

ANNUAL PARISH COUNCIL MEETING

I hereby give you notice that the Annual Meeting of the Parish Council will be held in Shepherdswell Village Hall on Wednesday, 20 May 2026 at 1930hrs.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving the business to be transacted at the Meeting as set out hereunder.

Please note that these meetings may be sound recorded.

Dated 15 May 2026
Jan Hancock, Parish Clerk

AGENDA

To receive reports from the County and District Councillors, Community Warden, Community Beat Officer & Shepherdswell Green Spaces Group. Public questions or comments on agenda and non-agenda items (public participation will be limited to 15 minutes, or otherwise at the discretion of the Chair)

047/2026 Election of Chair of the Parish Council - Chair's Declaration of Acceptance of Office

048/2026 Election of Vice-Chair of the Parish Council

049/2026 Apologies for Absence

050/2026 To **APPROVE** the minutes of the meetings held on 15 April 2026 and 28 April 2026

051/2026 Declarations of Interest

A Councillor who declares a DPI in relation to any item on the agenda will need to leave the meeting for the whole of that item and not be able to speak or take part, unless a relevant dispensation has been granted. A Councillor who declares an OSI will be able to speak on the item, but will be required to leave the meeting for the vote

052/2026 To **CONSIDER** applications received for the vacancy of Councillor and to **CO-OPT** one member to fill the position

053/2026 To **CONSIDER** and **APPROVE** the annual review and re-approval of all member's existing dispensations, in accordance with Standing Order 13, as amended in October 2025.

054/2026 To **RESOLVE** to reaffirm the Kent Code of Conduct for Members

055/2026 To **CONSIDER** and **APPROVE** the annual review and re-adoption of the Council's Standing Orders.

056/2026 To **RESOLVE** Councillors responsibilities for 2025/26 – please see attached

057/2026 To **CONSIDER** and **DETERMINE** the allocation of responsibility for the inspection of Parish Council assets (including health & safety, risk assessment and repairs).

058/2026 To **ACKNOWLEDGE** meeting dates for the forthcoming year

059/2026 Parish Clerk's Report

060/2026 Finance

60.01 To **RECEIVE** a report from the Chair of the Finance Committee

60.02 To **DISCUSS** and **APPROVE** the schedule of payments – please see attached

60.03 To **DISCUSS** and **APPROVE** the renewal quotes received for Parish Council Insurance

60.04 To **CONSIDER** and **APPROVE** the transfer of agency for the Council's insurance policy to CoverSure, and to authorise the Clerk to sign the Transfer of Agency letter.

60.05 Play Area Refurbishment Project – Confirmation of Council Commitment

To **RECEIVE** an update following the additional councillor discussions and site visit, and to **CONFIRM** the Parish Council's continued support for the refurbishment project at Shepherdswell Recreation Ground, including its commitment in principle to allocating £50,000 match funding over three financial years as resolved in April 2026.

061/2026 Planning – to **RECEIVE** a report from the Chair of the Planning Committee

062/2026 Working Group Reports - to **RECEIVE** updates from:

62.01 Carbon Footprint Working Group

62.02 Highway Improvement Plan Working Group

62.03 Communication Working Group

063/2026 Date of the next meeting

This will be on Wednesday 17 June in Shepherdswell Village Hall at 1930hrs

PARISH COUNCIL MEETING

Wednesday, 15 April 2026 at 1930hrs

Shepherdswell Village Hall

MINUTES

There were no reports from the County and District Councillors, Community Warden or the Community Beat Officer. Nigel Baker, Chair of Shepherdswell Green Spaces Group (SGSG) addressed the meeting to provide a general update. SGSG met at the end of March and their draft minutes have been circulated to all Councillors. The goal mouths at the Recreation Ground have been reseeded – SGSG would like to record their thanks to James Perfect and Bomber Fagg for their help with this project. Anti climb paint will shortly be painted onto the Spartans Container at the Recreation Ground to prevent youths climbing onto the top of the container. SGSG AGM will be held in Shepherdswell Village Hall on 18 May 2026.

Public questions and comments on agenda and non-agenda items (this section will be limited to 15 minutes or otherwise at the discretion of the Chair). **None**

37/2026 IN ATTENDANCE & APOLOGIES FOR ABSENCE

Present: Cllrs Watson (Chair), Bradley Stauffer-Kruse (Vice Chair), Keith Roberts, Sue Taber, Marien Elgar, Carole White, Sindy Denyer, Aidan Softley and Barry Crush

6 Members of the public

Clerk: Jan Hancock

Apologies: Cllrs John Bulaitis and Terry Hunt

38/2026 MINUTES OF THE MEETINGS HELD ON THE 18 MARCH 2026

Cllr Crush proposed that the minutes of the meeting held on 18 March 2026 be **APPROVED** as a true and accurate record, subject to the addition of the wording "Due to a possible misunderstanding over the number of applicants" to agenda item 26/026. **Seconded by Cllr Denyer. AGREED, with 5 in favour and 4 against.**

39/2026 DECLARATIONS OF INTEREST

NONE recorded.

40/2026 PARISH CLERK'S REPORT

Two Freedom of Information requests have been received and are being processed. An email was received from RoSPA indicating they are behind on administration but will respond to our email as soon as possible. A meeting is scheduled with Whitfield Parish Council on April 28th at 10 o'clock to discuss the Whitfield MasterPlan - Councillors are asked to confirm their availability. The co-option deadline for new councillors is Monday 20 April 2026. Applicants will be reviewed at the May meeting. Councillors were asked to review and respond to the Dover District Council's affordable housing supplementary planning document. The car park lights have been fixed, with three units replaced. Discussions are underway for additional solar lights in the car park.

Key dates for May include: Annual Parish Meeting: May 6th, Finance Meeting: May 11th, Annual Parish Council Meeting: May 20th

41/2026 FINANCE - SCHEDULE OF PAYMENTS

Balances as 08 April 2026	£
Current A/C	85378.72
Business A/C	117428.78
INCOME	
DDC – Precept	82719.52
EXPENDITURE TO RATIFY	
Hugo Fox – Website	23.99
Staff Wages (April)	1177.43
Service Charge	7.00
NEST – Staff Pensions	65.55
Krystal Hosting – Emails	13.20
SGSG (goal mouths & anti climb paint)	375.00
History Society (Plaques)	300.00
Information Commissioners Office	40.00
EXPENDITURE TO APPROVE	
Small Works Contractor (inv 341)	450.00
Staff Expenses	151.16
Harmers (inv 26628)	819.79
Village Hall Fees – March	85.00
HMRC	189.49
Bill Roberts – Preschool roof	470.00
Rialtas (SM33982)	252.00
KALC/NALC Membership (9927)	926.29
National Community Land Trust (4303)	180.00
	3523.73

Cllr Roberts proposed that the schedule of payments be APPROVED, seconded by Cllr Elgar. All AGREED

42/2026 PLANNING COMMITTEE

Cllr Elgar (Planning Committee Chair) updated the meeting on the recent Planning Committee meeting. Minutes available on the Parish Council website.

43/2026 WORKING GROUP REPORTS

43-01 **Carbon Footprint Working Group** – Cllr Stauffer-Kruse reported that a meeting will be scheduled soon. Further delays were reported by Kent County Council regarding the installation of electric vehicle charging points. The group is still working on clearing the area near Reed Meadow for recycling bins. The small works contractor is unavailable, so other quotes or volunteers will be sought.

43-02 **Highway Improvement Plan Working Group** – The group requested permission to put an article and QR code in the parish magazine for a questionnaire on the HIP – this was granted. They also requested funding of approximately £38 for 1,000 paper questionnaires for residents without online access, this will be signed off at the May meeting. Local businesses have agreed to act as drop-off points for completed questionnaires.

43-03 **Communications Working Group** – No Report.

44/2026 COMMUNITY

44-01 Shepherdswell Green Spaces Group

- i. The minutes from the SGSG meeting held on 30 March 2026 we **NOTED**.
- ii. Shepherdswell Recreation Ground Play Area
The chair paused the meeting at 1952hrs to allow Nigel Baker, Chair of SGSG to present their plan to revitalise the play area at the recreation ground and move some items to Reed Meadow. A report has been circulated and is available on the Parish Council website. Highlights include:
 - o The group reviewed proposals from three providers and recommends proceeding with Playdale.
 - o The new design aims to add more challenging equipment for older children (up to 12-13 years old), and some existing equipment will be relocated or repositioned. It includes an inclusive roundabout for wheelchair users and a new, safer fence.
 - o A key upgrade is making the area more accessible by laying a new rubberized, smooth surface called "wet pour." The current bark surface is ineffective and requires maintenance.
 - o The new design includes replacing the entire fence for the play area.

Members spent some time discussing the plan with opportunity to ask questions.

The meeting was reconvened at 2010hrs and Cllr Roberts **proposed that the Parish Council APPROVE and ENDORSE SGSG to proceed with the refurbishment of the Play Area located at Shepherdswell Recreation Ground**, with regular reports to the Parish Council as required and at key decision points. The Council also **APPROVE the appointment of Play Dale Playgrounds as the preferred contractor** for this project. And in principle, the council **COMMITTED to the identification and allocation of match funding from Parish Council resources to support this project. Based on current prices, this totals £50,000 – split over 3 financial years. Seconded by Cllr Crush, all AGREED**

The agreed sequence of events is: a site meeting at the recreation ground, followed by the finance meeting on 11 May 2026, and then a final vote on proceeding with the expenditure. Chair and Clerk to arrange meeting at the Recreation Ground.

The Parish Council expressed it's gratitude to Nigel and Denise Baker for their significant contributions to SGSG and the community.

44.02 Update on Parish Council Assets

Members discussed the current arrangements for the inspection of Parish Council Assets and a proposal was made to formalise the process for future inspections. **Cllr White PROPOSED that the process for assigning responsibility for asset inspection (health & safety, risk assessment, repairs) will be determined at the Annual Parish Council Meeting.** Responsibility will either fall to the Chair and the Chair of Finance, or be assigned to councillor volunteers, to be confirmed at the Annual Parish Council Meeting. **Seconded by Cllr Stauffer-Kruse. All AGREED**

45/2026 To RESOLVE that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of confidential information.

45.01 Grounds Maintenance Tender

Members **CONSIDERED** the four tenders received and **AGREED** to seek further clarification from two applicants. Members will review the additional information at an extraordinary meeting to be arranged before the end of April.

46/2026 DATE OF THE NEXT MEETING

The next meeting will be held at 1930hrs on Wednesday 20 May 2026 at Shepherdswell Village Hall.

EXTRAORDINARY PARISH COUNCIL MEETING

Tuesday, 28 April 2026 at 1900hrs

Shepherdswell Village Hall

MINUTES

047/2026 IN ATTENDANCE & APOLOGIES FOR ABSENCE

Present: Cllrs Mark Watson (Chair), Bradley Stauffer-Kruse (Vice Chair), Keith Roberts, Marien Elgar, Terry Hunt, Sindy Denyer and Barry Crush

0 Members of the public

Clerk: Jan Hancock

Apologies: Cllrs Sue Taber, John Bulaitis and Carole White

048/2026 DECLARATIONS OF INTEREST

There were no declarations of interest.

049/2026 It was **RESOLVED** that, in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following item(s) of business on the grounds that they involve the likely disclosure of confidential information. **All AGREED**

050/2026 GROUNDS MAINTENANCE TENDER

Members **CONSIDERED** the additional information received from the two shortlisted tenders and **RESOLVED** to award the contract to Bourne to Garden Ltd. The Council wished to record its thank to the other applicants.

051/2026 DATE OF NEXT MEETING

This will be on Wednesday 20 May in Shepherdswell Village Hall at 1930hrs

Shepherdswell *with* Coldred Parish Council

Briefing Note

Co-option of Parish Councillor

1. Purpose of the Briefing Note

To brief Members on the statutory process for filling the current casual vacancy by co-option, to confirm the applications received, and to outline the procedure to be followed at the meeting.

2. Background

A casual vacancy arose following the resignation of Cllr Symes.

A Notice of Vacancy was published in accordance with the Local Government Act 1972. The 14-day period for electors to request an election expired with **no election being called**, therefore the Parish Council is required to fill the vacancy by co-option.

This process is governed by:

- **Local Government Act 1972, s.16(2)** – power to fill casual vacancies by co-option
 - **LGA Schedule 12, para. 10** – voting requirements
 - **LGA 1972, s.79** – eligibility criteria
 - **Council Standing Orders (SO 8)**
-

3. Eligibility

Applicants must meet at least one of the statutory criteria:

- Registered local government elector for the parish
- Occupied land or premises in the parish for the preceding 12 months
- Principal place of work in the parish for the preceding 12 months
- Resident within 3 miles of the parish boundary for the preceding 12 months

The Clerk has carried out initial eligibility checks based on the information supplied.

4. Applications Received

The following valid applications have been received for consideration, these are listed in order of application received:

- **Matthew Thornton**
- **Lucy Emma Little**
- **John Davis**
- **David Cox**

All applicants have confirmed they meet the eligibility requirements.

5. Procedure at the Meeting

The following procedure is recommended to ensure fairness, transparency, and compliance:

1. **Chair introduces the item** and confirms the number of valid applications.
 2. **Clerk outlines the process** and confirms eligibility checks completed.
 3. **Optional applicant statements** – typically 2–3 minutes each.
 4. **Questions from Members.**
 5. **Voting**
 - Voting must be by **written ballot**.
 - A candidate must receive an **absolute majority** of votes cast.
 - During the co option process the chair has **NO** casting vote
 - If no candidate achieves a majority, the candidate with the lowest number of votes is removed and further rounds are held.
 6. **Clerk counts votes** and advises the Chair of the result.
 7. **Council resolves** to co-opt the successful candidate.
 8. **Result recorded** in the minutes.
-

6. Post-Meeting Actions

If a candidate is co-opted, the following actions are required:

- Arrange signing of the **Declaration of Acceptance of Office** at the meeting.
 - Provide **Register of Interests** form for completion within 28 days.
 - Notify **Dover District Council** of the co-option.
 - Update the **Parish Council website**.
 - Add the new Member to circulation lists and governance documents.
-

7. Recommendation

That Members consider the applications received and proceed to co-opt **one Parish Councillor** in accordance with the statutory process and Standing Orders.

From: [REDACTED]
To: [Jan Rousell](#)
Subject: My Co-option Application Form
Date: 12 April 2026 14:23:16
Attachments: [REDACTED]

Good afternoon Jan,

Please find attached my application form. I have also printed off a hard copy & dropped it off at the Shepherdswell with Coldred Parish Council post box @ the Village Hall.

Shepherdswell *with* Coldred Parish Council

Co-option Application Form

1. Personal Details

Full Name: Matthew Thornton

Address:



Postcode:

 _____

Telephone:

 _____

Email:

 _____

2. Eligibility to Serve as a Parish Councillor

To be eligible for co-option, you must meet *at least one* of the following criteria and **not** be disqualified under relevant legislation.

Please tick all that apply:

- I am registered as a local government elector for the parish.
- I have lived in the parish, or within 3 miles of it, for the past 12 months.
- I occupy as owner or tenant land or premises in the parish for the past 12 months.
- My principal or only place of work has been in the parish for the past 12 months.

Please confirm you are not disqualified from holding office:

- I confirm I am not disqualified under the Local Government Act 1972 or other relevant legislation.

3. About You

Why would you like to become a parish councillor?

(Please outline your motivation and what you hope to contribute.)

Since moving to the heart of the village, I have sought to immerse myself in the community through my involvement with the Village Green Association. This village has been incredibly welcoming, and I am keen to give back by offering my time and energy to the Parish Council.

Having worked in the Civil Engineering industry, I am used to demanding environments that require patience, clear communication and solution-oriented mindset. My goal is to use my professional and personal experience to help ensure our parish remains a vibrant, well supported place to live.

What skills, experience, or interests would you bring to the council?

(Community involvement, professional background, local knowledge, etc.)

I bring a unique combination of technical expertise and governance experience. In terms of leadership, I served on the committee of the London and Surrey Mini Owners Club for over twenty years, including seven years as Chairman. Managing the UK's largest regional Mini Club required high-level organisation, financial oversight, and the ability to build consensus through effective chairing of meetings.

I pride myself on an objective and balanced approach to decision making, ensuring all viewpoints are considered to reach fair, evidence-based conclusions.

My interests are rooted in local life. I am eager to apply my skills and experience in community leadership to help maintain and improve our local environment.

4. Declarations

Are you willing to attend council meetings regularly and undertake training as required?

- Yes
- No

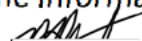
Are you willing for your name to be published as an applicant?

- Yes
 - No
-

5. Signature

I declare that the information given in this application is true and complete.

Signature: _____



Date: _____

12 April 2026

From: [REDACTED]
To: parishclerk@shepherdswellcoldred-pc.gov.uk
Subject: Application for Parish Cllr: Lucy Emma Little
Date: 18 April 2026 17:36:23
Attachments: [REDACTED]

Dear Cllr J. Rousell,

Please find attached my completed application form for the Parish Councillor position.

I am very keen to contribute to the local community and would welcome the opportunity to support the council's work. My background in education, SEND, and social care, alongside my experience working with local stakeholders, has given me a strong understanding of community needs and local services.

I would be happy to provide any further information if required and look forward to hearing from you.

Best wishes

Lucy Emma Little

Shepherdswell *with* Coldred Parish Council

Co-option Application Form

1. Personal Details

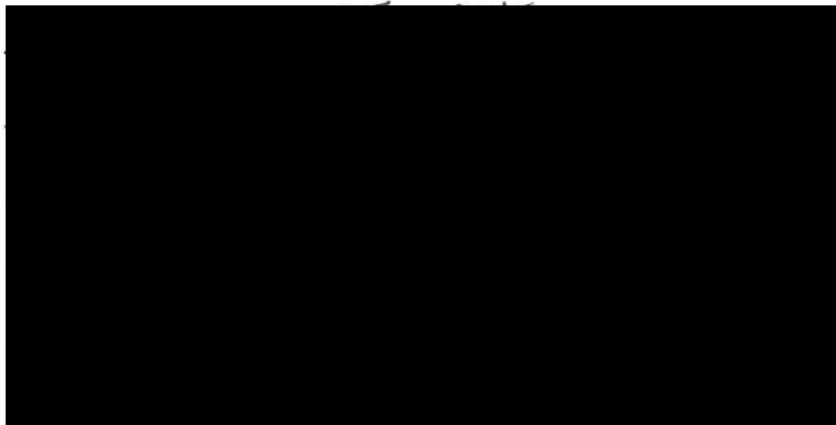
Full Name: LUCY EMMA LITTLE

Address:

Postcode:

Telephone:

Email:



2. Eligibility to Serve as a Parish Councillor

To be eligible for co-option, you must meet *at least one* of the following criteria and **not** be disqualified under relevant legislation.

Please tick all that apply:

- I am registered as a local government elector for the parish.
- I have lived in the parish, or within 3 miles of it, for the past 12 months.
- I occupy as owner or tenant land or premises in the parish for the past 12 months.
- My principal or only place of work has been in the parish for the past 12 months.

Please confirm you are not disqualified from holding office:

- I confirm I am not disqualified under the Local Government Act 1972 or other relevant legislation.
-

3. About You

Why would you like to become a parish councillor?

(Please outline your motivation and what you hope to contribute.)

PLEASE SEE ADDITIONAL FORMS

What skills, experience, or interests would you bring to the council?

(Community involvement, professional background, local knowledge, etc.)

PLEASE SEE ADDITIONAL FORMS.

4. Declarations

Are you willing to attend council meetings regularly and undertake training as required?

- Yes
- No

Are you willing for your name to be published as an applicant?

- Yes
- No

5. Signature

I declare that the information given in this application is true and complete.

Signature:  _____

Date: 18-04-2026

3. About Me

Why would you like to become a parish councillor? (Please outline your motivation and what you hope to contribute.)

Having lived in the parish for eight years, I care deeply about its future and the well-being of the people who live here. Over the last few years, I have seen changes in our community spirit, and I would like to work with others to ensure our parish continues to thrive.

I would like to become a parish councillor because I am committed to contributing to my local community in a practical, visible, and accountable way. Through both my professional work and community involvement, I see how local decisions directly shape residents' daily lives, from access to services and community safety to the quality of local facilities and support for families.

My background in education, SEND, and social care gives me a strong understanding of the challenges faced by children, families, and vulnerable adults. I am experienced in navigating complex systems, balancing competing priorities, and ensuring that decisions are fair, transparent, and grounded in the best interests of those they affect. I bring strong organisational skills, attention to detail, and the ability to analyse information and contribute constructively to discussions and decision-making.

I am particularly interested in strengthening communication between the council and residents, ensuring people feel informed, included, and able to participate. I am especially committed to making the parish welcoming, accessible, and supportive for families, older residents, and those with additional needs.

There is currently much confusion around the unitary authority and the Local Government Reorganisation (LGR). I would like to be involved so I can advocate for our community, support improvements to local facilities, and help ensure decisions are made with transparency and fairness.

I am motivated by a desire to strengthen community engagement, support local initiatives, and contribute to improving outcomes for residents. I would bring consistency, professionalism, and a strong sense of public duty to the role, with a clear focus on ensuring the parish council operates effectively and transparently in the best interests of the community it serves.

What skills, experience, or interests would you bring to the council? (Community involvement, professional background, local knowledge, etc.)

I would bring a combination of professional expertise, community involvement, governance experience, and strong local knowledge to the parish council.

Professionally, I have over 18 years of experience across education, SEND, and social care. This has given me a deep understanding of the challenges faced by children, families, and vulnerable adults, as well as the wider pressures on public services. I am experienced in safeguarding, policy implementation, and working within statutory frameworks, which supports informed, responsible, and accountable decision-making.

I bring strong organisational and administrative skills, including managing complex workloads, analysing information, writing reports, and ensuring regulatory compliance. I am confident in contributing to meetings, critically reviewing information, and supporting clear, transparent decision-making processes.

Alongside my professional background, I have direct governance experience. I served as the SEND Governor at Shepherdswell and Eythorne Schools for over a year, working closely with the leadership team to support compliance, strengthen safeguarding, SEND practice, and improve outcomes for vulnerable groups. This role required careful scrutiny, clear communication, and a strong understanding of statutory responsibilities, all of which translate directly into effective parish council work.

I am also the Deputy Chair of a local branch group, where I support community engagement and local initiatives. Through this work, I have built a strong online presence, sharing local and national information with an audience of over 10,000 followers (in less than a year). This has helped improve communication, raise awareness of local issues, and strengthen connections between residents and local services.

Through my work with local authorities, schools, and community groups across Kent and the Southeast, I have developed strong community engagement skills. I am used to listening to residents, understanding local priorities, and helping to find practical, workable solutions. I have also built strong working relationships with councillors across Kent and Medway, as well as with KALC committee members, which have given me valuable insight into local government processes and regional priorities.

I have designed and implemented a candidate development pathway to support potential future councillors, helping them build the skills, confidence, and understanding needed for public service. This reflects my commitment to developing others, strengthening local leadership, and ensuring communities have capable, well-prepared representatives.

Having lived in the parish for eight years, I have a good understanding of local issues and the changes our community has experienced, particularly around communication, cohesion, and access to services. I am particularly interested in strengthening communication between the council and residents, ensuring people feel informed, included, and able to participate. I am also committed to making the parish welcoming, accessible, and supportive for families, older residents, and those with additional needs.

Overall, I would bring a practical, organised, and community-focused approach, with a strong sense of public duty and a commitment to ensuring the council operates transparently and in the best interests of residents.

From: [REDACTED]
To: [Jan Rousell](#)
Subject: Parrish application form
Date: 19 April 2026 15:07:03
Attachments: [REDACTED]

Hi Jan

I hope you are well ?
Please see attached my application form for parish councillor.
I do hope this is all okay ?
Any problems or questions please don't hesitate to contact me.

Many thanks and best regards

John Davis

[REDACTED]

[REDACTED]

Shepherdswell *with* Coldred Parish Council

Co-option Application Form

1. Personal Details

Full Name: John Davis

Address: _____

Postcode: ██████

Telephone: _____

Email: _____

2. Eligibility to Serve as a Parish Councillor

To be eligible for co-option, you must meet *at least one* of the following criteria and **not** be disqualified under relevant legislation.

Please tick all that apply:

- I am registered as a local government elector for the parish.
- I have lived in the parish, or within 3 miles of it, for the past 12 months.
- I occupy as owner or tenant land or premises in the parish for the past 12 months.
- My principal or only place of work has been in the parish for the past 12 months.

Please confirm you are not disqualified from holding office:

- I confirm I am not disqualified under the Local Government Act 1972 or other relevant legislation.

3. About You

Why would you like to become a parish councillor?

(Please outline your motivation and what you hope to contribute.)

I would love to be a parish councillor because i care deeply about the place i live, bring my children up in and the community.

I feel i would bring a new fresh approach to our community.

What skills, experience, or interests would you bring to the council?

(Community involvement, professional background, local knowledge, etc.)

I would bring a strong mix of real world experience.

I am a good listener, approachable and committed to fairness and transparency.

4. Declarations

Are you willing to attend council meetings regularly and undertake training as required?

- Yes
- No

Are you willing for your name to be published as an applicant?

- Yes
- No

5. Signature

I declare that the information given in this application is true and complete.

Signature: Mr John Davis

Date: 19-04-2026

From: [REDACTED]
To: [Jan Rousell](#)
Subject: Application for co-option
Date: 20 April 2026 15:42:02
Attachments: [REDACTED]

Please find attached application form.

3. About You

Why would you like to become a parish councillor?

(Please outline your motivation and what you hope to contribute.)

I have lived in the village since 2004 and would welcome the opportunity to support ongoing development. I am particularly interested in supporting initiatives that strengthen community cohesion and improve local services. I believe in transparent, collaborative decision making with a respectful environment especially for female councillors, free from bullying or intimidation.

What skills, experience, or interests would you bring to the council?

(Community involvement, professional background, local knowledge, etc.)

I am an active member of the Green Spaces Group working alongside the Parish Council to enhance village facilities. I am currently helping in the organising of this year's summer fete. I have experience in community involvement including serving as a school governor and managing an under 10 football team. Recently, I volunteered in the village, helping to collect donations for the poppy appeal. Professionally I have built a career in IT and I believe the Parish Council would benefit from my experience.

4. Declarations

Are you willing to attend council meetings regularly and undertake training as required?

- Yes
- No

Are you willing for your name to be published as an applicant?

- Yes
- No

5. Signature

I declare that the information given in this application is true and complete.

Signature: David Cox

Date: 20/04/2026

Shepherdswell *with* Coldred Parish Council

Kent Code of Conduct for Members

Preamble

- (A) The Code of Conduct that follows is adopted under section 27(2) of the Localism Act 2011.
- (B) The Code is based on the Seven Principles of Public Life under section 28(1) of the Localism Act 2011, which are set out in Annex 1.
- (C) This Preamble and Annex 1 do not form part of the Code, but you should have regard to them as they will help you to comply with the Code.
- (D) If you need guidance on any matter under the Code, you should seek it from your Clerk, the Monitoring Officer or your own legal adviser – but it is entirely your responsibility to comply with the provisions of this Code.
- (E) In accordance with section 34 of the Localism Act 2011, it is a criminal offence if, without reasonable excuse, you:
 - (a) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the day on which you became a member
 - (b) Fail to disclose the interest at meetings where the interest is not entered in the authority's register
 - (c) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the date of disclosure at a meeting, if the interest is not entered in the authority's register and is not the subject of a pending notification
 - (d) Take part in discussion or votes, or further discussions or votes, at meetings on matters in which you have the interest which are being considered at the meeting.
 - (e) Fail to notify the authority's Monitoring Officer of the interest before the end of 28 days beginning with the date when you become aware that you have such an interest in a matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the authority.
 - (f) knowingly or recklessly provide false or misleading information in any of the above disclosures or notifications.
- (F) Any written allegation received by the Authority that you have failed to comply with the Code will be dealt with under the arrangements adopted by Dover District Council for such purposes. If it is found that you have failed to comply with the Code, the Authority may have regard to this failure in deciding whether to take action and, if so, what action to take in relation to you.

THE CODE

1. Interpretation

In this Code:

“Associated Person” means (either in the singular or in the plural):

- (a) a family member or any other person [or body?] with whom you have a close association, including your spouse, civil partner, or somebody with whom you are living as a husband or wife, or as if you are civil partners; or
- (b) any person or body who employs or has appointed you or such persons, any firm in which you or they are a partner, or any company of which you or they are directors; or
- (c) any person or body in whom you or such persons have a beneficial interest in a class of securities exceeding the nominal value of £25,000; or
- (d) any body of which you are in a position of general control or management and to which you are appointed or nominated by the Authority; or
- (e) any body in respect of which you are in a position of general control or management:
 - (i) exercising functions of a public nature; or
 - (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).

“Authority” means [*name of Authority*].

“Authority Function” means any one or more of the following interests that relate to the functions of the Authority:

- (a) housing - where you are a tenant of the Authority provided that those functions do not relate particularly to your tenancy or lease; or
- (b) school meals or school transport and travelling expenses - where you are a parent or guardian of a child in full time education, or are a parent governor of a school, unless it relates particularly to the school which your child attends;
- (c) statutory sick pay under Part XI of the Social Security Contributions and Benefits Act 1992 - where you are in receipt of, or are entitled to the receipt of, such pay;
- (d) an allowance, payment or indemnity given to members of the Authority;
- (e) any ceremonial honour given to members of the Authority;
- (f) setting council tax or a precept under the Local Government Finance Act 1992.

“Code” means this Code of Conduct.

“Co-opted Member” means a person who is not an elected member of the Authority but who is a member of:

- (a) any committee or sub-committee of the Authority, or
- (b) and represents the Authority on, any joint committee or joint sub-committee of the Authority;
and
- (c) who is entitled to vote on any question that falls to be decided at any Meeting.

“Disclosable Pecuniary Interest” means those interests of a description specified in regulations made by the Secretary of State (as amended from time to time) as set out in Annex 2 and where either it is:

- (a) your interest or
- (b) an interest of your spouse or civil partner, a person with whom you are living as husband and wife, or a person with whom you are living as if you were civil partners and provided you are aware that the other person has the interest.

“Interests” means Disclosable Pecuniary Interests and Other Significant Interests.

“Meeting” means any meeting of:

- (a) the Authority;
- (b) any of the Authority's or its committees, sub-committees, joint committees and/or joint sub-committees.

“Member” means a person who is a member of the Authority and includes a Co-opted Member.

“Other Significant Interest” means an interest (other than a Disclosable Pecuniary Interest or an interest in an Authority Function) in any business of the Authority which:

- (a) may reasonably be regarded as affecting the financial position of yourself and/or an Associated Person to a greater extent than the majority of: -
 - (i) other council tax payers, ratepayers or inhabitants of the electoral division or ward, as the case may be, affected by the decision; or
 - (ii) (in other cases) other council tax payers, ratepayers or inhabitants of the Authority's area; or
- (b) relates to the determination of your application (whether made by you alone or jointly or on your behalf) for any approval, consent, licence, permission or registration or that of an Associated Person;

and where, in either case, a member of the public with knowledge of the relevant facts would reasonably regard the interest as being so significant that it is likely to prejudice your judgment of the public interest.

“Register of Members' Interests” means the register of Disclosable Pecuniary Interests established and maintained by the Monitoring Officer under section 29 of the Localism Act 2011.

“Sensitive Interest” means information, the details of which, if disclosed, could lead to you or a person connected with you being subject to violence or intimidation.

Scope

2. You must comply with this Code whenever you act in your capacity as a Member or Co-opted Member of the Authority.

General obligations

3. (1) You must, when using or authorising the use by others of the resources of the Authority:
 - (a) act in accordance with the Authority's reasonable requirements; and
 - (b) ensure that such resources are not used improperly for political purposes (including party political purposes).
- (2) You must not:
 - (a) bully any person;
 - (b) intimidate or attempt to intimidate any person who is or is likely to be a complainant, a witness, or involved in the administration of any investigation or proceedings, in relation to an allegation that a Member (including yourself) has failed to comply with this Code;
 - (c) do anything that compromises, or is likely to compromise, the impartiality or integrity of those who work for, or on behalf of, the Authority;
 - (d) disclose information given to you in confidence by anyone, or information acquired by you which you believe, or ought reasonably to be aware, is of a confidential nature, except where:
 - (i) you have the written consent of a person authorised to give it; or
 - (ii) you are required by law to do so; or
 - (iii) the disclosure is made to a third party for the purpose of obtaining professional advice provided that the third party agrees not to disclose the information to any other person; or
 - (iv) the disclosure is:
 - reasonable and in the public interest; and
 - made in good faith and in compliance with the reasonable requirements of the Authority;
 - (e) prevent another person from gaining access to information to which that person is entitled by law;
 - (f) conduct yourself in a manner which could reasonably be regarded as bringing your office or the Authority into disrepute;
 - (g) use or attempt to use your position as a Member improperly to confer on or secure for yourself or any other person, an advantage or disadvantage.

Registering Disclosable Pecuniary Interests

4. (1) You must, before the end of 28 days beginning with the day you become a Member or Co-opted Member of the Authority, or before the end of 28 days beginning with the day on which this Code takes effect (whichever is the later), notify the Monitoring Officer of any Disclosable Pecuniary Interest.
- (2) In addition, you must, before the end of 28 days beginning with the day you become aware of any new Disclosable Pecuniary Interest or change to any interest already registered, register details of that new interest or change, by providing written notification to the Monitoring Officer.
- (3) Where you have a Disclosable Pecuniary Interest in any matter to be dealt with, or being dealt with, by you acting alone in the course of discharging a function of the Authority (including making a decision in relation to the matter), then if the interest is not registered in the Register of Members' Interests and is not the subject of a pending notification, you must notify the Monitoring Officer before the end of 28 days beginning with the day you become aware of the existence of

the interest.

Declaring Interests

5. (1) Whether or not a Disclosable Pecuniary Interest has been entered onto the Register of Members' Interests or is the subject of a pending notification, you must comply with the disclosure procedures set out below.
- (2) Where you are present at a Meeting and have a Disclosable Pecuniary Interest or Other Significant Interest (and you are aware that you have such an interest) in any matter to be considered, or being considered, at the Meeting, you must:
 - (a) disclose the Interest; and
 - (b) explain the nature of that Interest at the commencement of that consideration or when the Interest becomes apparent (subject to paragraph 6, below); and unless you have been granted a dispensation:
 - (c) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
 - (d) withdraw from the Meeting room in accordance with the Authority's Procedure Rules whenever it becomes apparent that the business is being considered; and
 - (e) not seek improperly to influence a decision about that business.
- (3) Where you have a Disclosable Pecuniary Interest or Other Significant Interest in any business of the Authority where you are acting alone in the course of discharging a function of the Authority, you must:
 - (a) notify the Monitoring Officer of the interest and its nature as soon as it becomes apparent; and
 - (b) not take any steps, or any further steps, in relation to the matter except for the purpose of enabling the matter to be dealt with otherwise than by you; and
 - (c) not seek improperly to influence a decision about the matter.
- (4) Where you have an Other Significant Interest in any business of the Authority, you may attend a Meeting but only for the purpose of making representations, answering questions or giving evidence relating to the business, provided that the public are also allowed to attend the Meeting for the same purpose. Having made your representations, given evidence or answered questions you must:
 - (a) not participate in any discussion of, or vote taken on, the matter at the Meeting; and
 - (b) withdraw from the Meeting room in accordance with the Authority's Standing Orders.

Sensitive Interests

6. (1) Where you consider that the information relating to any of your Disclosable Pecuniary Interests is a Sensitive Interest, and the Monitoring Officer agrees, the Monitoring Officer will not include details of the Sensitive Interest on any copies of the Register of Members' Interests which are made available for inspection or any published version of the Register, but may include a statement that you have an interest, the details of which are withheld under this paragraph.
- (2) You must, before the end of 28 days beginning with the day you become aware of any change of circumstances which means that information excluded under paragraph 6(1) is no longer a Sensitive Interest, notify the Monitoring Officer asking that the information be included in the Register of Members' Interests.
- (3) The rules relating to disclosure of Interests in paragraphs 5(2) and (3) will apply, save that you will not be required to disclose the nature of the Sensitive Interest, but merely the fact that you

hold an interest in the matter under discussion.

Gifts and Hospitality

7. (1) You must, before the end of 28 days beginning with the day of receipt/acceptance, notify the Clerk of any gift, benefit or hospitality with an estimated value of £100 or more, or a series of gifts, benefits and hospitality from the same or an associated source, with an estimated cumulative value of £100 or more, which are received and accepted by you (in any one calendar year) in the conduct of the business of the Authority, the business of the office to which you have been elected or appointed or when you are acting as representative of the Authority. You must also register the source of the gift, benefit or hospitality.
- (2) Where any gift, benefit or hospitality you have received or accepted relates to any matter to be considered, or being considered at a Meeting, you must disclose at the commencement of the Meeting or when the interest becomes apparent, the existence and nature of the gift, benefit or hospitality, the person or body who gave it to you and how the business under consideration relates to that person or body. You may participate in the discussion of the matter and in any vote taken on the matter, unless you have an Other Significant Interest, in which case the procedure in paragraph 5 above will apply.
- (3) You must continue to disclose the existence and nature of the gift, benefit or hospitality at a relevant Meeting, for 3 years from the date you first registered the gift, benefit or hospitality.
- (4) The duty to notify the Clerk does not apply where the gift, benefit or hospitality comes within any description approved by the Authority for this purpose.

Dispensations

- 8.(1) The Authority or any committee, or sub-committee of the Authority, or the Clerk (where authorised) may, on a written request made to the Clerk (as appointed Proper Officer for the receipt of applications for dispensation) by a Member with an Interest, grant a dispensation relieving the Member from either or both of the restrictions on participating in discussions and in voting (referred to in paragraph 5 above).
- (2) A dispensation may be granted only if, after having had regard to all relevant circumstances, the Authority or any committee, or sub-committee of the Authority, or the Clerk (where authorised) [considers that:
- (a) without the dispensation the number of persons prohibited from participating in any particular business would be so great a proportion of the body transacting the business as to impede the transaction of the business; or
 - (b) without the dispensation, the representation of different political groups on the body transacting any particular business would be so upset as to alter the likely outcome of any vote relating to the business; or
 - (c) granting the dispensation is in the interests of persons living in the Authority's area; or
 - (d) it is otherwise appropriate to grant a dispensation.
- (3) A dispensation must specify the period for which it has effect, and the period specified may not exceed four years.
- (4) Paragraph 5 above does not apply in relation to anything done for the purpose of deciding whether to grant a dispensation under this paragraph 8.

THE SEVEN PRINCIPLES OF PUBLIC LIFE

In accordance with the Localism Act 2011, and in order to help maintain public confidence in this Authority, you are committed to behaving in a manner that is consistent with the following principles. However, it should be noted that these Principles do not create statutory obligations for Members and do not form part of the Code. It follows from this that the Authority cannot accept allegations that they have been breached.

SELFLESSNESS: You should act solely in terms of the public interest and never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

INTEGRITY: You should exercise independent judgment and not compromise your position by placing yourself under obligations to outside individuals or organisations who might seek to influence you in the performance of your official duties. You should behave in accordance with all legal obligations, alongside any requirements contained within this Authority's policies, protocols and procedures, including on the use of the Authority's resources. You should value your colleagues and staff and engage with them in an appropriate manner and one that underpins the mutual respect that is essential to good local government. You should treat people with respect, including the organisations and public you engage with and those you work alongside.

OBJECTIVITY: In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, you should make choices on merit. You should deal with representations or enquiries from residents, members of the communities and visitors fairly, appropriately and impartially. You should champion the needs of the whole community and especially your constituents, including those who did not vote for you.

ACCOUNTABILITY: You are accountable to the public for your decisions and actions and should fully co-operate with whatever scrutiny is appropriate to your office.

OPENNESS: You should be as open and as transparent as possible about all the decisions and actions that you take to enable residents to understand the reasoning behind those decisions and to be informed when holding you and other Members to account. You should give reasons for your decisions and restrict information only when the wider public interest or the law clearly demands it. You should listen to the interests of all parties, including relevant advice from statutory and other professional officers, taking all relevant information into consideration, remaining objective and making decisions on merit.

HONESTY: You have a duty to declare interests relating to your public duties and to take steps to resolve any conflicts arising in a way that protects the public interest. You should not allow other pressures, including the financial interests of yourself or others connected to you, to deter you from pursuing constituents' casework, the interests of the Authority's area or the good governance of the Authority in a proper manner.

LEADERSHIP: Through leadership and example you should promote and support high standards of conduct when serving in your public post. You should provide leadership through behaving in accordance with these principles when championing the interests of the community with other organisations as well as within this Authority.

Disclosable Pecuniary Interests, as prescribed by regulations, are as follows:

The descriptions on Disclosable Pecuniary Interests are subject to the following definitions:

“the Act” means the Localism Act 2011

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

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

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

“M” means a member of the relevant authority

“member” includes a co-opted member

“relevant authority” means the authority of which M is a member

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

“relevant person” means M or any other person referred to in section 30(3)(b) of the Act (the Member’s spouse, civil partner, or somebody with whom they are living as a husband or wife, or as if they were civil partners).

“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

Interest	Description
Employment, office, trade, profession or Vacation	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 relevant authority) made or provided within the relevant period in respect of any expenses incurred by M in carrying out duties as a member, or towards the election expenses of M.</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 which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the relevant authority:</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	Any beneficial interest in land which is within the area of the relevant authority.
Licences	Any licence (alone or jointly with others) to occupy land in the area of the relevant authority for a month or longer.
Corporate tenancies	<p>Any tenancy where (to M's knowledge):</p> <p>(a) the landlord is the relevant authority; and</p> <p>(b) the tenant is a body in which the relevant person has a beneficial interest.</p>
Securities	<p>Any beneficial interest in securities of a body where:</p> <p>(a) that body (to M's knowledge) has a place of business or land in the area of the relevant authority; 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 relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class.</p>

Adopted by Shepherdsweil with Coldred Parish Council from 01/07/2012

Re-adopted on 21 May 2025



Shepherdswell *with* Coldred
—————
————— Parish Council

MODEL STANDING ORDERS 2025 UPDATE (ENGLAND)

National Association of Local Councils (NALC)

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INTRODUCTION

This is an update to Model Standing Orders 14 and 18.

HOW TO USE MODEL STANDING ORDERS

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council's standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council's Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

DRAFTING NOTES

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council's needs. It is NALC's view that all model standing orders will generally be suitable for councils.

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights. Model standing orders use gender-neutral language (e.g. "Chair").

A model standing order that includes brackets like this '()' requires information to be inserted by a council. A model standing order that includes brackets like this '[]' and the term 'OR' provides alternative options for a council to choose from when determining standing orders.

1. RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chair of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chair of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chair of the meeting, is expressed in writing to the chair.
- h A councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chair of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chair of the meeting.
- k One or more amendments may be discussed together if the chair of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.

- o Unless permitted by the chair of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since they last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which they considers has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.
- q A point of order shall be decided by the chair of the meeting and their decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
 - i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed 5 minutes without the consent of the chair of the meeting.

2. DISORDERLY CONDUCT AT MEETINGS

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

3. MEETINGS GENERALLY

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless

- directed by the chair of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes.
 - h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chair of the meeting may direct that a written or oral response be given.
 - i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chair of the meeting may at any time permit a person to be seated when speaking.
 - j A person who speaks at a meeting shall direct their comments to the chair of the meeting.
 - k Only one person is permitted to speak at a time. If more than one person wants to speak, the chair of the meeting shall direct the order of speaking.
 - l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
 - m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
 - n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
 - o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in their absence be done by, to or before the Vice-Chair of the Council.**
 - p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
 - q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors present and voting.**
 - r **The chair of a meeting may give an original vote on any matter put to**

- **the vote, and in the case of an equality of votes may exercise their**
- **casting vote whether or not they gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chair of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave their vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors;
- iv. the grant of dispensations (if any) to councillors;
- v. whether a councillor left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor who has a disclosable pecuniary interest or another**
- **interest as set out in the Council’s code of conduct in a matter being**
- **considered at a meeting is subject to statutory limitations or**
- **restrictions under the code on their right to participate and vote on that**
- **matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
 - and the meeting shall be closed. The business on the agenda for the meeting
 - shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2 hours unless the Council by resolution vote to extend the meeting..

4. **COMMITTEES AND SUB-COMMITTEES**

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
- i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chair of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chair at the first meeting of the committee;

- viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
- ix. shall determine if the public may participate at a meeting of a committee;
- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. **ORDINARY COUNCIL MEETINGS**

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.**
- f **The Chair of the Council, unless they has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until their successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chair of the Council, unless they resign or becomes disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the annual meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

- i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the annual meeting until a new Chair of the Council has been elected. they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chair of the Council and Vice-Chair of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chair of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Review and re-approval of all existing and new dispensations
 - iii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iv. Receipt of the minutes of the last meeting of a committee;
 - v. Consideration of the recommendations made by a committee;
 - vi. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vii. Review of the terms of reference for committees;
 - viii. Appointment of members to existing committees;
 - ix. Appointment of any new committees in accordance with standing order 4;
 - x. Review and adoption of appropriate standing orders and financial regulations;
 - xi. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
 - xii. Review of representation on or work with external bodies and arrangements for reporting back;
 - xiii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
 - xiv. Review of inventory of land and other assets including buildings and office equipment;
 - xv. Confirmation of arrangements for insurance cover in respect of all insurable risks;

- xvi. Review of the Council's and/or staff subscriptions to other bodies;
- xvii. Review of the Council's complaints procedure;
- xviii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xix. Review of the Council's policy for dealing with the press/media;
- xx. Review of the Council's employment policies and procedures;
- xxi. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxii. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

6. **EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES**

- a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chair of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chair of a committee may convene an extraordinary meeting of the committee at any time.
- d If the chair of a committee does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee, any 2 members of the committee may convene an extraordinary meeting of the committee.

7. **PREVIOUS RESOLUTIONS**

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 4 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee.

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

8. **VOTING ON APPOINTMENTS**

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

9. **MOTIONS FOR A MEETING THAT REQUIRE WRITTEN NOTICE TO BE GIVEN TO THE PROPER OFFICER**

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.
- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chair of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.

- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. **MOTIONS AT A MEETING THAT DO NOT REQUIRE WRITTEN NOTICE**

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

- i. to correct an inaccuracy in the draft minutes of a meeting;
- ii. to move to a vote;
- iii. to defer consideration of a motion;
- iv. to refer a motion to a particular committee or sub-committee;
- v. to appoint a person to preside at a meeting;
- vi. to change the order of business on the agenda;
- vii. to proceed to the next business on the agenda;
- viii. to require a written report;
- ix. to appoint a committee or sub-committee and their members;
- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. **MANAGEMENT OF INFORMATION**

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chair of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct

record but this view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
-
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- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. **CODE OF CONDUCT AND DISPENSATIONS**

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.
- c Unless they have been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council’s code of conduct. They may return to the meeting after it has considered the matter in which they had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and

- iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**
- i Council approval of dispensations shall be subject to annual review and re-approval at the Annual Meeting of the Council, or at the earliest appropriate meeting thereafter. This will ensure that dispensations remain relevant, justified, and compliant with the principles set out in the Localism Act 2011 and the Council's adopted Code of Conduct. The Clerk is instructed to prepare a summary of current dispensations and present recommendations for renewal, amendment, or withdrawal as part of this annual review process

14. **CODE OF CONDUCT COMPLAINTS**

- a **Upon notification by Dover District Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. **PROPER OFFICER**

- a The Proper Officer shall be the clerk or other member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;
 - ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least 7 days before the meeting confirming their withdrawal of it;
 - iii. convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office;
 - iv. **facilitate inspection of the minute book by local government electors;**
 - v. **receive and retain copies of byelaws made by other local authorities;**
 - vi. hold acceptance of office forms from councillors;
 - vii. hold a copy of every councillor's register of interests;
 - viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
 - ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
 - x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;

- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(*see also standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chair or in their absence the Vice-Chair of the Planning Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next ordinary meeting of Planning Committee;
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(*see also standing order 23*).

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".
- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a

statement to summarise:

- i. the Council's receipts and payments (or income and expenditure) for each quarter;
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the quarter being reported and

which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

- d. As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e. The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. **FINANCIAL CONTROLS AND PROCUREMENT**

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;
 - iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and

- v. whether contracts with an estimated value below 25,000 due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - iv. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - v. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- d. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- e. **Where the value of a contract is likely to exceed the threshold specified by the Government from time to time, the Council must consider whether the contract is subject to the requirements of the current procurement legislation and, if so, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. **HANDLING STAFF MATTERS**

- a A matter personal to a member of staff that is being considered by a meeting of Council OR the Personnel Committee is subject to standing order 11.
- b Subject to the Council's policy regarding absences from work, the Council's most senior member of staff shall notify the chair of Personnel Committee or, if they are not available, the vice-chair of absence occasioned by illness or other reason and that person shall report such absence to Personnel Committee at its next meeting.
- c The Personnel Committee shall conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the Personnel Ccommittee.
- d Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the chair of Personnel Committee or in their absence, the vice-chair in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Council.
- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chair or vice-chair of Personnel Committee, this shall be communicated to another member of Personnel Committee, which shall be reported back and progressed by resolution of the Council.
- f Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- g In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. **RESPONSIBILITIES TO PROVIDE INFORMATION**

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b *If gross annual income or expenditure (whichever is higher) does not exceed £25,000* **The Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

OR

[If gross annual income or expenditure (whichever is the higher) exceeds £200,000] **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. **RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION**

(Below is not an exclusive list).

See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. **RELATIONS WITH THE PRESS/MEDIA**

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

23. **EXECUTION AND SEALING OF LEGAL DEEDS**

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

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

Subject to standing order 23(a), any two councillors may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.

24. **COMMUNICATING WITH DISTRICT AND COUNTY OR UNITARY COUNCILLORS**

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

25. **RESTRICTIONS ON COUNCILLOR ACTIVITIES**

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. **STANDING ORDERS GENERALLY**

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least () councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chair of a meeting as to the application of standing orders at the meeting shall be final.

Extract from Minutes of APCM 21 May 2025:

177/2025 COUNCILLORS RESPONSIBILITIES FOR 2025/26

Please note that the Chair and Vice Chair are ex-officio members of all Committees

- a) Finance Committee – Cllrs Hunt, Roberts, Elgar & Denyer
- b) Planning Committee – Cllrs Elgar, Hunt, Softley, Denyer, Symes & Roberts
- c) Personnel Committee – Cllrs White, Bulaitis, Denyer & Taber

Proposed by Cllr Roberts, seconded by Cllr Hunt. All AGREED

- d) Representatives

KALC (Dover Area)	Cllrs Watson & Taber
Village Hall	Cllr Elgar
Health & Safety Co-Ordinator	Cllr Softley
Footpaths & Trees	Cllrs Roberts, Elgar & Symes
Inspection of Council Properties	To be carried out by the H&S Co- Ordinator
Highways Improvement Plan	Cllrs Roberts, Taber, Symes & White
Communications Working Group	Cllr Symes & Taber
Carbon Footprint Working Group	Cllrs Stauffer-Kruse, Roberts Symes
Cemetery Working Group	Cllrs Crush, Symes & White
S101	Chair, Vice Chair, Chairs of Planning, Finance & Personnel Committees

Cllr Symes proposed that Reed Meadow and Meadow View working groups be disbanded, seconded by Cllr Denyer. AGREED with 6 Councillors in favour, 2 against and 2 abstentions

Cllr Roberts proposed that the above representation is accepted by Council, seconded by Cllr Hunt. All AGREED

- e) Planning Applications

Coxhill, Westcourt Lane, Westcourt Downs, The Terrace, The Grange, Carpenters Yard & Coxhill Road
Cllrs Denyer & Crush

Coldred Rd, Shepherdswell Green, Church Hill, Moorland Road
Cllrs Taber & Softley

Mill Lane, Millfields, Moon Hill, Siberts Close, St Andrews Gardens
Cllrs Roberts & Denyer

Approach Road, Hill Avenue, Hazling Dane, Bernard Gardens & Meadow View
Cllrs Bulaitis & Watson

The Glen, Penfold Gardens, Station Road, Eythorne Road, Long Lane
Cllrs Hunt & White

Coldred, Upton Wood, Waldershare Park & Waldershare House
Cllrs Symes & Elgar

Lydden Race Circuit and other consultations not included above
Cllrs Elgar & Crush

The above representatives were proposed by Cllr Roberts, seconded by Cllr Denyer with All AGREED

<i>COMMUNITY LAND</i>	
Recreation Ground	
Meadow View Land	
Village Green, Coldred	
Village Green, Shepherdswell	
Burial Ground and Access Road	
Hair Exchange (land)	
Village Hall and Car Park	
Reed Meadow	
<i>MEMORIALS</i>	
Shepherdswell War Memorial	
<i>BUILDINGS</i>	
Mode Hairdresser Salon	
Shepherdswell Village Hall including Preschool	
Scout Hut	
<i>STREET FURNITURE</i>	
Coldred Bus Shelter	
Grubb Memorial Seat	

Parish Council Meeting Dates 2026/27

Full Parish Council Meetings

17 June 2026
15 July 2026 - Coldred
16 September 2026
21 October 2026
18 November 2026
20 January 2027
17 February 2027
17 March 2027
21 April 2027

Planning Meetings

17 June 2026
15 July 2026 - Coldred
16 September 2026
21 October 2026
18 November 2026
20 January 2027
17 February 2027
17 March 2027
21 April 2027

Finance Meetings

02 November 2026
10 May 2027

Personnel Meetings

Convened on a needs basis

Annual Parish Meeting

05 May 2027

Annual Parish Council Meeting

19 May 2027

Shepherdswell *with* Coldred Parish Council

Finance Report

20 May 2026

Balances as 13 May 2026	£
Current A/C	9832.99
Business A/C	187428.78
INCOME	
Reed Meadow Allotment Association	624.00
EXPENDITURE TO RATIFY	
Hugo Fox – Website	23.99
Staff Wages	1177.43
Service Charge	7.00
NEST – Staff Pensions	67.41
Krystal Hosting – Emails	13.20
Terry Hunt (Fete Insurance)	211.68
Delta Electrical (VH Car park lights)	390.00
Village Magazine	650.00
David Cox (Fete Raffle Tickets)	86.15
Victoria Johnson (Fete Licences)	21.00
EXPENDITURE TO APPROVE	
Small Works Contractor (inv 342)	450.00
Staff Expenses	65.38
Harmers (inv 26859)	744.00
Village Hall Fees – April	94.00
HMRC	189.69
Harmers (inv 26877) pathway & clearance of extension	1434.00
Openstrike (inv 4535) Website Domain	160.00
KALC (inv 14825198163) Training for Cllr Bulaitis	60.00
	3197.07

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Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
100 Income											
1076 Precept	0	75,750	0	0	0	0	0	79,538	0	0	0
1080 Bank Interest	0	2,675	0	0	0	0	0	2,889	0	0	0
1100 Property Rent	0	3,745	0	0	0	0	0	4,064	0	0	0
1110 Burial Ground	0	1,955	0	0	0	0	0	1,675	0	0	0
1120 Other / Insurance Repay	0	10,781	0	0	0	0	0	5,335	0	0	0
Total Income	0	94,906	0	0	0	0	0	93,500	0	0	0
Movement to/(from) Gen Reserve	0	94,906			0		0	93,500	0		
110 Administration											
4000 Clerk Salaries	17,000	15,399	0	0	19,000	0	19,000	16,211	21,500	0	0
4060 Clerk Expenses	1,500	665	0	0	1,500	0	1,500	2,846	1,575	0	0
4070 Insurance	5,000	3,603	0	0	5,000	0	5,000	2,097	3,500	0	0
4080 Training	1,500	306	0	0	1,500	0	1,500	1,006	1,500	0	0
4090 Subscriptions	1,100	1,729	0	0	1,750	0	1,750	1,778	2,000	0	0
4091 Website	0	521	0	0	750	0	750	377	750	0	0
4095 Village Hall Fees	0	0	0	0	1,000	0	1,000	1,045	1,000	0	0
4100 Legal	500	353	0	0	750	0	750	185	750	0	0
4110 District Auditor	650	455	0	0	650	0	650	455	650	0	0
4120 .	500	0	0	0	0	0	0	0	0	0	0
4130 Elections	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4580 Computer	1,000	90	0	0	250	0	250	0	250	0	0
Overhead Expenditure	29,750	23,121	0	0	33,150	0	33,150	26,000	34,475	0	0
Movement to/(from) Gen Reserve	(29,750)	(23,121)			(33,150)		(33,150)	(26,000)	(34,475)		

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Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
120	Grants											
4200	Forums	2,000	1,271	0	0	2,000	0	2,000	3,569	2,000	0	0
4210	Village Hall	10,000	9,183	0	0	10,000	0	10,000	0	10,000	20,000	0
4220	Magazine	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4230	Approach Road Salt / Grit etc	500	2,791	0	0	1,000	0	1,000	200	500	0	0
4250	Warm Hub	200	0	0	0	200	0	200	0	200	0	0
4260	Youth Sports Grants	0	-846	0	0	0	846	846	846	0	0	0
4270	Shepherdswell Fete	0	0	0	0	2,000	0	2,000	40	0	0	0
	Overhead Expenditure	13,700	12,399	0	0	16,200	846	17,046	4,655	13,700	20,000	0
	Movement to/(from) Gen Reserve	(13,700)	(12,399)			(16,200)		(17,046)	(4,655)	(13,700)		
130	Health & Safety											
4300	Amenity Areas	3,500	3,249	0	0	3,500	0	3,500	807	3,500	0	0
4310	Tree Safety	3,000	820	0	0	3,000	0	3,000	3,160	3,000	0	0
4320	Other / Access road,Steps,Mem	500	0	0	0	1,500	0	1,500	0	1,500	0	0
	Overhead Expenditure	7,000	4,069	0	0	8,000	0	8,000	3,967	8,000	0	0
	Movement to/(from) Gen Reserve	(7,000)	(4,069)			(8,000)		(8,000)	(3,967)	(8,000)		
140	Maintenance											
4400	Ground Maintenance	6,000	8,020	0	0	10,000	0	10,000	8,975	12,500	0	0
4405	Small Work Contractor	0	0	0	0	0	0	0	5,935	7,000	0	0
4410	Asset Maintenance	500	0	0	0	0	0	0	240	0	0	0
4420	Village Greens & Pond	4,000	165	0	0	4,000	0	4,000	1,233	4,000	0	0
4430	Play Equipment	1,000	204	0	0	1,750	0	1,750	2,535	2,000	0	0
4440	Cemetery	1,000	90	0	0	500	0	500	0	500	0	0

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Annual Budget - By Centre

		<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4450	Shelters	1,000	60	0	0	1,000	0	1,000	0	1,000	0	0
4460	Village Hall & Car Park	4,000	1,030	0	0	4,000	0	4,000	1,206	4,000	0	0
4470	War Memorial	1,000	45	0	0	1,000	0	1,000	815	250	0	0
4480	Defibrillators	500	0	0	0	500	0	500	65	500	0	0
	Overhead Expenditure	19,000	9,615	0	0	22,750	0	22,750	21,004	31,750	0	0
	Movement to/(from) Gen Reserve	(19,000)	(9,615)			(22,750)		(22,750)	(21,004)	(31,750)		
150	Capital											
4500	Bollards/Gates/Fences	2,000	7,768	0	0	2,000	0	2,000	1,050	2,000	0	0
4510	Recreation Ground Facilities	3,000	0	0	0	0	0	0	0	0	0	0
4520	Village Hall Car Park	1,000	0	0	0	1,000	0	1,000	0	1,000	0	0
4530	New Play Equipment	5,000	0	0	0	7,500	0	7,500	0	12,500	7,500	0
4540	Litter / Grit Bins	500	0	0	0	500	0	500	0	500	0	0
4550	Defibrillators	500	0	0	0	0	0	0	0	0	0	0
4560	Highways	5,000	0	0	0	5,000	0	5,000	0	2,500	0	0
4570	IT/Computer& Printer	1,000	145	0	0	1,500	0	1,500	1,206	1,500	0	0
4610	Signs	0	0	0	0	500	0	500	0	500	0	0
4620	Community Development Projects	10,000	0	0	0	8,000	0	8,000	0	10,000	8,000	0
	Overhead Expenditure	28,000	7,913	0	0	26,000	0	26,000	2,256	30,500	15,500	0
	Movement to/(from) Gen Reserve	(28,000)	(7,913)			(26,000)		(26,000)	(2,256)	(30,500)		
999	VAT Data											
515	VAT on Payments	0	5,314	0	0	0	0	0	5,073	0	0	0
	Overhead Expenditure	0	5,314	0	0	0	0	0	5,073	0	0	0
	Movement to/(from) Gen Reserve	0	(5,314)			0		0	(5,073)	0		

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Annual Budget - By Centre

	<u>Last Year</u>		<u>Current Year</u>						<u>Next Year</u>		
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	0	94,906	0	0	0	0	0	93,500	0	0	0
Expenditure	97,450	62,432	0	0	106,100	846	106,946	62,955	118,425	35,500	0
Movement to/(from) Gen Reserve	<u>(97,450)</u>	<u>32,474</u>			<u>(106,100)</u>		<u>(106,946)</u>	<u>30,545</u>	<u>(118,425)</u>		