

# **BISHOPSTOKE PARISH COUNCIL**

**Members of the Parish Council**

**are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke  
on Tuesday 28 March 2017 at 7.30pm**

**This Meeting is Open to the Public (7.30pm – Question Time)**

*An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County  
councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team*

## **AGENDA**

### **Public Session – presentation from Joe Cunningham of Bishopstoke Retirement Village**

1. Apologies for Absence
2. Councillors' Questions
3. To adopt and sign Minutes of the Parish Council meeting held on 28 February 2017
4. To consider Matters Arising from the above Minutes
5. Declarations of Interest and Requests for Dispensations
6. Report on Planning Committee Meetings of 28 February 2017 and 14 March 2017 – to note Resolutions and to determine Recommendations
7. Report on Finance and General Purposes Committee Meeting of 14 March 2017 – to note Resolutions and to determine Recommendations
8. To receive the RFO's Report and approve the February 2017 Statement of Account
9. To approve signing the Y-Zone contract extension
10. To approve the timetable for the new Open Spaces contract
11. To adopt the Financial Systems Risk Assessment
12. To approve current Standing Orders and Financial Regulations
13. To receive reports from County, Borough and Parish Councillors on matters of interest
14. To receive the Clerk's Monthly Report
15. To consider content for the March 2017 Press Release
16. Date, time, place and agenda items for next meeting – Tuesday 9 May 2017 at 7.30pm in the Parish Office, Riverside, Bishopstoke



***D L Hillier-Wheal***  
***Clerk to Bishopstoke Parish Council***  
***22 March 2017***

*Members: Cllr Winstanley (Chair), Cllr Mignot (Vice-Chair), Cllrs Brown, Chaffey, Daly, Dean,  
Francis, Greenwood, Moore, Parker-Jones, Roling, Thornton, Tidridge and Toher*

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 28 February 2017

**Present:** Councillor A Winstanley (Chair)  
Councillor G Chaffey  
Councillor A Daly  
Councillor A Dean  
Councillor J Francis  
Councillor C Greenwood  
Councillor L Parker-Jones  
Councillor A Roling  
Councillor M Thornton  
Councillor G Tidridge  
Councillor S Toher

**In Attendance:** Mr David Hillier-Wheal (Clerk to Bishopstoke Parish Council)

**Public Session** 1 member of the public was present.

**FULL\_1617\_M08/**

**Public Session**

### 140 Apologies for Absence

140.1 Apologies had been received and accepted from Cllrs Brown, Mignot and Moore.

### 141 Councillors' Questions and Announcements

141.1 Cllr Tidridge offered thanks to Dave Tilbury for his work on the bridleway at the Cemetery. It has now been agreed that the original bridleway will be reopened from the 3<sup>rd</sup> March 2017, as there have been significant delays in providing the promised new bridleway.

141.2 Cllr Parker-Jones reported on her concerns regarding the footpath running through the New Cemetery and pedestrian access to the Old Cemetery. Eastleigh Borough Council have now spoken to the developers and suggested 2 new routes. Going forward, the footpath should be connected to the bridleway and there will be pedestrian access to Bishopstoke Cemetery. Cllr Parker-Jones offered to circulate the plans showing the proposed routes.

#### **Action: Cllr Parker-Jones**

141.3 Cllr Chaffey reported back on his research into the space that should be provided for chickens in an allotment plot. The legal minimum is 2 square feet per chicken, but the recommendation is for at least 3 square feet per chicken, and this is what he is suggesting for the Parish Council chicken agreement. In addition, outside space should be at least 9 square feet per chicken, but as the current wording requires more than that, he is happy to leave that in place.

141.4 Cllr Toher reported that the speed warning sign had been positioned on Alan Drayton way, which was good news. However, it had recently been moved to a position on the Olympic Way side of the road and no longer appeared to be working. The Clerk was asked to report this so that the problem can be rectified.

#### **Action: Clerk**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

Cllr Toher also reported residents' concerns regarding the wall by the river channel along Montague Road. The residents wanted to know if there are any plans to clean and maintain it on a regular basis. Cllr Toher was requested to contact the County Council regarding this matter.

**Action: Cllr Toher**

141.5 Cllr Daly reported that the pedestrian bridges on the way into Eastleigh had been well cleaned, but that there was a drainage issue as the path floods when it rains. Cllr Daly was asked to take this up with the County Council

**Action: Cllr Daly**

Cllr Daly also reported Health and Safety, and traffic issues being caused by deliveries to the General Store on Spring Lane. The Clerk was asked to contact the manager and ask whether the Council can do anything to ease the problems.

**Action: Clerk**

Cllr Daly informed the Council that on the evening of January 28<sup>th</sup> there had been a long queue of traffic heading into Eastleigh. This was apparently caused by ambulances attending an incident on the railway bridge. Cllr Daly wondered why there had been no police presence to help with directing traffic. Cllr Daly was advised to take the matter up with the Police Service.

**Action: Cllr Daly**

**142 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 24 January 2017**

142.1 The minutes of the above meeting had been circulated prior to this meeting.

142.2 Cllr Toher requested that the numbers voting each way be recorded in Minute 139.5

**Action: Clerk**

142.3 Proposed Cllr Winstanley, Seconded Cllr Greenwood, **RESOLVED** unanimously, subject to the amendment listed in 142.2, to adopt as a true record the minutes of the Parish Council meeting held on 24 January 2017.

**143 To consider Matters Arising from the above Minutes**

143.1 Minute 124.3 Cllr Toher advised that she would meet with the Clerk to discuss the exact nature of the problem.

143.2 Minute 128.2 Cllr Francis reported that this had been done.

**144 Declarations of Interest and Requests for Dispensations**

144.1 Cllrs Winstanley, Parker-Jones and Toher declared an interest in Item 15 on the agenda as Borough Council representative member of the Memorial Hall Committee & member of the Community Centre Committee; member of Bishopstoke Players; and Secretary of the Memorial Hall Committee respectively.

**145 Correspondence received**

145.1 The Clerk had received a poster for the next Dementia Friends session to be held at Orchard Gardens, on Wednesday 22 March at 11am. The Clerk reported he had attended a previous session and found it to be both informative and rewarding. Cllr Parker-Jones asked whether it was still the intention to make the Parish Council website dementia friendly and the Clerk reported that it was.

145.2 The Clerk reported that it was his intention to remove "Correspondence received" as a permanent agenda item. As almost all communication arrives via email, it is now far easier to simply forward it to Cllrs as it arrives, and so the item is no longer necessary.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**146 Report on Planning Committee Meetings of 24 January 2017 and 14 February 2017 – to note resolutions and determine recommendations**

146.1 The Planning Committee Minutes from 24 January 2017 and 14 February 2017 had been circulated prior to the meeting.

146.2 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the minutes of the Planning Committee meetings held on 24 January 2017 and 14 February 2017 be noted.

**147 Report on Finance and General Purposes Committee Meeting of 14 February 2017 – to note resolutions and to determine recommendations.**

147.1 The Finance and General Purpose Committee meeting minutes from 14 February 2017 had been circulated prior to the meeting.

147.2 Minute 140.6: Cllr Parker-Jones reported she had now completed signing the bank reconciliation and found everything to be in order. Cllr Parker-Jones also noted the Co-op bank's current situation and suggested the Council consider changing banks. Cllr Winstanley noted that as HALC also use the Co-op for banking services it would be worth contacting them for advice. It was also noted that the bank statement is still addressed to the previous Clerk and the current Clerk was asked to look into this.

**Action: Clerk**

147.3 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 14 February 2017 be noted.

147.4 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously to approve, subject to the changes listed both in FGP\_1617\_M09/Item 144.3 and in FULL\_1617\_M08/Item 141.3, the agreement for keeping chickens; and to approve the Street Pastors request for a grant of £500.

147.5 Cllr Greenwood reported that the closing date for grants from County Councillors had now been reached. It will reopen in June.

147.6 Proposed Cllr Winstanley, Seconded Cllr Toher, **RESOLVED** unanimously that the resolutions from the Finance and General Purpose Committee meeting of 14 February 2017 be noted.

**148 To receive the RFO's report and approve the January 2017 Statement of Account**

148.1 The RFO reported that format of the Statement of Account has now changed to make them easier to follow.

148.2 The January 2017 Statement of Account had been circulated prior to the meeting and was noted.

**149 To appoint a working group to conduct an annual review of Standing Orders from July each year, reporting to the Council in September**

149.1 Cllrs Winstanley, Greenwood and Thornton volunteered to be part of the Working Group.

149.2 The Clerk was requested to contact Cllrs Brown, Mignot and Moore to ask if any of them is willing to take part.

**Action: Clerk**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**150 To appoint a working group, including the Clerk and Assistant Clerk, to consider additional staffing needs going forward**

150.1 Cllr Winstanley suggested that the Working Group would also have responsibility for staff appraisal and interviews. It was agreed that the Chair and Vice-Chair of Council, along with the Chairs of Planning and Finance & General Purposes, would form this Working Group. Cllrs Winstanley, Mignot, Toher and Thornton were duly appointed.

**151 To discuss and, if appropriate, decide on moving three bus shelters as requested by Eastleigh Borough Council**

151.1 Information regarding the bus shelters proposed and the suggested new locations had been circulated prior to the meeting. The Clerk reported that all the shelters had been previously transferred from the Borough Council to the Parish Council at no cost, and that as two of them were proposed to move out of the Parish it would reduce the shelter cleaning bill. The also noted that it would be important to ensure that ownership of the shelters was also transferred, to avoid the Parish having to pay for repairs to shelters that were in neighbouring parishes.

151.2 During discussions, it was noted that the current location of a bus stop outside St Mary's church is a useful place for some residents to rest as they walk up or down the hill. The Council agreed that either the bus shelter, or a suitable replacement, should be kept in this location. A concern was also raised that the shelter located on Hamilton Road may be used by the Wyvern school bus service. The Clerk was requested to ascertain if that is the case, and Cllrs were requested to contact the Clerk if they had any suggestions as to other places the bus shelters might be better relocated.

**Action: All**

**152 To agree the Council's response to the Hampshire Police and Crime Panel, and the Eastleigh Sports Facilities Needs Assessment & Playing Pitch Strategy**

152.1 Cllrs agreed that Bishopstoke does not match the criteria referred to in the Hampshire Police and Crime Panel survey and so no response is necessary.

152.2 The Clerk noted that an important question for the Playing Pitch Strategy was whether the Council believed that the facilities available in neighbouring parishes were sufficient for Bishopstoke residents, or whether something within the Parish was required. Cllr Tidridge suggested this could be covered in the consultations being undertaken for the Neighbourhood Plan. Cllr Tidridge had also provided some other comments which the Clerk was requested to circulate to all Cllrs.

**Action: Clerk**

**153 To agree the Council's response to EBC's letter with regard to the delay to the Local Plan and consider a proposed communication to Bishopstoke residents from the Parish Council**

153.1 Proposed text for both communications had been circulated prior to the meeting.

153.2 The Clerk reported that the period of purdah for elections in May begins on 27 March and lasts until 4 May. During this time government advice is that Councils should not produce publicity on any policy that is politically controversial. This affects the Council's ability to publish regarding the Local Plan. The Clerk suggested that a newsletter in April reporting on the Parish Assembly and any local news stories would be appropriate, and that a leaflet covering both the Local Plan and the Neighbourhood Plan could be produced for publication in early May. The Clerk also advised against publishing two separate items on the Local Plan so close together.

153.3 Various options were discussed, and the Clerk was requested to check with HALC regarding the possibility of publishing Local Plan related material during purdah.

**Action: Clerk**

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

153.4 The Council discussed the suggested response to the letter from Eastleigh Borough Council regarding the Local Plan. It was agreed to begin the letter with “Thank you”, and to amend the final sentence to read “Bishopstoke Parish Council is preparing its own communication and as requested, and as a courtesy, before publishing we will send it to EBC for comment.”

153.5 Proposed Cllr Tidridge, Seconded Cllr Toher, **RESOLVED** unanimously, subject to the amendments listed in 153.4, to respond to Eastleigh Borough Council as suggested by Cllr Tidridge.

**154 To note the report on progress regarding the Bishopstoke Memorial Hall and Community Centre, and approve the next steps**

154.1 Proposed Cllr Thornton, Seconded Cllr Chaffey, **RESOLVED** (Cllrs Winstanley and Toher abstaining as Committee members) to note the report on progress regarding the Bishopstoke Memorial Hall and Community Centre, and approve the steps outlined in the report’s recommendations.

**155 To receive reports from County, Borough and Parish Councillors on matters of interest**

155.1 Cllr Winstanley reminded Cllrs of the forthcoming Parish Assembly on March 7 at the Methodist Church on Sedgwick Road at 7:30pm. There is to be a talk on the history of the Memorial Hall, the usual speeches from the Chair and the Clerk, and guests from the Street Pastors, ARK Eastleigh, Age Concern and the Memorial Hall to give a little information about how grants from the Parish Council help them with their work. Also Cllr Winstanley mentioned the upcoming HALC conference on 22 March at St Marys Football Stadium. Anyone wishing to book a place should contact the Clerk. Cllr Parker-Jones asked why there are no Standing Orders regarding the Parish Assembly. Cllr Winstanley replied that it is because it is not a Parish Council meeting. It is called by the Chair of the Parish Council to give residents a report on the activities of the Council in the previous year, and for the Clerk to report to residents on the finances of the Council. Cllr Parker-Jones requested the relevant legislation be sent to her and the Clerk was asked to do this.

**Action: Clerk**

155.2 Cllr Thornton noted that Items 2 and 16 on the current agenda seem to overlap and wondered if one could be removed. Cllrs agreed that the original intention of each item had been different to how they were currently used. It was agreed to amend item 2 to just “Cllrs Questions”.

**Action: Clerk**

155.3 Cllr Dean reported that she and Cllr Parker-Jones would be attending Core Skills training on Wednesday 8 March.

155.4 Cllr Francis reported that she had attended the BIFOHH Local Area Committee on 25 January, at which the application for Pembers Hill had been passed. Following that she had called Borough Cllr Vickieye Parkinson-MacLachlan to discuss the procedures followed by the LAC and find out more about how they work. She reported it had been a useful conversation. Cllr Francis thought it would be useful for other Cllrs, especially on the Planning Committee and raised the possibility of Cllr Parkinson-MacLachlan, along with the other Borough Cllrs, attending a meeting to provide some insight to Cllrs and residents about how the LAC is required to work.

155.5 Cllr Toher reported that she had attended a recent Bishopstoke Memorial Hall meeting. There have been various problems with gas and electrics recently, but those either have been or are being fixed. Cllr Toher had also attended the last Airport Consultative Committee meeting. There were few noise complaints in the second half of 2016; the Noise Action Plan is being reviewed in 2018; and there is a report being submitted on drone activity and regulation.

Cllr Toher had also attended the latest Neighbourhood Plan meeting. A survey form is being prepared and it is hoped that the next meeting, on 9 March, will agree it and then arrange for residents to receive it.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

155.6 Cllr Tidridge announced that the next meeting of the Communications and Engagement Working Group would be on 2 March.

*Cllr Roling left at this point*

155.7 Cllr Parker-Jones reported that she had also attended the LAC meeting, and was disappointed that the Bargate application for Church Road had also been passed as she was concerned about the Rookery there. Also, Cllr Parker-Jones stated she would be attending the HALC Conference on March 22.

155.8 Cllr Greenwood reported that he had met with Paul Naylor of the Borough Council. They had discussed that the County Council have instructed EBC to cut the weedkill budget, and so EBC will now only weedkill once per year. Cllr Greenwood requested that Cllrs keep an eye out for any problems that result from this. Cllr Greenwood had also attended that last Council meeting of EBC, and had found the experience interesting and informative, and recommended Cllrs to attend if they had the chance.

### **156 To receive the Clerk's monthly report**

156.1 The Clerk reported that the paths in Glebe Meadow, and the play area, had been cleaned and looked extremely good. The skate park graffiti had also been cleaned up. Cllr Toher noted the work that had been done on the paths and requested a letter of thanks be sent to the Borough Council for the excellent job that had been done.

**Action: Clerk**

156.2 The Clerk also asked Cllrs to publicise the Parish Assembly, and asked if any Cllr wished to take up the opportunity to train as a Tree Warden.

156.3 The Clerk also noted recent publications regarding the Cemetery. The Clerk stated that, contrary to those reports, all of the notices regarding memorial repairs had gone up as a result of inspections that had taken place in June 2016, where for the first time ALL memorials had been inspected to ensure safety. None of the issues were suspected to be from subsidence, but are completely in accord with what would be expected of a rural Cemetery of that age. All the repairs that had been needed following that inspection had now been completed. Cllr Toher requested that notices to that effect be placed on the noticeboards around the Parish, including in the Cemetery.

**Action: Clerk**

### **157 To consider content for the February 2017 press release**

157.1 It was agreed that the press release would mention the grant to the Street Pastors, the bridleway and footpaths at the Cemetery, the memorial inspections and the Carnival dates, including the Carnival Court and Programme cover competitions.

**Action: Clerk**

### **158 Date, time, place and agenda items for next meeting – Tuesday 28 March 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke**

158.1 Agenda items to the Clerk by Tuesday 21 March 2017 please.

*There being no further business, the Chair closed the meeting at 9:20pm*

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 28 February 2017

**Present:** Cllrs Toher (Chair), Dean, Francis, Greenwood and Thornton

**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)

**Public Session** 1 member of the public was present

### PLAN\_1617\_M19/

#### 190. Apologies for Absence

190.1 Apologies had been received and were accepted from Cllr Brown.

#### 191. To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 14 February 2017

191.1 The Minutes of the above meeting had been circulated prior to the meeting.

191.2 Proposed Cllr Greenwood, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 14 February 2017 be accepted as a true record.

#### 192. To consider Matters Arising from the above Minutes

192.1 The Planning Committee wished to pass on their thanks to County Councillor Martin Lyons for his hard work in attempting to mitigate the worst impact of the impending roadworks arising from the installation of a new sewer pipe along Sandy Lane by Southern Water.

**Action: Clerk**

#### 193. Declarations of Interest and Requests for Dispensations

193.1 None declared or sought.

#### 194. Consideration of Planning Applications

194.1 F/17/79936 – 5 Jockey Lane – Revision to planning permission F/16/78619 comprising of amendment from 2no. 3 bed dwellings to 2no. four bed dwellings with associated parking and amenity space – The planning committee were unhappy with the concept of retrospectively revising an approved application for 3 bed dwellings into 4 bed dwellings. As the houses have already been built this appeared to the Committee to be an attempt to circumvent the planning procedure. The Committee also questioned why this had not been picked up by building control. Objections were raised on the grounds of overdevelopment and parking, as with 2 extra bedrooms but no extra parking this means there will be insufficient parking on site.

194.2 T/16/80006 – 2 Bishops Court – Fell 2no. Ash, crown raise to 4.5m 1no. Cherry & 1no. Tulip tree & crown reduction by 2.5m to 1no. Pear tree – The Planning Committee had no objection to the work on the Cherry, Tulip and Pear trees, but objected to the felling of the two Ash trees on the grounds that they were healthy TPO trees, and no satisfactory grounds for their removal has been provided.

194.3 T/16/80007 – 3 Bishops Court – Removal of lower limbs to 1no. Sycamore – The Committee agreed to RNO to the planning application.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_



## **195. Report on recent planning decision**

195.1 F/17/79775 – 3 Sayers Road – detached two bed bungalow to rear with ancillary parking and amenity space with shared access to Sayers Road – RNO – Refused (The proposed development would give rise to an undesirable form of backland development with an unsatisfactory access that is out of keeping with the pattern of development in the locality and would have an adverse effect on the occupiers of the neighbouring dwellings; and due to its scale, siting and external layout of the private amenity, would result in an unacceptable and poor quality living environment to the detriment of the amenity of future occupiers through lack of daylight and limited usable private garden area.

## **196. Clerk's Report**

196.1 The Clerk reported that the question of ownership of the trees on the grass verge running alongside Bishopstoke Cemetery has been settled, and according to Land Registry documents they are the property of Bishopstoke Parish Council. A meeting has been set with the Eastleigh Borough Council tree officer, Brett Athow, to discuss not only the trees at the Cemetery, but all the work contained in the tree survey he provided for the Parish Council in 2016.

## **197 To approve the wording of the letter to Eastleigh Borough Council regarding planning clauses**

197.1 The letter had been circulated prior to the meeting.

197.2 The Committee agreed to **RECOMMEND** unanimously that the Parish Council send the letter to Eastleigh Borough Council regarding requested amendments to planning clauses.

## **198 Date, time, place and agenda items for next meeting**

198.1 The next meeting will be on Tuesday 14 March 2017 at 7:00pm in the Parish Office, Riverside, Bishopstoke. The office will be open from 6:45pm for viewing of the applications.

198.2 Any agenda items should be submitted in writing to the Clerk by Tuesday 7 March 2017.

## **199 Motion for Confidential Business**

199.1 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

*1 member of the public left at this point*

## **200 Reported Breaches of Developmental Control (Confidential Business)**

200.1 The Clerk reported 0 new alleged breaches of development control.

200.2 The Clerk reported 1 concluded investigation into alleged breaches of development control.

200.3 There were no reported development control issues from members of the Committee.

200.4 Cllr Francis asked whether this was an appropriate time to discuss residents' concerns regarding the Breach Lane development. The Clerk advised Cllr Francis that this appears to be Cllr case work, and she should contact either the developer, or the Borough Council – as appropriate – on behalf of the residents. If that does not produce a satisfactory outcome and the developers appear to be in breach of development controls then that can be brought to the Planning Committee.

### **Action: Cllr Francis**

200.5 Cllr Toher raised concern about the A-boards outside shops along Riverside and by the car parking area. In particular with the new General store having more on the pavement than the Co-op

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

did previously. The Clerk was requested to determine the allowable limit of how far out the boards can go and inform the Committee.

**Action: Clerk**

*There being no further business, the Chair closed the meeting at 7.28pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 14 March 2017

**Present:** Cllrs Toher (Chair), Francis, Greenwood and Thornton  
**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)  
**Public Session** 0 members of the public were present

### PLAN\_1617\_M20/

#### 201. Apologies for Absence

201.1 Apologies had been received and were accepted from Cllrs Brown and Dean.

#### 202. To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 28 February 2017

202.1 The Minutes of the above meeting had been circulated prior to the meeting.

202.2 Proposed Cllr Thornton, Seconded Cllr Greenwood, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 28 February 2017 be accepted as a true record.

#### 203. To consider Matters Arising from the above Minutes

203.1 The Clerk reported that as yet he had been unable to determine the rules regarding advertising on the pavements outside shops. The Committee requested the Clerk to continue his efforts.

**Action: Clerk**

#### 204. Declarations of Interest and Requests for Dispensations

204.1 None declared or sought.

#### 205. Consideration of Planning Applications

205.1 F/17/79972 – 17 Whalesmead Road– Single storey side extension, integral garage and relocation of front door – The Planning Committee felt this would be overdevelopment and would be out of keeping with the surrounding street scene and wished to object on those grounds.

205.2 F/17/80048 – 6 St Austell Close – Erection of porch (retrospective) – The Planning Committee felt there had been no change to the porch and as such all the reasons given by the Borough Council for refusing the previous application still applied. The Committee wished to object on those grounds.

205.3 F/17/80103 – 97 Underwood Road – Single storey side extension – The Planning Committee agreed to raise no objection to the planning application.

205.4 T/17/80079 – 182 Church Road – Crown lift to 6m and pruning of limbs by 1.5m to 3no. Alder – The Planning Committee agreed to raise no objection to the planning application.

#### 206. Report on recent planning decision

206.1 F/16/79739 – 6 Hartley Close – Single storey side extension – The Committee agreed to RNO to the planning application. – Eastleigh Borough Council permitted the application.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

206.2 T/17/79762 – 6 Bishops Court – Fell 1 Conifer – The Committee agreed to object to the application on the grounds that the tree is healthy, is not a danger to property, and has a TPO – Eastleigh Borough Council consented to the tree work.

206.3 T/17/79781 – Oakbank – Reduce branches by 50% to 1 Ash (T4) and fell 1 Lime (T5) – Following discussion the Committee agreed to RNO to the work on the Ash (T4) but object to the felling of the Lime (T5). The Committee requested that the alternative methods outlined in the Visual Tree Assessment be attempted in order to preserve the tree – The Borough Council refused the felling of the Lime but allowed pollarding, and also allowed some work on the Ash.

## **207. Clerk's Report**

207.1 The Clerk reported that although the Parish comments on planning applications are still not appearing on the Borough Council website, they are now being used in officers' reports.

## **208 Date, time, place and agenda items for next meeting**

208.1 The next meeting will be on Tuesday 28 March 2017 at 7:00pm in the Parish Office, Riverside, Bishopstoke. The office will be open from 6:45pm for viewing of the applications.

208.2 Any agenda items should be submitted in writing to the Clerk by Tuesday 21 March 2017.

## **209 Motion for Confidential Business**

209.1 Proposed Cllr Toher, Seconded Cllr Greenwood, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

## **210 Reported Breaches of Developmental Control (Confidential Business)**

210.1 The Clerk reported 0 new alleged breaches of development control.

210.2 The Clerk reported 2 concluded investigation into alleged breaches of development control.

210.3 There were no reported development control issues from members of the Committee.

*There being no further business, the Chair closed the meeting at 7.21pm*

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# BISHOPSTOKE PARISH COUNCIL

## Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 14 March 2017

**Present:** Cllrs Thornton (Chair), Mignot, Parker-Jones, Tidridge, and Toher

**In Attendance:** Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)

**Public Session** 0 members of the public were present

**FGP\_1617\_M10/**

### **150 Apologies for Absence**

150.1 Apologies had been received and were accepted from Cllrs Chaffey, Dean and Winstanley.

### **151 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 14 February 2017**

151.1 The draft minutes had been circulated with the supporting papers for this meeting.

151.2 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Minutes of the Finance and General Purposes Meeting held on 14 February 2017 be accepted as a true record.

### **152 To consider Matters Arising from the above Minutes**

152.1 There were no matters arising.

### **153 Declarations of Interest and Requests for Dispensation**

153.1 Cllr Toher declared an interest in the grant requests from Bishopstoke Memorial Hall and Age Concern.

153.2 Cllr Parker-Jones declared an interest in the grant request from Bishopstoke Memorial Hall.

### **154 To receive reports from Working Groups**

154.1 Communications & Engagement: Cllr Tidridge reported on the last meeting of the Communications & Engagement Working Group. The decision had been taken to publish the next newsletter after the local elections, focussing on the Eastleigh Local Plan, the proposed Neighbourhood Plan, the budget report from the Parish Assembly and the Travel Tokens offered by the Parish Council. There are issues with the functionality of the website, but these are being worked round. The Neighbourhood Plan will have a separate website, linked to the Parish Council site.

154.2 Neighbourhood Plan: Cllr Toher reported that progress was going well on the Neighbourhood Plan. The questionnaire is being put together and will be ready soon. Consideration is being given to bringing in a firm to project manage the process. If this is done, the costs will be borne by grant applications.

154.3 Travel Tokens: The Clerk reported that letters for Travel Tokens for 2017 – 18 will be sent shortly.

Initial: \_\_\_\_\_ Date: \_\_\_\_\_

**155 To receive the RFO's Report, and approve Budget Monitoring and Non-Confidential Payments Reports for February 2017**

155.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

155.2 The RFO reported planned spending on purchasing a survey service for the Neighbourhood Plan; further maintenance on play equipment; tree maintenance and a new noticeboard for Jockey Lane allotments. Following further investigation it has been decided that there is currently no need to invest in financial software.

155.3 The bank balances as at 28 February 2017 are: Co-op bank £9,710.01 and EBC Loan Account £168,028.28.

155.4 Proposed Cllr Toher, Seconded Cllr Thornton, **RESOLVED** unanimously that the Budget Monitoring and Non-Confidential Payments reports for February 2017 be approved.

**156 To make recommendations on grants for the Bishopstoke Memorial Hall and Age Concern**

156.1 Proposed Cllr Mignot, Seconded Cllr Parker-Jones, **RECOMMENDED**, with Cllr Toher abstaining, to award £1,000 to Age Concern and £3,000 to Bishopstoke Memorial Hall.

**157 To recommend approval of the Financial Systems Risk Assessment**

157.1 The Committee agreed various amendments. The Clerk was asked to pass the amended document to the Internal Auditor for comment.

**Action: Clerk**

157.2 Proposed Cllr Tidridge, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that, subject to the amendments agreed, the Financial Systems Risk Assessment be approved.

**158 To recommend approval of current Standing Orders and Financial Regulations**

158.1 The Committee agreed to look at the Policy list at the next meeting. The Clerk was asked to check current legal advice and best practice regarding the timing of publication of agenda and supporting papers.

**Action: Clerk**

158.2 Proposed Cllr Toher, Seconded Cllr Mignot, **RECOMMENDED** unanimously that current Standing Orders and Financial Regulations be approved.

**159 To receive the Clerk's Report, including an update on Parish Council assets**

159.1 Cemetery: Verge protection has now been installed and looks good. Tree work at the Cemetery entrance is planned for April 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup>.

159.2 Play Areas: Two designs have now been received for Sayers Road play area. The Clerk will liaise with Eastleigh Borough Council to obtain more and then the Council will select the final three for public consultation. Other maintenance is also being undertaken.

159.3 There were disturbances over the weekend in both Bishopstoke and Fair Oak which have been attributed to an influx from Romsey and Netley. The police were aware and following up.

159.4 Cllr Toher asked whether a letter was being sent to the Bishopstoke Memorial Hall regarding the Parish taking over and the Clerk informed the Committee that it would be.

**160 Date, time, place and Agenda Items for the next meeting**

160.1 The next meeting is scheduled to be on Tuesday 11 April 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

160.2 Agenda Items for this meeting should be received by the Clerk no later than Tuesday 4 April 2017.

160.3 Cllr Toher gave her apologies for both Planning and Finance & General Purposes on 11 April.

*There being no further business, the Chair closed the meeting at 8.50pm*

DRAFT

**Resolutions to be noted by the Full Parish Council**

- 151.2 that the Minutes of the Finance and General Purposes Meeting held on 14 February 2017 be accepted as a true record.
- 155.4 that the Budget Monitoring and Non-Confidential Payments reports for February 2017 be approved.

**Recommendations for consideration by the Full Parish Council**

- 156.1 that the Council award £1,000 to Age Concern and £3,000 to Bishopstoke Memorial Hall.
- 157.2 that, subject to the amendments agreed, the Financial Systems Risk Assessment be approved.
- 158.1 that the current Standing Orders and Financial Regulations be approved.

DRAFT

Chair's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Clerk's Signature: \_\_\_\_\_ Date: \_\_\_\_\_



**PARISH COUNCIL MEETING ON 28 March 2017**  
**MONTHLY STATEMENT OF ACCOUNT (February 2017)**

ITEM

| Fund Movements |                     |                 |                    |                    |                    |                     |
|----------------|---------------------|-----------------|--------------------|--------------------|--------------------|---------------------|
| Bank Accounts  | Money In            |                 |                    | Money Out          |                    | Closing Balance     |
|                | Starting Balance    | Receipts        | Transfer In        | Payments           | Transfer Out       |                     |
| Co-op          | £ 7,679.75          | £ 955.00        | £ 15,000.00        | £ 13,924.74        |                    | £ 9,710.01          |
| EBC            | £ 183,028.28        |                 |                    |                    | £ 15,000.00        | £ 168,028.28        |
| <b>Total</b>   | <b>£ 190,708.03</b> | <b>£ 955.00</b> | <b>£ 15,000.00</b> | <b>£ 13,924.74</b> | <b>£ 15,000.00</b> | <b>£ 177,738.29</b> |

| Receipts in detail |          |               |
|--------------------|----------|---------------|
| Burial Board       | £        | 725.00        |
| Allotments         | £        | -             |
| Carnival           | £        | 230.00        |
| VAT refund         | £        | -             |
| Misc.              | £        | -             |
| <b>Total</b>       | <b>£</b> | <b>955.00</b> |

| VAT                 |            |
|---------------------|------------|
| Previously Claimed  | £ 9,660.36 |
| Claimed in February | £ -        |
| Unclaimed           | £ 2,267.81 |

| EBC Loan Account Summary |               |              |               |          |                 |                 |
|--------------------------|---------------|--------------|---------------|----------|-----------------|-----------------|
|                          | Money In      |              |               |          | Money Out       | Current Balance |
|                          | April Balance | Precept      | Support Grant | Interest | Transfer to BPC |                 |
| Prior to February        | £ 159,218.40  | £ 141,519.93 | £ 11,887.54   | £ 402.41 | £ 130,000.00    | £ 183,028.28    |
| February                 |               |              |               |          | £ 15,000.00     | £ 168,028.28    |

| Notes |
|-------|
|       |

EASTLEIGH BOROUGH COUNCIL

- and -

BISHOPSTOKE PARISH COUNCIL

- and -

FAIR OAK & HORTON HEATH PARISH COUNCIL

## **MANAGEMENT AGREEMENT**

In relation to the BIFOHH Youth Project ( 'Y Zone' )  
at Blackberry Drive Fair Oak Eastleigh Hampshire SO50 8RB

A R Ward  
Legal & Democratic Services  
Civic Offices  
Leigh Road  
Eastleigh  
Hampshire  
SO50 9YN  
*Ref: AC778MPAPP1*

This Agreement is made the \_\_\_\_\_ day of \_\_\_\_\_ 2012 between:

- (1) EASTLEIGH BOROUGH COUNCIL of Civic Offices Leigh Road Eastleigh, SO50 9YN("the Council")
- (2) BISHOPSTOKE PARISH COUNCIL of 2 Old Froman's Farm Kings Somborne Stockbridge Hampshire SO20 6QD ("Bishopstoke PC")
- (3) FAIR OAK and HORTON HEATH PARISH COUNCIL of Village Hall Shorts Road Fair Oak Hampshire SO50 7EJ ("Fair Oak and Horton Heath PC")
- (4) THE Parties referred to in numbers (1) to (3) above are collectively known as the YOUTH PROJECT MANAGEMENT PARTNERSHIP (hereinafter referred to as "the Partnership")

## **1 THE PROJECT AND PREMISES**

- 1.1 The project will be called the Bishopstoke Fair Oak and Horton Heath Youth Project (hereafter referred to as "the Project") and will be based at. the youth facility building and multi use youth hall building at Blackberry Drive Fair Oak Eastleigh Hampshire (currently named 'Y Zone' by the users) ('the Premises').
- 1.2 The Premises are owned by the Council and registered at HM Land Registry under Title Number HP667148

## **2 THE PARTNERSHIP**

The Partnership will ensure that all parties to this Agreement are equally responsible for ensuring that the Project meets its financial and/ or other obligations throughout the Term of this Agreement (i.e. each party is responsible for 33.3% of any deficit).

### **3 THE COMMITTEE**

- 3.1 The Partnership will form a committee to organise the management of the Premises and the Project including ensuring that the Project meets its financial and other obligations through out the term of this Agreement (“the Committee”).
- 3.2 The Committee will comprise a maximum of six members including:
- 3.2.1 the Chair (or other Borough councillor if desired) and the Area Co-ordinator of the Bishopstoke Fair Oak and Horton Heath Local Area Committee as representatives of the Council
- 3.2.3 the Chairs (and the Clerks or other Councillor if desired equating to a maximum of two representatives per Parish Council) of the Bishopstoke PC and the Fair Oak and Horton Heath PC as the representatives of the Parish Councils
- 3.3 The Committee will be responsible for electing the Chair of the Committee annually from within the Committee’s membership. .
- 3.4 The Committee members (present or represented at a meeting) have equal voting rights and in the event of a tied vote the Chair is to have a casting vote.

### **4 PURPOSE OF AGREEMENT**

- 4.1 This Agreement is for a term of 5 years from and including 11 January 2012 (‘the Term’) and will enable the delivery of a professionally managed youth project to young people living in Bishopstoke Fair Oak and Horton Heath
- 4.2 The Agreement clarifies responsibilities between the parties to this Agreement in delivering the Project based at the Premises.

## **5 DESCRIPTIONS OF THE PROJECT**

- 5.1 The Premises are to be used as a youth centre for training, educational recreational scientific community and social purposes compatible with the covenants imposed on the Council's title.
- 5.2 The aim/purpose of the Project is through informal education to identify the needs/issues/aspirations of young people aged between 11 and 25 years and assist them as they grow and develop from adolescence through to adulthood. It will create opportunities for them to play an active role in organising social recreational and educational activities. The Project will operate to the best professional practices ethos and standards of The Youth Service throughout England and Wales.

## **6 THE OBJECTIVES OF THE PROJECT**

- 6.1 The objectives of the Project will be achieved through a variety of youth work mechanisms and will be to:
- 6.1.1 Work with young people to operate the Project to provide a range of services and facilities to meet their needs and wishes
- 6.1.2 Establish contact with and involvement of young people based on trust and mutual respect
- 6.1.3 Use these relationships to assist young people to develop feelings of self esteem and self confidence as well as learn skills and take advantage of new activities and experiences
- 6.1.4 Help young people identify their needs aspirations aims and objectives as well as seek ways and resources to implement them
- 6.1.5 Help young people find constructive ways of dealing with personal difficulties delays and disappointments and develop effective relationships with adults (including parents), peers and young children

6.1.6 Help young people gain access to information/advice/education and training opportunities, which they require

6.1.7 Promote dialogue between the young people and the local community provide feedback to the community on the specific needs of young people and encourage changes in both adult and young people's attitudes etc as appropriate

6.1.8 Encourage young people to take part in the local decision making processes and so seek to improve their quality of life

6.1.9 Encourage positive citizenship among local young people

6.1.10 Encourage the safe and appropriate involvement of volunteers in the Project and ensure their ongoing support and development

6.1.11 Develop performance indicators and measures (with the agreement of the Area Co-ordinator) to enable the Project to be monitored and evaluated

6.1.12 Deliver a non-judgemental non-partisan young people-led service in accordance with best practice of The Youth Service throughout England and Wales

## **7 FUNDING**

7.1 The Council, Bishopstoke PC, and Fair Oak and Horton Heath PC will each contribute one third (33.3%) towards the total costs of the Project's budget per annum.

7.2 The 33.3% contributions will take the form of cash flows

7.3 Overall management of the Project's budget is the responsibility of the Partnership, parties of which will liaise in a timely fashion regarding estimation of the total budget for the following financial year within nine months of the commencement of that financial year, having due regard to effects of annual inflation year on year..

- 7.4 The Council hold the funds and discharge payments and costs on behalf of the Partnership. The Council shall cause full and proper accounting records to be kept of the Project and shall provide the budget advice on behalf of the Project. Each party shall have full access to the same on reasonable notice.
- 7.5 All contributions/ claims to and from the project will be supported by invoices.

## **8 RESPONSIBILITIES OF THE COMMITTEE**

The Committee will:

- 8.1 Meet at least four times during every year of the Term
- 8.2 Be responsible for securing the funds necessary to meet the cost of running and maintaining the Premises and managing the Project (including reimbursing any cost paid initially by the Council
- 8.3 Maintain annual accounts for the operation of the Premises detailing income and expenditure (to be supplied by the Council).
- 8.4 Organise the payment of all rates taxes and outgoings incurred in connection with the use and occupation of the Premises.
- 8.5 Reimburse the Council the insurance premiums mentioned at clauses 10(3) and 10(4) annually in advance.
- 8.6 Organise and pay for suitable contents insurance for the Premises
- 8.7 Run and maintain the Premises in accordance with the advice contained in the Maintenance Schedule/ Management Guide contained in Addendum A to this Agreement and thereby ensuring the following:
- 8.7.1 the Premises are kept in good decorative repair at all times
- 8.7.2 the interior and exterior of the Premises are decorated at the end of the Term
- 8.8 Not assign or sub-let the Premises or its rights under this Agreement notwithstanding this clause the Committee shall be entitled to grant licences

for non-exclusive regular use of all or part of the Premises for educational, scientific, religious or community purposes.

- 8.9 Ensure that any income generated through activities at the Premises is retained to fund the operation of the Premises (charges for such activities to be subject to VAT).
- 8.10 To comply at all times with all statutory and other provisions to be observed and performed in connection with the management of the Premises and in particular with the Health and Safety at Work Act 1974 the Control of Substances Hazardous to Health Regulations 1988 and of any other Acts, Regulations or Orders pertaining to the health and safety of employees and visitors to the Premises.
- 8.11 Hold interviews for Project Staff.

## **9 PROJECT STAFF**

- 9.1 Salaries will be funded from the Project budget and this will pay for the employment of one full-time youth worker and 42 hours per week of part time staff and 10 hours cleaner/caretaker time each for 52 weeks of the year (“the Project Staff”) and this will enable the Premises to be open for face-to-face youth work for a minimum of four evenings and three afternoons a week.
- 9.2 Project Staff will be employed by the Council under the guidance of the Partnership.
- 9.3 Project Staff employed by the Council will be suitably qualified.

## **10 THE COUNCIL’S RESPONSIBILITIES**

The Council will:

- 10.1 Provide use of the Premises for the Partnership to operate the Project in accordance with this Agreement.



- 10.2 Insure the Premises on its block policy against fire, lightning, explosion, water penetration and reclaim the insurance premium from the Project's budget annually in advance
- 10.3 Take out third party liability insurance in respect of claims by third parties for injury or damage occurring as a result of attending activities at the Premises (but excluding liability for damage to property belonging to the Council) up to a limit of £15 million in respect of one accident (the insurance, will not, however, indemnify (a) any hirer of the Premises against loss or damage caused by or resulting from fire or explosion due to the hirer's negligence and in this respect the insurers may have the right of subrogation against the hirer who should consider taking out his own insurance to cover this risk, (b) the first £2,500 of loss or damage arising from each and every occurrence, or; (c) claims in respect of property of any description brought into the Premises by the hirer, his agents, contractors, invitees or other persons acting on his behalf unless arising from the negligence of the Partnership) and reclaim the insurance premium from the Project's budget annually in advance
- 10.4 Provide representation at the Committee meetings through the Area Co-ordinator and the Chair of the Bishopstoke Fair Oak and Horton Heath Local Area Committee at least quarterly
- 10.5 Through the Area Co-ordinator:
- 10.5.1 As manager of the Project co-ordinate and manage the Project
  - 10.5.2 Attend meetings of the Committee to provide update reports and advise on general matters relating to the Project
- 10.6 Through the Bishopstoke Fair Oak and Horton Heath Local Area Committee hold and administer the Project budget and produce accounts on behalf of the Project.
- 10.7 Be the Project Staffs' employer

- 10.8 Be responsible initially for all employment costs in connection with the Project Staff and will then reclaim the costs from the Project's budget.
- 10.9 Undertake the administration of the recruitment of Project Staff.
- 10.10 Provide all employment payroll services staff management
- 10.11 Ensure that suitable employers' liability insurance in relation to the Project Staff and volunteers is in place, such insurance shall apply only to staff employed by the Council and shall not extend to staff employed by other organisations
- 10.12 Through the Area Coordinator undertake the professional supervision and management of the Project Staff by:
- 10.12.1 Supporting, supervising and managing the Project Staff in keeping with the law and in accordance with best practice of the Youth Service throughout England and Wales
- 10.12.2 Offering training and staff development opportunities
- 10.12.3 Ensuring that Eastleigh Borough Council policies, procedures and guidelines are followed
- 10.13 Through the Area Coordinator and Full Time Youth Worker provide such accurate information to the Partnership as may be reasonably agreed or requested between by the Partnership member, to include details of activities and curriculum.
- 10.14 Through the Area Coordinator and Full Time Youth Worker attend meetings of the Committee to provide up-to-date reports and advise on professional youth work matters relating
- 10.15 Through the Full Time Youth Worker and Area Coordinator provide quarterly written reports to the Committee showing how the work is progressing against the developed performance indicators of the Project

## **11 THE PARISH COUNCILS' RESPONSIBILITIES**

The Chairs (and the Clerks or another Councillor if desired) of the Bishopstoke PC and the Fair Oak and Horton Heath PC will attend the Committee meetings as required but at least once quarterly to assist with and ensure the effective running of the Project

## **12 OTHER USERS**

The Project is open to growth through appropriate hirings and involvement of other organisations, subject to majority agreement by the Committee, with the Chair having the casting vote in the event of a tied decision.

## **13 CROSS INDEMNITY**

Each Party (the "First Party") shall indemnify every other Party (the "Second Party") its officers and employees and agents against any damage, cost, liability, loss, claim or proceedings whatsoever arising in respect of:

- 13.1 any damage to property real or personal including (but not limited to) any infringement of third party patents copyrights and registered designs;
- 13.2 any personal injury;
- 13.3 any fraudulent or dishonest act of employees;
- 13.4 any Service User complaint or investigation by the Local Government Commissioner for England or any similar entity;

arising out of or in connection with the Agreement in so far as such damage, cost liability loss claim or proceedings shall be due directly or indirectly to any negligent act or omission or any breach of this Agreement by the First Party its officers or employees. Where the First Party has only contributed partially to the cause of any damage, cost, liability, loss, claim or proceedings, it shall only be liable to indemnify the Second Party for such proportion of the total

costs of such damage, cost, liability, loss, claim or proceedings as its contribution to the cause bears to the total damage, cost, liability, claim or proceedings. Where the Parties are unable to agree any such apportionment the disputes procedure in clause 14 shall apply.

## **14 DISPUTES**

14.1 The parties will use their best efforts to negotiate in good faith and settle any dispute that may arise out of or relate to this Agreement. If any dispute cannot be settled amicably through ordinary negotiations then it shall in the first instance be referred to the Committee for discussion and resolution.

14.2 If the dispute is not resolved through discussion between those persons, the dispute will be referred to Mr Philip Spearey, Freeman of the Borough of Eastleigh (and founding former Chairman of the Y Zone committee), who shall consider the matter within 7 days (or such other period as may be agreed) of the reference to attempt to resolve the dispute.

14.3 Every party will use all reasonable endeavours to reach a negotiated resolution to the dispute through the above dispute resolution procedure. If the dispute is not resolved by the involvement of Mr Philip Spearey it shall be referred to a single arbitrator appointed under the provisions of the Arbitration Act 1996

## **15 CONTACT ROLES**

15.1 Councillor R Smith , Chairman, Bishopstoke, Fair Oak and Horton Heath Local Area Committee

15.2 Councillor Sue Toher, Chair, Bishopstoke PC

15.3 Councillor Helen Douglas, Chair, Fair Oak and Horton Heath PC

15.4 Min Partner, Area Co-ordinator, Bishopstoke, Fair Oak and Horton Heath  
Local Area Committee

*(these contact names may change during the period of the agreement, but the roles  
will remain those as stated)*

## **16 VARIATION**

This Agreement may only be varied by agreement of the parties hereto in  
writing under the signature of the authorised parties or their representatives

## **17 RENEWAL**

This Agreement may be renewed at the end of the Term for a further five  
years (without the option to renew) subject to the agreement of the parties to  
the Partnership

## **18 TERMINATION**

This Agreement may be terminated at:

18.1 Any time by mutual agreement between the parties to the Partnership

18.2 Forthwith on the parties to the Partnership ceasing to exist as a public  
authority and the responsibilities not being transferred to a new or successor  
public body

18.3 At the end of three months' notice the Committee has failed to comply with the  
reasonable direction of the Council in respect of an obligation within this  
Agreement

**19 CONSEQUENCES OF TERMINATION**

19.1 In the event of a termination in accordance with clause 18 or at the expiry of this Agreement in accordance with clause 4.1 the Partnership shall meet the costs of and associated with :

- The termination of the employment of the Project Staff including but not limited to redundancy costs
- Returning the Premises to good internal order allowing for fair wear and tear.

**20 CONTRACT (RIGHTS OF THIRD PARTIES) ACT 1999**

None of the provisions of this Agreement are intended to or will operate to confer any benefit (pursuant to the Contracts (Rights of Third Parties) Act 1999) on a person who is not named as a party to this Agreement.

This Agreement is executed and delivered as a deed by the parties hereto

EXECUTED as a DEED by EASTLEIGH )

BOROUGH COUNCIL in the presence )

of:- )

Head of Legal & Democratic Services

EXECUTED as a DEED by )

COUNCILLOR S TOHER on )

behalf of BISHOPSTOKE PARISH )

COUNCIL:- )

In the presence of the PARISH CLERK to BISHOPSTOKE PARISH COUNCIL

)

EXECUTED as a DEED by )  
COUNCILLOR H DOUGLAS on behalf )  
of FAIR OAK & HORTON HEATH )  
PARISH COUNCIL:- )

In the presence of the PARISH CLERK to FAIR OAK & HORTON HEATH PARISH  
COUNCIL )

**MAINTENANCE SCHEDULE/MANAGEMENT  
GUIDE**

**FOR**

**BIFOHH YOUTH PROJECT BUILDING**

**(BIFOHH = BISHOPSTOKE, FAIR OAK AND  
HORTON HEATH LOCAL AREAS)**

**AT**

**BLACKBERRY DRIVE, FAIR OAK, EASTLEIGH**

**PROPERTY SERVICES UNIT**

**January 2012 BIFOHH YOUTH PROJECT  
BUILDING**



## SCHEDULE CONTENTS

| <b><u>SECTION<br/>NUMBER</u></b> | <b>CONTENT</b>                                  | <b><u>PAGE<br/>NUMBER</u></b> |
|----------------------------------|---|-------------------------------|
| 1                                | THE SITE/BUILDING                               | 3                             |
| 2                                | SCOPE/DESCRIPTION                               | 4                             |
| 3                                | OPERATION/MANAGEMENT                            | 5                             |
| 4                                | ENERGY MANAGEMENT                               | 6                             |
| 5                                | FIRE PRECAUTIONS                                | 7                             |
| 6                                | STATUTORY REQUIREMENTS                          | 8                             |
| 7                                | DEFECTS LIABILITY PERIOD                        | 9                             |
| 8                                | PLANNED MAINTENANCE DAILY/WEEKLY                | 10                            |
| 9                                | PLANNED MAINTENANCE MONTHLY                     | 11                            |
| 10                               | PLANNED MAINTENANCE QUARTERLY                   | 11                            |
| 11                               | PLANNED MAINTENANCE ANNUALLY                    | 12                            |
| 12                               | PLANNED MAINTENANCE THREE YEARLY/FOUR<br>YEARLY | 13                            |
| 13                               | SIX YEARS                                       | 14                            |
| 14                               | TWELVE YEARS                                    | 14                            |
| 15                               | CHECKLIST                                       | 15                            |

## SECTION 1

### *THE SITE/BUILDING*

- 1.1 The schedule relates to the Youth Project Building and associated car park and external area. Completed December 2006. Blackberry Drive, Fair Oak, Eastleigh.
  - 1.2 The building is part traditionally constructed, part steel framed with face brickwork under metal covered pitched roof and external gutters.
  - 1.3 The site fronts Blackberry Way with all vehicular access from the south side.
  - 1.4 The site is on a major junction of pedestrian links and cycleways to promote sustainable transport and exercise and discourage the use of the car for short, local journeys.
  - 1.5 The associated works were carried out by Wessex Property Services, the Griffiths Centre, 31 – 32 Parham Drive, Boyatt Wood Industrial Estate, Eastleigh, Hants, SO50 4WU. The 12 months defects liability period express on (8<sup>th</sup> December 2007).
- N.B. The definition of defects excludes damage resulting from malicious damage and vandalism.
- 1.6 This schedule has been produced as a guide to assist the occupiers of the building to undertake maintenance to meet the requirements of the Agreement on which the building is held from the Borough Council. It is not intended to replace any obligation of the Lessee under the terms of the Lease.

## SECTION 2

### SCOPE/DESCRIPTION

- 2.1 This schedule is intended to give guidance towards the general maintenance requirements of the building and to assist with information on how it should be looked after from a daily to an annual cycle.
- 2.2 All general aspects are intended to be covered and give an indication of the requirements; however with regard to particular items, the specific manufacturer's data sheets can often provide more technical information for individual maintenance.
- 2.3 The Electrical and Mechanical Operation Manuals give very specific details on each of these respective systems for likely reference by a specialist contractor. Elements of the post contract CDM Manual will give more specific details on the construction and finishes of the building, and will be a good source of reference information.
- 2.4 For convenience this schedule has been sectionalised to enable the smooth operation/maintenance of the finished building.
- 2.5 All finishes should be cleaned in accordance with the manufacturers' instructions, as failure to do this may reduce their effective lives.

## SECTION 3

### OPERATION/MANAGEMENT

- 3.1 It is advised that a Centre Management Committee be appointed to generally manage the operation of the building and that a Caretaker and Cleaning Staff be appointed.
- 3.2 It is assumed that the Centre will be used on a regular basis, thus the building will require to be cleaned and swept on a daily basis.
- 3.3 At practical completion of the Centre all necessary keys will have been handed over, with any spare parts, tools, etc., together with any operating and maintenance manuals technical literature relating to material and plant.
- 3.4 A set of record as built drawings have been provided. A list of manufacturers' names and contact details is also provided as part of the post contract CDM Manual.
- 3.5 Inspection cycles are an important component of an efficient maintenance service. Regular inspection and maintenance can often prevent troubles from becoming serious and enable rectification to take place before they become more expensive, to rectify.
- 3.6 It is important for all persons involved in the operation of the building know where the main fuse board and stop cocks are located.
- 3.7.1 The general contractor who constructed the property is Wessex Property Services, Eastleigh will be responsible for snagging and defects until December 2007.
- 3.8 The Centre is advised to nominate a responsible contractor or competent person to provide immediate response service and any back up contacts required in an emergency.

## SECTION 4

### ENERGY MANAGEMENT

- 4.1 Badly run buildings can use many times more energy than similar efficient ones.

### ACTION PLAN

- 4.2 Appoint a person who will carry ultimate responsibility for energy and water management to the Management Committee.
- 4.3 Appoint a named person/ officer of the project to take the file containing details of accounts for all energy, water service contracts from Eastleigh Borough Council Building Services by November 2007.
- 4.4 Set up a monitoring system.
- 4.5 Send the person responsible for energy use to meetings of a local Energy Manager's/ Environmental Concern Group.
- 4.6 Identify waste. Break down energy consumption into the main areas of use and survey/ monitor at regular intervals.
- 4.7 Check settings of heating and hot water controls. Check on lights left on in unoccupied spaces. Minimise opening of access doors.
- 4.8 Check taps in washroom/toilet areas are turned off. If applicable check thermostat settings on fridge/freezer cabinets.
- 4.9 Clean internal and external louvers in mechanical ventilation systems.
- 4.10 Close windows and doors in cold weather and use the mechanical ventilation system.
- 4.11 It must be understood by operators that the multi use Youth Hall has an under floor heating system, intended to keep the chill off an area designed for activity. By its nature it has a very slow thermal response, in respect of both heating and then cooling. It is not designed to be turned up to 20 minutes before a sedentary activity and then turned back down again to suit vigorous activity later the same evening.

## SECTION 5

### FIRE PRECAUTIONS

- 5.1 Collected waste should be removed from the buildings on a regular basis. If this is not possible, it should be kept secure and away from places where it may be ignited.
- 5.2 Testing of fire alarms, etc.
- 5.3 The fire alarm system should be tested on a weekly basis.
- 5.4.1 It is recommended that a fire drill is organised to take place at a minimum of monthly intervals.
- 5.5 The Project Management Committee shall appoint a “responsible person” to prepare an Occupational Fire Risk Assessment, as required by the Regulatory Reform (Fire Safety) Order 2005.
- 5.6 This should be reviewed at not more than 6 monthly intervals.
- 5.7 Advice, guides and information on the above can be obtained from [www.firesafetyguides.community.gov.uk](http://www.firesafetyguides.community.gov.uk).
- 5.8 There is also a specific HSE Guide Fire Safety Risk Assessments Small and Medium Sizes Places of Assembly.

*NB: The above legislation requires some record of periodic audits/ reviews and updates to ensure the concept of General Safety and Fire Risk in operation of the building remains a live topic.*

## SECTION 6

### STATUTORY REQUIREMENTS

- 6.1 Basic insurance cover for the building structure has been taken out under Eastleigh Borough Council's policy with Zurich up to November 2007. Any further or enhanced insurance cover for contents should be arranged by the Management/ Project Committee and arrangements made for insurance from November 2007 confirmed as required.
- 6.2 The Local Fire Officer may require to inspect the premises and review the Occupational Fire Risk Assessment and records.
- 6.3 Any inspection will cover:-
- Means of escape
  - Fire resisting doors/partitions
  - Emergency lighting
  - Fire alarm system
  - Portable fire fighting equipment
  - Fire notices
  - Responses to actual incidents or emergencies.
- 3.6.1 The maximum number of persons permitted to occupy was not dictated by the Fire Officer as may have been the issue in the past for this sort of building.
- 6.4 Maximum occupancy shall be determined (and reviewed in the light of experience) as part of the Occupational Fire Risk Assessment.
- 6.5 A maximum occupancy figure may yet be dictated by the Fire Officer should a Public Entertainment Licence be applied for, to cover the Youth Project Building.

## SECTION 7

### DEFECTS LIABILITY PERIOD

- 7.1 After practical completion, of the building is subject to a 12 months defects liability period, the expiry date being 8<sup>th</sup> December 2007.
- 7.2 As soon as practical after this date the Contractor will make good any defects. In the meantime faults should be noted and reported to the Building Services Section, Civic Offices, Eastleigh. Tel. No: 023 8068 8215.
- 7.3 A defects inspection will be carried out shortly before 8<sup>th</sup> December 2008 and a list of items passed to the builder.

*Note: Defects are covered. Damage caused by vandalism or abuse are not defects and will be changeable if WPS are asked to return and make good damage.*



## SECTION 8

### PLANNED MAINTENANCE

#### Daily/Weekly

- 8.1 The multi use hall floor surface should be swept or dry mopped when dusty and washed using a weak detergent when an excessive dirt build up has occurred.
- 8.2 Carpet areas will require daily vacuuming and spot treatment.
- 8.3 WC and kitchen areas to be washed with neutral detergent and water. Squeegees are preferable to mops.
- 8.4 Toilets, washbasins, soap dispensers, sinks, etc should be cleaned on a daily basis as a minimum.
- 8.5 Work surfaces, mirrors, etc. should be wiped over daily. Wall tiling, kitchen units, appliances, window sills will require cleaning weekly.
- 8.6 Lighting should be checked for failures, and replacement bulbs installed.
- 8.7 All fire exit doors including operation of panic bolts should be checked weekly for satisfactory operation and fire fighting equipment inspected to determine usability.
- 8.8 The emergency lighting system should be tested on a weekly basis. Inspect all plant installation and pipework for leaks and report as necessary.
- 8.9 All waste pipes should be inspected for leaks and ease of operation and flushing cistern checked.
- 8.10 Paper towels and toilet rolls, etc., will require a stock check and reordered as necessary, together with all necessary cleaning fluids, etc.

*Note: Soap dispenser and paper towel refills are available from County Supplies catalogue.*

## SECTION 9

### PLANNED MAINTENANCE

#### Monthly

- 9.1 Make arrangements for all window/door glass to be cleaned both externally and internally.
- 9.2 Make a visual check of external overflow pipes, gutters and downpipes and inspect drainage gullies for blockages.
- 9.3 Arrange for grass to be cut, car park access path and patio to be swept and inspect roof from ground level for any obvious damage.
- 9.4 Internally, visually check all ceiling areas and walls for signs of leaks.
- 9.5 Carry out tests for security lighting, emergency lighting and security and fire alarm panels, as demonstrated by appointed maintenance contractor.
- 9.6 Check that any external air vents are free and have not been obstructed unnecessarily.

## SECTION 10

### PLANNED MAINTENANCE

#### Quarterly

- 10.1 Make arrangements for fluorescent fittings to be checked, cleaned and any tubes replaced. Due to the proximity of the fittings in the main hall a tower will be needed, thus this work may be better entrusted to a Contractor.
- 10.2 Oil all door furniture and allow for re-washing taps and check all ball valves quarterly.
- 10.3 Check operation of kitchen unit doors and drawers for ease of use and alignment.
- 10.4 Check suitability of operation of all opening windows and doors.
- 10.5 Using a suitable ladder for access the external gutter boxings should be checked to ensure clear and free flowing and check down pipes for leaks, damage or displacement.

## SECTION 11

### PLANNED MAINTENANCE

#### Annually

- 11.1 Arrange for a service for all plant and services installations.
- 11.2 Arrange and maintain a service contract for intruder and fire alarm (Renewal).
- 11.3 Inspect and maintain portable fire fighting equipment. (An arrangement with Churchs Fire and Security is in place).
- 11.4 Service and test all security lighting.
- 11.5 Externally clean out all gutters and inspect joints for leaks including roof, gutters and flashings.
- 11.6 Inspect the roof voids, and check for ingress of birds and insects.
- 11.7 Wash down all exterior painted surfaces and check for flaking or blistering, any necessary touching up can prolong the need for complete redecoration.
- 11.8 Examine the hall flooring for wear and tear , splits, tears or damage and spot seal if required.
- 11.9 Check external brickwork for staining, masonry bee burrowing, damage from plants, roots, etc. and report on cracking or similar damage.
- 11.10 Consider use of deep cleansing contractor to clean kitchen and sanitary appliances.
- 11.11 Carry out Audit of key holding.
- 11.12 Review and reassess dated paper procedures covering out of hours call out and attendance procedure.
- 11.13 Review all maintenance contracts.

## SECTION 12

### PLANNED MAINTENANCE

#### 3 Yearly - External

- 12.1 External maintenance has been designed to be minimal. The roof and fascia/ gutter cladding is pre-finished embossed aluminium and should need no maintenance other than washing down if covered in algae or graffiti. The windows and roller shutters are powder coated and should need no decoration for approximately 25 years. Only the external doors and frames and steel portal should need repainting. Dark colours on the south elevation may need repainting at more frequent than 3 year intervals.
- 12.2 Inspect car park and accessways and paved areas for any unevenness. Allow for white lining to be renewed where necessary.
- 12.3 Check gully covers, inspection chambers and kerbs for damage or displacement.

*Note: For specific advise on maintenance of the various elements it is usually worthwhile contacting:-*

*Dulux Trade Helpline  
www.icipaints.co.uk*

#### 3 Yearly - Internal

- 12.4 Programme for a complete redecoration internally. Consideration at this period to changing some of the internal colours to more suitable alternatives for the developing use, may be worthwhile. Special wall fittings, etc, should be taken down where possible and replaced after decoration work completed.
- 12.5 Check security of skirting boards, architraves and socket outlets etc, prior to decorating in case making good to wall surfaces is necessary. Make good all movement cracks, etc.
- 12.6 Examine wall tiling and clean out joints and re-grout as necessary.
- 12.7 Arrange for full service and adjustment of external security shutters.

## SECTION 13

### 6 Years

- 13.1 Inspect all roof areas from roof level together with gaiters and flashings around S & VP's.
- 13.2 Check gutter joints for movement or leaks.
- 13.3 Carry out a thorough external inspection and report to Eastleigh Borough Council (Building Services) or successor unit carrying out overview function.
- 13.4 Examine and report condition of mastic generally where applicable, silicone sealant, etc.
- 13.5 Areas of paving, paths, patios, etc should be inspected for movement/cracks and levels and any trips rectified.
- 13.6 Heavily used car park entrances may require surface dressing in places after this period.
- 13.7 Internally examine ceiling areas and repair joint splits/ movement where necessary and redecorate.

## SECTION 14

### 12 Years

- 14.1 Arrange for surface dressing of car park paying particular attention to main entrance areas and delivery bays, etc.
- 14.2 Footways can be inspected for faults about this period.

## SECTION 15

### CHECKLIST

#### Daily/Weekly

|    |  |
|----|--|
| a) | Wash linoleum floors                             |
| b) | Sweep/wash main hall floor                       |
| c) | Vacuum carpets                                   |
| d) | Clean toilets/washbasins/sinks, etc              |
| e) | Top up towel holders/toilet rolls                |
| f) | Clean work surfaces/mirrors, etc                 |
| g) | Clean wall tiling/window cills/appliances weekly |
| h) | Check lighting failures, etc                     |
| i) | Test emergency lighting                          |
| j) | Check operation of fire doors/equipment          |
| k) | Inspect all plant/pipework for leaks             |
| l) | Top up soap dispensers                           |
| m) | Empty all waste bins                             |
| n) | Litter pick externally around project building   |

#### Monthly

|    |   |
|----|---|
| a) | Clean all window glass, inside and out                    |
| b) | Check drainage gullies and overflow pipework, etc         |
| c) | Arrange for grass to be cut (as appropriate)              |
| d) | Sweep access paths and patios                             |
| e) | Check internally and externally for signs of leaks/damage |
| f) | Clean cupboard/appliance surfaces                         |
| g) | Remove cobwebs and dust light fittings                    |
| h) | Check function of any plant and lubricate as necessary    |
| i) | Wash and clean tiled surfaces, etc                        |
| j) | Check for any obstructions to air vents, etc              |
| k) | Clean louvers in air extraction fans                      |

#### Quarterly

|    |   |
|----|---|
| a) | Check and clean all fluorescent fittings and replace any tubes  |
| b) | Wash down all emulsion type wall surfaces – if required   |
| c) | Lubricate all door furniture, etc   |
| d) | Check all ball valves and washer taps as necessary  |
| e) | Check suitability of operation of all opening windows and doors – fully operate all windows and lubricate sliders and locks |
| f) | Check and examine all gutters and downpipes   |
| g) | Lift all drain covers and clean and flush   |

#### Annually

|    |   |
|----|---|
| a) | Arrange a service for all service installations and renew any |
|----|---|

|    |   |
|----|---|
|    | maintenance contracts   |
| b) | Inspect and service portable fire equipment                                   |
| c) | Service and test security lighting  |
| d) | Use deep cleansing contractor for kitchen and toilets                         |
| e) | Wash down al exterior painted surfaces and external face of security shutters |
| f) | Check external brickwork for staining, dampness, etc                          |
| g) | Examine roof externally and internally and report.                            |

### 3 Yearly

|    |   |
|----|---|
| a) | Arrange for a complete redecoration externally of minimal externally painted parts                          |
| b) | Renew mastic seal to door and window frames externally where necessary                                      |
| c) | Inspect car parking accessways and paved areas including kerbs, manhole covers, etc for unevenness and wear |
| d) | Renew white lining where applicable   |
| e) | Programme for a complete redecoration internally  |
| f) | Make good any movement cracks prior to decoration   |

### 12 Yearly

|    |   |
|----|---|
| a) | Arrange for car park and access areas to be surface dressed |
| b) | Arrange for footways to be surface dressed as applicable    |

## REPORT TO BISHOPSTOKE PARISH COUNCIL

28<sup>th</sup> March 2017

Agenda Item: 10

|  |
|--|
| <p><b>Report Subject: Timetable for a new Open Spaces contract</b></p>   |
| <p><b>Report Author: The Clerk</b></p>   |
| <p><b>Executive Summary:</b><br/>This report details the proposed timetable for the new Open Spaces contract, which will take effect from 1<sup>st</sup> April 2018.</p>   |
| <p><b>Recommendations:</b><br/><b>The Parish Council is recommended to:</b></p> <ol style="list-style-type: none"> <li>1) Note this report</li> <li>2) Approve the timetable outlined below</li> </ol>   |
| <p><b>Notes:</b></p> <p><b>Overview</b><br/>The current Open Spaces contract with Green Smile comes to an end on 31<sup>st</sup> March 2018. As this is a substantial contract, the replacement of it will require that the Council go out to tender. Due consideration needs to be given to not only giving enough time to companies that wish to bid for the contract, but also for the Council to consider the different bids, and finally to give enough time to the winning company to ensure it can start smoothly on the 1<sup>st</sup> April 2018.</p> <p><b>Before going out to tender</b><br/>The Council will need to agree the length of the contract, the criteria that will be taken into consideration when deciding the bid, the details each company will need to provide with their bid, the appointment of a panel to make recommendations on the bids, the specification provided as the basis for companies to bid on, and the overall timetable.</p> <p><b>Proposed Timetable</b><br/>April F&amp;GP: Make recommendations on the length of the contract, the criteria to be considered and details to be provided by each company, to be formally approved at May Annual Meeting</p> <p>May Annual Meeting: Appoint the panel that will select the winning bid and approve the specification to be sent to interested companies.</p> <p>1<sup>st</sup> June 2017: Clerk to publish details of the job specification on the Parish website, Parish Facebook and on the government contract finder site, as required by law.</p> <p>31<sup>st</sup> August 2017: Final day for bids to be received.</p> |



1<sup>st</sup> September 2017: All bids to be unsealed in the presence of the appointed panel and compared to the agreed criteria. Final decision made.

September Full Council: Approve selection of winning company.

September 27<sup>th</sup> 2017: Clerk to write to all bidding companies informing them of the outcome of their bid.

October 2017 – March 2018: Clerk to liaise as necessary with winning company to ensure a smooth transition to the new contract.

1<sup>st</sup> April 2018: New contract starts.

**Reasons for the Decision:**

Ending of the current contract on 31<sup>st</sup> March 2018 requires replacement to be agreed.

**Background Papers:**

None

David Hillier-Wheal  
Clerk to Bishopstoke Parish Council  
20<sup>th</sup> March 2017

## Bishopstoke Parish Council - Financial Risk Management Record

| Risk Area  | Risk Identified  | Level of risk (H/M/L) | Management of Risk  | Action required   | Review date |
|--|--|-----------------------|---|---|-------------|
| <b>Section One : Areas where there may be scope to use insurance to help manage risk</b>   |  |                       |   |   |             |
| Property and contents owned by the council   | Loss or damage   | H                     | An up to date register of assets and investments                              | Buildings £86,131.61; Contents £253,271.31, renewal date 22/11/17, inspected quarterly, maintained as necessary   |             |
| Damage to third party property or individuals  | Public liability claims                                      | H                     | Property maintenance and insurance cover                                      | Insurance held with Came & Co., renewal date of 22 Nov 2017, reviewed by IA   |             |
| Consequential loss of income or the need to provide essential services following critical damage, loss or non-performance by a third party | Public liability claims                                      | H                     | Annual review of risk and the adequacy of cover                               | Value of insurance: £20,000 (business interruption), held with Came & Co, reviewed annually by council and by IA  |             |
| Cash   | Loss of cash through theft or dishonesty                     | L                     | Fidelity guarantee Insurance cover  | Level £250,000, with Came & Co., internal controls checked by council and IA  |             |
| Legal liability as a consequence of asset ownership  | Public liability claims                                      | H                     | Property maintenance and insurance cover                                      | £10 million, reviewed annually by Council   |             |
| <b>Section Two - Working with others to help to manage Risk</b>  |  |                       |   |   |             |
| Security for vulnerable buildings, amenities or equipment  | Theft, damage, health and safety                             | M                     | Regular inspections of Council property by council staff being introduced     | Full play area inspection quarterly by qualified contractor<br>Play area hazard inspection weekly by grounds contractor<br>Allotment equipment maintained annually. |             |
| The provision of services being carried out under agency / partnership agreements with principal authorities                               | Default, or partnership failure, failure to follow contracts | L                     | Standing orders and financial regulations dealing with the award of contracts | No such agreements in place   |             |
| Banking arrangements, including borrowing or lending   | Fraud or corruption  | L                     | Monthly checks carried out by F&GP committee                                  | Financial regs and IA review  |             |

## Bishopstoke Parish Council - Financial Risk Management Record

| Risk Area   | Risk Identified   | Level of risk (H/M/L) | Management of Risk  | Action required   | Review date |
|---|---|-----------------------|---|---|-------------|
| Ad hoc provision of amenities / facilities for events to local community groups | Public Liability claims   | L                     | Hire forms reviewed annually, risk assessment for amenities & facilities                                  | Ask for hirers insurance, financial regulation, require risk assessments of group activities                      |             |
| Vehicle or equipment lease or hire  | Theft or damage   | L                     | Follow all procedures from lease / hire company   | Hire from reputable companies, monitor by council   |             |
| Trading units (leisure centres, playing fields, burial grounds, etc.)           | Public Liability claims   | L                     | External contractors for maintenance Monitor work throughout  | Budget monitoring, employment law followed  |             |
| Professional services (architects, accountancy, design, etc.)                   | Default, or partnership failure, failure to follow contracts. Adequacy of Standing Orders | L                     | Standing orders, Financial regs and policies deal with the awarding of contracts. Annual review           | CALC for legal IA reviewed regularly, others based on best available advice No such services currently being used |             |
|   |   |                       |   |   |             |
| <b>Section Three - Self Managed Risk</b>  |   |                       |   |   |             |
| Proper financial records  | Fraud<br>Error<br>Corruption  | L                     | Keep up to date with best practice and law ensuring records are in accordance with statutory requirements | Review half yearly by Cllrs, annually by IA   |             |
| Business activities   | Not within the legal powers of councils   | L                     | Ensuring that they are within the legal powers of councils  | IA review and regular reference to legislation and guidance   |             |
| Borrowing   | Defaulting  | L                     | Complying with restrictions<br>No current borrowing<br>Only use PWLB loans                                | IA review (no borrowing currently)  |             |
| Employment law and Inland Revenue regulations                                   | Breach of requirements  | L                     | Keep up to date with best practice and law  | IA review   |             |

## Bishopstoke Parish Council - Financial Risk Management Record

| Risk Area  | Risk Identified  | Level of risk (H/M/L) | Management of Risk  | Action required   | Review date |
|--|--|-----------------------|---|---|-------------|
| VAT  | Breach of regulations<br>Fines<br>Loss of refund                 | L                     | Ensuring that requirements are met under HMRC regulations   | IA review   |             |
| Annual precept   | Non-compliance with timing and regulations                       | L                     | Ensuring adequacy within sound budgeting arrangements, prepared early                             | IA review   |             |
| Monitoring of performance                                | Council not functioning  | L                     | Cllrs review budget twice per year and policies every two years                                   |   |             |
| Grants   | Not giving to appropriate organisations.<br>Fraud                | L                     | Ensuring proper use of funds granted to local community bodies under specific powers, s137 or GPC | All grants based on approved form and supporting information, minuted and checked by IA |             |
| Council Minutes  | Inaccurate reporting of council business<br>Lack of transparency | L                     | Proper, timely and accurate reporting of council business in the minutes                          | Posted on website for public to see and IA review                                       |             |
| Rights of public inspection of documents                 | Documents not available<br>Lack of transparency                  | L                     | Make documents available  | Website / policies  |             |
| Document control   | Incorrect information  | L                     | Proper systems  | Policies approved and published   |             |
| Register of Members' Interests and Gifts and Hospitality | Not in place<br>Council reputation                               | L                     | In place, complete, accurate and up to date   | IA and district council review  |             |
| Compliance with Transparency Code                        | Fines<br>Lack of transparency                                    | L                     | Follow code   | Stay up to date with legislative changes  |             |
| Parish Records   | Fire / Water damage  | L                     | Backups   | Create business continuity plan   |             |
|  |  |                       |   |   |             |

## Bishopstoke Parish Council - Financial Risk Management Record

| Risk Area                                    | Risk Identified   | Level of risk (H/M/L) | Management of Risk  | Action required  | Review date |
|--|---|-----------------------|---|--|-------------|
| <b>Section Four – Internal Control Areas</b> |   |                       |   |  |             |
| Bookkeeping                                  | Fraud<br>Error<br>Corruption  | L                     | Cashbook up to date and accurate. Bank rec and accounts checked by Council monthly  |  |             |
| Standing Orders and Financial Regulations    | Not kept in line with best practice and legal requirements                  | L                     | Follow best practice and legal requirements. Annual review of documents   |  |             |
| Payment Controls                             | Fraud<br>Error<br>Corruption  | L                     | Payment matches invoices, VAT claimed properly, Grants recorded, Accounts checked monthly, VAT reclaimed quarterly. Recorded separately |  |             |
| Risk Assessments                             | Not done<br>Out of date   | L                     | For all Council properties Annual review of risk assessments  | In addition to external checks, Council should have its own risk assessments |             |
| Budgetary Controls                           | Fraud<br>Error<br>Corruption<br>Controls insufficient                       | L                     | Budget prepared, monitored and evaluated Checked monthly by Council   |  |             |
| Income Controls                              | Lack of finance   | L                     | Recorded properly. Bank Rec checked   |  |             |
| Payroll                                      | Do wages paid match expected wages. Is HMRC / LGPS being operated correctly | L                     | Checked each month by Clerk and HMRC software   |  |             |

## Bishopstoke Parish Council - Financial Risk Management Record

| Risk Area           | Risk Identified            | Level of risk (H/M/L) | Management of Risk  | Action required          | Review date |
|---------------------|----------------------------|-----------------------|---|--------------------------|-------------|
| Asset Control       | No asset register kept     | L                     | Keep up to date   | Annual review by Council |             |
| Bank reconciliation | Cash discrepancies         | L                     | Checked monthly and signed by F&GP Chair and other Cllr                 |                          |             |
| Year end            | Finances not kept in order | M                     | Ensure training up to date.<br>Ensure accounting practices are suitable |                          |             |



# **BISHOPSTOKE PARISH COUNCIL**

## **STANDING ORDERS and FINANCIAL REGULATIONS**

**These Standing Orders and Financial Regulations were adopted  
by the Parish Council at its meeting on 23 February 2016**

**D Hillier-Wheal  
Clerk to Bishopstoke Parish Council**

**BISHOPSTOKE PARISH COUNCIL**  
**STANDING ORDERS**  
**and**  
**FINANCIAL REGULATIONS**

**Amendment Sheet**

| <b>Amendment No.</b> | <b>Date Incorporated</b> | <b>Subject</b> |
|----------------------|--------------------------|----------------|
|----------------------|--------------------------|----------------|



## Index of Standing Orders and Financial Regulations

| Standing Order |  | Page |  | Standing Order |   | Page |
|----------------|--|------|--|----------------|---|------|
| 1              | Meetings   | 4    |  | 18             | Advisory committees and working groups                  | 19   |
| 2              | Ordinary Council Meetings  | 6    |  | 19             | Accounts and Financial Statements                       | 19   |
| 3              | Proper Officer   | 8    |  | 20             | Estimates / Precepts                                    | 20   |
| 4              | Motions requiring written notice   | 10   |  | 21             | Canvassing of and recommendation by Councillors         | 20   |
| 5              | Motions not requiring written notice                                       | 11   |  | 22             | Inspection of documents                                 | 20   |
| 6              | Rules of debates   | 13   |  | 23             | Unauthorised activities                                 | 20   |
| 7              | Code of conduct (England), pecuniary interests and dispensation procedures | 15   |  | 24             | Confidential business                                   | 21   |
| 8              | Questions  | 15   |  | 25             | General Power of Competence                             | 21   |
| 9              | Minutes  | 16   |  | 26             | Matters affecting Council employees                     | 22   |
| 10             | Disorderly conduct   | 16   |  | 27             | Freedom of Information Act 2000                         | 23   |
| 11             | Rescission of previous resolutions   | 17   |  | 28             | Relations with the press / media / social media sites   | 23   |
| 12             | Voting on appointments   | 17   |  | 29             | Liaison with County and Borough Councillors             | 23   |
| 13             | Expenditure  | 17   |  | 30             | Financial matters                                       | 24   |
| 14             | Execution & sealing of legal deeds   | 17   |  | 31             | Allegations of breaches of the code of conduct          | 25   |
| 15             | Committees   | 18   |  | 32             | Variation, revocation and suspension of standing orders | 26   |
| 16             | Sub-committees   | 18   |  | 33             | Standing orders to be given to Councillors              | 26   |
| 17             | Extraordinary Meetings   | 19   |  | 34             | Councillor resignation                                  | 26   |

## Annexes

- A. Code of Conduct for Councillors, Disclosable Pecuniary Interests and Dispensations
- B. Terms of Reference for Planning Committee
- C. Terms of Reference for Finance and General Purposes Committee
- D. Complaints procedure
- E. Terms of Reference for Carnival Working Group
- F. Terms of Reference for Travel Token Working Group
- G. Terms of Reference for Cemetery Working Group
- H. Terms of Reference for Communications & Engagement Working Group
- I. Terms of Reference for Neighbourhood Plan Working Group
- J. Dealing with the press, media and social network sites

## **1 Meetings**

- 1.1** 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.
- 1.2** When calculating the 3 clear days for the notice of a meeting to Councillors and the public, 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, bank holidays or a day appointed for public thanksgiving or mourning shall not count.
- 1.3** 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.
- 1.4** Subject to standing order 1.3 above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- 1.5** The period of time is at the Chair's discretion but shall not normally exceed 15 minutes.
- 1.6** Subject to standing order 1.5 above, each member of the public is entitled to speak once only in respect of business itemised on the agenda and shall not speak for more than 3 minutes.
- 1.7** In accordance with standing order 1.4 above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- 1.8** In accordance with standing order 1.7 above, the Chair may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- 1.9** A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 1.10** 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 Chair may at any time permit an individual to be seated when speaking.
- 1.11** Any person speaking at a meeting shall address comments made to the Chair.
- 1.12** Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- 1.13** As a result of the Openness of Local Government Bodies Regulations 2014, the public may film, photograph, or make an audio recording of a meeting and, may use any other means of enabling persons not present to see or hear the proceedings as they take place, or later.
- 1.14** In accordance with standing order 1.3 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- 1.15** Subject to any standing orders which indicate otherwise, anything authorised or required to be undertaken by, to, or before the Chair may, in their absence, be undertaken by, to, or before the Vice-Chair.

- 1.16** The Chair, if present, shall preside at a Council meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- 1.17** Subject to standing order 1.25 below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- 1.18** The Chair may give an original vote on any matter put to the vote and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. *(See also standing orders 2.9 and 2.10 below.)*
- 1.19** Unless standing orders provide otherwise, voting on any 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 their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- 1.20** The minutes of a meeting shall record the names of Councillors present and absent.
- 1.21** If prior to a meeting a Councillor has submitted reasons for their absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- 1.22** The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.
- 1.23** An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting, shall be recorded in the minutes. *(See also standing orders 7 and below.)*
- 1.24** No business may be transacted at a full Council meeting unless at least one third of the whole number of Members of the Council are present; in effect five Members. For committees, the quorum is three Members.
- 1.25** If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- 1.26** Meetings shall not normally exceed a period of 3 hours.

## **2. Ordinary Council meetings**

*See also standing order 1 above*

- 2.1** In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- 2.2** In a year which is not an election year, the annual meeting of a Council shall be held on such a day in May as the Council may direct.
- 2.3** If no other time is fixed, the annual meeting of the Council shall take place at 7:30pm.
- 2.4** 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 directs.
- 2.5** The election of the Chair and Vice-Chair of the Council shall be the first business completed at the annual meeting of the Council.
- 2.6** The Chair of the Council, unless they resign or become disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the Council.
- 2.7** The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- 2.8** In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.
- 2.9** In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.
- 2.10** Following the election of the Chair of the Council and the Vice-Chair of the Council at the annual meeting of the Council, the order of business shall be as follows:
  - 2.10.1** In an election year, delivery by Councillors of their declarations of acceptance of office.
  - 2.10.2** Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
  - 2.10.3** Review by delegation arrangements to committees, sub-committees, employees and other local authorities.
  - 2.10.4** Review of the terms of reference for committees.
  - 2.10.5** Receipt of nominations to existing committees.
  - 2.10.6** Appointment of any new committees, sub-committees and working groups, confirmation of the terms of reference, the number of members and receipt of nominations to them.

- 2.10.7** Review and adoption of appropriate Standing Orders and Financial Regulations.
- 2.10.8** Review of arrangements, including any charters, with other local authorities and review of contributions made to expenditure incurred by other local authorities.
- 2.10.9** Review of representation on or work with external bodies and arrangements for reporting back.
- 2.10.10** In a year of elections, if a Council's period of eligibility to exercise the General Power of Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.
- 2.10.11** Review of inventory of land and assets including buildings and office equipment.
- 2.10.12** Review and confirmation of arrangements for insurance cover in respect of all insured risks.
- 2.10.13** Review of the Council's and/or employees' memberships of other bodies.
- 2.10.14** Establishing or reviewing the Council's complaints procedure.
- 2.10.15** Establishing or reviewing the Council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998, as amended.
- 2.10.16** Establishing or reviewing the Council's various policies.
- 2.10.17** Setting the dates, times and place of ordinary meetings of the full Council for the year ahead.

### **3 Proper Officer**

**3.1** The Council's Proper Officer shall be either (i) the Clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

**3.2** The Council's Proper Officer shall do the following:

**3.2.1** Sign and serve on Councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee or sub-committee at least 3 clear days before the meeting

OR

Upon the Council having first resolved that service of summons on Councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient, electronically serve on Councillors a summons confirming the date, time, venue and the agenda of a meeting of the Council, a committee or sub-committee at least 3 clear days before the meeting providing any such e-mail contains the electronic signature and title of the Proper Officer.

**3.2.2** By delivery, post or email, the Proper Officer should provide to Councillors, for all Council, Committee and Sub-Committee meetings, all supporting paperwork at least 3 clear working days before the meeting. Where this is not possible, the agenda should be annotated to indicate which papers are included and which are to follow, and when.

**3.2.3** Give public notice of the time, date, venue and agenda at least 3 clear days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).

**3.2.4** Subject to standing orders 4.1 – 4.5 below, include in the agenda all motions in the order received unless a Councillor has given written notice at least 7 days before the meeting confirming the intention to withdraw it.

**3.2.5** Convene a meeting of Full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in this office, in accordance with standing order 3.2.1 OR 3.2.2 above.

**3.2.6** Make available for inspection the minutes of meetings.

**3.2.7** Receive and retain copies of byelaws made by other local authorities.

**3.2.8** Receive and retain declarations of acceptance of office from Councillors.

**3.2.9** Retain a copy of every Councillor's declaration of interests and any changes to it and keep copies of the same available for inspection.

**3.2.10** Keep proper records required before and after meetings.

- 3.2.11** Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 in accordance with and subject to the Council's procedures relating to the same.
- 3.2.12** Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- 3.2.13** Manage the organisation, storage and access to information held by the Council in paper and electronic form.
- 3.2.14** Arrange for legal deeds/documents to be signed by two Councillors and witnessed. (*See also standing orders 14.1 and 14.2.*)
- 3.2.15** Arrange for the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- 3.2.16** Record every planning application notified to the Council and the Council's response to the local planning authority.
- 3.2.17** Refer planning applications received by the Council to the Chair or in their absence the Vice-Chair of the Planning Committee.
- 3.2.18** Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
- 3.2.19** Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

#### **4 Motions requiring written notice**

- 4.1** In accordance with standing order 3.2.3 above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- 4.2** The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4.1 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 4.3** If the Proper Officer considers the wording of a motion received in accordance with standing order 4.1 above is not clear in its meaning, the motion shall be rejected until the mover of the motion submits it in writing to the Proper Officer in clear and certain language at least 7 clear days before the meeting.
- 4.4** If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- 4.5** Having consulted the Chair or Councillors pursuant to standing order 4.4 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- 4.6** Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a register / file, which shall be open to inspection by all Councillors.
- 4.7** Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection which shall be open to inspection by all Councillors.
- 4.8** Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.



## **5 Motions not requiring written notice**

**5.1** Motions in respect of the following matters may be moved without written notice:

- 5.1.1** To appoint a person to preside at a meeting.
- 5.1.2** To approve the absences of Councillors.
- 5.1.3** To approve the accuracy of the minutes of the previous meeting.
- 5.1.4** To correct an inaccuracy in the minutes of the previous meeting.
- 5.1.5** To dispose of business, if any, remaining from the last meeting.
- 5.1.6** To alter the order of business on the agenda for reasons of urgency or expedience.
- 5.1.7** To proceed to the next business on the agenda.
- 5.1.8** To close or adjourn debate.
- 5.1.9** To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
- 5.1.10** To appoint a committee or sub-committee or any Councillors thereto.
- 5.1.11** To receive nominations to a committee or sub-committee.
- 5.1.12** To dissolve a committee or sub-committee.
- 5.1.13** To note the minutes of a meeting of a committee or sub-committee.
- 5.1.14** To consider a report and/or recommendations made by a committee or a sub-committee or an employee.
- 5.1.15** To consider a report and/or recommendations made by an employee, professional advisor, expert or consultant.
- 5.1.16** To authorise legal deeds to be signed by two councillors and witnessed. (*See standing orders 14.1 and 14.2 below.*)
- 5.1.17** To authorise the payment of monies.
- 5.1.18** To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
- 5.1.19** To extend the time limit for speeches.
- 5.1.20** To exclude the press and public for all or part of a meeting.
- 5.1.21** To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
- 5.1.22** To give the consent of the Council if such consent is required by standing orders.
- 5.1.23** To suspend any standing order except those which are mandatory by statute.
- 5.1.24** To adjourn the meeting.

**5.1.25** To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.

**5.1.26** To answer questions from Councillors.

**5.2** If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

## **6 Rules of debate**

- 6.1** Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
- 6.2** Subject to standing orders 4.1 – 4.5 above, a motion shall not be considered unless it has been proposed and seconded.
- 6.3** Subject to standing order 3.2.3 above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- 6.4** A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
- 6.5** Councillors may move amendments to their own motions. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- 6.6** Any amendment to a motion shall be either:
  - 6.6.1** To leave out words.
  - 6.6.2** To add words.
  - 6.6.3** To leave out words and add other words.
- 6.7** A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- 6.8** Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- 6.9** Subject to standing order 6.8 above, one or more amendments may be discussed together if the Chair considers this expedient but they shall be voted upon separately.
- 6.10** Pursuant to standing order 6.8 above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- 6.11** If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- 6.12** If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- 6.13** The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- 6.14** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- 6.15** Subject to standing order 6.13. and 6.14 above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.

- 6.16** During the debate of 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 they consider has been breached or specify the irregularity in the meeting they are concerned by.
- 6.17** A point of order shall be decided by the Chair and this decision shall be final.
- 6.18** With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- 6.19** Subject to standing order 6.15 above, when a Councillor's motion is under debate no other motion shall be moved except:
- 6.19.1** to amend the motion
  - 6.19.2** to proceed to the next business
  - 6.19.3** to adjourn the debate
  - 6.19.4** to put the motion to a vote
  - 6.19.5** to ask a person to be silent or for them to leave the meeting
  - 6.19.6** to refer a motion to a committee or sub-committee for consideration
  - 6.19.7** to exclude the public and press
  - 6.19.8** to adjourn the meeting
  - 6.19.9** to suspend any standing order, except those which are mandatory
- 6.20** In respect of standing order 6.19.4 above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive their right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

## **7 Code of Conduct, Disclosure of Pecuniary Interests and Dispensation Procedures**

*See also standing orders 1.4 – 1.9 above*

- 7.1** All Councillors shall observe the Code of Conduct adopted by the Council as required by Chapter 7 of Part 1 of the Localism Act 2011.
- 7.2** All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- 7.3** All Councillors are to declare any relevant pecuniary interest, referred to as a “disclosable pecuniary interest” in the legislation and these are to be registered with the Borough Council’s monitoring officer and displayed on the Parish website.
- 7.4** A Councillor with a disclosable interest must declare it at the meeting whether that interest is registered or unregistered re Section 31 of the Localism Act 2011. If unregistered, it is to be registered within 28 days of disclosure. If it is sensitive, only the fact that there is an interest, not its nature, has to be declared.
- 7.5** Where an interest has been declared, the Councillor must not take any part or further part in any discussion or voting on the matter in question and the Councillor shall be excluded from the meeting unless the matter in hand has been concluded.
- 7.6** Disclosable pecuniary interests are prescribed by the Relevant Authorities (Disclosure of Pecuniary Interests) Regulations 2012 (S1 2012/1464) and are as follows:
- any employment, trade or office carried on for profit or gain
  - any sponsorship, other than from the relevant authority, towards meeting election expenses or carrying out the duties of a Councillor
  - any contract in which the Councillor has a beneficial interest
  - any beneficial interest in land within the Parish
  - any licence to occupy land for a month or longer in the Parish
  - any tenancies where the landlord is the Parish Council
  - any beneficial interest in securities where that body has a place of business or land within the Parish and the total nominal value of the securities exceeds £25,000 or one-hundredth of the total issued share capital or if the share capital is more than one class, the total nominal value of the shares of any one class exceeds one-hundredth of the total issued share capital of that class
- 7.7** A copy of the adopted Code of Conduct is at Annex A together with notes on disclosable pecuniary interests and dispensations.

## **8 Questions**

- 8.1** Questions may be asked by a Councillor at an appropriate time during a Council meeting but may or may not be answered at that time.

## **9 Minutes**

- 9.1** If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- 9.2** No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5.1.4 above.
- 9.3** Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 9.4** If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The Chair of this meeting does not believe that the minutes of the meeting of the [*Committee name*] held on [*date*] in respect of [*description including agenda item*] were a correct record but their view was not upheld by the majority of the [*Committee name*] and the minutes are confirmed as an accurate record of the proceedings.”
- 9.5** Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

## **10 Disorderly conduct**

- 10.1** No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- 10.2** If, in the opinion of the Chair, there has been a breach of standing order 10.1 above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting and the motion, if seconded, shall be put forthwith and without discussion.
- 10.3** If a resolution, made in accordance with standing order 10.2 above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or they may adjourn the meeting.

## **11 Rescission of previous resolutions**

- 11.1** A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- 11.2** When a special motion or any other motion moved pursuant to standing order 11.1 above has been disposed of, no similar motion may be moved within a further 6 months.

## **12 Voting on appointments**

- 12.1** When more than 2 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. Any tie may be settled by the Chair's casting vote.

## **13 Expenditure**

- 13.1** Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- 13.2** The Council's financial regulations shall be reviewed at least once a year.
- 13.3** The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

## **14 Execution and sealing of legal deeds**

*See also standing order 5.1.16 above*

- 14.1** A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- 14.2** In accordance with a resolution made under standing order 14.2 above, any two members of the Council may sign, on behalf of the Council, any deed required by law, and the Proper Officer shall witness their signatures.

## **15 Committees**

*See also standing order 1 above*

- 15.1** The Chair and Vice-Chair are, ex-officio, deemed to be members of all committees appointed by the Council. However, they are granted rights to attend only. having no right to vote on the matters being considered by the committee, unless they are appointed committee members in their own right, or they are attending as a substitute for the purposes of making the committee quorate.
- 15.2** The Council may, at its annual meeting, appoint standing committees and may at any other time appoint such other committees as may be necessary, and:
  - 15.2.1** Shall determine their terms of reference
  - 15.2.2** May permit committees to determine the dates of their meetings
  - 15.2.3** Shall appoint and determine the term of office of Councillor or non-Councillor members of such a committee (unless the appointment of non-Councillors is prohibited by law) so as to hold office no later than the next annual meeting
  - 15.2.4** May appoint substitute Councillors to a committee whose role is to replace ordinary Councillors at a meeting of a committee if ordinary councillors of the committee have confirmed to the Proper Officer 3 days before the meeting that they are unable to attend
  - 15.2.5** An ordinary member of a committee who has been replaced at a meeting by a substitute member (in accordance with standing order 15.1.4 above) shall not be permitted to participate in debate or vote on business at that meeting and may only speak during any public participation session during the meeting
  - 15.2.6** May in accordance with standing orders, dissolve a committee at any time
- 15.3** Standing Orders for the Planning Committee are at Annex B and for the Finance and General Purposes Committee at Annex C.

## **16 Sub-Committees**

*See also standing order 1 above*

- 16.1** Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee or working group whose terms of reference and members shall be determined by resolution of the committee.



## **17 Extraordinary meetings**

*See also standing order 1 above*

- 17.1** The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- 17.2** If the Chair of the Council does not, or refuses to, call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.
- 17.3** The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- 17.4** If the Chair of a committee (or a sub-committee) does not, or refuses to, call an extraordinary meeting within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

## **18 Advisory Committees and Working Groups**

*Standing order 1 above does NOT apply*

- 18.1** The Council may appoint advisory committees and working groups comprised of a number of Councillors and non-Councillors.
- 18.2** Advisory committees and working groups may consist wholly of persons who are non-Councillors.
- 18.3** Standing orders / terms of reference for the Carnival and Travel Token working groups are at Annex E and F.

## **19 Accounts and Financial Statement**

- 19.1** All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations.
- 19.2** The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year, or more frequently if required, a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

## **20 Estimates / precepts**

- 20.1** The Council shall approve written estimates for the coming financial year at its meeting before the end of December, except for the precept requirement which the Council shall approve for the coming financial year at its meeting before the end of January.
- 20.2** Any committee desiring to incur expenditure shall give the Responsible Finance Officer a written estimate of the expenditure recommended for the coming year no later than November.

## **21 Canvassing of and recommendations by Councillors**

- 21.1** Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- 21.2** A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such an appointment or for promotion. Nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 21.3** This standing order shall apply to tenders as if the person submitting the tender was a candidate for an appointment.

## **22 Inspection of documents**

- 22.1** Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of his official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

## **23 Unauthorised activities**

- 23.1** Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:
- 23.1.1** Inspect any land and/or premises which the Council has a right or duty to inspect, or
- 23.1.2** Issue orders, instructions or directions

## **24 Confidential business**

- 24.1** Councillors, employees and non-Councillor members of working groups shall not disclose information given in confidence or which they believe, or ought to be aware, is of a confidential nature.
- 24.2** A Councillor in breach of the provisions of standing order 24.1 above may be removed from a committee or a sub-committee by a resolution of the Council.

## **25 General Power of Competence**

- 25.1** The General Power of Competence (GPC) was introduced by the Localism Act 2011 and in simple terms it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. The scope, and some limitations, of the General Power are set out in sections 1 to 6 of the Localism Act 2011.
- 25.2** The GPC enables councils to do things which an individual may generally do anywhere in the UK or elsewhere, for a commercial purpose or otherwise, for a charge or without a charge, without the need to demonstrate that it will benefit the authority, its area, or persons resident or present in its area (although in practice councils will want to realise such benefits).
- 25.3** An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).
- 25.4** There are some limitations on the General Power, either because they are not things which an individual can do or because they are excluded by the Act. The GPC will not: provide councils with new powers to raise tax or precepts or to borrow; enable councils to set charges for mandatory services; impose fines or create offences or byelaws, over and above existing powers to do so; override existing legislation in place before the Localism Act 2011, so-called 'pre-commencement limitations' (however powers enacted after commencement of the GPC will only limit the GPC if this is explicitly stated in the legislation).
- 25.5** Where using the GPC for charging or trading purposes, the recipient should agree to the service being provided, the income from charges should not exceed the cost of provision and, where things are done for commercial purposes, this must be done through a specified type of company.

## **26 Matters affecting Council employees**

- 26.1** If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the appropriate committee OR sub-committee has decided whether or not the press and public should be excluded pursuant to standing order 1.3 above.
- 26.2** The Clerk shall notify the Chair, or in their absence the Vice-Chair, of any absence occasioned by illness or urgency.
- 26.3** The Chair shall upon a resolution conduct a review of the performance and/or appraisal of the Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by full Council.
- 26.4** Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chair or Vice-Chair, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the full Council.
- 26.5** Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or Vice-Chair of a committee OR sub-committee, this shall be communicated to another member of the committee OR sub-committee, and shall be reported back to and progressed by resolution of the full Council.
- 26.6** Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- 26.7** The Council shall keep secure all written records relating to employees secure. All paper records shall be secured under lock and key, and electronic records shall be password protected.
- 26.8** Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- 26.9** Only persons with line management responsibilities shall have access to employee records referred to in standing orders 26.7 and 26.8 above if so justified.
- 26.10** Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 26.7 and 26.8 above shall be provided only to the Chair of the Council.
- 26.11** The Council's complaints procedure is at Annex D.

**27 Freedom of Information Act 2000**

- 27.1** All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- 27.2** Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Finance and General Purposes Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3.2.24 above.

**28 Relations with the press, media and social network sites**

- 28.1** All requests from the press, media or via social network sites for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press, media or social network sites.
- 28.2** In accordance with the Council's policy in respect of dealing with the press, media and social network sites, Councillors shall not, in their official capacity, provide oral or written statements or written articles to the press or other media.
- 28.3** Annex G covers relations with the press, media and social network sites in detail.

**29 Liaison with Borough and County Councillors**

- 29.1** An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillor of the Borough and County Council representing its electoral wards.
- 29.2** Unless the Council otherwise orders, a copy of each letter sent to the Borough or County Council shall be sent to the Borough and County Councillors representing its electoral wards.

## **30 Financial matters**

- 30.1** 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:
- 30.1.1** The accounting records and systems of internal control
  - 30.1.2** The assessment and management of financial risks faced by the Council
  - 30.1.3** The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually
  - 30.1.4** The inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments
  - 30.1.5** Procurement policies (subject to standing order 30.2 below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000
- 30.2** Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 30.3 below.
- 30.3** Any formal tender process shall comprise the following steps:
- 30.3.1** A public notice of intention to place a contract to be placed in the local newspaper
  - 30.3.2** A specification of the goods, materials, services and the execution of works shall be drawn up
  - 30.3.3** Tenders are to be sent, in a sealed, marked envelope, to the Proper Officer by a stated date and time
  - 30.3.4** Tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council
  - 30.3.5** Tenders are then to be assessed and reported to the appropriate meeting of Council or committee
- 30.4** Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- 30.5** Where the value of a contract is likely to exceed Euro 207,000 (or other threshold specified by the Office of Government Commerce from time to time) the Council must consider whether the Public Contracts Regulations 2015 (SI No. 102, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

## **31 Allegations of breaches of the Code of Conduct**

- 31.1** On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Chair of the Council.
- 31.2** Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Council of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- 31.3** Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- 31.4** The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chair of the Council) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
- 31.4.1** Draft the summonses and agendas in such a way that the identity of those involved, and subject matter of the complaint, are not disclosed
- 31.4.2** Ensure that any background papers containing the information set out in standing order 31.1 above are not made public
- 31.4.3** Ensure that the public and press are excluded from meetings as appropriate
- 31.4.4** Ensure that the minutes of meetings preserve confidentiality
- 31.4.5** Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter
- 31.5** Standing order 31.4 above should not be taken to prohibit the Council (whether through the Proper Officer or the Chair) disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- 31.6** Any investigatory committee set up by the Chair shall have the power to:
- 31.6.1** Seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter
- 31.6.2** Seek and share information relevant to the complaint
- 31.6.3** Grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- 31.7** References in standing order 31 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a Councillor.

## **32 Variation, revocation and suspension of Standing Orders**

- 32.1** Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- 32.2** A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.

## **33 Standing Orders to be given to Councillors**

- 33.1** The Proper Officer shall provide a copy of the Council's standing orders to a Councillor upon delivery of their Declaration of Acceptance of Office.
- 33.2** The Chair's decision as to the application of standing orders at meetings shall be final.
- 33.3** A Councillor's failure to observe standing orders more than three times in one meeting may result in that Councillor being excluded from the meeting in accordance with standing orders.

## **34 Councillor resignation**

- 34.1** Resignation of a Councillor is effective as soon as the letter of resignation is handed to the Chair.
- 34.2** The Clerk is to inform other Councillors as soon as practical and normally before the Returning Officer is informed of the casual vacancy now existing.

## **Annexes**

- A. Code of Conduct for Councillors, Disclosable Pecuniary Interests and Dispensations
- B. Terms of Reference for Planning Committee
- C. Terms of Reference for Finance and General Purposes Committee
- D. Complaints procedure
- E. Terms of Reference for Carnival Working Group
- F. Terms of Reference for Travel Token Working Group
- G. Terms of Reference for Cemetery Working Group
- H. Terms of Reference for Communications & Engagement Working Group
- I. Terms of Reference for Neighbourhood Plan Working Group
- J. Dealing with the press, media and social network sites



**CODE OF CONDUCT FOR COUNCILLORS**

**DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS**

**1 Application**

This Code of Conduct applies to councillors whenever they are acting in their capacity as members or are giving the impression of acting in their capacity as members of Bishopstoke Parish Council including:

- 1.1** At formal meetings of the Council, its committees and sub-committees.
- 1.2** When acting as a representative of the Council.
- 1.3** In taking any decision as Councillor.
- 1.4** In discharging your functions as a Councillor.
- 1.5** At site visits.

**2 General Conduct**

Councillors must:

- 2.1** Provide leadership to the Council and communities within the Council's boundaries by personal example.
- 2.2** Respect others and not bully any persons.
- 2.3** Recognise that staff are employed by, and serve, the whole Council.
- 2.4** Respect the confidentiality of information which they receive as a member –
  - 2.4.1** Not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so, and
  - 2.4.2** Not obstructing third parties' legal rights if access to information
- 2.5** Not conduct themselves in a manner which is likely to bring the Council into disrepute.
- 2.6** Use their position as a member in the public interest and not for personal advantage.
- 2.7** Accord with the Council's reasonable rules on the use of public resources for private and political purposes.
- 2.8** Exercise their own independent judgement, taking decisions for good and substantial reasons –
  - 2.8.1** Attaching appropriate weight to all relevant considerations including, where appropriate, public opinion

**2.8.2** Paying due regard to the advice of staff and, in particular, to the advice of the statutory officers, namely the Clerk, stating the reasons for their decisions where those reasons are not otherwise apparent

**2.9** Account for their actions.

**2.10** Ensure that the Council acts within the law.

### **3 Disclosable Pecuniary Interests**

In accordance with S31(4) of the Localism Act 2011, Councillors must:

**3.1** Comply with the statutory requirements to register their disclosable pecuniary interests and they must disclose, leave the room and not participate in respect of any matter in which they have a disclosable pecuniary interest unless a dispensation has been granted.

**3.2** Ensure that their register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any changes in respect of their disclosable pecuniary interests.

**3.3** Make a verbal declaration of the existence of any disclosable pecuniary interest at any meeting at which they are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before consideration of the item of business or as soon as the interest becomes apparent.

**3.4** “Meeting” means any meeting organised by, or on behalf of, the Council, including –

**3.4.1** Any meeting of the Council, or a committee or sub-committee of Council

**3.4.2** In taking a decision as a member of any body of the Council, and

**3.4.3** At any site visit to do with business of the Council

### **4 Others Interests**

**4.1** In addition to the requirements of Section 3 of this Code of Conduct, if a Councillor attends a meeting which any item of business is to be considered and that Councillor is aware that they have a non-disclosable pecuniary interest or non-pecuniary interest in that item, they must make a verbal declaration of the existence of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent.

**4.2** Councillors have a non-disclosable pecuniary interest or non-pecuniary interest where:

**4.2.1** A decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of the Councillor or of a member of their family or a person with whom that Councillor has a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the Parish, or

**4.2.2** It relates to or is likely to affect any interests listed in the Table in the Appendix to this Code, but in respect of a family member (other than a “relevant person”) or a person with whom that Councillor has a close association and that interest is not a disclosable pecuniary interest

## **5 Gifts and Hospitality**

- 5.1** Councillors must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which has been accepted as a Councillor from any person or body other than the Council.
- 5.2** The Monitoring Officer will place this notification on a public register of gifts and hospitality.
- 5.3** This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Council for this purpose.

## **6 Dispensations**

- 6.1** S33 of the Localism Act 2011 allows a dispensation to be granted on written request to the Proper Officer allowing a Councillor to participate in discussion and/or take part in a vote on any matter where they have a disclosable pecuniary interest.
- 6.2** Dispensations may only be granted where so many Councillors have a disclosable pecuniary interest that, without the dispensation, the transaction of that business would be impeded OR the dispensation is considered to be in the interests of persons living in the area OR it is considered appropriate to grant a dispensation.
- 6.3** Dispensations granted must be for a specific period which may not exceed 4 years.
- 6.4** Any Councillor granted a dispensation shall declare the nature and existence of the dispensation before the start of any business to which it relates and this disclosure shall be minuted.
- 6.5** Where a dispensation is granted, the Councillor may remain in the room and participate in the discussion and vote on the matter in hand even where they would otherwise be prohibited because they have a dispensation.
- 6.6** General dispensations may be applied for to cover any allowance, payment or indemnity given to Councillors setting the Precept under the Local Government Finance Act 1992 or other instance thought appropriate.

**Disclosable Pecuniary Interests**

The duties to register, disclose and not to participate in respect of any matter in which a Councillor has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows:

| Interest  | Prescribed description  |
|---|---|
| Employment, office, trade, profession or vacation | 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 relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards the election expenses of you<br>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 the Council:<br>(a) under which goods or services are to be provided or works are to be executed, and<br>(b) which has not been fully discharged  |
| Land  | Any beneficial interest in land which is within the area of the Council   |
| Licences  | Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer  |
| Corporate tenancies                               | Any tenancy where (to your knowledge):<br>(a) The landlord is the Council, and<br>(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:<br>(a) That body (to your knowledge) has a place of business or land in the area of the Council, and<br>(b) either<br>(i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or<br>(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 |

For this purpose:

“the Act” means the Localism Act 2011;

“body in which the relevant person has a beneficial interest” means a firm in which the relevant person is a partner or a body corporate of which the relevant person is a director, or in the securities of which the relevant person has a beneficial interest;

“director” includes a member of the committee of management of an industrial and provident society;

“land” excludes an easement, servitude, interest or right in or over land which does not carry with it a right for the relevant person (alone or jointly with another) to occupy the land or to receive income;

“member” includes a co-opted member;

“relevant period” means the period of 12 months ending with the day on which you give a notification for the purposes of section 30(1) or section 31(7), as the case may be, of the Act;

“relevant person” means you or any other person referred to in section 30(3)(b) of the Act;

“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.

**STANDING ORDERS FOR THE  
PLANNING COMMITTEE**

**1 Meetings**

- 1.1** Meetings of the Committee shall be held twice monthly on the second and fourth Tuesdays at 7:00pm in the evening unless otherwise decided at a previous meeting or if no applications are tabled for consideration.

**2 Quorum**

- 2.1** The Committee membership shall comprise up to seven members, three of whom shall constitute a quorum.

**3 Planning Applications**

- 3.1** The Clerk shall maintain a record of each planning application received showing the date of receipt, the reference number, the place to which the application relates and a summary of the nature of the application.
- 3.2** The Clerk shall produce and circulate to each Committee Member a copy of the Agenda for each meeting, together with the Minutes of the previous meeting at least three clear working days in advance.
- 3.3** The Clerk shall ensure that any objections relating to those applications to be discussed at the meeting are made known to the Committee members before a decision is taken.
- 3.4** The Clerk shall ensure that all Planning Applications on the Agenda and to be considered at that meeting are available for inspection by members at the meeting venue fifteen minutes before the scheduled start of the meeting.
- 3.5** The Clerk shall take Minutes of the meeting and any follow-up actions as directed.
- 3.6** The Clerk shall notify the decision reached to Eastleigh Borough Council Planning Directorate within the deadline specified unless reasonable circumstances prevent this.
- 3.7** Any comments and/or objections the Committee wishes to make regarding planning briefs / structure plans, whether in draft or final form, or any other reports other than planning applications, are to be ratified by the Parish Council.
- 3.8** The Chair, or, in their absence, the Vice-Chair, shall present a report at each Parish Council meeting on decisions made by the Planning Committee and decisions made by Eastleigh Borough Council on applications considered within the Parish boundary since the previous Parish Council meeting. Alternatively, this may be effected by the circulation of the relevant minutes with other agenda papers before the meeting.

**STANDING ORDERS FOR THE  
FINANCE AND GENERAL PURPOSES COMMITTEE**

**1 Meetings**

- 1.1** Meetings of the Committee shall be held once monthly on the second Tuesday at 7:30pm in the evening unless otherwise decided at a previous meeting.

**2 Quorum**

- 2.1** The Committee membership shall comprise up to seven members, three of whom shall constitute a quorum.

**3 Consideration of Business**

- 3.1** Business shall be conducted in the order stated on the Agenda unless otherwise directed by the Chair.

- 3.2** The Committee shall have the autonomy to pass resolutions and report upon such resolutions to the next full meeting of the Parish Council on:

- 3.2.1** Relevant matters that do not directly commit to expenditure
- 3.2.2** Expenditure for sums under £5,000 that are within agreed annual budgets and to have discretion to exceed such budgets by up to £500
- 3.2.3** Payments made to staff including mileage and reimbursement of out of pocket expenses

- 3.3** The Committee shall make recommendations only on:

- 3.3.1** Expenditure exceeding £5,000 or exceeding annual budgets by more than £500
- 3.3.2** Virement of sums from reserve where a budget is to be exceeded by more than £500 or a new budget head to be created
- 3.3.3** All Grant Aid applications
- 3.3.4** All consultations addressed to the Parish Council

- 3.4** The Clerk shall take minutes of the meeting and take any follow-up action as directed.

- 3.5** The Chair, or, in their absence, the Vice-Chair, shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting.

**4 Financial Regulations**

- 4.1** Detailed financial regulations governing the management and control of funds are appended to this Annex.

**Bishopstoke Financial Regulations**

**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.
- 1.2** The Council is responsible in law for ensuring that its financial management is adequate and effective and that there is a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 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 inaccuracies and fraud and identifying the duties of employees.
- 1.4** 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.
- 1.5** A breach of these regulations by an employee is gross misconduct and failure to follow instructions within these regulations brings the office of the Councillor into disrepute.
- 1.6** The Responsible Finance Officer (RFO) is a statutory officer and is appointed by the Council. The RFO, acting under the policy direction of the Council and Proper Officer, if the latter is a separate appointee, within the terms of the RFO's job description, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.7** The RFO shall produce financial management information as required by the Council.
- 1.8** All financial information prepared shall comply with the Accounts and Audit Regulations (England) 2015.
- 1.9** Within these regulations, the Council is not empowered to delegate specific decisions. In particular, any decision regarding setting the budget, approving accounting statements, approving the annual governance statement, borrowing, writing off bad debts, declaring eligibility for the general power of competence or addressing recommendations in any report from the internal or external auditor.
- 1.10** The Council must keep the bank mandate under regular review.



## **2 Accounting and Audit (Internal and External)**

- 2.1** All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2** At least quarterly and at the end of each financial year, the Chair shall verify the bank reconciliation statements and sign the reconciliations and bank statements as evidence of verification.
- 2.3** The RFO shall complete the annual statements of account, annual report and any related documents as soon as practicable after the end of the financial year.
- 2.4** The Council shall ensure there is an effective system of internal audit of its accounting records and of the system of internal control in accordance with proper practices. Councillors and employees shall make available such documents and records which appear to the Council to be necessary for the purpose of the audit and shall provide such explanations as might be necessary.
- 2.5** The internal auditor shall be competent and independent of the financial operations of the Council. They shall report in writing and be free of any perceived conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
- 2.6** Internal and external auditors may not perform any operational duties for the Council, or initiate or approve accounting transactions or direct the activities of any employee, except to the extent such employees have been assigned to assist the internal auditor.

## **3 Annual Estimates (Budget) and Forward Planning**

- 3.1** Detailed estimates of all payments and receipts including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- 3.2** The Council shall review the budget not later than the end of December each year and in January shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the Precept to the billing authority and shall supply each member with a copy of the approved budget.
- 3.3** The annual budgets shall form the basis of financial control for the ensuing year.
- 3.4** The Council shall consider the need for appropriate longer-term financial forecasts and objectives, having regard to planned projects and expenditure.
- 3.5** The Finance and General Purposes Committee shall produce a three year forecast of revenue and capital receipts and payments which shall form the basis upon which budget proposals for the following year shall be made.
- 3.6** The approved annual budget shall form the basis of financial control for the ensuing year.

## **4 Budgetary Control**

- 4.1** No expenditure may be incurred that will exceed the amount provided in the revenue budget plus £500 for that class of expenditure except that during the budget year, and with the approval of Council having considered fully the implications for public services, unspent budget headings and available sums from reserves may be vired to other budget headings or to an earmarked reserve, as appropriate.
- 4.2** The RFO shall regularly provide the Council with a statement of payments and receipts to date under each budget head, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements will normally be prepared monthly, but must be prepared at least at the end of each financial quarter.
- 4.3** The Clerk may incur expenditure on behalf of the Council that is necessary to carry out any repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 4.4** Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.
- 4.5** No expenditure shall be incurred 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, or the requisite borrowing approval has been obtained.
- 4.6** All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

## **5 Banking arrangements**

- 5.1** The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be regularly reviewed for efficiency.
- 5.2** A schedule of the payments required to be authorised, forming part of the agenda for the meeting, shall be prepared by the RFO and be presented to every meeting of the Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chair of the meeting. A copy of the schedule will be attached to and form a part of the Minutes of the meeting.
- 5.3** Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 of this Appendix (above) shall be signed by two authorised signatories, one of whom is to be a Councillor.
- 5.4** To indicate agreement of the details shown on the cheque with the counterfoil and any supporting documentation, the signatories shall each also initial the cheque counterfoil.
- 5.5** The RFO may effect transfers of funds between accounts up to a maximum of £20,000. Transfers above this amount require joint authorisation by the RFO and a Councillor.

## **6 Payment of accounts**

- 6.1** All payments shall be effected by BACS, CHAPS, internet banking transfer, debit cards, cheque, direct debit or other order drawn on the Council's bankers.
- 6.2** The Council will employ safe and efficient arrangements for making payments.
- 6.3** Following authorisation under section 5 of this Appendix (above), the Council, or Finance and General Purposes Committee or, if so delegated, the Clerk or RFO, shall give instruction that a payment shall be made.
- 6.4** All payments shall be effected in accordance with a resolution of Council or the Financial and General Purposes Committee.
- 6.5** If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), national non-domestic rates and subscription / affiliation fees, may be made by variable Direct Debit provided that the instructions are signed by the Clerk or RFO and authorised by Council. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.6** If thought appropriate by the Council, payment for certain items may be made by Banker's Standing Order provided the instructions are signed or otherwise evidenced by the Clerk or RFO, are retained and any payments made are reported to Council. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.7** If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided the instructions for each payment are signed or otherwise evidenced by the Clerk or RFO, are retained and any payments made are reported to the Council. The approval of the use of BACS or CHAPS 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 internet banking transfer provided evidence showing the payment is retained and any payments made are reported to Council.
- 6.9** Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the Council's records on that computer, a note shall be made of the PIN and passwords and shall be handed to and retained by the Chair of Council in a sealed, dated envelope. This envelope may not be opened other than in the presence of two other Councillors. After the envelope has been opened in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all Councillors immediately, and formally at the next available meeting of the Council.
- 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 or a duly delegated committee.
- 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 Councillors 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 or RFO shall be appointed as the Service Administrator.
- 6.14** Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”) and not through a search engine or e-mail link.
- 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. A programme of regular checks of standing data with suppliers should be followed.
- 6.16** All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy themselves that the work, goods or services to which the invoice relates, shall have been received, carried out, examined and approved.
- 6.17** The RFO shall examine invoices for arithmetical accuracy and shall allocate them to the appropriate expenditure heading. The RFO shall take appropriate steps to settle all invoices submitted, and which are in order, at the next available Council meeting.
- 6.18** If payment is necessary before the next scheduled meeting of Council, the Clerk may, notwithstanding paragraph 6.17 of this appendix (above), take appropriate steps to settle such invoices provided that such payments are included in the schedule referred to in paragraph 5.2 of this appendix (above).
- 6.19** The Council will not maintain any form of cash float. All cash received shall be banked intact. Any payments made in cash by staff shall be refunded on a regular basis.
- 6.20** Debit cards will be issued to the Clerk and the Assistant Clerk solely for use in making payments required for Bishopstoke Parish Council. Use of the debit card shall be restricted to a single transaction maximum value of £500, unless authorised by Council or Finance and General Purposes Committee in writing before any order is placed. Purchases placed by debit card will be reported to the next Finance and General Purposes Committee meeting.

## **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 salaries shall be as agreed by Council.
- 7.2** Payment of salaries and payment of deductions from salaries such as may be made for tax, national insurance and pension contributions, may be made in accordance with the payroll records and on appropriate dates stipulated in employment contracts, provided that such payments are approved by the Finance and General Purposes Committee and reported to the next available Council meeting.
- 7.3** No changes to employees' pay, emoluments, or terms and conditions of employment shall be made without the prior consent of the Council.
- 7.4** Payments to employees are confidential and such records are not open to review under the Freedom of Information Act 2000, or otherwise, other than by a Councillor who demonstrates a need to know, or the internal or external auditor.

## **8 Loans and investments**

- 8.1** All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.2** The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any policy shall be reviewed at least annually.
- 8.3** All investments of money under the control of the Council shall be in the name of the Council.
- 8.4** All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by the Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.5** All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

## **9 Income**

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

## **10 Orders for works, goods and services**

- 10.1** An official order by letter or e-mail shall be issued for all work, goods and services unless a formal contract is to be prepared.
- 10.2** Order books, if in use, shall be controlled by the RFO.
- 10.3** All Councillors and employees are responsible for obtaining value for money at all times. An employee issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, for example by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Section 11 of this appendix (below).
- 10.4** The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority for such payments shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.
- 10.5** A Councillor may not issue any official order or enter into any contract on behalf of the Council.

## **11 Contracts**

### **11.1** Procedures as to contracts are laid down as follows:

- 11.1.1** Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than by resolution of the Council or in an emergency, provided that these regulations shall not apply to contracts which relate to items 11.1.1.1 to 11.1.1.6 below.
- 11.1.1.1** For the supply of utility services.
- 11.1.1.2** For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
- 11.1.1.3** For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment.
- 11.1.1.4** For work to be executed or goods or materials supplied which constitute an extension of an existing contract by the Council.
- 11.1.1.5** For additional audit work of the External Auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chair and Vice-Chair of Council).
- 11.1.1.6** For goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- 11.1.2** Where it is intended to enter into a contract exceeding £60,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are expected as set out in paragraph 11.1.1 of this appendix (above) the Clerk shall invite tenders from at least three contractors.
- 11.1.3** When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation approved by the Council.
- 11.1.4** 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 the tenders must be addressed to the Clerk in the ordinary course of post. Each tendering contractor shall be supplied with a specifically marked envelope in which the tender is to be sealed until the prescribed date for opening tenders for that contract.
- 11.1.5** 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.
- 11.1.6** If less than three tenders are received for contracts above £60,000 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.
- 11.1.7** Any invitation to tender issued under this regulation shall contain a statement to the effect that any canvassing by or of a Councillor shall disqualify that contractor from the tendering process. (Bribery Act 2010)

- 11.1.8** When the Council is to enter into a contract less than £60,000 but greater than £10,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph 11.1.1 of this appendix (above), the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply), if appropriate, otherwise, Regulation 10.3 in this appendix shall apply.
- 11.1.9** The Council shall not be obliged to accept the lowest, or any, tender, quote or estimate.



## **12 Insurance**

- 12.1** Following the annual risk assessment (as per Financial Regulation 1.4 above), 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 employees of the Council shall be included in a suitable fidelity guarantee insurance, which shall cover the maximum risk exposure as determined by the Council.

## **13 Assets, Properties and Estates**

- 13.1** The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase, details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 13.2** No tangible movable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £500.
- 13.3** No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.4** No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 13.5** Subject only to the limit set in paragraph 13.2 in this appendix (above), no tangible movable property shall be purchased or acquired without the authority of the full Council. In each case a report in writing shall be provided to Council with a full business case, as appropriate.

## **14 Risk Management**

- 14.1** 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.
- 14.2** When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

**15 Revision of Financial Regulations**

**15.1** It shall be the duty of the Council to review the Financial Regulations of the Council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the Council of any requirement for a consequential amendment to these financial regulations.

**16 Suspension of regulations**

**16.1** The Council may, by resolution of the Council, duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risk arising has been drawn up and presented in advance to Councillors.

**COMPLAINTS PROCEDURE**

**1 General**

- 1.1** Complaints against employees should be dealt with under employment legislation. Complainants should be assured that the matter will be dealt with internally as such and appropriate action taken as required.
- 1.2** Persons wishing to complain about a Bishopstoke Councillor should be advised to contact the Eastleigh Borough Council Monitoring Officer for further information.
- 1.3** Complainants should be assured that their grievances will be properly and fully considered. It may be appropriate for a committee to be established to consider the action to be taken in which case the conclusions reached shall be reported to the next full Council meeting.
- 1.4** The procedure outlined in this Annex is designed for those complaints which cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk or other Proper Officer or by the Chair.
- 1.5** At all time, the rule of natural justice will apply requiring all parties to be treated fairly and the process to be reasonable, accessible and transparent.

**2 Before the meeting**

- 2.1** The complainant shall be asked to put the complaint about the Council's procedures or administration in writing to the Clerk or other nominated Proper Officer.
- 2.2** If the complainant does not wish to put the complaint to the Clerk or other Proper Officer, they shall be advised to put it to the Chair.
- 2.3** The Clerk shall acknowledge the receipt of the complaint and advise the complainant when the matter will be considered by the Council or the committee established for the purpose of hearing complaints.
- 2.4** The complainant shall be invited to attend the relevant meeting and bring such representatives as they wish.
- 2.5** Seven clear working days before the meeting, the complainant shall provide the Council with copies of any documentation or other evidence which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any documentation upon which it wishes to rely at the meeting.

### **3 At the meeting**

- 3.1** The Council shall consider whether the circumstances at the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.
- 3.2** The Chair shall introduce everyone.
- 3.3** The Chair shall explain the procedure.
- 3.4** The complainant or representative shall outline the grounds for the complaint.
- 3.5** The committee members may ask any question of the complainant or representative.
- 3.6** If relevant, the Clerk or other Proper Officer shall explain the Council's position.
- 3.7** The committee members may ask any questions of the Clerk or other Proper Officer.
- 3.8** The Clerk or other Proper Officer and the complainant and representative if present shall be offered the opportunity of making a final statement (in this order).
- 3.9** The Clerk or other Proper Officer and the complainant and representative if present shall be asked to leave the room while committee members decide whether or not the grounds for the complaint have been established. Both parties shall be invited back if a point of clarification is necessary.
- 3.10** The Clerk or other Proper Officer and the complainant and representative if present shall return to hear the decision or to be advised when a decision will be made.

### **4 After the meeting**

- 4.1** The decision shall be confirmed in writing within seven working days together with details of any action to be taken.

**Carnival Working Group**

**Terms of Reference**

**1 Membership**

1.1 The Working Group membership will be a mixture of Councillors and residents, along with the Clerk. All members shall have equal rights and powers.

1.2 Where appropriate, other persons may be invited to attend one or more meetings.

**2 Lead Member**

2.1 The Lead Member of the Working Group will be appointed at the first meeting of each Carnival cycle, which will take place in November of each year.

**3 Quorum**

3.1 A quorum will consist of 4 members of the Working Group.

**4 Meetings**

4.1 The Working Group will meet as required, initially monthly following the first meeting, but if necessary may meet more often, especially as Carnival approaches. Notes will be taken by the Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

**5 Reporting**

5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

**6 Decisions**

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings

6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

6.1.4 Deciding all matters pertaining to the organising of the Bishopstoke Carnival, subject to the budget set by Council each year.

**7 Budget**

7.1 The Working Group will have its overall budget set each year by Council. Individual members will have no powers to commit to any expenditure except where authorisation has been sought from and given by the Clerk.

7.2 Where it is necessary to handle cash, this should be banked as soon as practical, and a receipt should be issued detailing the value, and from whom it was received. Exceptionally, the Clerk may approve expenditure by another member of the Group, and will arrange reimbursement on the production of a valid receipt.

7.3 The Parish Council recognises that it is likely that in mounting the Carnival, costs may exceed income. The Council is prepared to underwrite these costs, and set the overall budget accordingly.

## **8 Responsibilities**

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To sign, on behalf of Bishopstoke Parish Council, all necessary documents relating to the running of the Carnival, and include said documents in the reports to the Finance & General Purposes Committee

8.1.2 To encourage external sponsorship to minimise reliance on Parish Council costs

8.1.3 To prepare final accounts before the October Parish Council meeting each year, and to consider all grant requests made of the Carnival Group, whether from the Street Collection or from any surplus

8.1.4 To maintain a list of all current members of the Group, with contact details, to be noted by the Finance & General Purposes Committee

8.1.5 To maintain a list of all Carnival assets, and their location, to be verified annually by the Working Group and passed to the Clerk for insurance purposes.

8.1.6 To ensure all necessary legislation is complied with regarding the Carnival, including obtaining licenses, and to seek help or clarification on these matters when necessary

8.1.7 To make recommendations to the Finance & General Committee regarding the Working Group's areas of responsibility

## **Travel Token Working Group**

### **Terms of Reference**

#### **1 Membership**

1.1 The Working Group membership will be a minimum of 4 Councillors and the Clerk. Councillor membership will be a minimum of 2 male and 2 female Councillors.

1.2 Where appropriate, other persons may be invited to attend one or more meetings.

#### **2 Lead Member**

2.1 The Lead Member of the Working Group will be appointed at its first meeting, and thereafter will be appointed at its first meeting following each Parish Council Annual Meeting.

#### **3 Quorum**

3.1 A quorum will consist of 3 members of the Working Group.

#### **4 Meetings**

4.1 The Working Group will meet annually in October, and at any other time deemed necessary. Notes will be taken by the Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

#### **5 Reporting**

5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

#### **6 Decisions**

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings

6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

6.1.4 Determining the eligibility of applicants to the Travel Token scheme and specifically, if eligible, the number of tokens to be supplied to the applicant (subject to the maximum set out in the Travel Token procedures)

#### **7 Budget**

7.1 The Working Group will have no powers to commit to any expenditure on behalf of the Council. Any expenditure the Working Group recommends must be either approved by the Clerk as necessary within the existing budget for this area, or must be agreed by Council.

## **8 Responsibilities**

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To review annually the procedures for the Travel Token Scheme

8.1.2 To inform the Clerk of any potential or successful applicant

8.1.3 To inform the Finance & General Purposes Committee of any forthcoming appeal to a decision taken by the Working Group

8.1.4 To review annually both eligibility for the scheme and the level of tokens available to successful applicants

8.1.5 To review annually the suggested budget for the Travel Token scheme.

8.1.6 To make recommendations to the Finance & General Committee regarding the Working Group's areas of responsibility



**Bishopstoke Cemetery Working Group**

**Terms of Reference**

**1 Membership**

- 1.1 The Working Group will have a maximum of 5 members, all Councillors.
- 1.2 Where appropriate, other persons may be invited to attend one or more meetings.

**2 Lead Member**

- 2.1 The Lead Member of the Working Group will be appointed at its first meeting, and thereafter will be appointed at its first meeting following each Parish Council Annual Meeting.

**3 Quorum**

- 3.1 A quorum will consist of 3 members of the Working Group.

**4 Meetings**

- 4.1 The Working Group will meet as necessary, with a minimum of once per year. Notes will be taken by the Assistant Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

**5 Reporting**

- 5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

**6 Decisions**

- 6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:
  - 6.1.1 Date, Time and Place of its Meetings
  - 6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council
  - 6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

**7 Budget**

- 7.1 The Working Group will have no powers to commit to any expenditure on behalf of the Council. Any expenditure the Working Group recommends must be either approved by the Assistant Clerk as necessary within the existing budget for this area, or must be agreed by Council.

## **8 Responsibilities**

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To review the level of fees and budgeted expenditure relating to the cemeteries and closed churchyards

8.1.2 To review regularly all matters relating to Bishopstoke Cemetery

8.1.3 To review regularly all matters relating to St Mary's Churchyard

8.1.4 To review regularly all matters relating to Old St Mary's Churchyard

8.1.5 To examine all possible options regarding the New Cemetery

8.1.6 To make recommendations to the Finance & General Purposes Committee regarding the Working Group's areas of responsibility

**Communications & Engagement Working Group**

**Terms of Reference**

**1 Membership**

1.1 The Working Group membership will be a maximum of 5 Councillors, the Clerk, and other persons deemed necessary by the Working Group.

1.2 Where appropriate, other persons may be invited to attend one or more meetings.

**2 Lead Member**

2.1 The Lead Member of the Working Group will be appointed at its first meeting, and thereafter will be appointed at its first meeting following each Parish Council Annual Meeting.

**3 Quorum**

3.1 A quorum will consist of 3 members of the Working Group.

**4 Meetings**

4.1 The Working Group will meet as necessary, with a minimum of once per quarter. Notes will be taken by the Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

**5 Reporting**

5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

**6 Decisions**

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings

6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

6.1.4 The frequency of the newsletter, along with intended publication slots and all presentational matters relating to the newsletter

**7 Budget**

7.1 The Working Group will have no powers to commit to any expenditure on behalf of the Council. Any expenditure the Working Group recommends must be either approved by the Clerk as necessary within the existing budget for this area, or must be agreed by Council.

## **8 Responsibilities**

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To review regularly the communications methods used by the Council

8.1.2 To draft, as required by Council or the Finance & General Purposes Committee, such surveys as are deemed necessary.

8.1.3 To identify potential new methods of communicating with residents and determine how best to use them

8.1.4 To review annually all matters relating to the Parish Newsletter

8.1.5 To make recommendations to the Finance & General Committee regarding the Working Group's areas of responsibility

**Neighbourhood Plan Working Group**

**Terms of Reference**

**1 Membership**

1.1 The Working Group will have a maximum of 10 members: Up to 4 Councillors, up to 4 Residents, an Eastleigh Borough Councillor liaison and an officer of Eastleigh Borough Council (EBC).

1.2 The resident members will initially be the Chairs of each sub-group of the questionnaire team, although this may change over time as the process moves forward.

1.3 The EBC liaison and the EBC officer will be requested from and selected by EBC.

**2 Lead Member**

2.1 The Lead Member of the Group will be appointed by the Parish Council on the creation of the group, and will be appointed by the Parish Council at its Annual Meeting each year.

**3 Quorum**

3.1 A quorum will consist of 4 members of the Working Group.

**4 Meetings**

4.1 The Working Group will meet at least once every two months. Notes will be taken by the Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

**5 Reporting**

5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

**6 Decisions**

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings

6.1.2 Communication with Eastleigh Borough Council regarding the Neighbourhood Plan

6.1.3 Communication with Neighbouring Parishes regarding the Neighbourhood Plan

6.1.4 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council

6.1.5 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

6.1.6 The gathering and disseminating of information from and to local residents to allow progress to be reported and priorities to be set.

## **7 Budget**

7.1 The Working Group will have a budget specified by Council for the purposes of bringing experts and specialists to aid the Working Group in its progress, and to allow it to gather information from, and give information to, the local community. Any expenditure outside these terms or beyond the set budget must be agreed by Council.

## **8 Responsibilities**

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To oversee the production of a Neighbourhood Plan for Bishopstoke

8.1.2 To liaise, where necessary, with Eastleigh Borough Council

8.1.3 To maintain a dialogue with other local parishes regarding progress in our or their Neighbourhood Plan

8.1.4 To arrange for publicity on the Parish website and noticeboards of each stage of the process in creating a Neighbourhood Plan

8.1.5 To encourage the local community and key stakeholders to participate and engage in the process

8.1.6 To prepare a questionnaire, to be approved by Council, to send to every household in Bishopstoke, in order to gather evidence about the needs and aspirations of the local community

8.1.7 To use the gathered evidence from the questionnaire, the notes from the meetings and all other material relevant to the Working Group, to produce a draft Neighbourhood Plan

8.1.8 Following approval by Council, to take the necessary steps to fulfil all consultation and other steps prior to independent examination and approval of the Neighbourhood Plan, and any subsequent amendments

8.1.9 To advise the Council on the necessary steps to take to achieve a successful referendum result regarding the Neighbourhood Plan, and its subsequent adoption.

**DEALING WITH THE PRESS, MEDIA  
AND SOCIAL NETWORK SITES**

**1 Introduction**

- 1.1** The Council adopts as open a policy as possible in dealing with enquiries from the media and members of the public in recognition of the democratic structure of the Council, the delivery of public services and its commitment to Freedom of Information.

**2 General**

- 2.1** It should be noted that what is published will be in the public domain:
- 2.1.1** Indefinitely and that you may be held personally responsible for the content that you publish.
  - 2.1.2** Compliance with data protection, intellectual property and copyright laws should be ensured.
  - 2.1.3** Confidential matters from Council meetings must not be published or reported on in social media.
  - 2.1.4** Details about customers, partners or suppliers should not be referred to without their prior written approval (ensuring no advertisement of the services and goods of third parties).
  - 2.1.5** Staff and Councillors must refrain from promoting themselves as working for the Council in a way which has, or may have, the effect of bringing the Council into disrepute.
  - 2.1.6** Staff and Councillors must not disclose personal data or information about the Council, or its service users, employees or Councillors that breach the Data Protection Act 1998 (e.g. photographs, images).
  - 2.1.7** Staff and Councillors must not give out personal details of third parties, such as home address and telephone numbers, unless specifically required for the purposes of the comment or posting, for example to give contact details that need to be publicised for which permission has been given, or for which details are already available in the public domain.
  - 2.1.8** Staff and Councillors must not make any defamatory remarks about the Council, its service users, employees or Councillors, or conduct themselves in a way that brings the Council into disrepute.
  - 2.1.9** Staff and Councillors must not use insulting, offensive or racist language, or engage in any other conduct that would not be acceptable in the workplace.

### **3 Points of contact**

- 3.1** The Chair and / or the Clerk, have the main responsibility for fielding and responding to media / public enquiries, communicating with staff and issuing instructions for editing of the Council website and dealing with Freedom of Information requests.

### **4 Media Outlet**

- 4.1** In its area, the Council has a number of local newspapers, radio stations, television companies and major news (freelance) agencies feeding the national press. All have staff reporters operating in the area and there is also a growing network of community newspapers and community radio stations.

### **5 Press Releases**

- 5.1** The Council releases articles to the media usually on a monthly basis or more frequently if the need arises. It also displays them on the Council website and includes the article details on the Council's Facebook page. The articles are issued by the Clerk to ensure consistency of quality and presentation and maximum coverage.

### **6 Handling Media Enquiries**

- 6.1** Calls from national newspapers and general media enquiries are to be channelled through the Chair or Clerk for an official Parish Council response.
- 6.2** Any media inquiry relating to a matter of a serious or disciplinary nature is to be referred to the Chair (unless the matter is related to the Chair, in which case they should be advised to contact the Eastleigh Borough Council Monitoring Officer).

### **7 Media Training**

- 7.1** The Chair and Clerk should, if necessary, undergo training to assist them in handling enquiries from the media.



## **8 Social media – general**

- 8.1** Social media can bring great advantages in communication and this policy is intended to encourage its responsible use.
- 8.2** Users of social media must ensure that they use social media sensibly and responsibly, without adversely affecting the Council or damaging its reputation and credibility. They must also ensure that they keep to any Council guidelines regarding the use of social media.
- 8.3** The use by employees of social media whilst at work is currently restricted to the Bishopstoke Parish Council Facebook presence. The use of Twitter by staff is not currently permitted, nor is use of chat rooms. Employees using social media must be aware of, and comply with, the Council’s Social Media policy.
- 8.4** The following guidelines should be followed by employees. These guidelines should also be followed by Councillors when acting in their capacity as a Councillor, or when signing off an email, comment, posting, or any other form of digital entry in social media, as a Councillor. Where necessary, a Councillor should add the caveat that “the views expressed are those of the author and do not reflect the views and opinions of Bishopstoke Parish Council”.
- 8.5** No Parish Council content should be published unless it is already on the Council’s website or with the prior approval of the Clerk. Information should be accurate, fair, thorough and transparent.
- 8.6** Staff and Councillors must not receive, send, or display offensive messages or pictures.
- 8.7** Staff and Councillors must not issue passwords to third parties unless authorised to do so. They must also not use anyone else’s password or identity.

## **9 Control of the Bishopstoke Parish Council Facebook Presence**

- 9.1** Postings may only be made by the Clerk or by the lead Councillor from the Social Media Working Group in the Clerk's absence, who will be responsible for removing any unacceptable comments. Comments by others will be considered unacceptable if they do not follow the guidelines outlined above for staff and Councillors. The Clerk will use their best endeavours to check the Facebook presence each working day, with arrangements being put in place for other members of the Working Group to check the page during the Clerk's holiday periods. The password to the Facebook page will be provided to these persons and must be kept confidential and not divulged to a third party.
- 9.2** Postings by others are not permitted on the Bishopstoke Parish Council Facebook Page unless there is a clear case for doing so. Such cases to be determined by the Clerk. Examples of postings that will not be permitted will include commercial advertising or items for other parties. Items likely to be accepted will include information postings from Community Groups.
- 9.3** Contained within the Bishopstoke Parish Facebook presence will be such pages as are deemed necessary by the Council at various times. The Clerk and designated Councillors will have sole authority to publish material on these pages.
- 9.4** There will be a separate provision of a Facebook page for the Bishopstoke Carnival. This will be connected to, but not part of, the Bishopstoke Parish Facebook presence. Postings will not be limited to pre-published or clerk-approved material, but will instead have a "lighter" feel. It is permissible for the Bishopstoke Carnival Facebook page to be run by a volunteer from the Bishopstoke Carnival Working Group, although a Councillor from the Carnival or Social Media Working Groups will be appointed to liaise with the appointed volunteer and oversee the content of the page. The Clerk will also be required to have access.
- 9.5** There will be a separate password for the Bishopstoke Parish Carnival Facebook page, but this password will be set by the appointed liaison Councillor and must be made know to the Clerk.

- 10** Terms of reference for the Communications and Engagement Working Group are at Annex H