

UPTON GREY PARISH COUNCIL

Minutes of the Upton Grey Parish Council meeting

held in the Village Hall on 20 June 2019 at 7.00pm (meeting commenced at 7.05pm)

In attendance: - Cllr N Ralls, Cllr A Barker, Cllr P Barnes and Cllr T Harman

Also in attendance-Beverley Bridgman (Parish Clerk), George Hillier (Parish Lengthsman), Borough Councillor Mark Ruffell, and 3 members of the public

Draft minutes subject to confirmation

001/FC/06/19-20 Receive and accept apologies for absence

Apologies had been received from Cllr Holroyd

002/FC/06/19-20 Receive and note any declarations of interest relevant to the Agenda

None

003/FC/06/19-20 The Chairman to sign as a correct record the minutes of the Parish Council meeting held on 20 May 2019

The Chairman signed as a correct record the minutes of the Parish Council meeting held on 20 May 2019

004/FC/06/19-20 Open the meeting to members of the public

Three members of the public attended

005/FC/06/19-20 Receive reports

The Lengthsman provided his report which is in Appendix A. Cllr Ruffell presented a report which is also in Appendix A

006/FC/06/19-20 Consider and discuss the following planning applications:

**006.1/FC/06/19-20 Erection of a single storey side extension, infill extension and alterations to fenestrations
The Red House, Weston Close, Upton Grey,
RG25 2RX**

Reference 19/01022/HSE

The Parish Council discussed the application and it was resolved to submit the comment of **no objection. However, in view of the number of trees and hedges that have already been removed from the site they would ask that tree planting and landscaping is considered as part of the application.**

006.2/FC/06/19-20 (T1) Pussy Willow fell because of excessive shading (T2) 5 no. Hazel Trees fell because of excessive shading and risk of trees falling due to excessive coverage of ivy (garage and neighbours tennis court is at risk if trees fall)

**The Red House, Weston Close, Upton Grey,
RG25 2RX**

Reference T/00254/19/TCA

The Parish Council discussed the application and it was resolved to submit the comment of **no objection. However, in view of the number of trees and hedges that have already been removed from the site they would ask that tree planting and landscaping is considered as part of the application.**

006.3/FC/06/19-20 Hedge/tall shrub reduction

Meadowside, Upton Grey, RG25 2FE

Reference T/00228/19/TCA

The Parish Council discussed the application and it was resolved to submit the comment of **no objection**

006.4/FC/06/19-20 Installation of an underground LPG fuel tank

18 Little Hoddington, Upton Grey, RG25 2RN

Reference 19/01287/HSE

The Parish Council discussed the application and it was resolved to submit the comment of **no objection**

006.5/FC/06/19-20 Fell 1 lime tree and 1 field maple, casting shadow on vegetable garden, replant with hazel hedge to match with existing vegetable garden border

Upton House, Upton Grey, RG25 2RE

Reference T/00238/19/TCA

The Parish Council discussed the application and it was resolved to submit the comment of **no objection**

006.6/FC/06/19-20 T1 Almond: fell to ground level

13 Little Hoddington, Upton Grey, RG25 2RN

Reference T/00251/19/TCA

The Parish Council discussed the application and it was resolved to submit the comment of **no objection**

007/FC/06/19-20 Update on previous planning applications

Since the Parish Council meeting in May Basingstoke and Deane Borough Council have approved the following tree works applications:

Ref T/00183/19/TCA Mayfield Cottage, Weston Road

Ref T/00170/19/TCA The Red House, Weston Road

Ref T/00205/19/TCA Gatesgarth, Cleves Lane

Since the Parish Council meeting in May Basingstoke and Deane Borough Council have approved the following planning application:

19/01075/HSE 1 Little Hoddington

Since the Parish Council meeting in May the Parish Council have responded to Basingstoke and Deane Borough Council with **no**

objection to revised plans under Ref 19/00059/FUL Reynard House, Weston Road. This was agreed under the Upton Grey Planning Policy.

008/FC/06/19-20 Approve the Electronic Payment request for June

The Electronic Payment request as shown below was approved for payment

009/FC/06/19-20 Note the current financial situation and sign bank statements

The current financial situation was noted and can be found in Appendix B. The bank statements were signed and reconciled, with

Upton Grey Parish Council - June 2019 Electronic Payment Request

To	Item	Amount	Invoice number
Staff	Salary June 2019	£576.00	
	Expenses June 2019	£18.00	
	Total	£594.00	6/19
Staff	Salary June 2019	£44.20	
HMRC	Tax & NI June 2019	£11.20	
	Total	£55.40	June
Saunders Landscape	Maintenance June 2019	£215.00	1251
SLCC	Purchase of Local Council Administration 11th edition plus postage	£108.79	506511
Upton Grey Drama Group	Grant for open air theatre production (minute 018/FC/05/19-20)	£400.00	
All Saints Church	Grant for Upton Grey Church fete (minute 019/FC/05/19-20)	£600.00	
Howden UK Group Ltd	Tennis Club Insurance (subject to discussion and agreement under minute ref 010/FC/06/19-20)	£162.00	633907

the balances being:

Current Account: £9741.50

Savings Account: £15290.24

010/FC/06/19-20 Discuss and confirm renewal of the tennis club insurance

Renewal papers had been received from the current insurers Hiscox at a renewal figure of £162 (no increase since last year) it was discussed and agreed to accept this renewal figure. Public liability insurance is covered under the tennis clubs membership of the LTA

011/FC/06/19-20 Update on the Upton Grey History Society project “Window on the Past”

The Parish Council provided a grant of £1872 in 2017 towards the

initial set up of the “Window on the Past” project. The Upton Grey History Society had sent a process report confirming that the website is now live and they are beginning the slow process of uploading thousands of entries. They will be looking for volunteers to help with this. The website is not yet available to the public however there is a plan for a ‘soft launch’ to the public in the next few months which will enable people to see the full potential of the website and start generating some interest

012/FC/06/19-20 Update from the Clerk regarding training for new Councillors

The Clerk confirmed that Cllr Barker had been booked on the course ‘The Knowledge and Core Skills’. HALC had advised that a fee of £800 would be charged to hold a specific training event for Councillors in the village. The Clerk issued all Councillors with a list of appropriate training courses until the end of 2019 with the understanding that Councillors will let her know what they can attend

013/FC/06/19-20 Consider jobs for the County Council Lengthsman in July

The next visit by the County Council Lengthsman would be on 9 July. It was discussed and agreed that the following jobs would be added to the July job sheet:

- Weedkiller over the playground surface
- Weedkiller surrounds of the tennis court
- Cut back encroaching grass on the path that goes up to the playground
- Clean the telephone box ie glass inside and out, wipe down notice inside and remove weeds growing inside
- Remove moss from the paths in Weston Close
- Re-dig grips in Weston Road
- Weed around front of the shop
- Re-attach the “Road Narrows” sign on Church Street

014/FC/06/19-20 Consider an offer of lilies and some newts for the village pond

Pending the emptying of their pond a villager had offered some lilies and newts for the village pond. It was discussed and agreed that it has taken a while for the pond to look in good shape and the current planting scheme appears to be working and the ducks flourishing. The Clerk would reply to the offer to say thank you, but no thank you

015/FC/06/19-20 To endorse the appointment of Mrs Viv Anscombe to the Upton Grey Educational Trust

It was resolved to endorse the appointment of Mrs Viv Anscombe as Managing Trustee to the Upton Grey Educational Trust

016/FC/06/19-20 Update from the Clerk regarding the pinch point on Weston Road and Weston Road flooding

The Clerk confirmed that Hampshire County Council have agreed to build up the verge at the pinch point in Weston Road and to install

verge markers. This should make the footpath on the verge safer. The Clerk has been informed this work has been put through as a 6 month priority

The County Councillor, Anna McNair Scott, had received confirmation from the landowner that work to clear the ditches, hedgerows and trees in the Weston Road flooding area would commence after the nesting season

017/FC/06/19-20 Discuss road safety in Upton Grey

Communications from various villagers regarding road safety in the village were discussed. As a starting point it was agreed that the Clerk will action the following:

- Speak to PC Andy Reid regarding the Police stance on cyclists, ie the speed at which they sometimes travel and groups of cyclists riding two and often more abreast
- Explore the possibility of either hiring or purchasing a 'Speeding Initiative Automated Number Plate Recognition Camera (ANPR)' or another type of speed camera for use in the village.
- Speak to our County Councillor, Anna McNair Scott, regarding the possibility of further reducing the speed limit in and out of the village and ask if she might like to attend a Parish Council meeting to discuss road safety in the village
- It has been noted that the entrance to the new building site on Weston Road isn't very safe ie, large holes with only plastic fencing around it. The Clerk is to contact both the developer and Hampshire County Council to ask that this is rectified

A follow up report will be provided at the July Parish Council meeting

018/FC/06/19-20 Discuss concerns from villagers regarding foul water and other drainage requirements at the new development on Weston Road

Concerns were discussed. It was agreed that the Clerk will contact Basingstoke and Deane and ask for clarification of the following:

- Under which planning application has work started on the site
- What drainage scheme has been agreed for foul water and storm drainage and can the Parish Council see the approved agreement?
- If there is a problem with drainage after the site is built who will be responsible?

019/FC/06/19-20 Confirm the date and time of the next meeting

The next meeting of the Parish Council will be held in the village hall at 7pm on Thursday 18 July 2019

There being no other business the meeting closed at 8.40pm

Upton Grey Lengthsman Report June 2019

Litter

Normal clean ups undertaken

Fly tipping of rubble, earth and tyres at the byway on Tunworth Road, reported to Basingstoke and Deane Borough Council on 17th June

Highways

Some potholes in Church Street and Greywell Road were repaired on 31 May 2019

Further potholes on Church Street have been reported

Further pothole along Greywell Road has been reported

Road Liable to flooding sign placed on Weston Road

Roadwork sign left by the pond has been reported to Hampshire County Council, reference 21434646

Pond area

Duck signs all in place

New arrivals

Footpaths

Footpaths 6 (fallen branch) and 7 (bushes and tree encroaching onto the path) were reported to Hampshire County Council in May. Hampshire County Council advise that footpath 7 will be cut in their annual cutting programme in July. Hampshire County Council advise that the fallen branch is 'in progress'

Report from Borough Councillor Mark Ruffell

Litter

The strategy behind reporting the processed waste fly tipping at Five Lanes, Greywell Road to South Today was with the hope that someone would come forward with information. The Environment Agency did come forward and the culprit is now being dealt with accordingly. It should be noted that the whole of Five Lanes is actually in the Hart district but Basingstoke and Deane Borough Council have the contract to clear waste in the Hart district

Road Safety

Cllr Ruffell suggests that the Parish Council take advice regarding road safety in the village and look at various solutions, they should also consider what they want to achieve in the long term

Planning

The Basingstoke Local Plan is due for review in the next few months. The Borough are currently undertaking a 'call for sites' for developers, landowners or other interested parties to let them know about sites that could be suitable for residential, employment or other development.

Biodiversity

Cllr Ruffell is promoting biodiversity; the Borough Council are looking at ways of linking up the Crabtree plantation, Basing Common, the Lime Pits and Basing Fen. These are all significant areas of natural beauty and wildlife that the Borough wants to protect. The Borough is also keen to look at restoring the route of Basingstoke canal from Eastrop Park to Basing House

Transport

With regards to transport in the Borough there are considerations regarding moving the bus station to the front of the train station. This would remove one link from the Eastrop roundabout that could ease traffic congestion.

Two-way traffic will be reinstated at the top of town.

The shuttle bus, which transports people from the leisure centre to Basingstoke town centre and Basingstoke to Old Basing, is very expensive to the taxpayer so alternatives will be considered.

Appendix B
Upton Grey Parish Council Monthly Sheet
June 2019

Lloyds Current Account

Balance as at 20 May 2019 £11422.84 (agrees statement dated 31 May 2019)

Payments

Date	To	Amount
21 May 2019	Staff salary & expenses May 2019	£687.18
21 May 2019	Staff salary & expenses May 2019	£44.40
21 May 2019	HMRC Tax & NI May 2019	£11.00
21 May 2019	Saunders Landscapes	£215.00
21 May 2019	Came & Company	£459.76
21 May 2019	J Smith & Son	£264.00

Receipts

Date	From	
		Nil

Balance as at 14 June 2019 **£9741.50** (agrees on line statement dated 14 June 2019)

Lloyds Savings Account

Balance as at 20 May 2019 £15289.57 (agrees statement dated 31 May 2019)

Receipts

Date	From	
10 June 2019	Bank interest	£0.67

Balance as at 14 June 2019 **£15290.24** (agrees on line statement dated 14 June 2019)

Total Balance as at 20 June 2019

Lloyds Current Account		£9741.50
Lloyds Savings Account		£15290.24
Unpresented cheques	nil	
Cancelled cheques	nil	
Net Bank Balance	nil	
		£25031.74

Chairmans Signature and date:

Upton Grey Parish Council - July 2019 Electronic Payment Request - payments authorised by Cllr C Holroyd and Cllr N Ralls

To	Item	Amount	Invoice	Type
Staff	Salary July 2019	£576.00		
	Expenses July 2019	£76.00		
	Total	£652.00	7/19	EP
Staff	Salary July 2019	£44.40		EP
HMRC	Tax & NI July 2019	£11.00		EP
	Total	£55.40	July	
Saunders Landscape	Maintenance July 2019	£215.00	tbc	EP
Hampshire Association of Local Councils	Knowledge and Core Skills Training for Cllr Barker	£114.00	tbc	EP
Hook Parish Council	Knowledge and Core Skills Training for Cllr Barnes	£55.00	tbc	EP
Upton Grey Village Hall	Room Hire (Jan-June)	£63.00		
	Shop Rent (Jan-June)	£600.00		
	Total	£663.00	5 Jul 2019	EP

Chairmans Signature and date:

Upton Grey Parish Council - August 2019 Electronic Payment Request (to be paid on 16 August 2019) - payments authorised by Cllr C Holroyd and Cllr N Ralls

To	Item	Amount	Invoice
Staff	Salary August 2019	£576.00	
	Expenses August 2019	£18.00	
	Total	£594.00	7/19
Staff	Salary August 2019	£44.20	
HMRC	Tax & NI August 2019	£11.20	
	Total	£55.40	August
Saunders Landscape	Maintenance August 2019	£215.00	tbc

Chairmans Signature and date:

Appendix B
Upton Grey Parish Council Monthly Sheet
July 2019

Lloyds Current Account

Balance as at 14 June 2019 £9741.50 (agrees statement dated 28 June 2019)

Payments

Date	To	Amount
24 June 2019	Staff salary & expenses June 2019	£594.00
24 June 2019	Staff salary & expenses June 2019	£44.20
24 June 2019	HMRC Tax & NI June 2019	£11.20
24 June 2019	Saunders Landscapes	£215.00
24 June 2019	SLCC	£108.79
24 June 2019	Upton Grey Theatre Group	£400.00
24 June 2019	All Saints Church	£600.00
24 June 2019	Howden UK Group Ltd	£162.00

Receipts

Date	From	Amount
12 July 2019	Upton Grey Tennis Club (subs)	£840.00

Balance as at 12 July 2019 £8446.31 (agrees on line statement dated 12 July 2019)

Lloyds Savings Account

Balance as at 14 June 2019 £15290.24 (agrees statement dated 1 July 2019)

Receipts

Date	From	Amount
10 July 2019	Bank interest	£0.61

Balance as at 12 July 2019 £15290.85 (agrees on line statement dated 12 July 2019)

Total Balance as at 12 July 2019

Lloyds Current Account	£8446.31
Lloyds Savings Account	£15290.85
Unpresented cheques	Nil
Cancelled cheques	Nil
Net Bank Balance	£23737.16

Chairmans Signature and date:

Upton Grey Parish Council First Quarter Accounts 30 June 2019

Incoming Payments

Predicted 2019-2020 Already received

Precept	£16240.00	£8120.00	Further payment due in September
Bank Interest	£200.00	£1.91	**** bank interest will not be £200**
VAT refund	£1400.00	£0.00	£204.08 claimed on 1 July
Other B & D payments	£1242.00	£1242.00	
Grants & Donations	£0.00	£0.00	
S106 money	£0.00	£0.00	
Tennis subs	£700.00	£0.00	£840 cheque received end of June
Totals	£19782.00	£9363.91	

Outgoing Payments

	Budget 2019-2020	Already paid	Agreed but not yet paid	What's left in the budget	
Salaries inc Office Allowance	£7444.00	£1915.00	£5745.00	-£216.00	£18 monthly home allowance was missed off in budget, my error.
Clerk's Expenses (mileage)	£100.00	£5.40	£0.00	£94.60	
HMRC	£132.80	£33.20	£99.60	£0.00	
Pension	£0.00	£0.00	£0.00	£0.00	
Administration	£400.00	£230.05	£0.00	£169.95	
Insurance	£650.00	£621.76	£0.00	£28.24	
Training	£100.00	£0.00	£169.00	-£69.00	Represents Alison £95 plus VAT, Paul approx £55. My appraisal agreed I could attend 2 courses, budget and planning
S137	£0.00	£0.00	£0.00	£0.00	
Subscriptions	£578.00	£273.00	£0.00	£305.00	Still left to pay are CPRE £36 last yr, SLCC £41 last year, ICO £40 last year. Vision ICT £240 last year
Chairmans Allowance	£50.00	£0.00	£0.00	£50.00	
Repairs and Maintenance	£4300.00	£1526.22	£2085.00	£688.78	Agreed to be paid is Saunders until end of March 2020 £1935. Tennis Court autumn clean £150
Publications	£104.00	£103.99	£0.00	£0.01	
Grants and Donations	£3000.00	£1000.00	£0.00	£2000.00	
Shop	£1200.00	£0.00	£1200.00	£0.00	
Misc	£250.00	£0.00	£126.00	£124.00	Agreed to be paid is hire of village hall
Contingency	£0.00	£0.00	£0.00	£0.00	
VAT on payments	£1400.00	£184.07	£0.00	£1215.93	
Totals	£19708.80	£5892.69	£9424.60	£4391.51	

Balance Carried forward 01/04/19 £19425.33

ADD Total Receipts (as above) £9,363.91

LESS Total payments (as above) £5,892.69

Balance Carried forward 30/06/19 **£22,896.55**

Current Account as at 30/6/19 £7,606.31

Savings Account as at 30/6/19 £15,290.24

Plus cheque not yet presented £840.00

Total **£23736.55**

UPTON GREY PARISH COUNCIL

FINANCIAL REGULATIONS

Revised for adoption July 2018
Review date July 2019

**UPTON GREY PARISH COUNCIL
FINANCIAL REGULATIONS**

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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 must be observed in conjunction with the council's standing orders.
- 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. The Responsible Financial Officer holds a statutory office. For Upton Grey Parish Council the CLERK is appointed as Responsible Financial Officer.
- 1.7. The CLERK;
 - 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.

- 1.8. The accounting records determined by the CLERK shall be sufficient to show and explain the council's transactions and to enable the CLERK 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.
- 1.9. The accounting records determined by the CLERK 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; and
 - a record of the assets and liabilities of the council.
- 1.10. The accounting control systems determined by the CLERK 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; and
 - measures to ensure that risk is properly managed.
- 1.11. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services.
- 1.12. 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 CLERK 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 shall be appointed to verify bank reconciliations (for all accounts) produced by the CLERK. 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 at the next council meeting.
- 2.3. The CLERK 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 its system of internal control in accordance with proper practices. The CLERK will supply such documents and records necessary for the purpose of the audit to internal auditor.
- 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;
 - provide one annual written report each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. The CLERK 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 any notices and statements of account required by the Accounts and Audit Regulations.
- 2.8. The CLERK shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL BUDGET AND FORWARD PLANNING

- 3.1. The CLERK 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 proposed budget to be considered by the council.
- 3.2. The council shall consider the annual budget proposal including recommendations for the use of reserves and sources of funding no later than the end of November each year .
- 3.3. The council shall fix the precept (council tax requirement) not later than by the end of January each year. The CLERK shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. 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 for all items over £100;
 - or the CLERK, in conjunction with Chairman of Council for any items below £100 with report of such expenditure at the next council meeting.

Such authority is to be evidenced by a Minute at the next council meeting following the payment .

- 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.
- 4.3. The salary budgets are to be reviewed at least annually in October for the following financial year. The CLERK will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.4. 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, subject to a limit of £500. The CLERK shall report such action to the Chairman as soon as possible and to the council at the next council meeting.

- 4.5. 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.
- 4.6. The CLERK shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure against that planned as shown in the budget. These statements are to be prepared at least quarterly and at the end of each financial year.
- 4.7. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the CLERK 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 CLERK shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the council meeting and, together with the relevant invoices, present the schedule to council for approval and authorisation. The approved schedule shall be initialled by the Chairman and a detailed list of all payments included in the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses) 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 CLERK 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 CLERK shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The CLERK shall take all steps to pay all invoices submitted, and which are in order, at the next council meeting.
- 5.5. The CLERK 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 where the CLERK certify that there is no dispute or other reason to delay payment and a list of such payments is submitted to the next meeting of council
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) and a list of such payments is submitted to the next meeting of council; or

- c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided the list of such payments is submitted to the next meeting of council

- 5.6 For each financial year the CLERK 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 and a list of such payments is submitted to the next meeting of council
- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. 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.
- 5.9. 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 CLERK shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected 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 shall be signed by two members of council in accordance with a resolution instructing that payment.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the CLERK and the invoice or similar documentation, the signatories shall each also initial the invoice or similar documentation.
- 6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council meeting. Any signatures obtained away from such meetings shall be reported to the council at the next council meeting.
- 6.7. 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 council 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.

- 6.8. 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 council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 6.9. 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.
- 6.10. 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.
- 6.11. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question.
- 6.12. 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.
- 6.13. 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.
- 6.14. Access to any internet banking accounts will be directly to the access page 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.
- 6.15. 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 the CLERK and a member.
- 6.16. The council will not maintain any form of cash float. All cash received must be banked intact.

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.
- 7.2. Payment of salaries and payment of deductions from salary will be reported to the next council 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.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval including approval by council.
- 8.2. 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.
- 8.3. All investments of money under the control of the council shall be in the name of the council and all investment certificates and other documents relating thereto shall be retained in the custody of the CLERK.
- 8.4. 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 CLERK.
- 9.2. All sums received on behalf of the council shall be banked intact as directed by the CLERK with such frequency as the CLERK considers necessary.
- 9.3. The Clerk 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.

10. PROCUREMENT OF WORK, GOODS AND SERVICES

- 10.1. An official instruction letter shall be issued and copy retained by the CLERK for all work, goods and services carried out on behalf of the council, unless a formal contract is to be prepared.
- 10.2. The council is responsible for obtaining value for money at all times and shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction by obtaining three or more quotations from appropriate suppliers, subject to provisions in Regulation 10.6 below.
- 10.3. A member may not issue an official order, instruction letter or make any contract on behalf of the council.
- 10.4. The CLERK 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 clerk 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.
- 10.5. The council shall not be obliged to accept the lowest or any quote, tender or estimate
- 10.6. Procedures as to the procurement of goods and services are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made.
 - b. Where it is intended to enter into a contract exceeding £5,000 in value the Clerk shall invite tenders from at least three firms.
 - c. 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 are addressed to the Clerk.
 - d. The tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. 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.
 - e. If less than three tenders are received for contracts above £5,000 or if all the tenders are identical the council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
 - f. Any invitation to tender issued under this regulation shall be subject to Standing Orders regarding the declaration of personal and pecuniary interest and shall refer

to the terms of the Bribery Act 2010.

- g. When it is to enter into a contract of less than £5,000 in value the council will determine at a council meeting whether 3 estimates are required, this and the justification for the decision shall be minuted and the CLERK then obtain the necessary estimates.

11. ASSETS AND PROPERTIES

- 11.1. The CLERK shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council and shall maintain a record in accordance with Accounts and Audit Regulations.
- 11.2. No property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council (including an adequate level of consultation with the electorate), together with any other consents required by law.
- 11.3. The CLERK 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.

12. INSURANCE

- 12.1. Following the annual risk assessment (per Financial Regulation 13), the CLERK shall effect all insurances and negotiate all claims on the council's insurers.
- 12.2. The CLERK shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 12.3. The CLERK 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.
- 12.4. 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 annually by the council.

13. RISK MANAGEMENT

- 13.1. 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.

14. REVISION OF FINANCIAL REGULATIONS

- 14.1 The council shall review the Financial Regulations of the council annually. The CLERK shall monitor changes in legislation and proper practices and advise the council of any requirement for an amendment to these regulations.

Signed Chairman

Signed Clerk

Date

**UPTON GREY PARISH COUNCIL
REGISTER OF ASSETS
2019/20**

<u>Description</u>	<u>Location</u>	<u>Date Acquired</u>	<u>Value</u>	<u>Additions</u>	<u>Disposals</u>
Children's play equipment in playground. Purchased in 2005 at a cost of £45000	Little Hodddington Close, Upton Grey, RG25 2SA	2005 est	£47,755	£12755 additional equipment purchased in 2016/2017	£10,000 disposed of in 2016/2017. Climbing net and frame disposed of in 2018/2019 (unsafe and broken so no value)
Tennis Court	Little Hodddington Close, Upton Grey, RG25 2SA	2000 est	£20,234		
Benches (4)	Little Hodddington Close Playarea x 2. Pond x 1, Village land at Cleves Lane x1	2010 est	£1,241		
Filing cabinet		2010 est	-		disposed of in 2017/2018
Shelter at Playground	Little Hodddington Close, Upton Grey, RG25 2SA	2005 est	£2,995		
Fixed goal post at playground	Little Hodddington Close, Upton Grey, RG25 2SA	2000 est	£3,205		
Moveable goal post and net	Little Hodddington Close, Upton Grey, RG25 2SA	2000 est	£1,607		
Telephone Box by pond	Bidden Road, Upton Grey, RG25 2RZ	2005 est	£1		
Signposts by pond	Weston Road, Upton Grey, RG25	2013	£100		
Toshiba Laptop	With Clerk...Chippington Cottage, RG25 2RJ	2014	£495		
Defibrillator	Upton Grey Village Shop, Church Street, RG25 2RA	2015	£1,000		
			£78,633		

Community Assets

These are given a nominal value of £1

			<u>Value</u>
Village Land at the pond (less than 1/10 acre)	Weston Road/Bidden Road, Upton Grey, RG25	pre Parish	£1
Village Land at the top of Cleves Lane (strip)	Cleves Lane, Upton Grey, RG25 2RG	pre Parish	£1
Total			£2
Asset Register Total			£78,635

** village hall not included as run by a Charity-agreed with Internal Auditor May 2018

Signed by Chairman.....Date.....

Signed by Parish Clerk.....Date.....

**Reviewed July 2019
Review date July 2020**

UPTON GREY PARISH COUNCIL CODE OF CONDUCT FOR PARISH COUNCILLORS

Introduction

Pursuant to section 27 of the Localism Act 2011, Upton Grey Parish Council ('the Council') has adopted this Code of Conduct to promote and maintain high standards of behaviour by its members and co-opted members whenever they conduct the business of the Council, including the business of the office to which they were elected or appointed, or when they claim to act or give the impression of acting as a representative of the Council. This Code of Conduct is based on the principles of selflessness, integrity, objectivity, accountability, openness, honesty, and leadership.

Definitions

For the purposes of this Code, a 'co-opted member' is a person who is not a member of the Council but who is either a member of any committee or sub-committee of the Council, or a member of, and represents the Council on any joint committee or joint sub-committee of the Council, and who is entitled to vote on any question that falls to be decided at any meeting of that committee or sub-committee.

For the purposes of this Code, a 'meeting' is a meeting of the Council, any of its committees, sub-committees, joint committees or joint sub-committees. For the purposes of this Code, and unless otherwise expressed, a reference to a member of the Council includes a co-opted member of the Council.

Member obligations

When a member of the Council acts, claims to act or gives the impression of acting as a representative of the Council, he/she has the following obligations.

1. He/she shall behave in such a way that a reasonable person would regard as respectful.
2. He/she shall not act in a way which a reasonable person would regard as bullying or intimidatory.
3. He/she shall not seek to improperly confer an advantage or disadvantage on any person.
4. He/she shall use the resources of the Council in accordance with its requirements.
5. He/she shall not disclose information which is confidential or where disclosure is prohibited by law.

Registration of interests

6. Within 28 days of this Code being adopted by the Council, or the member's election or the co-opted member's appointment (where that is later), he/she shall register with the Monitoring Officer the interests which fall within the categories set out in Appendices A and B.
7. Upon the re-election of a member or the re-appointment of a co-opted member, he/she shall within 28 days re-register with the Monitoring Officer any interests in Appendices A and B.
8. A member shall register with the Monitoring Officer any change to interests or new interests in Appendices A and B within 28 days of becoming aware of it.
9. A member need only declare the existence but not the details of any interest which the Monitoring Officer agrees is a 'sensitive interest'. A sensitive interest is one which, if disclosed on a public register, could lead the member or a person connected with the member to be subject to violence or intimidation.

Declaration of interests at meetings

10. Where a matter arises at a meeting which relates to an interest in Appendix A the member shall not participate in a discussion or vote on the matter. He/she only has to declare what his/her interest is if it is not already entered in the member's register of interests or if he/she has not notified the Monitoring Officer of it.
11. Where a matter arises at a meeting which relates to an interest in Appendix A which is a sensitive interest, the member shall not participate in a discussion or vote on the matter. If it is a sensitive interest which has not already been disclosed to the Monitoring Officer, the member shall disclose he/she has an interest but not the nature of it.
12. Where a matter arises at a meeting which relates to an interest in Appendix B, the member shall not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting.
13. A member only has to declare his/her interest in Appendix B if it is not already entered in his/her register of interests or he/she has not notified the Monitoring Officer of it or if he/she speaks on the matter. If he/she holds an interest in Appendix B which is a sensitive interest not already disclosed to the Monitoring Officer, he/she shall declare the interest but not the nature of the interest.
14. Where a matter arises at a meeting which relates to a financial interest of a friend, relative or close associate (other than an interest of a

person in Appendix A), the member shall disclose the nature of the interest and not vote on the matter. He/she may speak on the matter only if members of the public are also allowed to speak at the meeting. If it is a 'sensitive interest' the member shall declare the interest but not the nature of the interest.

Dispensations

15. On a written request made to the Council's proper officer, the Council may grant a member a dispensation to participate in a discussion and vote on a matter at a meeting even if he/she has an interest in Appendices A and B if the Council believes that the number of members otherwise prohibited from taking part in the meeting would impede the transaction of the business; or it is in the interests of the inhabitants in the Council's area to allow the member to take part or it is otherwise appropriate to grant a dispensation.

Appendix A

Interests described in the table below.

Subject	Prescribed description
Employment, office, trade profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the Basingstoke and Deane Borough Council) made or provided within the relevant period in respect of any expenses incurred by a member in carrying out duties as a member, or towards the election expenses of members. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and Basingstoke and Deane Borough Council: (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land	Any beneficial interest in land which is within the area of the Basingstoke and Deane Borough Council.
Licences	Any licence (along or jointly with others) to occupy land in the area of Basingstoke and Deane Borough Council for a month or longer.

Corporate tenancies	Any tenancy where (to the Member's knowledge): (a) the landlord is Basingstoke and Deane Borough Council; and (b) the tenant is a body in which the relevant person has a beneficial interest.
Securities	Any beneficial interest in securities of a body where: (a) that body (to the Member's knowledge) has a place of business or land in the area of Basingstoke and Deane Borough Council; and (b) either: (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body; or (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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.

* '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 B

An interest which relates to or is likely to affect:

- (i) any body of which the member is in a position of general control or management and to which he/she is appointed or nominated by the Council;
- (ii) any body—
 - (a) exercising functions of a public nature;
 - (b) directed to charitable purposes; or
 - (c) one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union)

of which the member of the Council is a member or in a position of general control or management;
(iii) any gifts or hospitality worth more than an estimated value of £50 which the member has received by virtue of his or her office.

Reviewed July 2019
Next review date July 2020

Signed Chairman.....

Signed Parish Clerk.....

Date.....

UPTON GREY PARISH COUNCIL

COMPLAINTS PROCEDURE

1. The following procedure will be adopted for dealing with complaints about the Council's administration or its procedures. Complaints about a policy decision made by the Council will be referred back to the Council, or relevant Committee, as appropriate, for consideration.
2. This procedure does not cover complaints about the conduct of a Member of the Parish Council. Complaints against a Parish Councillor should be directed to the Monitoring officer at Basingstoke and Deane Borough Council.
3. If a complaint about procedures, administration or the actions of any of the Council's employees is notified orally to a Councillor, or to the Clerk to the Council, a written record of the complaint will be made, noting the name and contact details of the complainant and the nature of the complaint.
4. The complainant will be asked to put the complaint in writing to the Clerk to the Council at clerk@uptongreyparishcouncil.co.uk. The complaint will be dealt with within 21 days of receipt. Refusal to put the complaint in writing does not necessarily mean that the complaint cannot be investigated, but it is easier to deal with if it is in writing.
5. If the complainant prefers not to put the complaint to the Clerk to the Council (because the matter relates to the Clerk, for example,) he or she should be advised to write to the Chair.
6. (a) On receipt of a written complaint, the Clerk to the Council (except where the complainant is about his or her own actions) or Chair of Council (if the complaint relates to the Clerk), will seek to settle the complaint directly with the complainant. This will not be done without first notifying any person complained about and giving him or her opportunity to comment. Efforts should be made to resolve the complaint at this stage.

(b) Where the Clerk to the Council or a Councillor receives a written complaint about the Clerk's actions, he or she shall refer the complaint to the Chair of Council. The Clerk to the Council will be formally advised of the matter and given an opportunity to comment.

7. The Clerk to the Council (or Chair) will report any complaint disposed of by direct action with the complainant to the next meeting of the Council.
8. The Clerk to the Council (or Chair) will report any complaint that has not been resolved to the next meeting of the Council. The Clerk will notify the complainant of the date on which the complaint will be considered and the complainant will be offered an opportunity to explain the complaint to the Council orally.
9. Matters relating to Grievance or Disciplinary proceedings that are taking, or are likely to take place, should be dealt with in accordance with the Council's grievance and disciplinary procedures.
10. The Council may consider whether the circumstances of any complaint warrant the matter being discussed in the absence of the press and public, but any decision on the complaint will be announced at the Council meeting in public.
11. The Council may consider in the circumstances of any particular complaint whether to make any without liability payment or provide other reasonable benefit to any person who has suffered loss as a result of the Council's maladministration. Any payment may only be authorised by the Council after obtaining legal advice and advice from the Council's auditor on the propriety of such a payment.
12. As soon as possible after the decision has been made (and in any event not later than 10 days after the meeting) the complainant will be notified in writing of the decision and any action to be taken.
13. The Council may defer dealing with any complaint if it is of the opinion that issues arise on which further advice is necessary. The advice will be considered and the complaint dealt with at the next meeting after the advice has been received.

Reviewed July 2019

Next Review date July 2020

Signed Chairman

Date

Signed Parish Clerk

Date

Upton Grey Parish Council

Councillor Privacy Notice

When you sign your acceptance of office and take your seat on Upton Grey Parish Council

The information you provide (personal information such as name, address, email address, phone number, register of interests and other relevant information) will be processed and stored so that it is possible to contact you, respond to your correspondence and retain information relating to your time in office with the Council. (The Council ask that you provide a dedicated email address for conducting Council business). Your personal information will not be shared with any third party other than those related to a statutory or lawful requirement or with your consent.

When you contact us

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Upton Grey Parish Council has a duty to ensure the security of personal data.

We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Upton Grey Parish Council at any time).

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Parish Clerk.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Parish Clerk to request this.

Information Deletion

If you wish Upton Grey Parish Council to delete the information about you please contact the Parish Clerk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Parish Clerk to object.

Rights Related to Automated Decision Making and Profiling

Upton Grey Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Clerk and the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, Upton Grey Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Upton Grey Parish Council do not use profiling, we do not sell or pass your data to third parties. Upton Grey Parish Council do not use your data for purposes other than those specified. Upton Grey Parish Council make sure your data is stored securely. Upton Grey Parish Council delete all information deemed to be no longer necessary. Upton Grey Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Reviewed July 2019

Signed Chairman

Signed Parish Clerk

Date

Next Review date July 2020

Upton Grey Parish Council

Retention and Disposal Policy

1. Introduction

- 1.1 The Council accumulates a vast amount of information and data during the course of its everyday activities. This includes data generated internally in addition to information obtained from individuals and external organisations. This information is recorded in various different types of document.
- 1.2 Records created and maintained by the Council are an important asset and as such measures will to be undertaken to safeguard this information. Properly managed records provide authentic and reliable evidence of the Council's transactions and are necessary to ensure it can demonstrate accountability.
- 1.3 Documents may be retained in either 'hard' paper form or in electronic forms. For the purpose of this policy, 'document' and 'record' refers to both hard copy and electronic records.
- 1.4 It is imperative that documents are retained for an adequate period of time. If documents are destroyed prematurely the Council and individual officers concerned could face prosecution for not complying with legislation and it could cause operational difficulties, reputational damage and difficulty in defending any claim brought against the Council.
- 1.5 In contrast to the above the Council will not retain documents longer than is necessary. Timely disposal should be undertaken to ensure compliance with the General Data Protection Regulations so that personal information is not retained longer than necessary. This will also ensure the most efficient use of limited storage space.

2. Scope and Objectives of the Policy

- 2.1 The aim of this document is to provide a working framework to determine which documents are:
 - Retained – and for how long; or
 - Disposed of – and if so by what method.
- 2.2 There are some records that do not need to be kept at all or that are routinely destroyed in the course of business. This usually applies to information that is duplicated, unimportant or only of a short-term value. Unimportant records of information include:
 - 'With compliments' slips.
 - Catalogues and trade journals.
 - Non-acceptance of invitations.
 - Trivial electronic mail messages that are not related to Council business.
 - Requests for information such as maps, plans or advertising material.
 - Out of date distribution lists.
- 2.3 Duplicated and superseded material such as stationery, manuals, drafts, forms, address books and reference copies of annual reports may be destroyed.
- 2.4 Records will not be destroyed if the information can be used as evidence to prove that something has happened. If destroyed the disposal needs to be disposed of under the General Data Protection Regulations

3. Roles and Responsibilities for Document Retention and Disposal

- 3.1 Councils are responsible for determining whether to retain or dispose of documents and we shall undertake a review of documentation at least on an annual basis to ensure that any unnecessary documentation being held is disposed of under the General Data Protection Regulations.
- 3.2 The Council shall ensure that all employees are aware of the retention/disposal schedule.

4. Document Retention Protocol

- 4.1 The Council will have in place an adequate system for documenting the activities of their service. This system will take into account the legislative and regulatory environments to which we work.
- 4.2 Records of each activity should be complete and accurate enough to allow employees and their successors to undertake appropriate actions in the context of their responsibilities to:
- Facilitate an audit or examination of the business by anyone so authorised.
 - Protect the legal and other rights of the Council, its clients and any other persons affected by its actions.
 - Verify individual consent to record, manage and record disposal of their personal data.
 - Provide authenticity of the records so that the evidence derived from them is shown to be credible and authoritative.
- 4.3 To facilitate this the following principles will be adopted:
- Records created and maintained will be arranged in a record-keeping system that will enable quick and easy retrieval of information under the General Data Protection Regulations
 - Documents that are no longer required for operational purposes but need retaining will be placed at the records office.
- 4.4 The retention schedules in Appendix A: List of Documents for Retention or Disposal provide guidance on the recommended minimum retention periods for specific classes of documents and records. These schedules have been compiled from recommended best practice from the Public Records Office, the Records Management Society of Great Britain and in accordance with relevant legislation.
- 4.5 Whenever there is a possibility of litigation, the records and information that are likely to be affected should not be amended or disposed of until the threat of litigation has been removed.

5. Document Disposal Protocol

- 5.1 Documents will only be disposed of if reviewed in accordance with the following:
- Is retention required to fulfil statutory or other regulatory requirements?
 - Is retention required to meet the operational needs of the service?
 - Is retention required to evidence events in the case of dispute?
 - Is retention required because the document or record is of historic interest or intrinsic value?

- 5.2 When documents are scheduled for disposal the method of disposal will be appropriate to the nature and sensitivity of the documents concerned. A record of the disposal will be kept to comply with the General Data Protection Regulations.
- 5.3 Documents can be disposed of by any of the following methods:
- Non-confidential records: place in waste paper bin for disposal.
 - Confidential records or records giving personal information: shred documents.
 - Deletion of computer records.
 - Transmission of records to an external body such as the County Records Office.
- 5.4 The following principles should be followed when disposing of records:
- All records containing personal or confidential information should be destroyed at the end of the retention period. Failure to do so could lead to the Council being prosecuted under the General Data Protection Regulations.
 - the Freedom of Information Act or cause reputational damage.
 - Where computer records are deleted steps should be taken to ensure that data is 'virtually impossible to retrieve' as advised by the Information Commissioner.
 - Where documents are of historical interest it may be appropriate that they are transmitted to the County Records office.
 - Back-up copies of documents should also be destroyed (including electronic or photographed documents unless specific provisions exist for their disposal).
- 5.5 Records should be maintained of appropriate disposals. These records should contain the following information:
- The name of the document destroyed.
 - The date the document was destroyed.
 - The method of disposal.

6. Data Protection Act 1998 – Obligation to Dispose of Certain Data

- 6.1 The Data Protection Act 1998 ('Fifth Principle') requires that personal information must not be retained longer than is necessary for the purpose for which it was originally obtained. Section 1 of the Data Protection Act defines personal information as:
- Data that relates to a living individual who can be identified:
- a) from the data, or
 - b) from those data and other information which is in the possession of, or is likely to come into the possession of the data controller.
- It includes any expression of opinion about the individual and any indication of the intentions of the Council or other person in respect of the individual.
- 6.2 The Data Protection Act provides an exemption for information about identifiable living individuals that is held for research, statistical or historical purposes to be held indefinitely provided that the specific requirements are met.
- 6.3 Councils are responsible for ensuring that they comply with the principles of the under the General Data Protection Regulations namely:
- Personal data is processed fairly and lawfully and, in particular, shall not be processed unless specific conditions are met.
 - Personal data shall only be obtained for specific purposes and processed in a compatible manner.
 - Personal data shall be adequate, relevant, but not excessive.
 - Personal data shall be accurate and up to date.
 - Personal data shall not be kept for longer than is necessary.

- Personal data shall be processed in accordance with the rights of the data subject.
- Personal data shall be kept secure.

6.4 External storage providers or archivists that are holding Council documents will also comply with the above principles of the General Data Protection Regulations.

7. Scanning of Documents

7.1 In general once a document has been scanned on to a document image system the original becomes redundant. There is no specific legislation covering the format for which local government records are retained following electronic storage, except for those prescribed by HM Revenue and Customs.

7.2 As a general rule hard copies of scanned documents shall be retained for three months after scanning.

7.3 Original documents required for VAT and tax purposes shall be retained for six years unless a shorter period has been agreed with HM Revenue and Customs.

8. Review of Document Retention

8.1 It is planned to review, update and where appropriate amend this document on a regular basis (at least every three years in accordance with the *Code of Practice on the Management of Records* issued by the Lord Chancellor).

8.2 This document has been compiled from various sources of recommended best practice and with reference to the following documents and publications:

- *Local Council Administration*, Charles Arnold-Baker, 910^h edition, Chapter 11
- Local Government Act 1972, sections 225 – 229, section 234
- SLCC Advice Note 316 Retaining Important Documents
- SLCC Clerks' Manual: Storing Books and Documents
- *Lord Chancellor's Code of Practice on the Management of Records* issued under Section 46 of the *Freedom of Information Act 2000*

9. List of Documents

9.1 The full list of the Council's documents and the procedures for retention or disposal can be found in Appendix A: List of Documents for Retention and Disposal. This is updated regularly in accordance with any changes to legal requirements.

Reviewed July 2019

Signed Chairman

Signed Parish Clerk

Date

Next Review date July 2020

Upton Grey Parish Council Appendix A: List of Documents for Retention or Disposal

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Minutes	Indefinite	Archive	Cabinet with Clerk/Computer	Original signed paper copies of Council minutes of meetings must be kept indefinitely in safe storage. The current two years of minutes are with the Clerk. Past years are held in storage by Hampshire Archives Winchester.
Agendas	5 years	Management	As above	Bin (shred confidential waste)
Accident/incident reports	20 years	Potential claims	As above	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Scales of fees and charges	6 years	Management	As above	Bin
Receipt and payment accounts	Indefinite	Archive	As above	N/A
Receipt books of all kinds	6 years	VAT	As above	Bin
Bank statements including deposit/savings accounts	Last completed audit	Audit	As above	Confidential waste
Bank paying-in books	Last completed audit	Audit	As above	Confidential waste
Cheque book stubs	Last completed audit year	Audit	As above	Confidential waste

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Quotations and tenders	6 years	Limitation Act 1980 (as amended)	Cabinet with Clerk/Computer	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Paid invoices	6 years	VAT	As above	Confidential waste
Paid cheques	6 years	Limitation Act 1980 (as amended)	As above	Confidential waste
VAT records	6 years generally but 20 years for VAT on rents	VAT	As above	Confidential waste
Timesheets	Last completed audit 3 years	Audit (requirement) Personal injury (best practice)	As above	Bin
Wages books/payroll	12 years	Superannuation	As above	Confidential waste
Insurance policies	While valid (but see next two items below)	Management	As above	Bin
Insurance company names and policy numbers	Indefinite	Management	As above	N/A
Certificates for insurance against liability for employees	40 years from date on which insurance commenced or was renewed	The Employers' Liability (Compulsory Insurance) Regulations 1998 (SI 2753) Management	As above	Bin
Town Park equipment inspection reports	21 years		N/A Information retained by Basingstoke and Deane Borough Council	
Title deeds, leases, agreements, contracts	Indefinite	Audit, Management	Cabinet with Clerk/Computer	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Members' allowances register	6 years	Tax, Limitation Act 1980 (as amended)	Cabinet with Clerk/Computer	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Information from other bodies e.g. circulars from county associations, NALC, principal authorities	Retained for as long as it is useful and relevant		As above	Bin
Local/historical information	Indefinite – to be securely kept for benefit of the Parish	Councils may acquire records of local interest and accept gifts or records of general and local interest in order to promote the use for such records (defined as materials in written or other form setting out facts or events or otherwise recording information).	As above	N/A

Document	Minimum Retention Period	Reason	Location Retained	Disposal
Magazines and journals	<p>Council may wish to keep its own publications</p> <p>For others retain for as long as they are useful and relevant.</p>	<p>The Legal Deposit Libraries Act 2003 (the 2003 Act) requires a local council which after 1st February 2004 has published works in print (this includes a pamphlet, magazine or newspaper, a map, plan, chart or table) to deliver, at its own expense, a copy of them to the British Library Board (which manages and controls the British Library). Printed works as defined by the 2003 Act published by a local council therefore constitute materials which the British Library holds.</p>	Cabinet with Clerk/Computer	Bin if applicable
Record-keeping				
<p>To ensure records are easily accessible it is necessary to comply with the following:</p> <ul style="list-style-type: none"> • A list of files stored in cabinets will be kept • Electronic files will be 	<p>The electronic files will be backed up periodically on a portable hard drive and also in the cloud-based programme supplied by the Council's IT</p>	Management	Cabinet with Clerk/Computer	<p>Documentation no longer required will be disposed of, ensuring any confidential documents are destroyed as confidential waste.</p>

Document	Minimum Retention Period	Reason	Location Retained	Disposal
saved using relevant file names	company.			A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
General correspondence	Unless it relates to specific categories outlined in the policy, correspondence, both paper and electronic, should be kept. Records should be kept for as long as they are needed for reference or accountability purposes, to comply with regulatory requirements or to protect legal and other rights and interests.	Management	Cabinet with Clerk/Computer	Bin (shred confidential waste) A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Correspondence relating to staff	If related to Audit, see relevant sections above. Should be kept securely and personal data in relation to staff should not be kept for longer than is necessary for the purpose it was held. Likely time limits for tribunal claims between 3–6 months Recommend this period	After an employment relationship has ended, a council may need to retain and access staff records for former staff for the purpose of giving references, payment of tax, national insurance contributions and pensions, and in respect of any related legal claims made against the	Cabinet with Clerk/Computer	Confidential waste A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
	be for 3 years	council.		
	<p>Documents from legal matters, negligence and other torts Most legal proceedings are governed by the Limitation Act 1980 (as amended). The 1980 Act provides that legal claims may not be commenced after a specified period. Where the limitation periods are longer than other periods specified the documentation should be kept for the longer period specified. Some types of legal proceedings may fall within two or more categories. If in doubt, keep for the longest of the three limitation periods.</p>			
Negligence	6 years		Cabinet with Clerk/Computer	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Defamation	1 year		Cabinet with Clerk/Computer	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Contract	6 years		Cabinet with Clerk/Computer	Confidential waste. A list will be kept of those documents disposed of to meet the requirements of the GDPR regulations.
Leases	12 years		Cabinet with Clerk/Computer	Confidential waste.
Sums recoverable by statute	6 years		Cabinet with Clerk/Computer	Confidential waste.
Personal injury	3 years		As above	Confidential waste.

Document	Minimum Retention Period	Reason	Location Retained	Disposal
To recover land	12 years		As above	Confidential waste.
Rent	6 years		As above	Confidential waste.
Breach of trust	None		As above	Confidential waste.
Trust deeds	Indefinite		As above	N/A
	Planning Papers			
Applications	1 year	Management	As above	Bin
Appeals	1 year unless significant development	Management	As above	Bin
Trees	1 year	Management	As above	Bin
Local Development Plans	Retained as long as in force	Reference	As above	Bin
Local Plans	Retained as long as in force	Reference	As above	Bin
Town/Neighbourhood Plans	Indefinite – final adopted plans	Historical purposes	As above	N/A

Reviewed July 2019
Next Review date July 2020

Signed Chairman

Signed Parish Clerk

Date

Upton Grey Parish Council

Email Contact Privacy Notice

When you contact us the information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party.

The Councils Right to Process Information

General Data Protection Regulations Article 6 (1) (a) (b) and (e)

Processing is with consent of the data subject or

Processing is necessary for compliance with a legal obligation or

Processing is necessary for the performance of a task carried out in the public interest or in the exercise of official authority vested in the controller

Information Security

Upton Grey Parish Council has a duty to ensure the security of personal data. We make sure that your information is protected from unauthorised access, loss, manipulation, falsification, destruction or unauthorised disclosure. This is done through appropriate technical measures and appropriate policies.

Copies of these policies can be requested.

We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Upton Grey Parish Council at any time).

Children

We will not process any data relating to a child (under 13) without the express parental/ guardian consent of the child concerned.

Access to Information

You have the right to request access to the information we have on you. You can do this by contacting the Parish Clerk.

Information Correction

If you believe that the information we have about you is incorrect, you may contact us so that we can update it and keep your data accurate. Please contact the Parish Clerk to request this.

Information Deletion

If you wish Upton Grey Parish Council to delete the information about you please contact the Parish Clerk to request this.

Right to Object

If you believe that your data is not being processed for the purpose it has been collected for, you may object: Please contact the Parish Clerk to object.

Rights Related to Automated Decision Making and Profiling

Upton Grey Parish Council does not use any form of automated decision making or the profiling of individual personal data.

Complaints

If you have a complaint regarding the way your personal data has been processed you may make a complaint to the Parish Clerk Data IOfficer: and

the Information Commissioners Office casework@ico.org.uk Tel: 0303 123 1113

Summary: In accordance with the law, Upton Grey Parish Council only collect a limited amount of information about you that is necessary for correspondence, information and service provision. Upton Grey Parish Council do not use profiling, we do not sell or pass your data to third parties. Upton Grey Parish Council do not use your data for purposes other than those specified. Upton Grey Parish Council make sure your data is stored securely. Upton Grey Parish Council delete all information deemed to be no longer necessary. Upton Grey Parish Council constantly review our Privacy Policies to keep it up to date in protecting your data. (You can request a copy of our policies at any time).

Reviewed July 2019

Next Review date July 2020

Signed Chairman

Signed Parish Clerk

Date

UPTON GREY PARISH COUNCIL RISK ASSESSMENT SCHEDULE 2019

Risk Identified	Impact H/M/L	Likelihood H/M/L	Controls	Adequate Y/N	Comments
1. INSURANCE REF: Financial Regulations – insurance (12)					
Protection of physical assets:- Village land at the Pond Village land at the top of Cleves Lane Tennis Courts Playgrounds Seats N.B. to include trees in any area above The Village Hall (and defibrillator)	M	M	Regular visual inspections Insurance cover in place. Assets Register maintained. Village Hall (and defibrillator) managed by Registered Charity on behalf of the Parish Council.	Y	Regular visual inspections by Parish Lengthsman and Borough Council (see below) Cover reviewed annually.

Risk of damage to third party property or individuals as a consequence of the council providing services or amenities to the public. (Public liability)	M	L	Public Liability Insurance Cover in place	Y	Cover reviewed annually
Risk of consequential loss of income or need to provide essential services following critical damages, loss or non- performance by a third party (Consequential loss)			N/A		
Loss of cash through theft or dishonesty (Fidelity guarantee)	L	L	Insurance cover in place	Y	Very little cash received by Council. Financial Regulations specify that all cash received to be banked intact under supervision of Clerk
Legal liability as a consequence of asset ownership (Public liability)	L	L	Insurance cover in place	Y	
2. GENERAL Ref: Financial Regulations – general (1)					

Keeping proper financial records in accordance with statutory requirements and best practice	H	L	Checked at Internal Audit. Financial Regulations in place	Y	Bank statements signed and expenditure approved at PC meeting
3. Revision of Financial Regulations REF: Financial Regulations – Revision of financial regulation (14).					
Ensuring that all business activities are within legal powers applicable to local councils.	L	L	Advice taken on all issues that are not clear. (Borough/County Councils/HALC etc) Review the Financial Regulations every year, monitor changes in legislation	Y	All policies reviewed annually
4. Loans and Investments REF: Financial Regulations – Loans and Investments (8)					

Complying with restrictions on borrowing	L	L	Any loans and borrowing would be approved by Parish Council and reported in annual financial reports	Y	
5. Payment of Salaries Ref: Financial Regulations – payment of salaries (7)					
Ensuring that all requirements are met under employment law and Inland Revenue regulations	M	L	Ensure Council understands and complies with current PAYE and National Insurance legislation. Salaries approved by Parish Council each month and signed by Chairman	Y	Payroll is run by external agency. Checked at Internal Audit
6. Income Ref: Financial Regulations – Income (9)					

Ensuring that all requirements are met under Customs and Excise regulations	M	L	Ensure Council understands and complies with current VAT legislation	Y	Checked at Internal Audit
7. Budget and Budgetary Control Ref: Financial Regulations – Annual Budget (3) and Budgetary Control (4)					
Ensuring the adequacy of the annual precept with sound budgeting arrangements	M	L	Reviewed regularly at Parish Council meetings	Y	Forecasts for income and expenditure for current year produced quarterly showing comparison to actual and original budget
Ensuring the proper use of funds granted to local community bodies under specific powers or under Section 137 and General Power of Competence	L	M	Review of accounts and benefit to residents discussed at time of application Separately recorded accounts maintained Authorisation recorded in minutes		Checked at Internal audit

8. Orders for work and Contracts Ref: Financial Regulations – Orders for Work, Goods and Services, Contracts (10)					
All orders and contracts placed following requirements specified in Financial Regulations	M	L	Reviewed at Internal Audit	Y	New contractors are issued with the Health & Safety Policy. Specifications are produced for large pieces of work. Check that Contractors have their own insurance policy
9. Standing Orders					
Proper, timely and accurate recording of council business in the minutes	M	L	Minutes checked by Chairman before issue.	Y	All minutes approved by council as a true record.
Meeting the laid down timetables when responding to consultation invitations.	L	L	Put on agenda month received. Agenda agreed by Chairman prior to meeting	Y	Clerk checks that there is adequate time for response and if not makes alternative arrangements.
Proper document control	M	L	Statutory requirements observed.	Y	

			All computer files backed up regularly and stored separately to computer		
Register of members' interests and gifts and hospitality in place, complete, accurate and up to date.	M	L	Onus on individual members to notify clerk that changes have occurred.	Y	
Responding to electors wishing to exercise their rights of inspection	L	L	As set out in Freedom of Information Schedule which is reviewed by the Council from time to time	Y	Published on website.
A libel claim against the Parish Council for publishing a defamatory comment, inaccuracy of data, personal opinion	L	L	Minutes are approved by the Council prior to publication.	Y	
Health and Safety Policy					

Traffic	H	H	High Visibility Clothing must be worn Avoid dangerous bends Daylight working hours only Understanding/alertness re traffic.	Y	Clothing and Training provided by the Borough Council
Lone working	H	H	Call in arrangements – mobile phone Training on dealing with the public. Clerk and Councillors should not arrange meetings at their homes with members of the public who are unknown to them.	Y	Clerk on behalf of the Parish Council is the responsible person
Hazardous Material	M	L	Not in use by Parish Council.	Y	Training and equipment to be requested from Borough Council in advance of activity which involves use of hazardous materials.

Hazardous sites, sloping ground, slippery surfaces, for example mud or ice, water (rivers and ponds) animals	H	H	Correct clothing, training and equipment	Y	
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INSPECTION SCHEDULE

ITEM	FREQUENCY OF INSPECTION	BY WHOM
The Village Hall		Village Hall managed by a registered charity on behalf of the Parish Council
The Pond site and associated ditches and drains	Inspection–Monthly	Monthly inspection by Parish Lengthsman, any issues reported to the Chairman or noted at the next Parish Council meeting
Village land at the top of Cleves Lane	Inspection–Monthly	Monthly inspection by Parish Lengthsman, any issues reported to the Chairman or noted at the next Parish Council meeting
Tennis Courts		Tennis Courts managed by a management committee who advise Parish Council of any issues
Play Grounds	Weekly	B&DBC carry out weekly inspection and annual inspection. Reports available using electronic inspection system.
Seats	Inspection–Monthly	Monthly inspection by Parish Lengthsman, any issues reported to the Chairman or noted at the next Parish Council

Signed Chairman

Signed Clerk

Date

Reviewed July 2019
Next Review Date July 2020

Upton Grey Parish Council

Social Media and Electronic Communication Policy

The use of digital and social media and electronic communication enables the Parish/Town Council to interact in a way that improves the communications both within the Council and between the Council and the people, businesses and agencies it works with and serves.

The Council has a website and uses email to communicate. The Council will always try to use the most effective channel for its communications. Over time the Council may add to the channels of communication that it uses as it seeks to improve and expand the services it delivers. When these changes occur this Policy will be updated to reflect the new arrangements.

Communications from the Council will meet the following criteria:

- Be civil, tasteful and relevant;
- Not contain content that is knowingly unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually oriented or racially offensive;
- Not contain content knowingly copied from elsewhere, for which we do not own the copyright;
- Not contain any personal information.
- If it is official Council business it will be moderated by either the Chair/Vice Chair of the Council or the Clerk to the Council;
- Social media will not be used for the dissemination of any political advertising.

The website is not monitored 24/7 and we will not always be able to reply individually to all messages or comments received.

Parish/Town Council Website.

Where necessary, we may direct those contacting us to our website to see the required information, or we may forward their question to one of our Councillors for consideration and response. We may not respond to every comment we receive particularly if we are experiencing a heavy workload

Parish/Town Council email

The Clerk to the council has their own council email address (clerk@uptongreyparishcouncil.co.uk)

The email account is monitored mainly during office hours, Monday to Friday, and we aim to reply to all questions sent as soon as we can.

The Clerk is responsible for dealing with email received and passing on any relevant mail to members 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 Emails requiring data to be passed on, will be followed up with a Data consent form for completion before action is taken with that correspondence.

Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. NB any emails copied to the Clerk become official and will be subject to The Freedom of Information Act.

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

Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

SMS (texting)

Members and the Clerk may use SMS as a convenient way to communicate at times. All are reminded that this policy also applies to such messages.

Internal communication and access to information within the Council

The Council is continually looking at ways to improve its working and the use of social media and electronic communications is a major factor in delivering improvement.

Councillors are expected to abide by the Code of Conduct and the Data Protection Act in all their work on behalf of the Council

As more and more information becomes available at the press of a button, it is vital that all information is treated sensitively and securely. Councillors are expected to maintain an awareness of the confidentiality of information that they have access to and not to share confidential information with anyone. Failure to properly observe confidentiality may be seen as a breach of the Council's Code of Conduct and will be dealt with through its prescribed procedures (at the extreme it may also involve a criminal investigation).

Members should also be careful only to cc essential recipients on emails i.e. to avoid use of the 'Reply to All' option if at all possible, but of course copying in all who need to know and ensuring that email trails have been removed.

Reviewed July 2019

Next Review date July 2020

Signed Chairman

Signed Parish Clerk

Date

Vision ICT Website Privacy Statement

Last updated: March 2018

This page informs you of our policies regarding the collection, use and disclosure of Personal Information we receive from users of the Site.

We use your Personal Information only for providing and improving the Site. By using the Site, you consent and agree to the collection and use of information in accordance with this policy.

Information Collection and Use

While using our Site, we may ask you to provide us with certain personally identifiable information that can be used to contact or identify you. Personally, identifiable information may include, but is not limited to your name (“Personal Information”). We may also run surveys from time- to-time, using third party websites such as Survey Monkey. We strive to anonymise the data we collect, and only use it for the improvement of the services we offer.

Log Data

Like many site operators, we collect information that your browser sends whenever you visit our Site (“Log Data”).

This Log Data may include information such as your computer’s Internet Protocol (“IP”) address, browser type, browser version, the pages of our Site that you visit, the time and date of your visit, the time spent on those pages and other statistics.

In addition, we may use third party services such as Google Analytics that collect, monitor and analyse this data. This data is completely anonymised and does not include personal information such as name or email address.

How long will we keep your data?

We hold the data securely in line with our document retention and management procedure. We keep all data for as long as a) the project its collected for is in operation b) on an ongoing basis but normally deleted after 10 years if our association with you is not active.

Communications

We may use your Personal Information to contact you with newsletters, should you opt into receive them.

Cookies

Cookies are files with small amount of data, which may include an anonymous unique identifier. Cookies are sent to your browser from a web site and stored on your computer’s hard drive.

Like many sites, we use “cookies” to collect information. You can instruct your browser to refuse all cookies or to indicate when a cookie is being sent. However, if you do not accept cookies, you may not be able to use some portions of our Site. Please see our Cookie Statement for more information.

Security

The security of your Personal Information is important to us but remember that no method of transmission over the Internet, or method of electronic storage, is 100% secure. While we strive to use commercially acceptable means to protect your Personal Information, we cannot guarantee its absolute security.

Changes to this Privacy Policy

This Privacy Policy is effective as of March 2018 and will remain in effect except with respect to any changes in its provisions in the future, which will be in effect immediately after being posted on this page.

We reserve the right to update or change our Privacy Policy at any time and you should check this Privacy Policy periodically. Your continued use of the Service after we post any modifications to the Privacy Policy on this page will constitute your acknowledgement of the modifications and your consent to abide and be bound by the modified Privacy Policy.

Reviewed By Upton Grey Parish Council July 2019

Next Review date July 2020

Signed Chairman.....

Signed Parish Clerk.....

Date.....

**Upton Grey
Parish Council
Standing
Orders
Revised for
adoption July
2018**

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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 chairman 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 chairman 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 chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his 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 chairman 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 chairman of the meeting.
- k One or more amendments may be discussed together if the chairman 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 chairman 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 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 considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. 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 chairman 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 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 5 minutes without the consent of the chairman 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 chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman 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 chairman 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**

- 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 **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.**
- d 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.
- e The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- f Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
- g 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 chairman of the meeting may direct that a written or oral response be given.

- h A person shall raise their hand when requesting to speak, and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- i A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- j Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k **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.**
- l **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- m **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.**
- n **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- o **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- p **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.**
- q **The chairman 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 casting vote whether or not he gave an original vote.**

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

- r **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 vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.

- s 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.
- t **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 right to participate and vote on that matter.**
- u **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.*
- v **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.
- w **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 permit a committee to determine the number and time of its meetings;
 - iii. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - iv. shall, appoint the chairman of the standing committee;
 - v. 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;
 - vi. shall determine if the public may participate at a meeting of a committee;
 - vii. 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;
 - viii. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
 - ix. 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 Chairman and Vice-Chairman (if there is one) of the Council.**
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman 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 Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. In an election year, delivery by the Chairman 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 Chairman of the Council of his 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. Review of the terms of reference for committees;
- iv. Appointment of members to existing committees;
- v. Appointment of any new committees in accordance with standing order 4;
- vi. Review and adoption of appropriate standing orders and financial regulations;
- vii. 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;
- viii. Review of inventory of assets;
- ix. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- x. Review of the Council's and/or staff subscriptions to other bodies;
- xi. Review of the Council's complaints procedure;
- xii. 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*);
- xiii. Review of the Council's policy for dealing with the press/media;
- xiv. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman 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 chairman 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 chairman 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 A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 3 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 chairman of the meeting.

9. MOTIONS FOR 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. The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(a), correct obvious grammatical or typographical errors in the wording of the motion.
- c The decision of the Proper Officer as to whether or not to include the motion

on the agenda shall be final.

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**

- 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 chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

"The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his 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.**

- 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 shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he 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 Proper Officer 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 Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required] 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 Chairman of Council of this fact, and the Chairman 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. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iii. **facilitate inspection of the minute book by local government electors;**
- iv. **receive and retain copies of byelaws made by other local authorities;**
- v. hold acceptance of office forms from councillors;
- vi. hold a copy of every councillor's register of interests;
- vii. 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;
- viii. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- ix. manage 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);
- x. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xi. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xii. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xiii. refer a planning application received by the Council to the Chairman or in his absence the Vice-Chairman of the Council] 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 Council;
- xiv. manage access to information about the Council via the publication scheme;

16. RESPONSIBLE 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 ACCOUNTING 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 receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or 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 1 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 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity.**
- 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 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. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or**

supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.

- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. HANDLING STAFF MATTERS

- a A matter personal to a member of staff that is being considered by a meeting of Council is subject to standing order 11.
- b 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.

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 **The Council shall publish information in accordance with the requirements of the Smaller Authorities (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 shall 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 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. **RELATIONS 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 of the District and County Council
- b Unless the Council determines otherwise, a copy of each letter sent to the District and County Council OR Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

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

25. 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 3 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 after he has delivered his acceptance of office form.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

Signed Chairman

Signed Parish Clerk

Date

Revised for Adoption July 2018

Review date July 2019