

West Ilsley Parish Council

Correspondence Address: Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP

Meeting address: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

Clerk@WestIlsley.org

To: All Members of West Ilsley 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: Annual Meeting of the Parish Council

DATE & TIME: Monday 16th May 2022 at 7:00pm

PLACE: West Ilsley Village Hall, Main Street, West Ilsley, RG20 7AJ

S. Marshman

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

10th May 2022

Agenda

1. To consider the election of Chairman of the Council for 2022/23 and for the elected Chairman to sign the declaration of office
2. To consider the election of Vice-Chairman of the Council for 2022/23 and for the elected Chairman to sign the declaration of office
3. To receive, and consider for acceptance, apologies for absence from Members of the Council
4. To receive any declarations of [Disclosable Pecuniary Interests, Other Registerable Interests or Non-Registerable Interests](#) by members or the Clerk and to consider any Requests for Dispensation
N.B. Councillors should confirm the category of interest that is being declared.
5. To receive:
 - 5.1 Questions or comments from members of the public regarding items on the agenda¹
 - 5.2 Representations from any member who has declared a [Disclosable Pecuniary Interest, Other Registerable Interest or Non-Registerable Interest](#)
6. To approve the [Minutes of the Parish Council Meeting held on 14th March 2022](#)
7. To discuss any matters arising from the Minutes of the previous meeting

¹ Members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in this agenda. The designated time will be 12 minutes, with no longer than 3 minutes per person. This time may be extended at the discretion of the Chairman. A question shall not require a response at the meeting nor start a debate. The Chairman of the meeting may direct that a written or oral response be given after the meeting. (Standing Orders 3e-h) Comments or questions not related to an item on this agenda should be notified to the Clerk for consideration by Council for possible inclusion on a future agenda.

8. To receive a report from the District Councillor
9. To consider the following new planning applications and receive an [update on planning application responses and decisions](#)
 - 22/00910/LBC2 Downs House, Main Street, West Ilsley, RG20 7AA - Complete demolition of a timber framed barn within the curtilage of a Listed Building
10. Finance:
 - 10.1 To consider approving the payments listed on the [Finance Report](#) and to note the most recent bank reconciliation
 - 10.2 To review the [Quarterly Budget Report](#) (*where applicable*)
 - 10.3 To receive any reports from the Internal Controller (*where applicable*)
11. To consider the appointment of any new committees in accordance with standing order 4
12. To review the [Scheme of Delegation](#) for staff, committees and other local authorities
13. To review the [inventory of land and assets](#) including buildings and office equipment
14. Policies:

To review the following policies:

 - 14.1 [Standing Orders](#)
 - 14.2 [Financial Regulations](#)
 - 14.3 [Complaints Procedure](#)
 - 14.4 [Freedom of Information](#)
 - 14.5 [Publication Scheme](#)
 - 14.6 [Press and Media Policy](#)

To consider adopting the following policies:

 - 14.7 [Code of Conduct](#)
15. To review the [council's and/or staff subscriptions to other bodies](#)
16. To determine the [time and place of ordinary meetings of the full council](#) up to and including the next annual meeting of full council
17. To consider Parish Council [responsibilities and representation on outside bodies](#) including arrangements for reporting back
18. To consider the [Risk Assessment for 2022/23](#)
19. To review the insurance policy
20. To discuss matters for future consideration or for information

Date of next Meeting:

Full Council: 11th July 2022 in the Village Hall

Supporting Documents

Agenda Item 2: Declarations of Interests

DPI = Disclosable Pecuniary Interest

ORI = Other Registerable Interest

NRI = Non-Registerable Interest

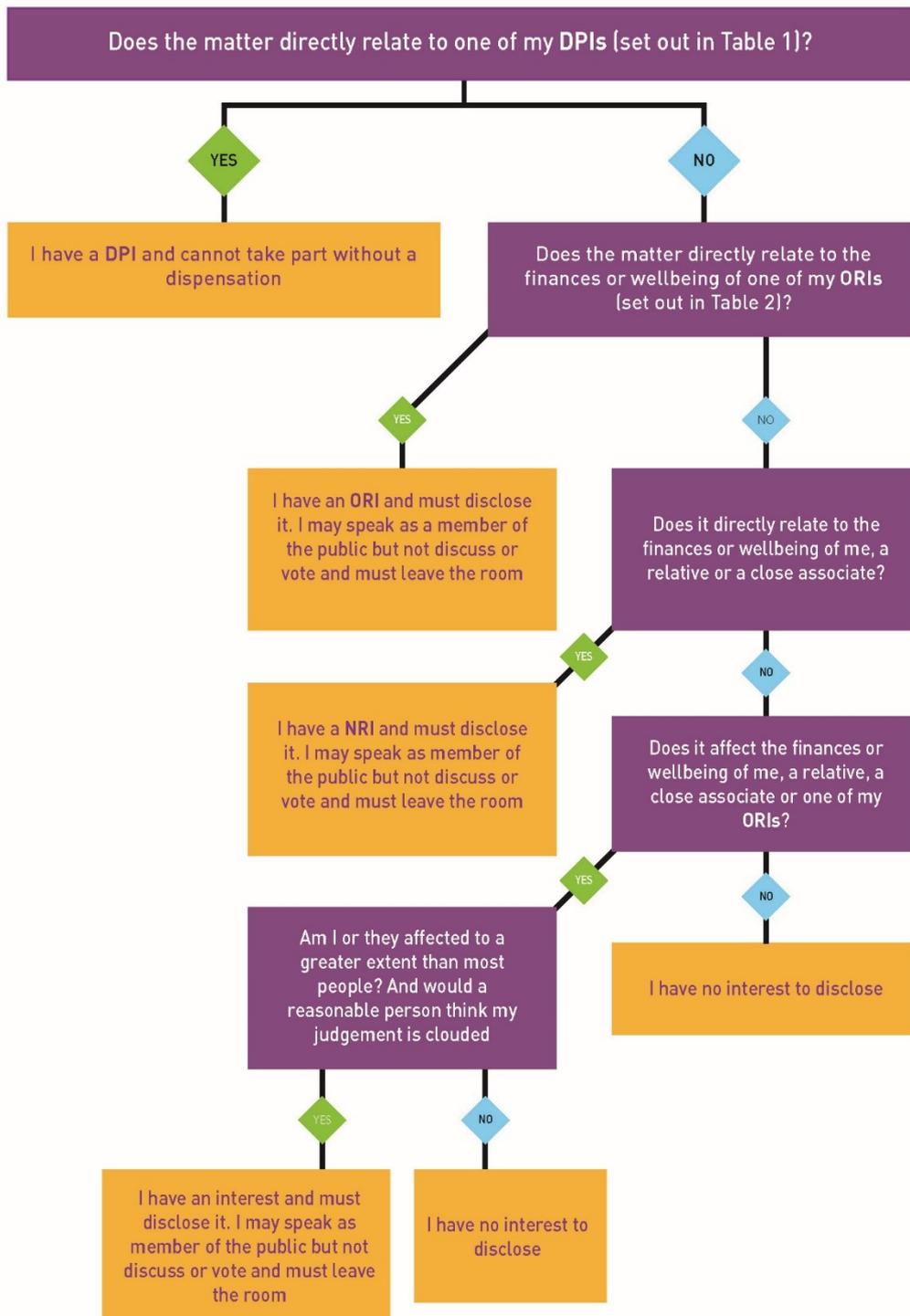


Table 1: Disclosable Pecuniary Interests

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	<p>Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses.</p> <p>This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.</p>
Contracts	<p>Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council —</p> <p>(a) under which goods or services are to be provided or works are to be executed; and</p> <p>(b) which has not been fully discharged.</p>
Land and* property	<p>Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (alone or jointly with another) a right to occupy or to receive income.</p>
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer
Corporate tenancies	<p>Any tenancy where (to the councillor's knowledge)—</p> <p>(a) the landlord is the council; and</p> <p>(b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.</p>
Securities	<p>Any beneficial interest in securities* of a body where—</p> <p>(a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and</p> <p>(b) either—</p> <p>(i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or</p> <p>(ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the</p>

	councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.
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* 'director' includes a member of the committee of management of an industrial and provident society.

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

Table 2: Other Registerable Interest

You must register as an Other Registerable Interest:

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

Agenda item 7: To receive an update on planning application responses and decisions

West Ilsley Parish Council has responded to the following planning applications using delegated powers since the previous meeting:

Application Reference	Location	Proposed Work	Parish Council Response
None			

West Berkshire Council has confirmed the following decisions since the previous meeting:

Application Reference	Location	Proposed Work	Decision
22/00543/HOUSE	15B Main Street, West Ilsley, RG20 7AR	Erection of two storey extension	Withdrawn
22/00439/HOUSE	15A Main Street, West Ilsley, Newbury, RG20 7AR	Erection of a detached outbuilding	Approved

Agenda Item 10: Finance

Finance Report

Status at last bank reconciliation 30th April 2022	£44,946.86
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Income	Amount
Grant towards speed indicator device from West Berkshire Council	£1,345.00
Precept (1 of 2)	£5,350.00
Total	£6,695.00

Payments to be approved

Payment Date	Payee	Payment Detail	Amount
11-Mar-22	ICO	Registration fee 22/23	£35.00
14-Mar-22	Crescent Signs	Safety sign for play area	£162.00
14-Mar-22	Traffic Technology	Speed indicator device	£3,228.00
25-Apr-22	Playsafety Ltd	Play area safety inspection	£84.00
16-May-22	A Councillor	Reimburse domain name purchase	£10.00
16-May-22	A Councillor	Reimburse Zoom costs Apr & May	£28.78
16-May-22	BALC	Subscription 22/23	£73.52
Total			£3,621.30

Quarterly Budget Report

	Q1	Q2	Q3	Q4	2021/22 Total	Budget	%
Income							
Precept	£5,350.00	£5,350.00	£0.00	£0.00	£10,700.00	£10,700.00	100.0%
VAT refund	£0.00	£0.00	£274.52	£0.00	£274.52	£220.00	124.8%
Advertising WIN	£0.00	£0.00	£0.00	£0.00	£0.00	£70.00	0.0%
Other Income	£0.00	£58,100.00	£0.00	£1,345.00	£59,445.00	£0.00	
Total Income	£5,350.00	£63,450.00	£274.52	£1,345.00	£70,419.52	£10,990.00	640.8%
Expenditure							
Administration							
Subscriptions	£74.51	£0.00	£0.00	£73.57	£148.08	£150.00	98.7%
Insurance	£392.62	£0.00	£0.00	£0.00	£392.62	£660.00	59.5%
Audit fees	£97.50	£0.00	£0.00	£0.00	£97.50	£200.00	48.8%
Stationery	£3.36	£4.16	£10.10	£5.82	£23.44	£25.00	93.8%
Training	£0.00	£0.00	£0.00	£40.00	£40.00	£100.00	40.0%
Staffing costs/expenses	£7.65	£275.40	£93.60	£95.40	£472.05	£360.00	131.1%
Meeting Rental	£0.00	£0.00	£20.00	£10.00	£30.00	£120.00	25.0%
Software Fees	£35.97	£35.97	£23.98	£47.96	£143.88	£173.00	83.2%
Election Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Accountants Fees	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Total Administration	£611.61	£315.53	£147.68	£272.75	£1,347.57	£1,788.00	75.4%
Website							
Maintenance	£0.00	£0.00	£0.00	£0.00	£0.00	£100.00	0.0%
Hosting	£0.00	£119.88	£0.00	£0.00	£119.88	£140.00	85.6%
Development	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	
Website Total	£0.00	£119.88	£0.00	£0.00	£119.88	£240.00	50.0%

Playground							
Annual Inspection	£98.50	£0.00	£0.00	£0.00	£98.50	£80.00	123.1%
Maintenance	£0.00	£0.00	£331.17	£811.95	£1,143.12	£1,000.00	114.3%
Playground Total	£98.50	£0.00	£331.17	£811.95	£1,241.62	£1,080.00	115.0%
Village Maintenance							
Defibrillator	£0.00	£0.00	£257.95	£0.00	£257.95	£250.00	103.2%
Mower Service	£0.00	£0.00	£0.00	£0.00	£0.00	£150.00	0.0%
Flood Mitigation Works	£0.00	£0.00	£13,664.00	£0.00	£13,664.00	£11,400.00	119.9%
Tree Works	£0.00	£120.00	£0.00	£0.00	£120.00	£300.00	40.0%
Village Maintenance Total	£0.00	£120.00	£13,921.95	£0.00	£14,041.95	£12,100.00	116.0%
Staff Costs	£0.00	£3,206.64	£856.83	£912.94	£4,976.41	£3,500.00	142.2%
Other							
Cricket Nets Project	£0.00	£32,333.00	£1,000.00	£0.00	£33,333.00	£0.00	
VAS/road safety measures	£0.00	£0.00	£0.00	£2,690.00	£2,690.00	£5,000.00	53.8%
Village Hall roof repairs	£5,300.00	£0.00	£0.00	£0.00	£5,300.00	£6,000.00	88.3%
Donation for fireworks	£0.00	£0.00	£300.00	£0.00	£300.00	£0.00	
Other	£0.00	£0.00	£0.00	£250.82	£250.82		
Other Total	£5,300.00	£32,333.00	£1,300.00	£2,940.82	£41,873.82	£11,000.00	380.7%
VAT	£27.03	£6,498.61	£3,047.42	£693.33	£10,266.39	£140.00	
Total Expenditure	£6,037.14	£42,593.66	£19,605.05	£5,631.79	£73,867.64	£29,848.00	247.5%
Surplus/Deficit	-£687.14	£20,856.34	-£19,330.53	-£4,286.79	-£3,448.12		
Cash Account Balance at End of Quarter	£42,441.84	£63,298.18	£43,967.65	£39,680.86			

Agenda Item 13: To review the inventory of land and assets including buildings and office equipment

Asset Register 2021/22

Asset	Location	Acquisition Date	Purchase Price / Nominal Value	Insured	Insurance Value	Notes
Cricket Pavilion		1988	£1.00	No		Maintained and insured by WICC
Play equipment	Recreation Ground		£20,027.00	Yes	£24,877.39	
Gazebo	By the pond		£6,688.00	Yes	£8,308.65	
War Memorial	Churchyard		£5,835.00	Yes	£7,249.29	
Troy seat	Lay-by		£515.00	Yes	£639.72	
Brigadier Gerald seat	Outside the Churchyard		£283.00	Yes	£351.85	
Noticeboard x2			£103.00	Yes	£127.95	
Lawn mower			£656.00	Yes	£639.72	
Tennis Court surface	Recreation Ground		£2,575.00	Yes	£3,198.60	
Tennis Court posts	Recreation Ground		£515.00	Yes	£639.72	
Tennis Court net	Recreation Ground		£175.00	Yes	£271.50	
Heavy duty benches x2	Recreation Ground		£2,976.00	Yes	£1,011.62	
Rugby/Football Goals x2	Recreation Ground		£864.00	Yes	£3,484.50	
Tennis Court bench	Recreation Ground		£318.00	Yes		
Tennis court fencing, gate and other associated equipment	Recreation Ground			Yes	£9,004.07	
Salt bin	The Maltings		£100.00	No		
Laptop	Clerk		£399.99	Yes	£399.99	
Cricket Nets	Recreation Ground	Aug-21	£33,333.00	Yes	£33,333.00	
Dog bins x3	Recreation Ground	Oct-21	£286.17	Yes	£286.17	
Litter bin	Play area, Recreation Ground	Jan-22	£226.95	Yes	£226.95	

Jubilee Plaque (Queen's Green Canopy)	Clerk	Mar-22	£120.82	Yes	£120.82
Speed Indicator Device		Mar-22	£2,690.00	Yes	£2,690.00
		Total	£78,687.93		£96,861.51

Agenda Item 14.7: To consider adopting the following policies: Code of Conduct

West Ilsley Parish Council
Code of Conduct for Councillors

Version Number	2.0	Minute Reference	
Date Adopted		Review Due	Annually (May)

Joint statement

The role of councillor across all tiers of local government is a vital part of our country's system of democracy. It is important that as councillors we can be held accountable and all adopt the behaviors and responsibilities associated with the role. Our conduct as an individual councillor affects the reputation of all councillors. We want the role of councillor to be one that people aspire to. We also want individuals from a range of backgrounds and circumstances to be putting themselves forward to become councillors.

As councillors, we represent local residents, work to develop better services and deliver local change. The public have high expectations of us and entrust us to represent our local area, taking decisions fairly, openly, and transparently. We have both an individual and collective responsibility to meet these expectations by maintaining high standards and demonstrating good conduct, and by challenging behaviour which falls below expectations.

Importantly, we should be able to undertake our role as a councillor without being intimidated, abused, bullied, or threatened by anyone, including the general public.

This Code has been designed to protect our democratic role, encourage good conduct and safeguard the public's trust in local government.

Introduction

The Local Government Association (LGA) has developed this Model Councillor Code of Conduct, in association with key partners and after extensive consultation with the sector, as part of its work on supporting all tiers of local government to continue to aspire to high standards of leadership and performance. It is a template for councils to adopt in whole and/or with local amendments.

All councils are required to have a local Councillor Code of Conduct.

The LGA will undertake an annual review of this Code to ensure it continues to be fit-for-purpose, incorporating advances in technology, social media and changes in legislation. The LGA can also offer support, training and mediation to councils and councillors on the application of the Code and the National Association of Local Councils (NALC) and the county associations of local councils can offer advice and support to town and parish councils.

Definitions

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

a) is a member of any committee or sub-committee of the authority, or;

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

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

For the purposes of this Code of Conduct, “local authority” includes county councils, district councils, London borough councils, parish councils, town councils, fire and rescue authorities, police authorities, joint authorities, economic prosperity boards, combined authorities and National Park authorities.

Purpose of the Code of Conduct

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

General principles of councillor conduct

Everyone in public office at all levels; all who serve the public or deliver public services, including ministers, civil servants, councillors and local authority officers; should uphold the [Seven Principles of Public Life](#), also known as the Nolan Principles.

Building on these principles, the following general principles have been developed specifically for the role of councillor.

In accordance with the public trust placed in me, on all occasions:

- I act with integrity and honesty
- I act lawfully
- I treat all persons fairly and with respect; and
- I lead by example and act in a way that secures public confidence in the role of councillor.

In undertaking my role:

- I impartially exercise my responsibilities in the interests of the local community
- I do not improperly seek to confer an advantage, or disadvantage, on any person
- I avoid conflicts of interest
- I exercise reasonable care and diligence; and
- I ensure that public resources are used prudently in accordance with my local authority's requirements and in the public interest.

Application of the Code of Conduct

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

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

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

The Code applies to all forms of communication and interaction, including:

- at face-to-face meetings
- at online or telephone meetings
- in written communication

- in verbal communication
- in non-verbal communication
- in electronic and social media communication, posts, statements and comments.

You are also expected to uphold high standards of conduct and show leadership at all times when acting as a councillor.

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

Standards of councillor conduct

This section sets out your obligations, which are the minimum standards of conduct required of you as a councillor. Should your conduct fall short of these standards, a complaint may be made against you, which may result in action being taken.

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

General Conduct

1. Respect

As a councillor:

1.1 I treat other councillors and members of the public with respect.

1.2 I treat local authority employees, employees and representatives of partner organisations and those volunteering for the local authority with respect and respect the role they play.

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

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

In return, you have a right to expect respectful behaviour from the public. If members of the public are being abusive, intimidatory or threatening you are entitled to stop any conversation or interaction in person or online and report them to the local authority, the relevant social media provider or the police. This also applies to fellow councillors, where action could then be taken

under the Councillor Code of Conduct, and local authority employees, where concerns should be raised in line with the local authority's councillor- officer protocol.

2. Bullying, harassment and discrimination

As a councillor:

2.1 I do not bully any person.

2.2 I do not harass any person.

2.3 I promote equalities and do not discriminate unlawfully against any person.

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

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

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

The Equality Act 2010 places specific duties on local authorities. Councillors have a central role to play in ensuring that equality issues are integral to the local authority's performance and strategic aims, and that there is a strong vision and public commitment to equality across public services.

3. Impartiality of officers of the council

As a councillor:

3.1 I do not compromise, or attempt to compromise, the impartiality of anyone who works for, or on behalf of, the local authority.

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

4. Confidentiality and access to information

As a councillor:

4.1 I do not disclose information:

- a. given to me in confidence by anyone
- b. acquired by me which I believe, or ought reasonably to be aware, is of a confidential nature, unless
 - i. I have received the consent of a person authorised to give it;
 - ii. I am required by law to do so;
 - iii. the disclosure is made to a third party for the purpose of obtaining professional legal advice provided that the third party agrees not to disclose the information to any other person; or
 - iv. the disclosure is:
 1. reasonable and in the public interest; and
 2. made in good faith and in compliance with the reasonable requirements of the local authority; and
 3. I have consulted the Monitoring Officer prior to its release.

4.2 I do not improperly use knowledge gained solely as a result of my role as a councillor for the advancement of myself, my friends, my family members, my employer or my business interests.

4.3 I do not prevent anyone from getting information that they are entitled to by law.

Local authorities must work openly and transparently, and their proceedings and printed materials are open to the public, except in certain legally defined circumstances. You should work on this basis, but there will be times when it is required by law that discussions, documents and other information relating to or held by the local authority must be treated in a confidential manner. Examples include personal data relating to individuals or information relating to ongoing negotiations.

5. Disrepute

As a councillor:

5.1 I do not bring my role or local authority into disrepute.

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

You are able to hold the local authority and fellow councillors to account and are able to constructively challenge and express concern about decisions and processes undertaken by the council whilst continuing to adhere to other aspects of this Code of Conduct.

6. Use of position

As a councillor:

6.1 I do not use, or attempt to use, my position improperly to the advantage or disadvantage of myself or anyone else.

Your position as a member of the local authority provides you with certain opportunities, responsibilities, and privileges, and you make choices all the time that will impact others. However, you should not take advantage of these opportunities to further your own or others' private interests or to disadvantage anyone unfairly.

7. Use of local authority resources and facilities

As a councillor:

7.1 I do not misuse council resources.

7.2 I will, when using the resources of the local authority or authorising their use by others:

- a. act in accordance with the local authority's requirements; and**
- b. ensure that such resources are not used for political purposes unless that use could reasonably be regarded as likely to facilitate, or be conducive to, the discharge of the functions of the local authority or of the office to which I have been elected or appointed.**

You may be provided with resources and facilities by the local authority to assist you in carrying out your duties as a councillor.

Examples include:

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

These are given to you to help you carry out your role as a councillor more effectively and are not to be used for business or personal gain. They should be used in accordance with the purpose for which they have been provided and the local authority's own policies regarding their use.

8. Complying with the Code of Conduct

As a Councillor:

- 8.1 I undertake Code of Conduct training provided by my local authority.**
- 8.2 I cooperate with any Code of Conduct investigation and/or determination.**
- 8.3 I do not intimidate or attempt to intimidate any person who is likely to be involved with the administration of any investigation or proceedings.**
- 8.4 I comply with any sanction imposed on me following a finding that I have breached the Code of Conduct.**

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

Protecting your reputation and the reputation of the local authority

9. Interests

As a councillor:

- 9.1 I register and disclose my interests.**

Section 29 of the Localism Act 2011 requires the Monitoring Officer to establish and maintain a register of interests of members of the authority.

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

You should note that failure to register or disclose a disclosable pecuniary interest as set out in **Table 1**, is a criminal offence under the Localism Act 2011.

Appendix B sets out the detailed provisions on registering and disclosing interests. If in doubt, you should always seek advice from your Monitoring Officer.

10. Gifts and hospitality

As a councillor:

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

In order to protect your position and the reputation of the local authority, you should exercise caution in accepting any gifts or hospitality which are (or which you reasonably believe to be) offered to you because you are a councillor. The presumption should always be not to accept significant gifts or hospitality. However, there may be times when such a refusal may be difficult if it is seen as rudeness in which case, you could accept it but must ensure it is publicly registered. However, you do not need to register gifts and hospitality which are not related to your role as a councillor, such as Christmas gifts from your friends and family. It is also important to note that it is appropriate to accept normal expenses and hospitality associated with your duties as a councillor. If you are unsure, do contact your Monitoring Officer for guidance.

Appendices

Appendix A – The Seven Principles of Public Life

The principles are:

Selflessness

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

Integrity

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

Objectivity

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

Accountability

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

Openness

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

Honesty

Holders of public office should be truthful.

Leadership

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

Appendix B Registering Interests

Within 28 days of becoming a member or your re-election or re-appointment to office you must register with the Monitoring Officer the interests which fall within the categories set out in **Table 1 (Disclosable Pecuniary Interests)** which are as described in “The Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012”. You should also register details of your other personal interests which fall within the categories set out in **Table 2 (Other Registerable Interests)**.

“Disclosable Pecuniary Interest” means an interest of yourself, or of your partner if you are aware of your partner's interest, within the descriptions set out in Table 1 below.

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

1. You must ensure that your register of interests is kept up-to-date and within 28 days of becoming aware of any new interest, or of any change to a registered interest, notify the Monitoring Officer.
2. A ‘sensitive interest’ is as an interest which, if disclosed, could lead to the councillor, or a person connected with the councillor, being subject to violence or intimidation.
3. Where you have a ‘sensitive interest’ you must notify the Monitoring Officer with the reasons why you believe it is a sensitive interest. If the Monitoring Officer agrees they will withhold the interest from the public register.

Non participation in case of disclosable pecuniary interest

4. Where a matter arises at a meeting which directly relates to one of your Disclosable Pecuniary Interests as set out in **Table 1**, you must disclose the interest, not participate in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest, just that you have an interest. Dispensation may be granted in limited circumstances, to enable you to participate and vote on a matter in which you have a disclosable pecuniary interest.

Disclosure of Other Registerable Interests

5. Where a matter arises at a meeting which directly relates to the financial interest or wellbeing of one of your Other Registerable Interests (as set out in Table 2), you must disclose the interest. You may speak on the matter only if members of the public are also allowed to speak at the meeting but otherwise must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation. If it is a ‘sensitive interest’, you do not have to disclose the nature of the interest.

Disclosure of Non-Registerable Interests

6. Where a matter arises at a meeting which directly relates to your financial interest or well-being (and is not a Disclosable Pecuniary Interest set out in Table 1) or a financial interest or well-being of a relative or close associate, you must disclose the interest. You may speak on

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

7. Where a matter arises at a meeting which affects –
 - a. your own financial interest or well-being;
 - b. a financial interest or well-being of a relative or close associate; or
 - c. a financial interest or wellbeing of a body included under Other Registrable Interests as set out in **Table 2**

you must disclose the interest. In order to determine whether you can remain in the meeting after disclosing your interest the following test should be applied

8. Where a matter (referred to in paragraph 8 above) affects the financial interest or well-being:
 - a. to a greater extent than it affects the financial interests of the majority of inhabitants of the ward affected by the decision and;
 - b. a reasonable member of the public knowing all the facts would believe that it would affect your view of the wider public interest

You may speak on the matter only if members of the public are also allowed to speak at the meeting. Otherwise you must not take part in any discussion or vote on the matter and must not remain in the room unless you have been granted a dispensation.

If it is a 'sensitive interest', you do not have to disclose the nature of the interest.

Table 1: Disclosable Pecuniary Interests

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

Subject	Description
Employment, office, trade, profession or vocation	Any employment, office, trade, profession or vocation carried on for profit or gain.
Sponsorship	Any payment or provision of any other financial benefit (other than from the council) made to the councillor during the previous 12-month period for expenses incurred by him/her in carrying out his/her duties as a councillor, or towards his/her election expenses. This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992.
Contracts	Any contract made between the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners (or a firm in which such person is a partner, or an incorporated body of which such person is a director* or a body that such person has a beneficial interest in the securities of*) and the council — (a) under which goods or services are to be provided or works are to be executed; and (b) which has not been fully discharged.
Land and Property	Any beneficial interest in land which is within the area of the council. 'Land' excludes an easement, servitude, interest or right in or over land which does not give the councillor or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners (alone or jointly with another) a right to occupy or to receive income.
Licenses	Any licence (alone or jointly with others) to occupy land in the area of the council for a month or longer

Corporate tenancies	Any tenancy where (to the councillor's knowledge)— (a) the landlord is the council; and (b) the tenant is a body that the councillor, or his/her spouse or civil partner or the person with whom the councillor is living as if they were spouses/ civil partners is a partner of or a director* of or has a beneficial interest in the securities* of.
Securities	Any beneficial interest in securities* of a body where— (a) that body (to the councillor's knowledge) has a place of business or land in the area of the council; and (b) either— (i) the total nominal value of the securities* exceeds £25,000 or one hundredth of the total issued share capital of that body; or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the councillor, or his/ her spouse or civil partner or the person with whom the councillor is living as if they were spouses/civil partners have a beneficial interest exceeds one hundredth of the total issued share capital of that class.

- * 'director' includes a member of the committee of management of an industrial and provident society.
- * 'securities' means shares, debentures, debenture stock, loan stock, bonds, units of a collective investment scheme within the meaning of the Financial Services and Markets Act 2000 and other securities of any description, other than money deposited with a building society.

Table 2: Other Registrable Interests

You must register as an Other Registerable Interest:

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

of which you are a member or in a position of general control or management

Appendix C – the Committee on Standards in Public Life

The LGA has undertaken this review whilst the Government continues to consider the recommendations made by the Committee on Standards in Public Life in their report on [Local Government Ethical Standards](#). If the Government chooses to implement any of the recommendations, this could require a change to this Code.

The recommendations cover:

- Recommendations for changes to the Localism Act 2011 to clarify in law when the Code of Conduct applies
- The introduction of sanctions
- An appeals process through the Local Government Ombudsman
- Changes to the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012
- Updates to the Local Government Transparency Code
- Changes to the role and responsibilities of the Independent Person
- That the criminal offences in the Localism Act 2011 relating to Disclosable Pecuniary Interests should be abolished

The Local Government Ethical Standards report also includes Best Practice recommendations. These are:

Best practice 1: Local authorities should include prohibitions on bullying and harassment in codes of conduct. These should include a definition of bullying and harassment, supplemented with a list of examples of the sort of behaviour covered by such a definition.

Best practice 2: Councils should include provisions in their code of conduct requiring councillors to comply with any formal standards investigation and prohibiting trivial or malicious allegations by councillors.

Best practice 3: Principal authorities should review their code of conduct each year and regularly seek, where possible, the views of the public, community organisations and neighbouring authorities.

Best practice 4: An authority's code should be readily accessible to both councillors and the public, in a prominent position on a council's website and available in council premises.

Best practice 5: Local authorities should update their gifts and hospitality register at least once per quarter, and publish it in an accessible format, such as CSV.

Best practice 6: Councils should publish a clear and straightforward public interest test against which allegations are filtered.

Best practice 7: Local authorities should have access to at least two Independent Persons.

Best practice 8: An Independent Person should be consulted as to whether to undertake a formal investigation on an allegation, and should be given the option to review and comment on allegations which the responsible officer is minded to dismiss as being without merit, vexatious, or trivial.

Best practice 9: Where a local authority makes a decision on an allegation of misconduct following a formal investigation, a decision notice should be published as soon as possible on its website, including a brief statement of facts, the provisions of the code engaged by the allegations, the view of the Independent Person, the reasoning of the decision-maker, and any sanction applied.

Best practice 10: A local authority should have straightforward and accessible guidance on its website on how to make a complaint under the code of conduct, the process for handling complaints, and estimated timescales for investigations and outcomes.

Best practice 11: Formal standards complaints about the conduct of a parish councillor towards a clerk should be made by the chair or by the parish council, rather than the clerk in all but exceptional circumstances.

Best practice 12: Monitoring Officers' roles should include providing advice, support and management of investigations and adjudications on alleged breaches to parish councils within the remit of the principal authority. They should be provided with adequate training, corporate support and resources to undertake this work.

Best practice 13: A local authority should have procedures in place to address any conflicts of interest when undertaking a standards investigation. Possible steps should include asking the Monitoring Officer from a different authority to undertake the investigation.

Best practice 14: Councils should report on separate bodies they have set up or which they own as part of their annual governance statement and give a full picture of their relationship with those bodies. Separate bodies created by local authorities should abide by the Nolan principle of openness and publish their board agendas and minutes and annual reports in an accessible place.

Best practice 15: Senior officers should meet regularly with political group leaders or group whips to discuss standards issues.

The LGA has committed to reviewing the Code on an annual basis to ensure it is still fit for purpose.

Agenda Item 15: To review the council's and/or staff subscriptions to other bodies

Body	Last Renewal	Cost
Berkshire Association of Local Councils (BALC)	May 2022	£ 73.52
Society of Local Council Clerks (SLCC)	January 2022	£ 38.57

Agenda Item 16: To determine the time and place of ordinary meetings of the full council up to and including the next annual meeting of full council

Date of Meeting	Type of Meeting
Monday 11th July 2022	Full Council
Monday 12th September 2022	Full Council
Monday 14th November 2022	Full Council
Monday 16th January 2023	Full Council
Monday 13th March 2023	Full Council
Monday 15th May 2023	Annual Meeting of the Parish Council
Monday 15th May 2023	Annual Parish Meeting

Agenda Item 17: To consider Parish Council responsibilities and representation on outside bodies including arrangements for reporting back

The following tables gives the roles as assigned at the end of 2021/22. Other roles can be added if required.

Flooding	Clive Hooker
Internal Controller	Alan Muir
Speeding	Liz Dray
Village Hall	Alan Bloor

Agenda Item 18: To consider the risk assessment for 2022/23

West Ilsley Parish Council

Risk Register 2022/23

Introduction to Risk Assessment and Management

The failure to manage risks effectively can be expensive in financial terms and also in terms of service delivery. It is important therefore that Councils have in place a system to help them assess and manage risks. Ultimately risk management is the responsibility of Members because risks threaten a council's ability to achieve its objectives.

Assessment and Management of risk is one of the mandatory areas addressed on Internal Audits. The Risk Assessment system and associated Risk Register will be used by Internal Auditors to assess whether the Council takes seriously its possible exposure to risk and has put in place actions to limit the consequences of potential risks.

For smaller parishes, this system will be relatively simple. It can essentially be broken down into the following 3 main steps:

- Identifying the key risks facing the council
- Evaluating the potential of one of these risks occurring
- Managing the risk: agreeing measures to avoid, reduce or control the risk or its consequence.

Risk Identification

Risks can be divided into a number of categories and the following have been used here:

- Physical assets – buildings, equipment, IT hardware etc.
- Finance – banking, loss of income, petty cash etc.
- Injury to the public and/or staff – in halls, playgrounds and recreation grounds, etc
- Complying with legal requirements – agendas and minutes, records, etc
- Councillor propriety – declarations of interest, gifts and hospitality etc

Risk Evaluation

Risk Evaluation is essentially a 2-part exercise, answering the questions:

- What is the chance of the risk occurring?
- What is the likely impact if it does occur?

In smaller Parish Councils it is only necessary to classify the answers to each of these questions as Low, Medium or High

Risk Management

There are three main ways of managing risks:

- Manage the risk yourself
- Take out insurance to cover the risk
- Agree with another party that they will manage the risk on your behalf; this may include rewarding them for so doing

Risk Register

Identified risks are documented in a Risk Register.

It should be noted that Risk Assessment and Management is not a one-off exercise; risks should be constantly kept under review, especially as the business of the Council changes and new projects are undertaken.

Risk Assessment Matrix

Identified risks are assessed using the following matrix.

Likelihood	Highly Likely (3)	Medium (3)	High (6)	High (9)
	Possible (2)	Low (2)	Medium (4)	High (6)
	Unlikely (1)	Low (1)	Low (2)	Medium (3)
		Negligible (1)	Moderate (2)	Severe (3)
		Impact		

Category 1: Assets

No.	Description	Likelihood	Impact	Risk Rating	Management Control
1.1	Damage to – or loss of – fixtures and fittings	M/2	M/2	M/4	<p>The Parish Council insurance policy covers items on the assets list.</p> <p>All play equipment is inspected weekly and any maintenance/repair is carried out as soon as possible. Damaged equipment will be fenced off if required.</p> <p>The Village Hall is insured by WIRSA (the relevant organisation). Proof of insurance will be requested each year from the relevant organisation.</p>
1.2	Physical assets may be damaged or stolen	M/2	L/1	L/2	All assets are insured.
1.3	Loss of data – physical	L/1	L/1	L/1	All important files are held within lockable filing cabinets.
1.4	Loss of data – electronic	M/2	M/2	M/4	Continual back up to cloud storage is made of the Parish Council files.
1.5	Asset Register is out of date	M/2	M/2	M/4	An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed each May by Councillors.

Category 2: Injury to Public, Members and/or Staff

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
2.1	Injury to third parties, members and staff on Council property	L/1	H/3	M/3	Insurance has been taken out to cover Public Liability (£10M), Employers Liability (£10M) and Personal Accident. Users of the Recreation Ground are required to take out separate liability insurance for events.
2.2	Injury to third parties using equipment in play areas in the Recreation Ground	L/1	L/1	L/1	The Parish Council has a maintenance agreement with a local company to carry out an annual ROSPA inspection on play equipment. Also, a group of volunteers carry out regular checks.
2.3	Injury to third parties and members because of ice, snow etc. on parish council maintained land	M/2	M/2	M/4	Insurance has been taken out to cover Public Liability (£10M).

Category 3: Finance

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
3.1	Precept is not adequate	L/1	M/2	L/2	The Council reviews the draft budget, including the amount of Precept, with the final draft being reviewed in January prior to the submission deadline for the Precept amount.

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
3.2	Council funds are not properly managed	L/1	M/2	L/2	Income is invested in appropriate accounts by a competent Clerk. This is reviewed regularly by members at the Council meeting.
3.3	Loss of cash through theft or dishonesty	L/1	M/2	L/2	No petty cash is maintained by the Council / Clerk. Any necessary expenditure on small items such as stamps is paid for unapproved by the Clerk, which is reclaimed through an expenses claim. Insurance cover has been taken out to cover a) loss of non-negotiable money and robbery b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £100,000)
3.4	Council Financial Regulations are inadequate	L/1	M/2	L/2	Council financial procedures are well tried and tested. A set of Financial Regulations under which the Council operates was adopted at the Meeting held on 8 th March 2021.
3.5	Council financial controls and accounting records are inadequate to prevent financial irregularity	L/1	M/2	L/2	The Clerk maintains Council accounting records using an excel spreadsheet. Members are provided with regular reports covering bank balances, explanatory notes and management accounts. Payments are made electronically wherever possible. All electronic payments are submitted by the Clerk and authorised by two Councillors. A full list of payments for approval is submitted at each Full Council meeting and all invoices will be initialled by two Councillors once COVID regulations permit this to take place again. All cheques are presented to Full Council for approval and invoices and cheque stubs are signed by two Councillors.

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
3.6	Audit documentation is not submitted within the required timeframe to the internal and external auditors	L/1	M/2	L/2	The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation and report this to Council.

Category 4: Insurance

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
4.1	Insurance must be renewed each year	L/1	L/1	L/1	The insurance renewal must be considered at the May meeting each year in time for the 1 st June renewal date.
4.2	Insurance must cover Public Liability (£10M), Employers Liability (£10M), Personal Accident and Fidelity	L/1	L/1	L/1	The Clerk reviews the insurance policy before presenting to the Council. The Council reviews the insurance policy at the Annual Meeting of the Parish Council.

Category 5: Councillor Propriety

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
5.1	Members do not declare their interests, gifts or hospitality	L/1	L/1	L/1	<p>The Clerk maintains a Register of Interest, which all Councillors are required to keep up to date. An agenda item at each meeting gives members the opportunity to declare personal and/or prejudicial interests.</p> <p>Members are requested to review their Register of Interest at the start of each Municipal Year.</p>

Category 6: Business Continuity

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
6.1	Loss of Clerk	L/1	M/2	L/2	<p>All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required.</p>

Category 7: Legal Compliance

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
7.1	Motions adopted by the Council are not legal	L/1	M/2	L/2	The Clerk advises members if they consider a motion may be illegal. A set of Standing Orders, based on the NALC model, was adopted at the meeting on 8 th March 2021. These will be reviewed at each Annual Meeting of the Parish Council. They are updated whenever a new model document is released. The latest version of 'Local Council Administration' by Charles Arnold-Baker is used as a reference.
7.2	Committees and officers exceed their terms of reference	L/1	M/2	L/2	If committee are formed, Terms of Reference and Delegated Powers will be created and reviewed annually at the Annual Meeting of the Parish Council. The Clerk has a detailed Job Description.
7.3	Minutes and agendas are not produced in a timely manner or made available to the public	L/1	L/1	L/1	Signed agendas for all meetings are produced by the Clerk. The agendas are emailed to members at least 3 clear days before each meeting. Agendas will be posted on the a noticeboard in the Parish on the Tuesday before each Monday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website.
7.4	Council documents are not controlled properly	L/1	L/1	L/1	All documentation is produced using version control mechanisms. Documents are filed in a lockable filing cabinet via a classification index at the home of the Clerk. Some historical documents are filed in lockable cabinets located within the Parish. Electronic documents are filed using a folder structure.
7.5	Effectiveness of internal audit is not considered.	L/1	M/2	L/2	An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items.

No.	Risk	Likelihood	Impact	Risk Rating	Management Control
7.6	Formal advice is not sought when required.	L/1	M/2	L/2	Continue with memberships of BALC and SLCC.
7.7	Failure to comply with data protection registration	L/1	M/2	L/2	The Council is registered with the Information Commissioner's Office and the registration fee is paid annually by direct debit.
7.8	Failure to comply with Freedom of Information request	L/1	M/2	L/2	The Council adopted a Model Publication Scheme at the meeting on 8 th March 2021. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required.
7.9	Failure to comply with the General Data Protection Regulations	L/1	M/2	L/2	The Clerk has attended GDPR training. The Councillors will be required to complete a GDPR checklist to advise them of the requirements they must meet.