, the Chairman should be made fully aware of the response and agree to its contents. Statements made by the Chairman and the Clerk should reflect the formal Council's opinion, if one has been established. Other Councillors can communicate with the media but must ensure that it is clear that the opinions given were their own and not necessarily those of the Council. Councillors are at liberty to communicate with the Press in their own right as parish representatives. However, they must always maintain that they speak as individuals and not on behalf of the Parish Council in line with Standing Orders and adherence to the Code of Conduct.



There are occasions when it is appropriate for the Council to submit a letter, for example, to explain important policies or to correct factual errors in letters submitted by other correspondents. Such letters should be kept brief and balanced in tone and correspondence should not be drawn out over several weeks. All correspondence must come from the Clerk.

## **11. Press Releases**

The purpose of a press release is to make the media aware of a potential story, to provide important public information or to explain the Council's position on a particular issue. It is the responsibility of the Clerk and Members to look for opportunities where the issuing of a press release may be beneficial. The Clerk or any Member may draft a press release, however it must be issued by the Clerk in order to ensure that the principles outlined in the Legal Framework section, above, are adhered to, that there is consistency of style across the Council and that the use of the press release can be monitored.

## **12. Review**

This document was approved for use at the meeting of the Parish Council on 15<sup>th</sup> May 2023 it shall be reviewed periodically, at least once per council term or if legislation dictates.

Signed:

Dated: 15<sup>th</sup> May 2023

\_\_\_\_\_ Chair of the Council