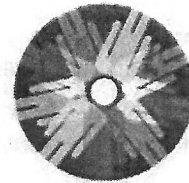


Certificate in Local Council Administration

Learning Agreement



The National Training Strategy
for Town & Parish Councils

Name of Student:

Jenny Rice

Name of Trainer:

Philippa Page

Name of Council(s):

Easton on the Hill, Ailsworth, Bainton
+ Ashton

The trainer will:

- Provide access to the guidelines for completing CiLCA (either via hard copy or electronically), and other relevant materials essential for undertaking CiLCA
- Ensure students understand what is required for CiLCA to enable accreditation to be achieved in a mutually agreed timescale
- Provide a programme of learning, guidance and support to enable the students to undertake CiLCA
- Allocate a mentor to guide the student from registration to submission of the portfolio. This will include the mentor looking over two draft Learning Outcomes
- Ensure students are aware of their responsibilities in recording their progress and achievement
- Help students manage time and remain motivated throughout the study process

The student will:

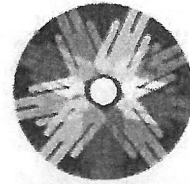
- Be responsible for registering to undertake CiLCA
- Will adhere to the programme and timetable of learning and support provided with the trainer
- Will maintain a regular record of achievement and progress
- Will engage in a dialogue with employer(s) to update on progress
- Will attend and participate in any scheduled training sessions
- Accept that private study/research is an essential element of the preparation of the portfolio
- Undertake to treat the mentor and trainers with respect at all times

The Council will:

- Support the above employee throughout their studies
- Note updates on achievements and progress
- Give additional and remunerated time to the student to complete the portfolio of evidence
- Cover the costs of training and travelling costs to the daytime seminars.
- Monitor the above employee's workload and ensure new projects are limited during the study process
- Recognise the importance of the CiLCA qualification and its benefit to the Council

Certificate in Local Council Administration

Learning Agreement



The National Training Strategy
for Town & Parish Councils

This agreement is signed by:

Student:

[Handwritten signature]

Date:

Trainer:

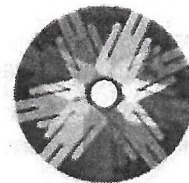
Date:

Council:

Date:

Certificate in Local Council Administration

Learning Agreement



The National Training Strategy
for Town & Parish Councils

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Jenny Rice

Name of Trainer:

Philippa Page

Name of Council(s):

Easton on the Hill, Ailsworth, Bainton
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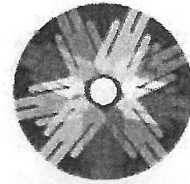
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- Will engage in a dialogue with employer(s) to update on progress
- Will attend and participate in any scheduled training sessions
- Accept that private study/research is an essential element of the preparation of the portfolio
- Undertake to treat the mentor and trainers with respect at all times

The Council will:

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- Note updates on achievements and progress
- Give additional and remunerated time to the student to complete the portfolio of evidence
- Cover the costs of training and travelling costs to the daytime seminars.
- Monitor the above employee's workload and ensure new projects are limited during the study process
- Recognise the importance of the CiLCA qualification and its benefit to the Council

Certificate in Local Council Administration

Learning Agreement



The National Training Strategy
for Town & Parish Councils

This agreement is signed by:

Student:

[Handwritten signature]

Date:

Trainer:

Date:

Council:

Date:

Code of conduct training

Are you aware of your responsibilities as a Councillor under the Code of Conduct? If there was a planning application next door would you declare an interest? What type of interest? What if the application was down the road but opposite your good friend's house? This course will look at the practical operation of the Code of Conduct at parish and town council level and will answer all your questions as to what interests to declare and when. We will look at how the Standards regime has changed from a rules-based system to a principles-based one and we'll look at what the future might hold. The course will address practicalities such as dealing with requests for dispensations and making arrangements for Councillors who have declared an interest and need to leave the room. We'll look at the complaints process and discuss the range of sanctions that are available should a Councillor be found to be in breach of the Code. This course is suitable for all Councillors as well as clerks who are often put in the awkward position of providing advice to Councillors on their interests.

Who Should Attend?

This course will be of particular interest to Councillors and clerks who are trying to do a good job and need to understand the framework within which they operate.

Course Tutor

Danny Moody, Chief Executive, Northants CALC

Venue:

Online

Contact:

Marie Reilly Cost £38 pp

Ideas so far for £412 remainder of Community Facilities Fund grant.

Received from councillors and members of the old PFWP

- 1) Picnic benches prices range from £90 to £165 or £230 with an anchor kit, to go in play area at playing field
- 2) Bench(es) with a back to go round the perimeter path at the playing field (recycled material seat Glasdon £459 ex vat plus installation)
- 3) Concrete bases to go around path at playing field for residents to buy and install a dedicated memorial bench to a relative. Not costed as yet.
- 4) Put towards a piece of play equipment (money to be kept until see if further grant received)
- 5) A sign * to go near the benches around the perimeter path to demonstrate the exercises possible on the benches
- 6) A pull up bar or similar - gym equipment – to be installed asap (prices from around £900 supply and install, often better value to buy a bundle or package)

Notes

- a) Ex PFWP want to enhance the perimeter path and demonstrate that the recommendation to have a circuit of gym equipment there is being carried out
- b) An idea for a home-made piece of gym equipment/pullup bar was received from the ex PFWP. however clerk not sure this is wise from a health and safety point of view
- c) Quotes for a sign * to follow. Benches need to be checked for safety for this activity.

Options

- Decide now to purchase something to complete the grant and path project and vote on options above
- Decide to think of other items to buy now and vote next month with details of costs
- Decide to delay the purchase until further grant outcome known, then decide what to buy

Finance payments and receipts so far and bank reconciliation

Easton on the Hill Parish Council			Receipts & Payments 2020 - 2021				
Receipts	RECEIPTS		Payments				
Date	Description	Total	Date	Description	Cq.No.	Total	Wages
01/04/2020	Opening Balance	£ 3,254.44	17/04/2020	Hall hire	BP	£ 11.00	
28/04/2020	Precept	£ 16,417.50		Clerk mileage/admin costs	BP	£ 34.20	
Apr-20	allotments cash	£ 85.00		Clerk stationery/admin costs	BP	£ 19.19	
24/04/2020	Credit on email A/C	£ 12.50		Electric supply	BP	£ 229.60	
30/04/2020	Grant from ENC	£ 2,876.40		Ncalc subs	BP	£ 459.85	
		£ 22,645.84		Audit fee	BP	£ 222.00	
				I Forman for new lock	BP	£ 24.00	
Bank rec April				ink contract	BP	£ 9.99	
				Deposit for path	BP	£ 3,451.68	
Less payments		£ 5,234.27		Clerk salary plus hmrc plus home offi	BP	£ 772.76	£ 772.76
		£ 17,411.57	Apr-20	Total		£ 5,234.27	£ 772.76
Bank statement		£ 14,535.17					
plus grant not cleared yet		£ 2,876.40	13/05/2020	ENC emptying bins	BP	£ 65.60	
Balance agrees		£ 17,411.57		Zoom subscription share	BP	£ 7.99	
11/05/2020		£ 5.00		ink subs share	BP	£ 10.00	
20/05/2020	allotment rent	£ 10.00		postage J Rice	BP	£ 2.30	
26/05/2020	grant ENC	£ 6,711.60		Leics Gardens grass cutting	BP	£ 840.00	
04/05/2020	VAT reclaim	£ 591.41		Clerk pay and home office	BP	£ 772.76	£ 772.76
Bank rec May 2020	C/F plus income	£ 29,963.85		Path payment remainder	BP	£ 8,053.92	
				Clock servicing	BP	£ 186.00	
	less payments	£ 15,172.84	Total May		BP	£ 9,938.57	£ 772.76
					BP		
	total	£ 14,791.01			BP		
					BP		
Bank statement	agrees	£ 14,791.01			BP		
					BP		

	BUDGET	ACTUAL TO DATE	% of budget	Committed	APR	MAY
Payments (excluding VAT)						
Staff costs inc hmrc	£ 9,520.00	£ 1,545.52	16.23%		£ 772.76	£ 772.76
Insurance	£ 1,550.00	£ -	0.00%			
Room Hire	£ 200.00	£ 17.66	8.83%		£ 11.00	£ 6.66
Admin costs, station, post, miles	£ 500.00	£ 72.60	14.52%		£ 61.96	£ 10.64
Subscriptions	£ 665.00	£ 459.85	69.15%		£ 459.85	
Training/conference	£ 1,250.00	£ -	0.00%			
Audit	£ 420.00	£ 222.00	52.86%		£ 222.00	
Street Lighting	£ 2,300.00	£ 218.68	9.51%		£ 218.68	
Solicitor		£ -	#DIV/0!			
Parks & Open Spaces, grit, bins	£ 5,610.00	£ 894.67	15.95%			£ 894.67
Asset Maintenance	£ 1,225.00	£ 175.00	14.29%		£ 20.00	£ 155.00
Website & email	£ 585.00	£ -	0.00%			
PWLB	£ -	£ -	#DIV/0!			
s137 payments	£ 50.00	£ -	0.00%			
Other payments (not in budget)	£ 10,000.00	£ 9,588.00	95.88%		£ 2,876.40	£ 6,711.60
Total Payments	£ 33,875.00	£ 13,193.98	38.95%	£ -	£ 4,642.65	£ 8,551.33
	Cumulative				£ 4,642.65	£ 13,193.98
Receipts (excluding VAT)						
Precept - ENC	£ 32,835.00	£ 16,417.50			£ 16,417.50	
Allotment Rent	£ 140.00	£ 112.50			£ 97.50	£ 15.00
Interest	£ 25.00	£ -				
Donations		£ -				
Other receipts (not in budget)	£ 10,000.00	£ 9,588.00			£ 2,876.40	£ 6,711.60
email a/c credit		£ 12.50			£ 12.50	
Total Receipts	£ 43,000.00	£ 26,130.50	60.77%	£ -	£ 19,403.90	£ 6,726.60
Reserves/projects	Opening Balance	Closing Balance		Committed	APR	MAY
General reserves	£ 3,000.00					
Election	£ 1,000.00					
Village plan	£ 150.00					
PF imp project	£ 3,000.00					
Replace bench	£ 700.00					
Replace pole New Town	£ 650.00					
Solicitor fees	£ 500.00					
Path, grant	£ 10,000.00	£ 9,588.00			£ 2,876.40	£ 6,711.60
Total Reserves	£ 19,000.00	£ 9,588.00		£ -	£ 2,876.40	£ 6,711.60
VAT payments					£ 591.62	£ 44.92
					reclaim	£ 591.41

Data Breach Policy

General Data Protections Regulation (GDPR) defines a personal data breach as “a breach of security leading to accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed”. Examples include:

- Access by an unauthorised third party
- Deliberate or accidental action (or inaction) by a controller or processor
- Sending personal data to an incorrect recipient
- Computing devices containing personal data being lost or stolen
- Alteration of personal data without permission
- Loss of availability of personal data

Easton on the Hill Parish Council takes the security of personal data seriously, computers are password protected and hard copy files are kept **securely**.

Consequences of a personal data breach

A breach of personal data may result in a loss of control of personal data, discrimination, identity theft or fraud, financial loss, damage to reputation, loss of confidentiality of personal data, damage to property or social disadvantage. Therefore, a breach, depending on the circumstances of the breach, can have a range of effects on individuals.

Easton on the Hill Parish Council’s duty to report a breach

If the data breach is likely to result in *a risk to the rights and freedoms of the individual*, the breach must be reported to the individual and Information Commissioner’s Office (ICO) without undue delay and, where feasible, not later than 72 hours after having become aware of the breach. The Data Protection Officer must be informed immediately so they are able to report the breach to the ICO in the 72 hour timeframe.

If the ICO is not informed within 72 hours, Easton on the Hill Parish Council via the DPO must give reasons for the delay when they report the breach.

When notifying the ICO of a breach, Easton on the Hill Parish Council must:

- i. Describe the nature of the breach including the categories and approximate number of data subjects concerned and the categories and approximate number of personal data records concerned
- ii. Communicate the name and contact details of the DPO
- iii. Describe the likely consequences of the breach
- iv. Describe the measures taken or proposed to be taken to address the personal data breach including, measures to mitigate its possible **adverse effects**.

When notifying the individual affected by the breach, Easton on the Hill Parish Council must provide the individual with (ii)-(iv) above.

Easton on the Hill Parish Council would not need to communicate with an individual if the following applies:

- It has implemented appropriate technical and organisational measures (i.e. encryption) so those measures have rendered the personal data unintelligible to any person not authorised to access it;
- It has taken subsequent measures to ensure that the high risk to rights and freedoms of individuals is no longer likely to materialise, or
- It would involve a disproportionate effort

However, the ICO must still be informed even if the above measures are in place.

Data processor's duty to inform Easton on the Hill Parish Council

If a data processor (i.e. payroll provider) becomes aware of a personal data breach, it must notify Easton on the Hill Parish Council without undue delay. It is then Easton on the Hill Parish Council's responsibility to inform the ICO, it is not the data processors responsibility to notify the ICO.

Records of data breaches

All data breaches must be recorded whether or not they are reported to individuals. This record will help to identify system failures and should be used as a way to improve the security of personal data.

Record of Data Breaches

Date of breach	Type of breach	Number of individuals affected	Date reported to ICO/individual	Actions to prevent breach recurring

To report a data breach use the ICO online system:

<https://ico.org.uk/for-organisations/report-a-breach/>

Version number	Purpose/change	Author	Date
0.1	Initial draft	LSS	06/03/18
0.2	Annual review	JR	8/6/2020

Adopted on 14 May 2018

Next review date June 2021.

Data Protection Policy

The Data Protection Policy

Easton on the Hill Parish Council recognises its responsibility to comply with the General Data Protection Regulations (GDPR) 2018 which regulates the use of personal data. This does not have to be sensitive data; it can be as little as a name and address.

General Data Protection Regulations (GDPR)

The GDPR sets out high standards for the handling of personal information and protecting individuals' rights for privacy. It also regulates how personal information can be collected, handled and used. The GDPR applies to anyone holding personal information about people, electronically or on paper. Easton on the Hill Parish Council has also notified the Information Commissioner that it holds personal data about individuals.

When dealing with personal data, Easton on the Hill Parish Council staff and members must ensure that:

- **Data is processed fairly, lawfully and in a transparent manner**
This means that personal information should only be collected from individuals if staff have been open and honest about why they want the personal information.
- **Data is processed for specified purposes only**
This means that data is collected for specific, explicit and legitimate purposes only.
- **Data is relevant to what it is needed for**
Data will be monitored so that too much or too little is not kept; only data that is needed should be held.
- **Data is accurate and kept up to date and is not kept longer than it is needed**
Personal data should be accurate, if it is not it should be corrected. Data no longer needed will be shredded or securely disposed of.
- **Data is processed in accordance with the rights of individuals**
Individuals must be informed, upon request, of all the personal information held about them.
- **Data is kept securely**
There should be protection against unauthorised or unlawful processing and against accidental loss, destruction or damage.

Storing and accessing data

Easton on the Hill Parish Council recognises its responsibility to be open with people when taking personal details from them. This means that staff must be honest about why they want a particular piece of personal information.

Easton on the Hill Parish Council may hold personal information about individuals such as their names, addresses, email addresses and telephone numbers. These will be securely kept at the Easton on the Hill Parish Council Office/**Clerk home address** and are not available for public access. All data stored on the Easton on the Hill Parish Council Office/**clerk home address** computers are password protected. Once data is not needed any more, is out of date or has served its use and falls outside the minimum retention time of Council's document retention policy, it will be shredded or securely deleted from the computer.

Easton on the Hill Parish Council is aware that people have the right to access any personal information that is held about them. Subject Access Requests (SARs) must be submitted in writing (this can be done in hard copy, email or social media). If a person requests to see any data that is being held about them, the SAR response must detail:

- How and to what purpose personal data is processed
- The period Easton on the Hill Parish Council tend to process it for
- Anyone who has access to the personal data

The response must be sent within 30 days and should be free of charge.

If a SAR includes personal data of other individuals, Easton on the Hill Parish Council must not disclose the personal information of the other individual. That individual's personal information may either be redacted, or the individual may be contacted to give permission for their information to be shared with the Subject.

Individuals have the right to have their data rectified if it is incorrect, the right to request erasure of the data, the right to request restriction of processing of the data and the right to object to data processing, although rules do apply to those requests.

Please see "Subject Access Request Procedure" for more details.

Confidentiality

Easton on the Hill Parish Council members and staff must be aware that when complaints or queries are made, they must remain confidential unless the subject gives permission otherwise. When handling personal data, this must also remain confidential.

Version number	Purpose/change	Author	Date
0.1	Initial draft	LSS	05/03/18
0.2	Annual review	JR	08/06/2020

Adopted on 14 May 2018

Next review date June 2021

Records Retention Policy

Easton on the Hill Parish Council recognises that the efficient management of its records is necessary to comply with its legal and regulatory obligations and to contribute to the effective overall management of the association. This document provides the policy framework through which this effective management can be achieved and audited.

It covers:

- Scope
- Responsibilities
- Retention Schedule

Scope

This policy applies to all records created, received or maintained by Easton on the Hill Parish Council in the course of carrying out its functions. Records are defined as all those documents which facilitate the business carried out by Easton on the Hill Parish Council and which are thereafter retained (for a set period) to provide evidence of its transactions or activities. These records may be created, received or maintained in hard copy or electronically. A small percentage of Easton on the Hill Parish Council records may be selected for permanent preservation as part of the Council's archives and for historical research.

Responsibilities

Easton on the Hill Parish Council has a corporate responsibility to maintain its records and record management systems in accordance with the regulatory environment. The person with overall responsibility for this policy is the Clerk. The person responsible for records management will give guidance for good records management practice and will promote compliance with this policy so that information will be retrieved easily, appropriately and timely. Individual staff and employees must ensure that records for which they are responsible are accurate, and are maintained and disposed of in accordance with Easton on the Hill Parish Council's records management guidelines.

Retention Schedule

The retention schedule refers to record series regardless of the media in which they are stored.

Document	Minimum Retention Period	Reason
Minutes		
Minutes of Council meetings	Indefinite	Archive
Minutes of committee meetings	Indefinite	Archive
Employment		
Staff employment contracts	6 years after ceasing employment	Management
Staff payroll information	3 years	Management
Staff references	6 years after ceasing employment	Management

Application forms (interviewed – unsuccessful)	6 months	Management	
Application forms (interviewed – successful)	6 years after ceasing employment	Management	
Disciplinary files	6 years after ceasing employment	Management	
Staff appraisals	6 years after ceasing employment	Management	
Finance			
Scales of fees and charges	6 years	Management	
Receipt and payment accounts	6 years	VAT	
Bank statements	Last completed audit year	Audit	
Cheque book stubs	Last completed audit year	Audit	
Paid invoices	Last completed audit year	VAT	
Paid cheques	Last completed audit year	Limitation Act 1980	
Payroll records	3 years	HMRC	
Petty cash accounts	Last completed audit year	Audit	
Insurance			
Insurance policies	6 years after policy end	Management	
Certificates for Insurance against liability for employees	6 years after policy end	Management	
Certificates for Public Liability	6 years after policy end	Management	
Insurance claim records	6 years after policy end	Management	
Health and Safety			
Accident books	3 years from date of last entry	Statutory	
Risk assessment	3 years	Management	
General Management			
Councillors contact details	Duration of membership	Management	
Lease agreements	12 years	Limitation Act 1980	
Contracts	6 years	Limitation Act 1980	
Email messages	At end of useful life	Management	
Consent forms	5 years	Management	
GDPR Security Compliance form	Duration of membership	Management	
Version number	Purpose/change	Author	Date
0.1	Initial draft	LSS	20/2/18
0.2	Annual review	JR	8/6/2020

Adopted on 14 May 2018

Next review date June 2020

STANDING ORDERS



1. Rules of debate at meetings

- a. Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b. A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c. A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d. If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e. An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f. If an amendment to the original motion is carried, the original motion becomes the substantive motion upon which further amendment(s) may be moved.
- g. An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h. A councillor may move an amendment of his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- I. If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman.
- j. Subject to standing order 1(k) below, only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k. One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l. A councillor may not move more than one amendment to an original or substantive motion.
- m. The mover of an amendment has no right of reply at the end of debate on it.
- n. Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate of the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o. Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. To speak on an amendment moved by another councillor;
 - ii. To move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. To make a point of order;
 - iv. To give a personal explanation; or
 - v. To exercise a right of reply.
- p. During the debate 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 he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q. A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r. When a motion is under debate, no other motion shall be moved except:
 - i. To amend the motion;
 - ii. To proceed to the next business;
 - iii. To adjourn the debate;
 - iv. To put the motion to a vote;
 - v. To ask a person to be no longer heard or to leave the meeting;
 - vi. To refer a motion to a committee or sub-committee for consideration;

- vii. To exclude the public and press;
- viii. To adjourn the meeting; or
- ix. To suspend particular standing order(s) excepting those which reflect mandatory statutory requirements.
- s. Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t. Excluding motions moved under standing order 1(r) above, the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 3 minutes without the consent of the chairman of the meeting.
- u. Meetings of the council shall be held at Easton Village Hall, New Road at 19.00 on the second Monday of the month, except August, unless the council decides otherwise at a previous meeting.

2. Disorderly conduct at meetings

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

3. Meetings generally

- a. Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.
- b. The minimum three clear days for notice of a meeting does not include the day on which the notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.
- c. Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.
- d. Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- e. The period of time designated for public participation at a meeting in accordance with standing order 3(d) above shall not exceed 15 minutes unless directed by the chairman of the meeting.
- f. Subject to standing order 3(e) above, a member of the public shall not speak for more than 3 minutes.
- g. In accordance with standing order 3(d) above, a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- h. A person shall raise his hand when requesting to speak. The chairman of the meeting may at any time permit a person to be seated when speaking.
- i. A person who speaks at a meeting shall direct his comments to the chairman of the meeting and be in accordance with the Council's Public speaking at Council and Committee meetings policy, or will be asked to stop.

- j. Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- k. Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted without the Council's prior written consent whilst a meeting is open to the public.
- l. The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- m. Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if any).
- n. The chairman, if present, shall preside at a meeting. If the chairman is absent from a meeting, the vice-chairman, if present, shall preside. If both the chairman and the vice-chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.
- o. Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors or councillors with voting rights present and voting.
- p. The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote. *See standing orders 5(i) and (j) below for the different rules that apply in the election of the chairman of the council at the annual meeting of the council.*
- q. Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- r. The minutes of a meeting shall include an accurate record of the following:
 - i. The names of councillors present and absent;
 - ii. Interests that have been declared by councillors and non-councillors with voting rights;
 - iii. Whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
 - iv. If there was a public participation session; and
 - v. The resolutions made.
- s. A councillor or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.
- t. No business may be transacted at a meeting unless at least one-third of the whole number of members of the council are present and in no case shall the quorum of a meeting be less than three. *See standing order 4d(viii) below for the quorum of a committee or sub-committee meeting.*
- u. If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.
- v. A meeting shall not exceed a period of 2.5 hours.

4. Committees and sub-committees

- a. Unless the council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.
- b. The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the council.
- c. Unless the council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.
- d. The council may appoint standing committees or other committees as may be necessary, and:
 - i. Shall determine their terms of reference;

- ii. Shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of full council;
- iii. Shall permit a committee, other than in respect of the ordinary meeting of a committee, to determine the number and time of its meetings;
- iv. Shall, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of members of such a committee;
- v. May, subject to standing orders 4(b) and (c) above, appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 2 days before the meeting that they are unable to attend;
- vi. Shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
- vii. Shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
- viii. Shall determine the place, notice requirements and quorum for a meeting of a committee and sub-committee which shall be no less than three;
- ix. Shall determine if the public may participate at a meeting of a committee;
- x. Shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. Shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. May dissolve a committee.

5. Ordinary council meetings

- a. In an election year, the annual meeting of the council shall be held on or within 14 days following the day on which the new councillors elected take office.
- b. In a year which is not an election year, the annual meeting of a council shall be held on such day in May as the council may direct.
- c. If no other time is fixed, the annual meeting of the council shall take place at 6pm.
- d. In addition to the annual meeting of the council, at least three other ordinary meetings shall be held in each year on such dates and times as the council directs.
- e. The first business conducted at the annual meeting of the council shall be the election of the chairman and vice-chairman (if any) of the council.
- f. The chairman of the council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the council.
- g. The vice-chairman of the council, if any, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the chairman of the council at the next annual meeting of the council.
- h. In an election year, if the current chairman of the council has not been re-elected as a member of the council, he shall preside at the meeting until a successor chairman of the council has been elected. The current chairman of the council shall not have an original vote in respect of the election of the new chairman of the council but must give a casting vote in the case of an equality of votes.
- i. In an election year, if the current chairman of the council has been re-elected as a member of the council, he shall preside at the meeting until a new chairman of the council has been elected. He may exercise an original vote in respect of the election of the new chairman of the council and must give a casting vote in the case of an equality of votes.
- j. In the election of a new chair, councillors, without notice, can nominate and vote for themselves.

k. Following the election of the chairman of the council and the vice-chairman, if any, of the council at the annual meeting of the council, the business of the annual meeting should include (unless otherwise decided to spread the reviews of policies and committees across the year):

i. In an election year, delivery by the chairman of the council and councillors of their acceptance of office forms unless the council resolves for this to be done at a later date. In a year which is not an election year, delivery by the chairman of the council of his acceptance of office form unless the council resolves for this to be done at a later date;

ii. Confirmation of the accuracy of the minutes of the last meeting of the council;

iii. Receipt of the minutes of the last meeting of a committee;

iv. Consideration of the recommendations made by a committee;

v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;

vi. Review of the terms of reference for committees;

vii. Appointment of members to existing committees;

viii. Appointment of any new committees in accordance with standing order 4 above;

ix. Review and adoption of appropriate standing orders and financial regulations;

x. Review of arrangements, including any charters and agency agreements, with other local authorities and review of contributions made to expenditure incurred by other local authorities;

xi. Review of representation on or work with external bodies and arrangements for reporting back;

xii. In an election year, to make arrangements with a view to the council becoming eligible to exercise the general power of competence in the future;

xiii. Review of inventory of land and assets including buildings and office equipment;

xiv. Confirmation of arrangements for insurance cover in respect of all insured risks;

xv. Review of the council's and/or staff subscriptions to other bodies;

xvi. Review of the council's complaints procedure;

xvii. Review of the council's procedures for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998;

xviii. Review of the council's policy for dealing with the press/media; and

xix. Determining the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council.

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

a. The chairman of the council may convene an extraordinary meeting of the council at any time.

b. If the chairman of the council does not or refuses to call an extraordinary meeting of the council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the council. The public notice giving the time, place and agenda for such a meeting must be signed by the two councillors.

c. The chairman of a committee may convene an extraordinary meeting of the committee at any time.

d. If the chairman of a committee does not or refuses to call an extraordinary meeting within seven days of having been requested to do so by two members of the committee, and two members of the committee may convene an extraordinary meeting of a committee.

7. Previous resolutions

a. A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least three councillors to be given to the Proper Officer in accordance with standing

order 9 below, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.

b. When a motion moved pursuant to standing order 7(a) above has been disposed of, no similar motion may be moved within a further six months.

8. Voting on appointments

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

9. Motions for a meeting that require written notice to be given to the Proper Officer

a. A motion shall relate to the responsibilities of the meeting which it is tabled for an in any event shall relate to the performance of the council's statutory functions, powers and obligations or an issue which specifically affects the council's area or its residents.

b. No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least seven clear days before the meeting. Clear days do not include the date of the notice or the day of the meeting.

c. The Proper Officer may, before including the motion on the agenda received in accordance with standing order 9(b) above, correct obvious grammatical or typographical errors in the wording of the motion.

d. If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) above is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it in writing to the Proper Officer so that it can be understood at least seven clear days before the meeting.

e. If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.

f. Subject to standing order 9(e) above, the decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g. Motions received shall be recorded in a book for that purpose and numbered in the order that they are received.

h. Motions rejected shall be recorded in a book for that purpose with an explanation by the Proper Officer for their rejection.

10. Motions at a meeting that do not require written notice

a. The following motions may be moved at a meeting without written notice to the Proper Officer;

i. To correct an inaccuracy in the draft minutes of a meeting;

ii. To move to a vote;

iii. To defer consideration of a motion;

iv. To refer a motion to a particular committee or sub-committee;

v. To appoint a person to preside at a meeting;

vi. To change the order of business on the agenda;

vii. To proceed to the next business on the agenda;

viii. To require a written report;

- ix. To appoint a committee or sub-committee and their members;
- x. To extend the time limits for speaking;
- xi. To exclude the press and public for a meeting in respect of confidential or sensitive information which is prejudicial to the public interest;
- xii. To not hear further from a councillor or a member of the public;
- xiii. To exclude a councillor or member of the public for disorderly conduct;
- xiv. To temporarily suspend the meeting;
- xv. To suspend a particular standing order (unless it reflects mandatory statutory requirements);
- xvi. To adjourn the meeting; or
- xvii. To close a meeting.

11. Handling confidential or sensitive information

- a. The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential or sensitive information which for special reasons would not be in the public interest.
- b. Councillors and staff shall not disclose confidential or sensitive information which for special reasons would not be in the public interest.
- c. Some items may, if made public, or shared with all Councillors in detail, may be detrimental to an individual. If sensitive or items of a delicate nature are noted as such, Councillors will allow discretion by the Clerk not to share more information than is needed.

12. Draft minutes

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

13. Code of Conduct and dispensations *See also standing order 3(s) above*

- a. All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the council.
- b. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.

- c. Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d. Dispensation requests shall be in writing and submitted to the Proper Officer as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e. A decision as to whether to grant a dispensation shall be made by the Proper Officer and that decision is final.
- f. A dispensation request shall confirm:
 - i. The description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. Whether the dispensation is required to participate at a meeting in a discussion only or discussion and a vote;
 - iii. The date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. An explanation as to why the dispensation is sought.
- g. Subject to standing orders 13(d) and (f) above, dispensation requests shall be considered by the Proper Officer before the meeting or, if this is not possible, at the start of the meeting for which the dispensation is required.
- h. A dispensation may be granted in accordance with standing order 13(e) above if having regard to all relevant circumstances the following applies:
 - i. Without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business or
 - ii. Granting the dispensation is in the interests of persons living in the council's area or
 - iii. It is otherwise appropriate to grant a dispensation.

14. Code of Conduct complaints

- a. Upon notification by the Borough or County Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the council's code of conduct, the Proper Officer shall, subject to standing order 11 above, report this to the council.
- b. Where the notification in standing order 14(a) above relates to a complaint made by the Proper Officer, the Proper Officer shall notify the chairman of the council of this fact, and the chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the council has agreed what action, if any, to take in accordance with standing order 14(d) below.
- c. The council may:
 - i. Provide information or evidence where such disclosure is necessary to progress an investigation of the complaint or is required by law;
 - ii. Seek information relevant to the complaint from the person or body with statutory responsibility
- d. Upon notification by the Borough or County Council that a councillor non-councillor with voting rights has breached the council's code of conduct, the council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.

15. Proper Officer

- a. The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the council to undertake the work of the Proper Officer when the Proper Officer is absent.

b. The Proper Officer shall:

- i. At least three clear days before a meeting of the council and sub-committee serve on councillors, by delivery or post at their residences, a signed summons confirming the time, place and the agenda.
- ii. Give public notice of the time, place and agenda at least three clear days before a meeting of the council or a meeting of a committee (provided that the public notice with agenda of an extraordinary meeting of the council convened by councillors is signed by them);
- iii. Subject to standing order 9 above, include on the agenda all motions in the order received unless a councillor has given written notice at least five days before the meeting confirming his withdrawal of it;
- iv. Convene a meeting of full council for the election of a new chairman of the council, occasioned by a casual vacancy in his office;
- v. Facilitate inspection of the minute book by local government electors;
- vi. Receive and retain copies of byelaws made by other local authorities;
- vii. Retain acceptance of office forms from councillors;
- viii. Retain a copy of every councillor's register of interests;
- ix. Assist with responding to requests made under the Freedom of Information Act 2000 and Data Protection Act 1998, in accordance with and subject to the council's policies and procedures relating to the same;
- x. Receive and send general correspondence and notices on behalf of the council except where there is a resolution to the contrary;
- xi. Manage the organisation, storage of, access to and destruction of information held by the council in paper and electronic form;
- xii. Arrange for legal deeds to be executed;
See also standing order 22 below
- xiii. Arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the council in accordance with the council's financial regulations;
- xiv. Record every planning application notified to the council and the council's response to the local planning authority in a book for such purpose;
- xv. Refer a planning application received by the council to the [chairman or in his absence the vice-chairman of the council] OR [chairman of the planning Committee] within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of the [council] OR [committee].
- xvi. Manage access to information about the council via the publication scheme.

16. Responsible Financial Officer

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

17. Accounts and accounting statements

- a. "Proper practices" in standing orders refer to the most recent version of Governance and Accountability for Local Councils – a Practitioners' Guide (England).
- b. All payments by the council shall be authorised, approved and paid in accordance with the law, proper practices and the council's financial regulations.

- c. The Responsible Financial Officer shall supply to each councillor **monthly** or as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
- i. The council's receipts and payments for each month/quarter;
 - ii. The council's aggregate receipts and payments for the year to date;
 - iii. The balances held at the end of the month/quarter being reported
- And which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
- i. Each councillor with a statement summarising the council's receipts and payments for the last quarter and the year to date for information; and]
 - ii. To the full council the accounting statements for the year in the form of Section 1 of the annual return, as required by proper practices, for consideration and approval.
- e. The yearend accounting statements shall be prepared in accordance with proper practices and applying the form of accounts determined by the council (receipts and payments, or income and expenditure) for a year to 31 March. A completed draft annual return shall be presented to each councillor before the end of the following month of May. The annual return of the council, which is subject to external audit, including the annual governance statement, shall be presented to council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
- i. The keeping of accounting records and systems of internal controls;
 - ii. The assessment and management of financial risks faced by the council;
 - iii. The work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. The inspection and copying by councillors and local electors of the council's accounts and/or orders of payments; and
 - v. Procurement policies (subject to standing order 18(c) below) including the setting of values for different procedures where a contract has an estimated value of less than £10,000.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Financial regulations shall confirm that a proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £10,000 shall be procured on the basis of a formal tender as summarised in standing order 18(d) below.
- d. Subject to additional requirements in the financial regulations of the council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. A specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. An invitation to tender shall be drawn up to confirm (i) the council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. The invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. Tenders are to be submitted in writing in a sealed envelope addressed to the Proper Officer;
 - v. Tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;

- vi. Tenders are to be reported to and considered by the appropriate meeting of the council or a committee or sub-committee with delegated responsibility.
- e. Neither the council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

19. Handling staff matters

- a. A matter personal to a member of staff that is being considered by a meeting of council is subject to standing order 11 above.
- b. Subject to the council's policy regarding absences from work, the council's most senior member of staff shall notify the chairman or, if he is not available, the vice-chairman of absence occasioned by illness or other reason and that person shall report such absence at its next meeting.
- c. The chairman, or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and is subject to approval by resolution by the council.
- d. Subject to the council's policy regarding the handling of grievance matters, the council's most senior employee shall contact the chairman or in his absence, the vice-chairman, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the council.
- e. Subject to the council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman this shall be communicated to another member of the council, which shall be reported back and progressed by resolution of the council.
- f. Any persons responsible for all or part of the management of staff shall treat the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters as confidential and secure.
- g. The council shall keep all written records relating to employees secure. All paper records shall be secured and locked and electronic records shall be password protected and encrypted.
- h. Only persons with line management responsibilities shall have access to staff records referred to in standing orders 19(f) and (g) above if so justified.
- i. Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 19(f) and (g) above shall be provided only to the Clerk and/or the chairman of the council.

20. Requests for information

- a. Requests for information held by the council shall be handled in accordance with the council's policy in respect of handling requests under the Freedom of Information Act 2000 and the Data Protection Act 1998.
- b. Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the chairman. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000.

21. Relations with the press/media

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

22. Execution and sealing of legal deeds

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

- a. A legal deed shall not be executed on behalf of the council unless authorised by a resolution.
- b. Subject to standing order 22(a) above, any two councillors may sign, on behalf of the council, any deed required by law and the Proper Officer shall witness their signatures.

23. Communicating with District and County Councillors

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

24. Restrictions on councillor activities

- a. Unless authorised by a resolution, no councillor shall:
 - i. Inspect any land and/or premises which the council has a right or duty to inspect; or
 - ii. Issue orders, instructions or directions.

25. Planning Applications

- a. The Clerk or nominated member shall, as soon as it is received, record the following particulars of every planning applications notified to the Council.
 - The date on which it was received
 - The name of the applicant
 - The place to which it relates
 - A summary of the nature of the application
 - The application deadline date

26. Seeking advice

Where advice is needed from East Northants Council (ENC) or the Northants CALC on procedural matters, this should always be done through the clerk. The Monitoring Officer will continue to provide advice to individual councillors on their personal position in relation to declarations of interest but, if there are concerns about the position of other councillors, that advice should be asked for, by and given to, the clerk.

27. Standing orders generally

- a. All or part of a standing order, except one that incorporates mandatory statutory requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b. A motion to add to or vary or revoke one or more of the council’s standing orders, except one that incorporates mandatory statutory requirements, shall be proposed by a special motion, the written notice by at least three councillors to be given to the Proper Officer in accordance with standing order 9 above.
- c. The Proper Officer shall provide a copy of the council’s standing orders to a councillor as soon as possible after he has delivered his acceptance of office form.
- d. The decision of the chairman of a meeting as to the application of standing order at the meeting shall be final.

Signed	Original Signed by Chairman	Signed	Original Signed by Clerk
Date		Date	

EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT 31ST MARCH 2020

			Date	Replacement	Insure		
		Value	Acquired	value	Y/N	Risk/ level	Risk assessment and action
					Excess £250		
<u>Playing Field:</u>	Nominal Value	£ 1,000.00	1967	////	N	Med	ROSPA
	Pavilion	£ 32,340.80		////	N		
	Standpipe and tap	£ 500.00		////	N		
	Gate	£ 300.00		////	N		and
	Safety matting under swing	£ 3,259.50		*	Y		
	Dog Bin	£ 145.00		////	N		
	Litter Bin	£ 298.00		////	N		monthly
	Youth Shelter & Basket area	£ 11,782.00	11/02/2013	*	Y		
				////	////		
<u>The Close:</u>	Combination swings of	£ 3,000.00		*	Y	Med	
	2 child's and Cradle swing			////	////		
	Slide	£ 1,800.00		*	Y		councillor
	Safety Surfacing for above	£ 7,361.42	10/06/2012	*	Y		
	2 Springies & safety surface	£ 3,793.65	10/06/2012	*	Y		
	Bench Seat	£ 455.00		£700	Y		checks

EASTON ON THE HILL PARISH COUNCIL-ASSETS REGISTER AS AT 31ST MARCH 2020

				////	////		
<u>Allotments:</u>	Nominal Value	£ 500.00	Not Known	N/A	N	Nil	Annual check
	Fence	£ 2,259.00		£2500	Y	Degrades, falls/breaks	Annual checks
	Standpipe and tap	£ 500.00		N/A	N	Nil	Annual checks
				////	////		
<u>Pocket Park: (Spring Close)</u>	Nominal Value	£ 500.00	Gifted 1977 Registered 1996	N/A	N	nil	Annual check
				////	////		
<u>Millennium Garden:</u>	Nominal Value	£ 500.00	May 2001	N/A	N	nil	Annual check
				////	////		
<u>War Memorials:</u>	Church Street & Spring Close	£ 48,873.02		£50,000	Y	nil	Annual check
				////	////		
<u>Bus Shelter:</u>	Insurance Value	£ 6,000.00		£6120	Y	Vandalised	Annual check
				////	////		
<u>Street Furniture:</u>	73 Street Lights	£ 78,070.00	After 01/04/12	*	N	nil	Ad hoc checks
	37 Street lights plus new pole	£14766	August 2019	?	N		
	Refuse Bins	£ 1,200.00		////	N	Structural degradation resulting in injury to 3 rd parties	Ad hoc checks
	9 x Dog Bins	£ 1,305.00		////	N	Structural degradation resulting in injury to 3 rd parties	Ad hoc checks

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	Benches x 5	£ 3,000.00	5 th bought 11/04/16	£700 for one	Y	Detach from base, structural degradation resulting in injury to third parties	Annual checks
	Vehicle Activation Signs x 2	£ 3825.00	30/06/16	£3900	Y	Damage or failure	Adequate training, proper use, regular inspections
	VAS Batteries x 3	£ 708.90	30/06/16	N/A	N	Nil	
	Solar VAS plus Post	£ 4452.00	Aug 2017	£4452	Y	As above	As above
	Village Signs x2	£ 1715.25	17/01/17	£1750	Y	Nil	Annual checks
	Grit Bins x 6	£1750	20/10/18	?	N	Nil	Ad hoc checks
Gd Maint. Equipment	Honda Rotary Mower	£ 700.75		?	N		
				////	////		
Office Equipment:	PC, screen, printer/fax/copier	Written Off	01/04/15	////	N/A		
	Laptop, and software	Written Off	09/10/17	////	N/A		
	printer	£ 49.00		£60	N	Printer breaks down, no ink available	Clerk to maintain, arrange use of own equipment if needed
	Chain of Office/Medallion	£ 574.13		£590	Y	Not stored safely, stolen, broken	Kept securely, annual checks
	Laptop and software	£ 400.00	25/02/17	£400	Y	Laptop breaks down, comes to end of useful life	Get repaired as necessary, clerk to maintain
First Aid Equipment:	Defibrillator	£ 780.00		£1000	Y	Breaks down, stolen	Monthly checks done by councillors and reported
	Defibrillator Cabinet	£ 345.00		£400	Y	Cabinet breaks, risk of injury, defib stolen	As above
	Defibrillator (Donated)	£ 780.00	01/06/2017	£1000	Y	As above	As above

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	Defibrillator Cabinet(Donated)	£ 345.00	01/06/2017	£400	Y		As above
Totals		<u>£239933.42</u>					

Totals insured £

Office equipment £990

Play equip £30333

Street furniture incl MVAS £66922

General (defib, fence) £5300

Risk – insured value doesn't match replacement value

Action – clerk to update register and check insurance policy at time of renewal

THE WAY AHEAD

Can I start by saying it is immaterial to me, Debbie, Emily, Pam and Louise what the name of the group is going forward. Our priority is to implement the PFWP recommendations. I will use the acronym PIG (Playing field improvement group) just to make this easier to understand.

PFWP RECOMMENDATIONS

The PFWP report supported the establishment of a PFA. The remit of the PFA would be to enact the recommendations of the PFWP.

TERMS OF REFERENCE

It is envisaged the TOR would be like those of the PFWP, suitably amended to reflect the role of PIG. The existing TOR can be viewed on the additional documents for meeting on 8th Apr 19, pages 36-40.

LEASE

The PIG does not want a 30-year lease. It has been suggested the lack of a lease would determine the autonomy the PC is willing to give a PFA. The PIG would work with the PC and a parish councillor would be a member of the group. We do not accept it would be any more difficult if the PC still had responsibility for the PF.

MEMBERSHIP

The PIG membership is OPEN to anybody who wants to be an active member, up to a maximum of 10. As the PIG is going to be established to enact the recommendations of the PFWP that have already been approved by the PC why does it need to have members from other organisations or societies. Why does the village need to be consulted on what they want on a PFA? The group does not need armchair critics or keyboard warriors. It is also understood that there are groups in the village who can assist, and they would be asked directly. As unpalatable as this may be for some members of the PC there are residents of EOTH who will not support the PF if it is run solely by the PC.

CHARITY

The PIG is aware a charity would be required to enable funds to be acquired and are committed to undertaking those responsibilities. As to the type of Charity, etc we are prepared to take advice. Tim said at the last meeting he is prepared to advise.

FUND RAISING

The PIG is prepared to raise funds for the PF. Please use their energy! The PC could also apply for funding through their channels. It does not have to be only the PC. Any Village organisations can apply for funding. It would just need co-ordinating. The decisions in respect of buying equipment for the PF would be taken by the PIG.

POA

The PIG intends to raise funds, in tandem with the PC, over the next 3 yrs to enable EOTH to have a playing field fit for 21st century.

Phase 1.

- a. Establish PIG, TOR, Charity.
- b. Apply for grants.
- c. Demolish sports pavilion, repair car park suitable for 15 cars, fence & fit gate to car park, purchase trg/sports/play equipment. (subject to receiving grant from Augean).
- d. Move small goal posts.
- e. Establish outdoor exercise circuit, to be funded with money obtained for footpath. Signs, posts, teenage outdoor equipment (Power Bar)
- f. Funds required £50,000

Phase 2.

- a. Raise more money.
- b. Apply for more grants.
- c. Purchase more outdoor exercise equipment. Hand cycle.
- d. Fence child play area and replace existing play equipment.
- e. Build nature trail/woodland walk.
- f. Approach PCC once ownership established of PF re vehicle access from A43.
- g. Build a goal wall. Graffiti wall. Climbing wall.
- h. Funds required £25,000

Phase 3.

- a. Raise more money.
- b. Apply for more grants.
- c. Purchase MUGA, with tennis court, netball court, volleyball court, football pitch.
- d. Build toilet.
- e. Funds required £100,000.

DECISION

The PF has been dormant for many years, there is now a real opportunity to move forward. The mindset of those who want to form a PIG are different to the PC, allow us to channel these ideas and give EOTH the PF it needs and deserves.

Kevin Cox
Chair PFWP.

Applicant 1

I was born and raised in the village where i attend the primary school before moving on to Kings Cliff and then onto PWS at Oundle. After finishing 6th form when on to work at a local large scale farm. I then went on to do 3 years at an agricultural college. After finishing that went on to work back on the farm before spending over 10 years working on farm all over the world finally come back to the UK in 2006 where i have been doing a varied number of jobs from back on the farm to driving a London bus. Before taking my HGV test and driving lorries on agency work before having 3 years working at ketton cement before moving on to driving for Royal mail as a network driver for the national hub taking the mail to all corners of the uk. I still do some farm work in my free time for a farmer in the village as well as some European truck driving for the music and f1 industry .

Im open minded and think outside the box with a can do outlook and have a lot of local knowledge and contacts. I have many interests including travel motor sports machinery new and old and how things work.

I was a member of the horticultural society committee for about 10 years mainly dealing with the marquee and the show Schedule and the scoring system as well as the printing.
Im hope to be on the Parish council to push forward the plan of the village.

Applicant 2

I have lived in the village since 2012, although Jodie and I did spend 3 years living in the US through 2014 to 2017. I am originally from Peterborough and have worked for Cummins (Newage Int) for almost 25 years.

I have two sons from a previous relationship, both of whom live away. Sam lives in London and works in PR. Jack, my eldest son, lives in Tokyo with his wife Sachika and my grandson Kaede and granddaughter, Iona.

Prior to moving to the US, I spent two years as a director of the family charity Home Start - Stamford as part of the Cummins In the Community initiative. In this role, I lead the strategy development work, creating a long-term plan focused on minimising the risk of funding imbalance.

As part of my career in Cummins, I have built significant experience defining long term strategic plans by engaging multiple voices and building engagement and buy in. This is combined with good communication skills and an ability to manage ambiguity and deliver consensus.

I am a passionate believer in exploring alternatives and ensuring different views and perspectives are explored and understood. This drives engagement and buy-in as well providing new and alternative opportunities.

I would appreciate the opportunity to work with you, learning from you and possibly helping to build and shape the Easton of the future.

Applicant 3

Born in village, left the village in 1972 to join Army and served 27 years in Royal Military Police.

Maintained links with village throughout my service and returned to live in 2006.

Since leaving the forces have been employed in the tile business in a variety of roles, including having my own business from 2002 – 2012. Currently self-employed.

Strengths: Very able team player. Adept at making decisions. Forthright.

Weakness: Dry sense of humour, 😊