

Councils do many things and run many services that people use on a daily basis, whether it is the local park, village hall or even a bus stop



What is the parish or town council? How can you get involved? Why are things done in a certain way? Who can you go to for further help and advice?

This guide has been developed for people across Hampshire to explore Local Democracy, find out about local councils and create new ones

Organisations

There are a number of organisations that focus on parish and town councils. Listed below are the main organisations that can provide you with further assistance and support for your parish or town council, or for you as a councillor.

Hampshire Association of Local Councils Hampshire Association of Local Councils is a membership body set up in 1948 to support parish and town councils, Hampshire, including the unitary governed areas. Address: Floor 2, Eastleigh House,

Upper Market Street SO50 9YN Phone: 02380 688601 Email: admin@Hampshirealc.org.uk

Website: www.hampshirealc.org.uk

British Youth Council The British Youth Council (BYC) is the national youth council for young people aged under 25 in the UK. BYC concern and supports them to take collective action through

Address: 3 Bunhill Row, London ECTY 8YZ

campaigns and engaging with decision-makers. Address: CAN Mezzanine, 49-51 East Road,

London NI 6AH **Phone:** 020 7250 8374 Email: info@byc.org.uk Website: www.byc.org.uk

Communities and Local Government

Address: Ministry of Housing,

Communities and Local Government, 2 Marsham Street, London SWIP 4DF Phone: 030 3444 0000

Website: www.gov.uk/government/organisations/ department-for-communities-and-local-government National Association of Local Councils (NALC) The National Association of Local Councils works at a

England. They also have their own legal advice service. Address: 109 Great Russell Street, London WCIB 3LD Phone: 020 7637 1865 Email: nalc@nalc.gov.uk

Website: www.nalc.gov.uk The Electoral Commission

This is an independent body set up by the UK Parliament, to foster public confidence and participation in the democratic process in the UK. Their activities support people to participate in elections for UK institutions (councils, parliament etc). They also regulate political finance in the UK.

Phone: 0333 103 1928 Email: contact via online form

Website: www.electoralcommission.org.uk

County Council

Hampshire County Council Address: The Castle, Winchester SO23 8UJ Phone: 0300 555 1375

Email: contact via online form Website: www.hants.gov.uk

People and Development

The Hampshire ALC's Consultancy - LCPD - provides sector specific support, advice and consultancy on everything from recruitment and setting the correct salary level, to a complete restructure of council. We can do this with CIPD qualified personnel and offer professional indemnity. We are cheaper than non-specialist commercial organisations, with a more informed team than generic local government organisations can offer.

range of learning and development opportunities. We can also help your organisation with advertising, exhibition and marketing opportunities.

Contact us with your needs on: Phone: 02380 688061 Email: admin@Hampshirealc.org.uk











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Dawn Hamblet, Chief Executive Hampshire ALC, February 2021 (all content is correct at the time of writing). Hampshire Association of Local Councils © 2021

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Further Information

Electoral Services Office

Ever wondered how you

can get better facilities

for people in your area?

The electoral services within district councils can help you find out if you are on the electoral register, as well as telling you where you can go to vote.

Basingstoke & Deane Borough Council Tel: 01256 844844 Website: www.basingstoke.gov.uk

East Hampshire District Council Tel: 01730 266551 Website: www.easthants.gov.uk

Eastleigh Borough Council Tel: 02380 688000 Website: www.eastleigh.gov.uk

Hart District Council Tel: 01252 622122 Website: www.hart.gov.uk **New Forest District Council** Tel: 02380 285000 Website: www.newforest.gov.uk

Test Valley Borough Council Tel: 01264 368000 Website: www.testvalley.gov.uk

Winchester City Council Tel: 01962 840222 Website: www.winchester.gov.uk Hampshire authorities with no parishes at the time of



make a difference \}

The What

Ever wondered what a local council is or what it does?

I. The types of local councils

In England there are many types of local councils - all with different responsibilities

(see 1.2 What they do). The thing they all have in common is that any type of local council exists to provide local services for local people.

The bigger picture

There are three different levels of local government in Hampshire. Parish and town councils are the first tier and most local form of government. At the next level are the district councils, and above them is the more strategic County Council. In Fareham, Havant and Gosport there are no parish councils currently. In the cities of Portsmouth and Southampton there are unitary councils. See diagram at la for an overview.

Many former county areas now have unitary councils (covering all district and county functions), as well as some urban areas. It is possible to have parish councils in unitary areas.

Some towns across Hampshire are **unparished**, but since 1997 there has been a trend towards complete coverage and currently there is much urban interest in forming local councils.

Nationally the Department of Communities and Local Government is the Government Department responsible for overall governance of parish and town councils.

Parish and town councils are established by the Local Government Act of 1894. There is no legal difference between a parish and a town council. They both have the same functions and powers - the only difference is in the name. In this leaflet we are referring to civil parishes - but for your information there are two different types of parish

- Ecclesiastical Parishes: these consist of geographical areas that are centred on an Anglican church, with a parochial
- Civil Parishes: these consist of geographical areas that are not centred on Anglican churches. Civil parishes form the administrative area for parish and town councils.

Within England and Wales, parish and town councils (nearly 9,000 currently precepting) are looked after by 38 county

1.2 What they do

The main role of the parish and town councils is set out in law and includes spending money from the precept and raising capital or taking out loans to provide a variety of local services.

Parish and town councils also have by law the right to be asked about their view on some services that are the responsibility of other levels of government. They also have the right to be represented at public inquiries.

The list below highlights some services that Recreation Grounds local councils may be responsible for: Postal and Public Clocks Public Walks Transport Public Seats and Shelters Roadside Verges Parish Staff Public Toilets Burial Grounds Parish and Town Council Services Pleasure Boats Public Lotteries Commons & Village Greens Parish or Community Hall To raise money by & Closed Churchyards the Parish Precept Crime Prevention Open Spaces War Memorials Street & Footway Rights of Way Car Sharing Schemes

As well as all of this, parish and town councils have the legal right

to be informed or consulted on the following areas:

• Local Plans (Town, Village, Conservation Area) Public Transportation Plans
 Local Planning Applications Heavy Lorry Route Proposals
 Sewerage Schemes

ponsibilities are. Knowing the responsibilities of the other levels of government will also help you be effective in your role and advise reside

1.3 Those involved in local councils

Many people are involved in the work of parish and town councils, each having a different role to play.

	Councillor	Chairman	Clerk	Voters
Who are they?	Local elected representative.	Elected leader of the council. The chairman of a town council may be called the Town Mayor.	Paid member of council staff.	Residents aged 18 or older.
What they do	Make decisions at council meetings on its activities and what areas it should spend its money on - they also check financial procedures.	Oversee and lead council meetings.	Advise councillors on their legal duties and obligations.	Cast their vote to elect councillors.
What this means to you (as a resident)	You have a local representative.	An identified figure- head for the council.	A contact for information on how the council works.	If you are aged 18 or older you can vote.

Knowing how your local council works and ways you can get involved perhaps isn't something you often think about. But if you aren't satisfied with just knowing what your council does, you may decide to take part in it and have more of a say about local services. One way you can do this is by being a Councillor - an elected representative who serves the local community.

Election Jargon Buster

Electoral Register - Names and addresses, together Expenses - For example if you produce your own leaflets/ with election identification numbers of all people within a pamphlets etc, you have to report how much money you community who are registered to vote. activities and deadlines during an election.

spent on this within 28 days of the election.

Electoral Timetable - A calendar of dates for all the Returning Officer - The person who oversees the election. Ward - Geographical areas within a parish; each ward will Standing - Putting your name forward as a candidate for an then elect a Councillor to represent them within the parish.

The How

Having identified what a parish and town council is and what it does, the next step to consider is how you can get involved . . .

2. | Becoming a Councillor

Elections of local Councillors take place on the first Thursday in May every four years. Residents in parish and town councils decide who they want to represent them by voting in local elections.

Standing to be a Councillor - The four initial

the power to call an election and can provide the

Find out when the notice of election is published

Contact the Returning Officer in your district who has

Parish and town clerks hold a number of forms. Staff

have all the papers you need and can give you advice.

overleaf). Anyone who is eligible to stand can request

all three of you must sign it. All three of you must

include your Electoral Register number (available from

your electoral services office). This is the district code

on the front of the Electoral Register, e.g. A village

might be 'SX', which is followed by a number that

technical names for the two people supporting your

How you are affected

as a Councillor?

Your behaviour should be appropriate, as you will

be seen and judged by the public.

• Know your stuff - get facts about the key issues so that

• Get coverage - through the local media (newspaper,

radio etc) so that others know about your campaign

you are able to respond to voters' questions

and who is to be involved

appears next to your name like, 'SX 413'. The

nomination are Proposer and Seconder.

They may even look over your nomination form to

check that it's correct (see further information

Put all your personal details and those of the two

people supporting your nomination on the form -

Complete your nomination form

in the Districts Council's Electoral Services Office also

steps to take before standing in elections

Get a nomination form

these forms.

To stand as a candidate you must be:

✓ Aged 18 or over

Ist Tier

Parish & Town

Councils

District Councils

Borough Councils

Hampshire

County Council

2nd Tier

3rd Tier

✓ A British subject or citizen of the Irish Republic or a citizen of a Member State of the European Union or a country that is a member of the Commonwealth

You must also comply with one of the following:

- ✓ Registered as a local government elector for the parish
- ✓ Occupied for the whole of 12 months preceding the date of nomination as owner or tenant of land in the parish
- ✓ Your principal or only place of work during the last 12 months has been in the parish
- ✓ Resided in the parish or within 4.8km (3 miles) of it

However you should not have been:

- **X** Declared bankrupt (the terms of your bankruptcy will say if you are able to stand for election, or if there is a time limit attached)
- **X** A paid employee of the council that you are standing for
- **X** Convicted of a crime and sentenced to a term of imprisonment of **not less than three months** within five years before the day of the election
- Return your completed nomination form Don't forget to send your form back by the deadline ✗ Disqualified under any enactment relating to corrupt time and date. If you don't you will not be able to or illegal practices stand in the election!

Remember when taking steps 3 & 4

It may seem obvious but it's always useful to remind yourself that once you have the forms:

• **Everyone** mentioned on the form must sign it • All addresses are written in **full** with no abbreviations

• The Electoral reference consists of **letters and numbers** Lastly check when the nomination form has to be returned.

The last thing you want is to get people to agree to support your nomination and not hand it in on time.

Successful Campaigning

- Standing for election is one type of campaign. For any campaign to stand the chance of being successful you need to: • Be focused - be very clear about what you want to • Plan - decide what activities will happen, when, where
- achieve (i.e. get elected) • Get the timing right - don't start your election campaign until after you are officially a candidate and have
- sent back your completed nomination form Don't do it all yourself - having other helpers will share the load of work, it means you can use their skills

and expertise These tips, adapted from the British Youth Council's Take Action pack, will help you run your election campaign.

2.2 Attending council meetings as a member of the public

As a member of the public, you can attend any council meeting, except during discussions of confidential business. In addition to council meetings (which may take place every month), they also hold:

year, between 1st March and 1st June, where members of the public are allowed to speak if they wish

 An Annual Assembly / Parish Meeting - held every
 An Annual Parish Meeting of the Council - held every May where the Chairman and Vice-Chairman are elected - during election years it takes place by or within fourteen days of the election

Regardless of the type of meeting, Councillors should attend all council meetings

There are areas where there are no parish or town councils. This is normally because the electorate is under 151. In this situation you have parish meetings. A parish meeting should be called twice annually at any time of the year and must have 7 days clear notice.

Other meetings

A number of councils have additional meetings which look at specific areas or services. They are often called committees - a permanent meeting that can make decisions. Other meetings may be called working groups created to look at something for a short period of time and put forward recommendations to the council.

Examples include: Planning Committee • Sport and Leisure Services • Environment Committee Celebration Event Working Group

As with the three main types of meeting, members of the public will be allowed to attend all or part of these meetings. Some common questions

It's all well and good knowing how to become a councillor, yet there are still other things worth knowing about before deciding to stand in an election - such as what they do, how much time it all takes and will you get paid.

How much time do I have to give?

involve attending council meetings which may last 2-3 hours at a time. Many Councillors also hold can come and meet them to discuss their issues or concerns.

Do I need to belong to a political party?

You do not need to belong to a political party but in some areas it may help you in your attempt to get nominated as a candidate. In any case, party politics should not feature in the meetings and decisions of parish and town councils. Decisions at this most local level of government should be made solely for the benefit of local residents. Many party members uccessfully step outside of their 'party positions' when dealing with local issues in parish and town councils. Across Hampshire there are many independent parish and town councillors.

Do I get paid?

emember that being "part of the parish council should be an exciting experience increasing your knowledge of your community and generally getting involved with things that mean a lot to you. Socially it's good too, as you can get motivated by others to do things to help the public"

Don't forget that . . .

Having all this information is useful, however as one young person said, "Councils do not work very fast". This is because they are part of the democratic process and democracy can take time to bring about changes. Whilst it can be frustrating, stick with it and you will see the end results eventually, be it a better community hall or more frequent buses.

Election Jargon Buster

18 or older who is elected onto the council to put forward nomination form. people's views to the council.

Council Tax - A tax charged by a local authority to pay for of people to discuss specific issues. local services. The amount each house is charged is based on Ward (Area) - The smallest geographical area within a council

Precept - This is the parish or town council's share of the local government) to represent their views. As wards are council tax charged by its local authority. It is the amount of often multi-parish, most parish councils do not have wards money received by the parish or town council; they set the within them and so councillors are elected to the entire area amount for the precept.

with things like parking in a set area i.e. village.

Councillor (Elected Representative) - Someone aged Nominator (Supporter) - Someone that signs your

Committee Meetings (Committee) - A regular gathering

- people living in each area elect an individual (councillors in of the village or community.

Byelaw - A code or regulation that explains how to deal Audit (Check) - A check by a financial body on the finances of the parish/town council to ensure there is no corruption or misplacement of funds.

The Why

It is important to look at why certain things happen the way they do in parish and town councils. The main reason is due to the law.

3. Information for New Councillors

Having been elected as a Councillor, there are a number of important things that you need to be aware of. This includes:

- Acceptance of Office this is something all Councillors have to sign between 4 and 14 days after their election.
- Failure to sign the Declaration of Acceptance of Office means you cannot act as a Councillor.
- Code of Local Government Conduct an important document that all Councillors must sign up to and should have a copy of. It advises you on how to behave.
- Finance outlines the tax raising role of the council, as well as the legal duties parish and town councils have in relation to spending money.
- Non Attendance at Meetings the process for informing Councillors of your apologies for non attendance at a meeting. If you fail to do this and do not attend any meetings of the council for 6 months you are automatically no longer
- Meeting Procedures how council meetings are conducted (see Standing Orders for meetings Sec. 3.4).
- Delegation what responsibilities councils can give to another body or individual officer.
- Role of the Clerk they are employed by your council; they may also act as the Responsible Finance Officer and provide advice on your legal duties.

3.2 The Law

- Parish and town councils are created by law they are known as a statutory body. They are responsible for a number of
- things and do not have to answer to any other level of local government (e.g. district council). For example, by law, they must:
- Make decisions in an open and clear way • Set a budget each year, showing how much money they
- Have instructions on how the activities will be paid for (see 3.5 Financial Regulations)
- Comply with the Transparency Regulations expect to receive and spend

However, you do not need to know every aspect of the law, as your clerk will support you. The Hampshire Association of Local Councils can provide detailed guidance on the law and legal advice. The ALC also runs a yearly programme of training and development to help you in the role. Every council should have a training budget.

3.3 Councillors' Code of Conduct

This says how parish and town councillors should behave and act in their role. As a Councillor.

- You must not break the law
- receive a personal benefit, or it can be perceived so • You represent the whole local community, even if they
- The actual code is likely to be written in very formal language. When you start as a Councillor, you will be provided with a copy of it. Make sure you read and understand it.

The Standing Orders tell you how council meetings are run. There are a number of things that take place in any meeting. Your parish or town council may have some amendments to the list below to reflect how it operates.

 Meetings - they may vary from the council meeting to
 Order of Business - these are the agenda items the Annual Parish Assembly

5.4 Standing Orders for meetings

- Chairman of Council this Councillor oversees the meetings, if he/she is absent the Vice-Chairman will chair meetings
- Quorum this is the minimum number of Councillors that need to be present of any decisions to be taken, usually 1/3 of the councils total number of seats or 3
- whichever is greater • Voting - votes are taken by a show of hands. The Chairman has a casting vote which he/she may use in the event of a tied vote
- **Disorderly Conduct** this relates to the Councillor's
- code and covers unacceptable behaviour at meetings • Interest - this says how Councillors should act when matters are being discussed that they have a personal connection or interest in

• You must not take part in a decision where you may

- Inspection of Documents this ensures that all council minutes are available to the public
- Admission of the Public and Press under rare circumstances, the public and press may be asked to le a meeting when confidential matters are being discussed

5.5 Financial Regulations

As with everything in life, finances and money are important. The financial regulations for a parish or town council explain how the council makes financial related decisions. As a bare minimum, most financial regulations will cover the following areas:

- a) The accounting records and systems of internal control
- b) The assessment and management of risks faced by the Council c) The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor which shall be required at least annually, or details of the Transparency Compliance Process

than £xxx (as appropriate) It also explains the limit for when the Council needs to go out to tender (get quotes), for the supply of goods or services. For instance when a parish or town council goes out to tender, the financial regulations will usually set out how they are to

d) Purchasing policies including the setting of values for different procedures where the contract has an estimated value less

- promote and oversee the tender. For example: a) A public notice of intention to place a contract in a local newspaper
- b) A specification of the goods, materials, services and the execution of works shall be drawn up
- c) Tenders are to be sent in sealed marked envelopes to the Clerk by a stated date and time
- d) Tenders submitted are to be opened, after the stated closing date and time, by the Clerk and at least one member of the Council e) Tenders are then to be assessed and reported to the appropriate meeting of the Council or Committee
- All parish and town councils are able to raise a small amount per voter through the Local Government Act 1972 s.137,
- if no other power is relevant. The amount they can raise annually is set by the government and used for 'well being'. The regulations should be written by someone with financial knowledge, usually the council's Financial Officer. To ensure that they are relevant and up to date, as with the levels for going out to tender, they should be reviewed at least once every

When the Council has a meeting, they use an agenda to let everyone know what the meeting is for and what will be

Election Jargon Buster

discussed. During meetings, the Standing Orders (see above) will also be used.

Budget - A list showing what money you plan to spend and Parish Council (Parish) - The most local level of what money you plan to receive. Standing Order (Procedures) - A general rule of how to carry out an activity e.g. finance or meetings. Tier (Level) - A layer of local government.

Unitary Authority (Unitary Council) - A council that covers a geographical area. They do not have any district councils; they can contain parish and town councils.

Councils in its boundary. District Council (District) - A council within the boundary or services. of a County Council covering a smaller geographic area. It Regional - Used to describe a geographical area includes parish and town councils in its boundary.

referring to either unitary authorities or district councils.

government in England. They cover a small area and are an elected body. Town Council (Town) - They are the same as a parish

An example of the Agenda on the right

council but sometimes they have a mayor. Elector (Voter) - Someone aged 18 or older who is on the electoral register and can vote in elections. Code of Conduct (Rules) - A set of rules on how to

behave in meetings. County Council (County) - A council that covers a large geographic area such as Hampshire. It contains District Agenda (List) - A list of topics to be discussed in a meeting. **Tender -** To invite suppliers to put forward a quote for goods

e.g. South East. Local Authority (Council) - A general name used when

The Who

Hampshire Association of Local Councils is the county association that represents parish and town councils across Hampshire.

4. I Hampshire Association of Local Councils

The ALC provides advice, services, representation and networking across Hampshire by: • Promoting lawful and innovative local government

- · Protecting and promoting the rights, functions and privileges of member councils
- Assisting in the performance of member councils
- Promoting and developing the social, cultural and recreational life of communities
- Promoting a well-informed interest in local government
- Association of Local Councils. Examples of workstreams include: Representing parish council interests at all levels of government and in public life
- Regular meetings with sector colleagues to ensure continuous improvement in membership service delivery
- Promoting Hampshire issues more widely to ensure our voice is heard

The following questions and responses can give you a flavour of what the ALC does, and how it can help

The Hampshire ALC works at regional and national level with support from other CALCs and the national body, the National

(Hampshire ALC not HALC) and what does it do? We are a membership services organisation that provides support to local councils. We operate as a not for profit Ltd Company.

Where does it get its money?

The ALC is funded from membership subscription, through partnership and service level agreement with Hampshire County Council, and through earned income given for its learning and development, and other trading activities.

How are subscriptions set? Each member council pays an agreed fee, set annually at the AGM, by voting councils attending.

We have exceptionally high membership levels across Hampshire, which allows us to be a strong collective voice

How many members does it have?

for local councils within the county. Who runs the Hampshire ALC? The Chief Executive is responsible for ensuring provision of services to members and the operational management of the organisation. This is overseen by the Board of Directors, who

What is the Hampshire Association of Local Councils of the 7 Districts. The County Executive shape policy and decide on Hampshire wide responses in relation to national and regional issues. In this way we ensure that the needs and requirements of our member councils are properly reflected throughout the ALC.

> How often does the Board meet? The Board meets quarterly.

How many people work for the Hampshire ALC? Hampshire ALC directly employs a dedicated staff team to provide core services to members. It is a flexible team that works in a proactive and agile way to best support the member councils. This is supplemented with support from

Where are the offices? We are based at offices in central Eastleigh, which have

external trainers and consultants for specialist services.

How do I contact them? You can contact us by:

excellent road, rail and bus links.

admin@Hampshirealc.org.uk 02380 688 061 are the Chairmen of the 7 District Associations. There is also Website: www.hampshirealc.org.uk

Meetings and Agenda

All Meetings

The Chairman of the Council shall preside. If the Chairman is absent the Vice-Chairman shall preside. If the Chairman and the Vice-Chairman are absent the meeting shall appoint a Chairman before it proceeds to any other business. As soon as the Chair has been filled and provisions made for recording the proceedings, the minutes of the previous meeting should be taken as read and, if correct, signed by the person presiding at the meeting.

a County Executive, made up of 4 members elected by each Facebook: https://www.facebook.com/HantsALC

Agenda

After minutes have been signed the order of business at the Annual Assembly could be as follows: 1) To receive the Annual Report of the parish council.

- 2) To receive a statement of the parish council's accounts for the year ended the previous 31st March. 3) To receive the council's observations on its finances for the current year.
- 4) To receive the observations of the County and District representative(s) for the division or ward that the parish is in. 5) To receive the Report of the delegates to the Hampshire Association of Local Councils.
- parish e.g. Village Hall Committee, Youth Club, W.I., Civic Society etc. 7) To consider elector resolutions of which written notice has been given.

To Members of Any Village Parish Council You are duly summoned/required to attend the next meeting of Any Village parish council

to be held at 7.00pm on Tuesday 1st October 20xx at Any Village Parish Hall.

AGENDA

I. Apologies: To receive apologies and to approve reasons for absence.

2. **Public Participation:** From 7.00pm residents are invited to give their views and question the parish council on issues on this agenda, or raise issues for future consideration at the discretion of the Chairman.

5. Progress Reports for information from/on the

3. Declarations of Interest: a. Register of Interests: Councillors are reminded of the need to update their register of interests

b. To declare any interests in items on the agenda and their nature.

4. Minutes: To consider the approval of the minutes of the last meeting of the Council (attached)

b. Village Hall Improvements (Cllr...) c. Footpath Survey (Cllr....) d. Parish Plan Steering Group (Cllr...)

6. Anywhere County Council, highways grass cutting: to consider forming a Grass Cutting Working Group to investigate the County Council's proposals to delegate highways grass cutting to the parish council. (letter attached) 7. Anywhere District Council, Refuse Collection (letter attached): to consider and comment upon new arrangements for refuse collection.

8. CALC: to consider the latest issue of the Shire Mail (previously circulated) and attendance by Clerk and Councillors at forthcoming training events described in the latest information bulletin. 9. District and County Councillors' reports for information (items raised for decision will appear on the agenda for the next meeting)

a. Local Plan. The council is asked to consider sending representatives to a presentation by Anywhere District Council b. To receive the minutes of the Planning Committee held on

c. To consider requesting the Planning Committee to undertake a photographic record of the Conservation Area. II. Finance a. To consider the recommendations of the Finance Working Group on Financial Regulations, Risk Assessment Schedule and budgets as attached.

b. To consider payments to be made as on list attached. 12. Street Lighting Working Group To consider the verbal report of the Working Group investigating the request for street lighting in Church Street.

14. Councillors' reports and items for future agenda Each Councillor is requested to use this opportunity to report minor matters of information not included elsewhere on the agenda and to raise items for future agendas. Councillors are respectfully reminded that this is not an opportunity for debate or decision making.

15. Date of next meeting To confirm the date of the next meeting which is scheduled for 2nd December 201x 16.To consider the exclusion of the public and press in the public interest for consideration of the following items: a. Personnel issues b. Legal issues

Signed John Smith

Clerk to Any Village Parish Council – 20th September 20xx

this is an example agenda, illustrating how typical items

might be dealt with in a businesslike way the agenda should state the business to be transacted

13. Clerk's report on Project Updates

• each decision item is self-explanatory with relevant

information attached where possible

requiring a decision by the Council

- - Councillors requiring more information should be
 - encouraged to contact the Clerk BEFORE the meeting

the term "to consider" is used to identify an issue

• information items are clearly distinguished and are not for

• short bullet-point working party reports & recommendations may be circulated with the agenda for clarity