

To: All Members of Compton Parish Council

All Councillors are hereby summoned to attend the following meeting.

Please inform the Clerk if you are unable to attend.

NOTICE OF MEETING

MEETING: Full Council

DATE & TIME: Monday 4th October 2021 at 7.00pm

PLACE: Online via Zoom - Meeting ID: 895 5204 5155, Passcode: 633148, [Meeting Link](#)

S. Marshman

Dr. S. Marshman, CiLCA, Clerk to the Council

28th September 2021

Agenda

1. To receive, and consider for acceptance, apologies for absence from Members of the Council
2. To receive any [declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation](#)
3. To receive:
 - 3.1 Questions or comments from members of the public regarding items on the agenda
 - 3.2 Representations from any member who has declared a personal interest
4. To approve the [Minutes of the Full Council Meeting held on 6th September 2021](#)
5. To discuss any matters arising from the meeting held on 6th September 2021
6. To receive a report from the District Councillor
7. To review the minutes and recommendations from the following committees:

Committee	Meeting Date	Minute Numbers	Recommendations
Planning	No meeting		
Personnel	No meeting		

8. To receive an update and review recommendations from the following working parties:

Working Party	Meeting Date	Recommendations
Burial Ground	No meeting	
Village Enhancement	No meeting	

Digital	No meeting	
Queen's Platinum Jubilee	No meeting	
Street lighting	No meeting	
Sports Pavilion	No meeting	
Allotments	No meeting	

9. Planning Applications

9.1 To consider the following new planning applications:

- None

9.2 To consider whether to request the District Councillor calls in any planning applications to the Western Area Planning Committee

9.3 To consider whether to refer any planning applications for further response from the Council's planning consultants

9.4 To receive a report on recent planning decisions taken by West Berkshire Council

10. To receive the Clerk's report

11. Finance:

11.1 To consider approving the payments listed on the [Finance Report](#)

11.2 To note the most recent [Bank Reconciliation](#)

11.3 To note the Quarterly Budget Report (if applicable)

11.4 To receive any reports from the Internal Controller (if applicable)

12. To review the [Temporary Scheme of Delegation](#)

13. To review the [External Auditor's Report](#) for the Annual Governance and Accountability Return 2020/21

14. To consider a [request for a donation for the replacement of the roof of the Scout Hut](#)

15. To review [advertising rates for Compilations for 2022](#)

16. To review the [Training and Development Policy](#) and councillor training needs

17. To consider adopting a [Social Media & Communications Policy](#) and to agree which social media platforms the council should use

18. To consider setting a budget for bulb planting

19. To consider whether a legal representative is required with regards to planning application 20/01336/OUTMAJ

20. To discuss installing outdoor gym equipment in the Recreation Ground

21. To receive an update on vandalism and anti-social behaviour (ASB) in the village

22. To receive reports on the following:

- 22.1 Recreation Ground
- 22.2 Sports Pavilion
- 22.3 Rights of Way
- 22.4 Village Hall
- 22.5 Allotments
- 22.6 Downland Practice Patient Representation Group
- 22.7 Communications
- 22.8 Neighbourhood Development Plan
- 22.9 Burial Ground

23. To discuss matters for future consideration and for information

24. To resolve under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) that as publicity would be prejudicial to the public interest by reason of the Confidential nature of the business about to be transacted, it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw

25. To consider actions to be taken relating to Newbury Lane allotments

Date and time of next scheduled meeting:

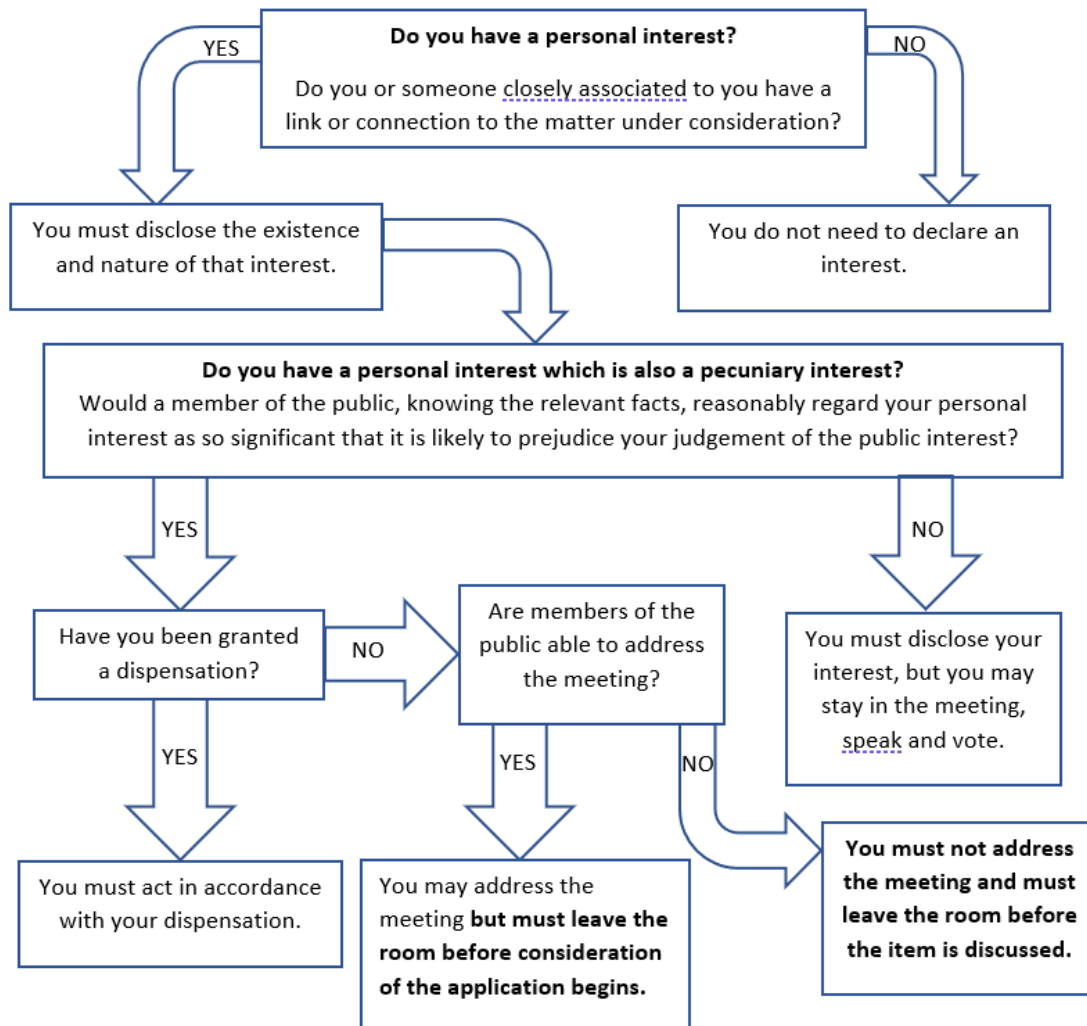
Full Council: Monday 1st November 2021 at 7pm

Supporting Documentation

2. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation

Members are invited to declare disclosable pecuniary interests and other interests in items on the agenda as required by the Compton Parish Council [Code of Conduct for Members](#), as adopted on 4th June 2018, minute 18/19-404, and by the [Localism Act 2011 Chapter 7](#).

The following is provided for guidance:



9.4 To receive a report on recent planning decisions taken by West Berkshire Council

The following decisions have been reported by West Berkshire Council since the last Parish Council meeting:

- 21/00780/HOUSE 11 Manor Crescent, Compton, Newbury, West Berkshire RG20 6NR - Single storey rear extension. Application approved.
- 21/01833/HOUSE 10 Shepherds Mount, Compton, Newbury, West Berkshire RG20 6QZ - First floor extension over existing single storey side extension, single mono pitched rear extension and demolition of existing garage to form carport and pedestrian access at lower ground level to the side of house with mono pitch side extension over. Modifications to roofline to existing porch. Application approved.

11. Finance:

Finance Report

Status at last bank reconciliation 31st August 2021

Account	Amount
Unity Trust Current Account	£40,062.40
Unity Trust Deposit Account	£122,634.57
Lloyds Multipay Corporate Card	-£90.99
Total	£162,605.98

Income received 31st August - 26th September 2021

Account	Income Detail	Amount
Unity Current	Precept 2nd payment	£24,525.00
Unity Current	Refund	£36.00
Unity Current	Compilations advertising	£60.00
Total		£24,621.00

Payments made on Lloyds Corporate Card to be approved

Method	Date	Payee	Payment Detail	Amount
CC	02-Sep-21	Lloyds	Monthly card fee	£3.00
CC	07-Sep-21	Amazon	Safety signage	£8.97
CC	10-Sep-21	DF Sales Ltd	Mop	£21.98
CC	10-Sep-21	Racking.com	Changing room benches	£462.40
CC	10-Sep-21	Amazon	Finger lights (xmas event)	£33.98
CC	15-Sep-21	Amazon	Thermometer	£11.69
CC	16-Sep-21	Amazon	Tent pegs and mallet	£14.97
CC	17-Sep-21	Amazon	Non-slip mats	£67.96
CC	17-Sep-21	Amazon	Tent pegs and mallet	£17.98
CC	20-Sep-21	Eurooffice	Whiteboard	£126.61
CC	21-Sep-21	Amazon	Stationery/brush	£8.90
CC	26-Sep-21	Microsoft	Microsoft 365	£11.28
Total				£789.72

Payments to be approved

Method	Date	Payee	Payment Detail	Amount
DD	20-Sep-21	Vodafone	Mobile phone Sep	£21.29
BACS	04-Oct-21	PKF Littlejohn	Annual audit fee	£360.00
BACS	04-Oct-21	CJM Services	Goal post purchase and installation	£2,255.00
BACS	04-Oct-21	SLCC Enterprises Ltd	Training fee	£60.00
BACS	04-Oct-21	SLCC Enterprises Ltd	Conference fee	£120.00
BACS	04-Oct-21	Staff Costs	Including salary, expenses, PAYE and pension contributions Sept	£1,550.62
DD	11-Oct-21	Southern Electric	Electricity street lights qtr2	£1,366.93
Total				£5,733.84

Transfers

Method	Date	From Account	To Account	Amount
DD	16-Sep-21	Unity Current	Lloyds	£93.99
Total				£93.99

Bank Reconciliation August**Bank Reconciliation at 31/08/2021**

Cash in Hand 01/04/2021 £163,302.67

ADD

Receipts 01/04/2021 - 31/08/2021 £31,576.43

Subtotal £194,879.10

SUBTRACT

Payments 01/04/2021 - 31/08/2021 £32,273.12

A = Cash in Hand 31/08/2021 (per cash book) £162,605.98

Cash in hand per Bank Statements

Petty Cash	£0.00
3 Lloyds Corporate Card	£-90.99
2 Unity Deposit	£122,634.57
1 Unity Current	£40,062.40

Less unrepresented payments £0

Plus unrepresented receipts £0

B = Adjusted Bank Balance £162,605.98

A = B Checks out OK

12. To review the Temporary Scheme of Delegation

Temporary Scheme of Delegation

1. Section 101 of the Local Government Act 1972 provides:
 - That a Council may delegate its powers (except those incapable of delegation) to a committee or an officer.
 - A Committee may delegate its powers to an officer.
2. Any delegation to a Committee or the Proper Officer shall be exercised in compliance with the Council's Standing Orders, any other policies or conditions imposed by the Council and within the law.
3. The Proper Officer may nominate another named Officer to carry out any powers and duties, which have been, delegated to that Officer.
4. In an emergency the Proper Officer is empowered to carry out any function of the Council
5. Where officers are contemplating any action under delegated powers, which is likely to have a significant impact in a particular area, they should also consult the Members, and must ensure that they obtain appropriate legal, financial and other specialist advice before action is taken.

Delegation to The Proper Officer

6. As a temporary measure, to allow for effective decision making whilst Covid-19 restrictions and considerations are in place, the Proper Officer may be empowered to take any and all decisions recommend to them by the relevant Committee or Full Council
7. This empowerment does not affect the delegations already in place via Standing Orders or Financial regulations.
8. The Proper Officer may not take additional decisions that would normally be taken by a Committee or Full Council unless that Committee or Full Council has met in a meeting suitably convened under the requirements of the Local Government Act 1972, and made available to the public to view (where not covered by confidentiality) and expressly agreed for that decision to be enacted via this temporary delegation.

Full Council Matters

9. The following items are reserved for Full Council decision only and cannot be delegated to an Officer.
 - To appoint the Chairman and Vice-Chairman in May each year
 - To sign off the Governance Statement by 30th June each year

- To set the Precept
- To appoint the Head of Paid Service (Parish Clerk)
- To make byelaws
- To borrow money
- To consider any matter required by law to be considered by Council

13. To review the External Auditor's Report for the Annual Governance and Accountability Return 2020/21

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **COMPTON PARISH COUNCIL - BE0028**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2020/21

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

14/09/2021

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

14. To consider a request for a donation for the replacement of the roof of the Scout Hut

The following report has been provided by 1st Compton Scouts.

1st Compton Scout and Guide Hut – Roof

Background

The Hut is located on the edge of the village of Compton. The site was originally the sports club (with grass tennis courts) for the Institute of Animal Health (part of BBSRC) Recreation Society. The land was owned by BBSRC, and then sold to the current land owner Dyson Farming.

The lease was renewed in 2012 (at significant cost mainly in time but also legal fees). The lease is held by SATC (Scout Association Trust Corporation) as custodian trustee on behalf of 1st Compton Scout Group, 1st Compton Guides and 1st Compton Brownies. The Guides and Brownies are listed separately as they are separate legal entities, all sections of the Scout Group come under a single entity.

At renewal, two leases were negotiated. 1 for the original parcel of land, on which the building was built, the 2nd for an area of land which had become part of the site.

Both leases run to the end of 2041, the original has no cancellation clause for the landlord, and I was informed by our legal advisor, we would have the right to renew under the same terms.

The 2nd lease has a cancellation with 5 years notice, and no right to renew.

The Hut itself is on the 1st lease, and was put there under the terms of the original lease.

Therefore, there is a secure level of tenure over which the benefit of the investment will be received. Should the lease be terminated, the lease holders would be responsible for "Returning the land to its original condition" (i.e. removal of the hut).

The responsibility for each named party is controlled by a Joint Trust Agreement (Created by The Scout Association and Girl Guiding in 1975). The same document was used in the lease renewal, and shows its age.

The Joint Trust Agreement states that should both the Guiding groups stop operating, their 50% responsibility goes to Girlguiding District. If the Scout Group stops, Taceham Hundred District would be responsible.

1st Compton Scout Group did cease to operate up to 2009 for a period. During that time Taceham Hundred District did run the Scouts side of the hut, including paying a portion of the running costs. The Hut is managed by a joint "Hut Management Committee". The Joint Trust Agreement states 3 members from Scouting and 3 from Guiding. In reality, we take what we can get. Currently all sections are represented on the committee, along with non-affiliated chairman and a treasurer. Compton Players (amateur dramatics society) are named renters on the Lease and also have representation. A representative from Dyson Farming also sits on the committee. In general the group will come to an agreement on items.

The Hut is home to Rainbows, Brownies, Guides, Rangers, Beavers, Cubs, Scouts, Explorer unit, plus

used for storage by Compton Players. In the region of 150+ young people use the Hut Every week. It is the only out of school youth focused facility in the area. The Scout Group is seeing an increase in interest as we come out of Lockdown.

Since the Scout Group reactivated in 2009, significant works have been completed on the Hut. These include

- Complete replacement of the toilets, including adding accessible facilities.
- Replacement of the cooker with a 6 burner Gas range, with extractor and bottled gas supply.
- Replacement of the carpet in the main hall.
- Replacement of all tables and chairs.
- Replacement of the suspended ceiling

A number of these items included the removal of or management of Asbestos in tiles and glue.

Roof Replacement

Despite being told on many occasions that the roof was sound by various “experts”, after replacing the suspended ceiling it became obvious there were issues. Dyson farming facilitated a meeting with Curtis Engineering who specialise in and have assisted Dyson Farming with similar buildings on the estate. The resulting report was that the Asbestos Cement roof has developed micro fractures and is now more like a sponge. The recommendation is replacement. With a quotation to:

- Supply labour, materials and equipment to remove the presumed asbestos cement roof cladding and dispose of to a licensed tip.
- Replace the roof covering with a plastic coated insulated (115mm thick) composite cladding panel. To include new ridge capping, barge boards and plastic coated Trimline gutters with new plastic downpipes.
- To Remove existing ceiling tiles and insulation bags above prior to works commencing.
- To Provide decked scaffolding at eaves and safety nets/fall arrest.

They have given us a “Budget” figure of £38,354 plus VAT (£46,024 inc VAT). It is a budget figure because “Due to the current instability with material costs and supply this is a budget quotation”

A Funding request has been put on the Good Exchange. With the above figure, with 10% added gives us a total of £50,627.

Timing of the work. Ideally as soon as possible.

We have looked at alternatives to replacement. There are sealing sprays that can be applied, we have been advised these would not be suitable. There are also “Wraps” but again, these would not be ideal and both would only give a few years. Neither will provide the solution of removing the Asbestos.

Funding

The Hut Committee has committed £15,000 to the project. (This has come from a maintenance fund, plus monies from COVID Leisure grants.)

Typically the Hut Committee holds minimal reserves, sufficient for 1 Years operation (Around £4000 to £6000). The End of year figures for 2020-21 the closing balance was just over £18,000.

We have a Major Grant offer from Greenham Common Charitable Trust to Match Fund a further £17,750.

Matched funding will only be accessed if monies come from “outside”. So monies from 1st Compton would not benefit. The wording on the offer is

“The funds to be matched must be donated by individuals, charities, commercial organisations, and public bodies including local authorities. For the avoidance of doubt, direct payments from yourselves will not be accepted for matched grant funding”

1st Compton Scout Group have agreed to cover the Fees portion of having an Funding Request on the Good Exchange, if the fees are not met elsewhere This is in the region of £2100 (on top of the target listed above). Any funders have the chance to contribute to the fees when making donations on the Good Exchange. End of 2020-21 the Group had £12,755 on the books.

I have asked the Guiding representatives to seek funding.

I have applied to the National Lottery. That was before the GCT grant, so I have asked for £35,000 but that requires a pre-validation and vetting which is currently in progress.

Request

We are seeking grants of any amount, paid through the Good Exchange to leverage the GCT matched funding.

Scenarios

Worst case scenario, we don't replace the roof, the roof fails. We could lose £10,000 of kit. We cannot operate Scouting/Guiding in Compton. There are no other buildings in the village suitable. (The village Hall has a no ball games policy, the Schools are either in use or not suitable). The group will fold, and responsibility for removal of the Asbestos Roof will fall to Taceham and Girl guiding Districts. We won't let that happen.

Future

When the group reformed in 2009, there were a number of improvements we wanted for the HQ. (It had been seriously neglected). The roof is the last one.

The Hut Committee has had a policy for the last 4 years, to ring fence 10% of income for maintenance projects, and will continue to do so.

The rent levels for each Section are at a level where they are manageable even for smaller sections.

Pre COVID, external bookings were on the increase, and one Third of our income was coming from groups running sleepovers. Improvements to the infrastructure will only increase the bookings. The new roof will make the inside significantly warmer, and reduce our fuel bills.

15. To review advertising rates for Compilations for 2022

Background

Compilations is produced 6 times a year and 960 copies are delivered to households throughout the parishes of Compton and East Ilsley. The booklet is printed in A5 size in black and white.

Current Advertising Costs

Advertising costs were set for 2020 and held in 2021. Prior to this, the price had been set in 2018 and held in 2019. Current costs are as follows:

Size of advert	Cost
Full Page	£30.00
Half Page	£15.00
Third of a Page	£10.00
Quarter of a Page	£7.50

Production Costs

The cost of production of Compilations through West Berkshire Council is set at £365.93 per issue – a total of £2,195.58 per year.

Cost to the Council

In 2021, to date, the total of advertising income received was £2,070.00, with the cost of printing at £2,195.58. This gave an overall deficit of £125.58.

In recent years, the final cost to the Council of Compilations has been around £1,100. This deficit has been successfully reduced by the current advertising costs.

Recommendation

That Compton Parish Council holds the cost for advertising in Compilations in 2021.

16. To review the Training and Development Policy and councillor training needs

Training and Development Policy

Version number	1	Minute reference	19/20-139
Adopted by	Full Council	Review due	Annually
Date adopted	7 th October 2019	Review date	October 2020

1. Introduction

Compton Parish Council is committed to the ongoing training and development of all Councillors and employees to ensure the Council can meet its aim and objectives. The Council will ensure that Councillors and employees will be provided with the means to develop and enhance their skills and abilities to deliver high quality services, along with management skills to manage and plan those services and be kept informed of all new legislation. The Council values the time given by its members to their community and needs to maximise the rewards from that time by ensuring that its members understand and enjoy their role in the community.

Funds are allocated to a training and development budget each year to enable Councillors and employees to attend training and conferences relevant to their office. Prospective Councillors and applicants for the post of Clerk will be made aware of the content of this policy and the expectations placed upon them contained within it.

2. Identification of Training and Development Needs

Training and development needs may be identified due to:

- Legislative requirements;
- Changes in legislation;
- Changes in systems;
- New or revised qualifications become available;
- New working methods and practices;
- Complaints to the Council;
- A request from a member of staff;
- Devolved services/ delivery of new services.

Councillors

Annually, the Council will formally review the training needs of Councillors at a meeting of the Parish Council. Opportunities to attend courses will be investigated by the Clerk and brought to the attention of the Full Council. The following training is provided by HALC on behalf of BALC, however similar training may be sought through other training providers.

The following training is required for new Councillors:

- 'The Knowledge'.

All Councillors may benefit from also attending:

- 'Core Skills' Parts 1 and 2.

Training on specific committee areas should be attended as required, for example:

- 'Basic Planning for Local Councillors' – all;
- 'The Planning Framework' – Planning Committee/all;
- 'The Council as an Employer' – Personnel Committee.

Further training can be attended for specific roles such as:

- Chairman/Vice-Chairman: 'Chairing Skills';
- Internal Controller: 'Local Council Finance for Councillors'.

These suggestions are not exclusive, and Councillors should seek any training they believe is relevant to their roles within the Council.

Clerk

Annually, the Personnel Committee will review the training needs of the Clerk through the annual appraisal process. Informal discussions should take place throughout the year as the need arises.

Training needs for a new Clerk will be identified through the recruitment process, including application form and interview, formal and informal discussions and annual Staff Appraisals.

The Clerk is expected to keep up-to-date with developments in the sector and highlight to the Council any training required.

The Clerk is expected to undertake and complete CiLCA training within two years of starting employment if the qualification is not already held.

3. Financial Implications

Each year as part of the annual budget setting process, the Council will include a training budget for employees and Councillors. When calculating this, any training needs identified as part of the annual appraisal process and Councillors training needs review will be taken in to consideration.

All sponsored training must be appropriate to the needs of the Council and is subject to the availability of financial resources.

For approved courses the Council will cover the course fee, examination fees, associated membership fees and one payment to re-take a failed examination.

Recouping Costs

It is standard practice of the Council that where the Council is covering the costs of an employee's training course or qualification (this being a course or qualification, rather than one day course or workshop) a written agreement will be made that if the employee leaves the Council's employ within

a set period of time during or having completed the course, the employee will be expected to reimburse the Council as per the agreement.

Travel Expenses

Employees or Councillors attending training may submit an expense claim to cover travel costs to and from the venue. Where practical and possible, if there is more than one attendee from the Council, car-pooling or shared travel arrangements should be made.

4. Study Leave

Employees who are given approval to undertake external qualifications will be granted the following:

- Study time to attend day release courses;
- Time to sit examinations;
- Study time of one day per examination (to be discussed and agreed by their line manager in advance);
- Provision of study time must be agreed with the line manager prior to the course being undertaken.

5. Record Keeping and Evaluation

All attendees are asked to provide feedback on the value and effectiveness of the training and development they undertake. This information will be used to assess and improve the training process.

Training undertaken should be evaluated for effectiveness. Upon completing an external training session/course/workshop, the employee or councillor should complete a Training and Development Evaluation Form and return this to the Clerk. Report forms will be reviewed by the Personnel Committee and will help assess whether or not the training is suitable for another individual at a future date and help to ensure any key points taken from the training are learned and/or acted on.

Each employee and Councillor has a Training Log which is held securely by the Clerk. This log will be updated with any training undertaken on receipt of the Training Report Form. A digital copy of any attendance or qualification certificates should also be given to the Clerk to be held with these records. These records will be kept in accordance with the Council's Document Retention policy.

Training and Development Evaluation Form

Name:

Title of training activity:

Training provider:

Dates training undertaken and duration:

Objectives expected to be achieved:

1.

2.

3.

Outcomes and observations (What was achieved? What was not achieved?):

Follow up (What further action will be taken now?):

Reviewed by:

Date:

17. To consider adopting a Social Media Policy and to agree which social media platforms the council should use

Compton Parish Council

Social Media and Communications Policy



Version number	1.0	Minute reference	
Adopted by	Full Council	Review due	Annually
Date adopted		Review date	

1. Introduction

1.1 Compton Parish Council (CPC) recognises that having a social media presence offers the following opportunities:

- Creating an engaged audience who are receptive to receiving information from CPC
- Providing and exchanging information in an environment that allows for the easy sharing of information
- Supporting local democracy
- Gathering community insights and managing relationships with our parish residents
- Promoting cultural events or tourism for the area
- Supporting community cohesion, neighbourliness and resilience

1.2 This policy outlines the standards that the Council requires Councillors and staff to observe when using social media, the circumstances in which the Council will monitor the use of social media and the action to be taken in respect of breaches of this policy.

1.3 This policy should be read in conjunction with all other CPC policies and procedures, such as Standing Orders, Disciplinary and Grievance Procedure and Councillor Code of Conduct.

1.4 This policy covers all individuals working at all levels within CPC, including all elected and co-opted Councillors, the Clerk and all other employees and volunteers (collectively referred to as staff in this policy).

2. Proposed Scope

2.1 CPC currently uses the following platforms and media:

- Website
- Email
- Facebook
- Twitter
- WhatsApp (internal only)
- SMS (text).

This policy covers all current and future social media outlets. If necessary, it will be updated to reflect the new arrangements of media outlets.

- 2.2 CPC will always try to use the most effective channel for its communications. We may ask those who contact us for their preferred channel of communication when we deal with them.
- 2.3 All members and staff are expected to comply with this policy at all times to protect the reputation, privacy, confidentiality and interests of CPC, its services, employees, partners and community
- 2.4 Serious breaches of this policy by employees may be dealt with under the Employee Disciplinary Procedure. CPC may take disciplinary action in respect of unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually orientated or racially offensive comments by the employee. Breach of the policy by volunteers will result in the Council no longer using their services and if necessary, appropriate action will be taken.
- 2.5 Behaviour required by the Members' Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even where the code does not apply. Remarks are easily withdrawn, apologised for and forgotten when made in person, but posting them on the internet means that they have been published in a way that cannot be contained. Online content should be objective, balanced, informed and accurate.

Members must be aware that their profile as a Councillor means the more likely it is they will be seen as acting in an official capacity when blogging or networking. It must be remembered that communications on the internet are permanent and public. When communicating in a 'private' group it should be ensured that the Council would be content with the statement should it be made public.

- 2.6 Reports of any concerns regarding content placed on social media sites should be reported to the Clerk for referral to the moderator and/or Council as required.

3. Rules for Using Social Media

- 3.1 Staff and Councillors must not allow their social media interaction to damage their working relationships with others.
- 3.2 They must not make any derogatory, discriminatory, defamatory or offensive comments about other staff, Councillors, CPC or about the people, businesses and agencies that CPC works with and serves.
- 3.3 Posts must not contain anyone's personal information other than necessary basic contact details.
- 3.4 If staff or Councillors use social media as individuals and not in their role as a Councillor or member of staff, they must not act, claim to act or give the impression that they are acting as a representative of the Council.

- 3.5 All staff and Councillors must ensure that they use CPC social media facilities appropriately. If using a Council provided website, blog site or social networking area, any posts made will be viewed as made in an official capacity.
- 3.6 Parish Council social media facilities must not be used for personal or political blog.
- 3.7 The Clerk is appointed as moderator. The moderator will have authority to immediately, without notice or comment, remove any posts or comments from the Council's social media pages if they are deemed to be inflammatory or of a defamatory or libellous nature. Such posts will also be reported to the hosts (i.e. Facebook, Twitter).

4. Content Guidelines

- 4.1 All CPC Councillors and staff are entitled to interact in our social channels as individuals or Councillors using their own personal details. Staff and individual Councillors are responsible for what they post. They are personally responsible for any online activity conducted using their own digital footprint. However, when content is published / shared as CPC, the content should follow the following content guidelines:
- Notices and minutes of meetings
 - Advertising events and activities
 - Posting of good news stories
 - Links to appropriate websites or press page if those sites meet CPC's expectations of conduct
 - Advertising staff and Councillor vacancies
 - Sharing information from partners e.g. West Berkshire Council, Thames Valley Police, West Berkshire Libraries, Public Protection Partnership.
 - Announcing new information appropriate to the Council
 - Posting or sharing information promoting bodies for community benefit such as schools, clubs and community groups
 - Posting other items as the Council see fit
- 4.2 All social media sites in use should be checked on a regular basis to ensure that the security settings are in place.
- 4.3 All Councillors are encouraged to put forward suggestions, or to provide content, for website / social media posts to the Clerk.
- 4.4 It is recognised that the moderator will likely need to respond and react close to immediately. However, where they are required to participate in online communication in a more timely fashion they must:
- Be responsible and respectful; be direct, informative, brief and transparent.
 - Always disclose their identity and affiliation to CPC.
 - Never make false or misleading statements.
 - Not present themselves in a way that might cause embarrassment. They must protect the good reputation of CPC.

- Be mindful of the information posted on sites and make sure personal opinions are not published as being that of CPC.
- Keep the tone of comments respectful and informative, never condescending or 'loud'.
- Use sentence case format, not capital letters.
- Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age, religion or belief should not be published on any social media site.
- Avoid personal attacks, online fights and hostile communications.
- Do not post comments that you would not be prepared to make in writing or face to face.
- Never name an individual third party unless you have written permission to do so.
- Seek permission to publish original photographs or video from the persons or organisations in the video or photographs before they are uploaded. You must check that there is parental permission before photos of children are used and communicate this permission to the Clerk for our records.
- Respect the privacy of other Councillors, staff and residents.
- Never post any information or conduct any online activity that may violate laws or regulations such as libel and copyright.
- Spell and grammar check everything.

4.5 Councillors (and residents) should be aware that not all communication through social media requires a response from the Council, although an acknowledgement should be made if appropriate.

If a matter that is raised in any form of social media needs further consideration by the Council, it may be raised during either the public session or as a full council agenda item for consideration by a quorum of Councillors. Again, the 'poster' shall be informed via the page or direct message that this is the case and invited to contact the Clerk directly. Any response agreed by the Council will be recorded in the minutes of the meeting.

5. Parish Council Website

5.1 Where necessary, we may direct those contacting us to use our website to see the required information, or we may forward their question to the Councillors to obtain further information.

6. Parish Council Email

6.1 The Clerk to the Parish Council has a specific council email address – comptonparish@gmail.com. The Clerk is employed on a part-time basis so we aim to reply to all questions sent as soon as we can.

6.2 The Clerk is responsible for dealing with emails received and passing on any relevant mail to Councillors or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.

6.3 Individual Councillors are at liberty to communicate directly with parishioners in relation to

their own personal views, if appropriate, copy to the Clerk. Any emails sent to the Clerk or Councillors in their official capacity will be subject to The Freedom of Information Act 2000. These procedures will ensure that a complete and proper record of all correspondence is kept.

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

7. Public Statement

- 7.1 Our Facebook page includes a published statement within the 'about section', as follows:

“Compton Parish Council’s Facebook pages intend to provide information and updates regarding activities and opportunities within Compton parish and promote positive thoughts and comments from our residents.

In order to ensure that all discussions on this page are productive, respectful, positive and consistent with the Council’s mission and goals, we ask you to follow these guidelines:

- Be considerate and respectful of others. Whilst differing opinions and discussion of diverse ideas are encouraged, vulgarity, threats or abuse of language will not be tolerated.
- The sharing of content is encouraged but be aware of copyright laws; be accurate and give credit where credit is due.
- Refrain from using this Facebook page for commercial purposes or to market products.

- 7.2 Please note that our page is not monitored 24/7. As a result, we will not always be able to reply to all messages or comments received. However, we will endeavour to ensure that any emerging themes or helpful suggestions are passed to the relevant people.

- 7.3 Sending a message/post via Facebook will not be considered as contacting Compton Parish Council for official purposes and we will not be obliged to monitor or respond to requests for information through the Facebook channel. Instead, please see our contact details on <http://www.comptonparishcouncil.org/>. Please do not include personal/private information in your Facebook posts/messages to us.

- 7.4 We retain the right to ban individuals and remove comments or content that includes:

- Obscene or racist content.
- Personal attacks, insults, or threatening language.
- Potentially libellous statements.
- Copyright material; any material in violation of any law.
- Private, personal information published without consent.
- Information or links unrelated to the content of the forum.
- Commercial promotions or spam.
- Issues of a political nature.

This comment policy may be revised at any time.

- 7.5 Compton Parish Council is not responsible for the accuracy of content posted by any subscriber in any forum; opinions expressed in comments on Compton Parish Council’s social media forums do not necessarily represent those of Compton Parish Council.

- 7.6 All comments, once posted, become the property of Compton Parish Council and we reserve the right to reproduce, distribute, publish, display or edit. Derivative work can also be created from such postings or content, and used for any purpose, in any form and on any other media.
- 7.7 Compton Parish Council is not responsible, liable for and do not endorse the privacy practices of Facebook or any linked websites. Your use of Facebook and any linked websites is at your own risk. We also assume no responsibility or liability for any injury, loss or damage incurred as a result of any use or reliance upon the information and material contained within or downloaded from this page.
- 7.8 Facebook may occasionally be unavailable, and we accept no responsibility for this lack of service.
- 7.9 The presence of any advertisement on Facebook is not an endorsement of the authenticity or quality of the goods, services or website and Compton Parish Council will not be held responsible for any claims arising in that respect.

By choosing to comment and/or utilise this Facebook page, users are deemed to agree to this policy.

- 7.10 This public statement will be revised to cover any additional forms of social media as and when the Council agrees to use the specific social media channel.