

Compton Parish Council

Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP
ComptonParish@gmail.com; 07748 591920
www.comptonparishcouncil.org

Annual Meeting of the Parish Council

I hereby give you Notice that the next meeting of Compton Parish Council is to be held on

Monday 13th May 2019 at 7.00pm

In the Wilkins Centre, Burrell Road, Compton

and all Members of the Council are hereby summoned to attend.

Dr. Sarah Marshman
Clerk to the Council
Dated: 7th May 2019

AGENDA

1. To consider the election of Chairman of the Council for 2019/20 and to receive the signed declaration of acceptance of office
2. To consider the election of Vice-Chairman of the Council for 2019/20 and to receive the signed declaration of acceptance of office
3. To receive apologies for absence
4. To receive any declarations of disclosable pecuniary interests or non-registerable interests by members or the Clerk and to consider any requests for dispensation
5. To receive: Questions or comments from members of the public
 Representations from any member who has declared a personal interest
6. To approve the [minutes](#) of the Parish Council Meeting held on 23rd April 2019
7. To discuss any matters arising from the minutes of the Council Meeting on 23rd April 2019
8. To receive a report from our District Councillor
9. Committees:
 - a) To review the [terms of reference](#) and delegation arrangements for any committees
 - b) To appoint members to existing committees
 - c) To appoint any new committees in accordance with standing order 4
10. To review [delegation arrangements](#) for staff and other local authorities
11. To review the [inventory of land and assets](#) including buildings and office equipment

12. To confirm the arrangements for [insurance](#) cover in respect of all insured risks
13. Policies:
 - a) To review the [standing orders](#)
 - b) To review the [financial regulations](#)
 - c) To review the [complaints procedure](#)
 - d) To review the [procedures](#) for handling requests made under the Freedom of Information Act 2000 and the Data Protection Act 1998
 - e) To review the policy for dealing with the [press/media](#)
 - f) To review and consider the [grant policy](#)
 - g) To review the [document retention policy](#)
 - h) To consider adopting a [social media policy](#)
14. To review the council's and/or staff [subscriptions](#) to other bodies
15. To review the [direct debits](#) approved by the Council
16. To consider the [risk assessment](#) for 2019/20
17. To determine the time and place of ordinary [meetings](#) of the full council up to and including the next annual meeting of full council
18. To consider Parish Council [areas of responsibility](#) and representation on outside bodies
19. To receive the Clerk's report
20. Planning Applications
 - a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting
 - b) To consider the following new applications:
 - None.
 - c) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee
 - d) To consider whether to refer any planning applications for further response from our planning consultants
 - e) To receive a report on West Berkshire Council recent planning decisions
21. To receive a presentation on the proposal for a Community Interest Company in relation to the proposed development of the Pirbright site
22. If the report on the consultation for the proposed 20mph speed limit has been received, to consider whether to reaffirm the council's support for traffic calming measures proposed within the report to achieve the 20mph speed limit
23. To consider quotes for a skip at Newbury Lane allotments
24. To consider quotes to replace fencing at Newbury Lane allotments
25. To consider revising the bank mandate
26. To consider whether to allow parking on the land at Gordon Crescent for the Friends of Compton Primary School event in the Recreation Ground on 8th June 2019
27. To consider installing a plaque on the Churn Railway Bridge to recognise the significance of Churn Camp

28. To receive an update on vandalism and anti-social behaviour (ASB) in the village
29. To receive reports on the following:
 - a) Recreation Ground
 - b) Football Pavilion
 - c) Rights of Way
 - d) Village Hall
 - e) Allotments
 - f) Patient Representation
 - g) Communications
 - h) Groundwater
 - i) Parish Assets & Management Working Party
 - j) Neighbourhood Development Plan
 - k) Burial Ground
 - l) GDPR
 - m) Personnel Committee
30. To receive the [finance report](#) and approve payments made/due
31. To receive the [correspondence](#) report
32. To discuss matters for future consideration and for information

Date and time of next scheduled meeting:

Parish Council Meeting: **Monday 3rd June at 7pm** in the Wilkins Centre

Compton Parish Council

Minutes of the Parish Council Meeting Held on Wednesday 24th April 2019 at 7:30pm in the Wilkins Centre, Compton

Councillors present: Councillors Mark Birtwistle (Chair), Patricia Burnett, Linda Moss, Keith Simms, Alison Strong and Ian Tong

Councillors not present: Councillor David Aldis, Michael Pinfold and Rebecca Pinfold.

In attendance: Sarah Marshman (Clerk), District Councillor Virginia von Celsing.

- 18/19-244 To receive apologies for absence**
Apologies were received from Councillors David Aldis, Michael Pinfold and Rebecca Pinfold.
- 18/19-245 To receive any declarations of pecuniary interests by members or the Clerk and to consider any requests for dispensation**
There were none.
- 18/19-246 To receive: Questions or comments from members of the public
Representations from any member who has declared a pecuniary interest**
There were none.
- 18/19-247 To approve the minutes of the Parish Council Meeting held on 1st April 2019**
It was resolved that the minutes be accepted as a true record. They were then signed by the Chairman.
- 18/19-248 To discuss any matters arising from the minutes of the Council Meeting on 1st April 2019**
There were none.
- 18/19-249 Planning Applications**
- a) To review the minutes of any planning committee meeting occurring since the previous Full Council Meeting**
There were none.
- b) To consider the following new applications**

App. Ref.	Location	Proposed Work	Recommendation
19/00642/ FULD	Lower Hamilton Stables, Hockham Road, Compton, RG20 6QJ	Section 73: Removal of condition (6) of approved application 15/00154/FULD: Change of use from redundant stables to a single dwelling.	Object
Comments: Compton Parish Council objects to the removal of the condition, however, the Council would accept a rewording of the condition in order to protect the continued usage of the stables as stables and to ensure they cannot be converted.			

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App. Ref.	Location	Proposed Work	Recommendation
19/00688/ HOUSE	10 Manor Crescent, Compton, RG20 6NR	Rear Conservatory	No objections

- c) To consider whether to request our District Councillor call in any planning applications to the Western Area Planning Committee**
There were no applications requiring call in.
- d) To consider whether to refer any planning applications for further response from our planning consultants**
There were no applications requiring referral.
- e) To receive a report on West Berkshire Council recent planning decisions**
There were none.

18/19-250 **If the report on the consultation for the proposed 20mph speed limit has been received, to consider whether to reaffirm the council’s support for traffic calming measures proposed within the report to achieve the 20mph speed limit**
The report has not yet been received so this item was deferred.

18/19-251 **To receive the finance report and approve payments made/due**
It was resolved to approve the payments listed on the Finance Report, which is at Attachment 1.

Meeting closed 8:34pm.

Date and time of next scheduled meeting:

Parish Council Meeting: Monday 13th May 2019 at 7pm in the Wilkins Centre

Chairman:

Date:

Attachment 1: Finance Report

Status at bank at last bank reconciliation 31st March 2019

Unity Trust	Current Account	£15,757.14
Unity Trust	Deposit Account	£122,022.22
HSBC	Current Account	£748.50
Pockit	Pre-paid Debit Card	£132.62
Total		£138,660.48

Income received 25th March - 14th April 2019

Unity Trust	Current Account	Compilations advertising	£54.00
Total			£54.00

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
-	-	-	-	-	-	-
Total						£0.00

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
BACS	24-Apr-19	009	SSE Contracting Ltd	Street lighting maintenance		£658.15
BACS	24-Apr-19	010	SSE Contracting Ltd	Street lighting rechargeable repairs		£388.87
BACS	24-Apr-19	011	Thames Valley Archaeological Services	Geophysical survey of burial ground land		£900.00
BACS	24-Apr-19	012	Compton Village Hall	Hall hire Apr 18 - Mar 19		£496.00
BACS	24-Apr-19	013	Playsafety Limited	Annual inspection of play equipment		£124.20
BACS	24-Apr-19	014	AD Clark	Grounds maintenance March	18/19-192	£537.88
BACS	07-May-19	015	Clerk	Salary/expenses Apr		£859.34
BACS	07-May-19	016	HMRC	PAYE		£106.42
BACS	17-May-19	017	Berks Pension Fund	Pension contributions		£256.01
Total						£4,326.87

Transfers

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
-	-	-	-	-	-	-
Total						£0.00

Compton Parish Council

Planning Committee Terms of Reference Adopted 2nd July 2018, Minute 18/19-060.

Objective

Compton Parish Council is a statutory consultee in respect of all planning applications received by West Berkshire District Council for the civil parish of Compton. The Planning Committee is constituted to consider and respond on behalf of the Council to all applications for planning permission and planning appeals referred to the Council by the Planning Authorities that cannot be considered at a full council meeting.

Membership

Membership shall consist of the Parish Council Chairman (who will also be Chairman of the Planning Committee) and up to 6 members of the Full Council. The remaining members of the Parish Council can be called upon to act as a substitute for any member unable to attend. The member requesting a substitute attend in their absence must inform the Clerk of the substitution.

Membership of the Planning Committee shall be ratified at the Annual Parish Council Meeting in May of each year. The quorum of a meeting shall be 3 members of the planning committee (or their substitutes).

Any member of the Parish Council that is not also a member of the Planning Committee is able to make representation to the Committee of their views on any business to be transacted.

Areas of Responsibility

The Planning Committee has the delegated authority from Compton Parish Council:

1. To make representations to the Local Planning Authority on applications for planning permission.
2. To make representations in respect of appeals against the refusal of planning permission.
3. To request the District Councillor call-in any application to be considered at the Western Area Planning Committee at West Berkshire Council.
4. To authorise Compton Parish Council's Planning Consultant to prepare a response on behalf of the Parish Council.
5. To authorise a member of the Committee to attend the Western Area Planning Committee Meeting at West Berkshire District Council to speak on behalf of the Parish Council.
6. To authorise Compton Parish Council's Planning Consultant to attend the Western Area Planning Committee Meeting at West Berkshire District Council to speak on behalf of the Parish Council.
7. To identify and make representations to the relevant authorities in respect of enforcement action or any matters considered to be breaches of planning regulations.
8. To monitor, review and where necessary make recommendations to the Council for amendments to the planning consultation procedure.

9. To deal with any other planning related matter that a meeting of the full Council considers appropriate to be referred to the Planning Committee. All powers shall be exercised in accordance with any Standing Orders, or directions given, by the Parish Council.

Meetings

Planning meetings will be called by the Clerk or the Chairman when a planning application is received that cannot be considered at a scheduled Full Council Meeting within the necessary timescale to respond to the application. Minutes of all meetings will be recorded by the Clerk or by any member nominated at the meeting. Minutes will be circulated and considered at the next Planning Committee meeting and will be reviewed at the Parish Council meeting following the Planning Committee Meeting.

The Planning Committee shall have an obligation to ensure that relevant parties are given an adequate hearing. Applicants, supporters and objectors shall have the opportunity to speak at meetings in accordance with the Parish Council Standing Orders.

Site Visits

Where a site visit is requested by an applicant or an objector the member of the Planning Committee must ensure that they are accompanied by another member of the Committee. The Committee member shall then present findings to the Committee.

Responses

The Clerk, or, in their absence, the committee member nominated to record the minutes of the meeting, will communicate in writing detailing the Planning Committee's recommendations to the Planning Authority, or other relevant body and will ensure that communication arrives within the timescale for each application. All correspondence should be conducted through the Parish Clerk wherever possible.

Review

The terms of reference are to be reviewed by the Full Council annually.

Compton Parish Council
Personnel Committee - Terms of Reference
Adopted 1st October 2018, Minute 18/19-122.

DELEGATED POWERS

Members will be advised by the Parish Clerk whether or not a particular item under discussion is within the Committee (or Sub-Committee's) delegated powers. The minutes will then record the decision as "RESOLVED". If it is not, then the minutes will show the decision as "RECOMMENDED" and will then be brought to the Council's particular attention by the Chairman of the Committee at the next meeting of the Council when seeking approval and adoption of the Committee's minutes.

In any case where a Committee (or Sub) Chairman and Vice Chairman are either unsure whether or not any matter falls within delegated powers, or whether or not any matter should be determined by them, they should refer that matter to the next highest level of decision. A power delegated does not always have to be exercised.

POWERS SPECIFICALLY DELEGATED TO THE PARISH CLERK

1. Authorising expenditure on items where the Council, or the appropriate Committee under delegated powers, within a budget approved by the Council, has agreed the expenditure.
2. Investing monies held by the Council with a view to obtaining the best rates of interest, provided that the monies are invested through the Council's appointed bankers, the Post Office or a reputable building society.
3. The power to act as the Council's "Proper Officer" in all cases where any legislation requires the appointment of such an officer.
4. To act as the Responsible Officer for Health and Safety, and as the Council's Proper Officer in all cases where legislation so requires.

PUBLIC AND PRESS

Under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) "that as publicity would be prejudicial to the public interest by reason of the {Special} {Confidential} nature of the business about to be transacted at Agenda Item... Namely... (state nature of business e.g. 'Discuss Clerk's Contract'), it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw."

Exclusion of the public and press must be minuted but it does not have to be on the Agenda. The exclusion of public and press should be used prudently and the Council must be clear on the reasons for doing so. The press and public can be excluded for the following reasons:

1. To discuss terms of service, or to discuss the conduct and dismissal of a member of staff
2. Terms and proposals and counter proposals in negotiating contracts
3. Preparation in legal proceedings
4. The early stages of a dispute
5. The early stages of agreeing tender/quotation details
6. The approval of tender/quotation details
7. To discuss a matter

PERSONNEL COMMITTEE

Terms of Reference

1. Membership shall comprise three members.
2. Three Members shall constitute a quorum.
3. To deal with all matters relating to the establishment, recruitment and appointment and terms and conditions of employment for all staff, save as provided within the Powers of the Full Council.
4. To establish a programme of training for Councillors and employees such as will encourage professional advancement and effective decision making throughout the Council's activities and to ensure so far as possible adequate financial provision to secure these objectives.
5. To establish and regularly review personnel policies and procedures.
6. To undertake the performance management of the Proper Officer including annual appraisal and to overview the appraisals of any other employees.
7. To determine and monitor appointment procedures.
8. To convene an Appeals Committee if and when required for dispute resolution.
9. To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure.
10. To approve the payment of relocation expenses in relation to the appointment of staff as may be deemed necessary.
11. To ensure that all Members of the Personnel Committee are aware of and understand their responsibilities in staffing matters.

Delegation of Power

1. To the Committee

Item 9

- a. Items included in paragraphs 3, 4, 5, 6 and 7 above.
 - b. To annually review staffing levels and make recommendations to the Parish Council.
 - c. To receive annual reports on staff appraisals in (*October*) of each year.
 - d. To review and agree a matrix system showing which Members of the Parish Council would be able to sit on staffing appeal panels should the need arise.
2. To the Chairman and Vice Chairman –
- a. Matters of an urgent nature requiring settlement before the next meeting of the Committee may be dealt with by the Chairman and the Vice Chairman of the Committee in conjunction with the Clerk and at their discretion but must be submitted for approval or otherwise to the next meeting of that Committee.
 - b. All Members are free to attend Personnel Committee meetings with the proviso that the Chairman and Vice Chairman have the power to revoke this in relation to confidential items under Section 1(2) of the Public Bodies (Admission to Meetings Act 1960) if any item to be discussed is personal to a member of staff.
3. To the Parish Clerk
- a. To authorise the attendance of members or officers at conferences or courses including the incurring of necessary expenditure not exceeding £150 in any instance.
 - b. To ensure that all staff undertake an effective induction programme.

**TERMS OF REFERENCE and DELEGATED POWERS
For Committees and the Clerk**

THE CLERK

To have **delegated powers** to:

- i. Authorise any immediate temporary work necessary on Health and Safety or security grounds that might expose the Council to litigation or claims if delayed up to a limit of £1000. If the expenditure is over £1000, the Clerk must have the approval of two members of the council, one of which must be either the Chairman or Vice-Chairman.
- ii. Spend up to £100 on essential office equipment to maintain communications and supplies for office use, in consultation with the Chairman or Vice Chairman. Such expenditure must be included in subsequent invoices submitted to the Council for approval.

Asset Register

Asset	No.	Location	Size	Acquisition Date	Supplier / Donor	Purchase Price/ Nominal Value	Value as at Nov 2012	Comments
Land								
1		Site of Day Centre						
		Downland Day Centre				£1.00		
2		Site of Village Hall				£1.00		
		Village Hall				£1.00		
3		School Road Allotments				£1.00		
		School Road				£1.00		
4		Newbury Lane Allotments				£1.00		
		Newbury Lane				£1.00		
5		Grazing Land				£1.00		
		Adj. to Newbury Lane Allotments				£1.00		
6		Recreation Ground (All)				£1.00		
		Recreation Ground				£1.00		
8		Land at Gordon Crescent		May-17		£1.00		Donated to Parish Council in 2017
9		Land at Manor Crescent		May-17		£1.00		Donated to Parish Council in 2017
		Corner of Manor Crescent/Burrell Rd				£1.00		
Other Assets								
7		Football Pavilion				-	£60,000.00	
	1	Recreation Ground						
8		Bus shelter		Dec-09	J Evans	£8,025.00	-	
	1	High Street						
		See 'List of Footway Lighting'						
9		Street Lights				£7,243.61	£59,000.00	
	65	Lighting'						
10		Benches				-	£5,340.00	
	10	See 'List of Other Items'						
11		Picnic tables				-	£300.00	
	2	See 'List of Other Items'						
12		5-bar gates				-	£420.00	
	3	See 'List of Other Items'						
13		Notice board 1		Sep-06		£2,446.49	-	Note: 'Gates and fences'
	1	High Street						
14		Dog waste bins				-	£5,950.00	
	17	See 'List of Other Items'						
15		Litter bins				£429.00	£1,550.00	
	4	See 'List of Other Items'						
16		Flood container & gel bags		Apr-10	Greenfingers Trading	£0.00	-	
	1	The Compton Swan						
17		Salt bins				-	£300.00	
	2	See 'List of Other Items'						
18		Multi-Use Games Area (MUGA)	17m x 9m	Oct-08	Park Leisure Ltd	£20,020.00	-	
	1	Recreation Ground						
19		Toddler springers				-	£618.60	
	2	Recreation Ground						
20		Traditional flat swings		Oct-06	Wicksteed Leisure	£2,277.00	-	
	4	Recreation Ground						
21		Traditional cradle swings		Oct-06	Wicksteed Leisure	£1,341.00	-	
	2	Recreation Ground						

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22	Sidewinder see-saw	1	Recreation Ground	Oct-06	Wicksteed Leisure	£1,071.00	-	
23	Tropica Multi-play system	1	Recreation Ground	Oct-06	Wicksteed Leisure	£14,178.00	-	
24	Fun run fitness trail	1	Recreation Ground	Oct-06	Wicksteed Leisure	£2,418.00	-	
25	Whirly bird & safety surfaces	1	Recreation Ground	Oct-06	Wicksteed Leisure	£6,624.00	-	
26	Basketball post	1	By Football Pavilion			-	£560.00	Note: 'Sports Equipment'
27	5-a-side goals	2	Football Pavilion			-	£240.00	has sum insured of £1,000
28	Concrete table tennis table	2	Recreation Ground	Jul 14/Feb 15	Concrete Sports Ltd	£4,590.00		
29	Youth shelter	1	Recreation Ground	Jul-15	Broxap	£5,872.00		
30	Petrol Strimmer	1	N.L. allotment manager	May-03	Oakes Bros.	£350.00	-	
31	Filing cabinet	2	Village Hall			-	£210.00	
32	Projector	1	Clerk	Nov-15	Amazon	£155.90		Philips PicoPix PX2055
33	Projector case	1	Clerk	Nov-15	Amazon	£14.16		
34	Laptop	1	Clerk	Mar-16	HP	£565.83		HP Envy Notebook 15-ae103na
35	Cantilever Swing	1	Recreation Ground	Jun-16	Yates Playgrounds Ltd	£5,886.00		
36	WW1 Memorial Plaque and base	1	By noticeboard, High Street	Jul-16		£886.60		
37	Various Christmas decorations/lights		Compton Swan	Dec-16		£542.71		
38	Mini goal posts	2	Recreation Ground	Mar-17		£981.23		
39	2 drawer filing cabinet	1	Clerk	Jun-18	Viking	£95.99		
40	Bench 'Lest We Forget'	1	High Street by noticeboard	Dec-18	David Ogilvie	£992.40		
41	Cableway	1	Recreation Ground	Dec-18	Fenland Leisure Products Ltd	£11,814.00		
42	Mobile phone	1	Clerk	Dec-18	Vodafone	£150.00		Huawei P Smart
TOTAL						£233,466.52		

Footway Lighting Asset Register

	Column Number	Location	Type	Acquisition Date	Supplier	Purchase Price	Value as at Nov 2012
1	7	Burrell Road	LED	Sep-14	Southern Electric Power Distribution Ltd	£1,105.41	
2	5	Manor Crescent	LED	Sep-14	Southern Electric Power Distribution Ltd	£1,105.41	
3	2	Westfield	LED	Sep-14	Southern Electric Power Distribution Ltd	£1,105.41	
4	4	Burrell Road	LED	Sep-14	Southern Electric Power Distribution Ltd	£1,105.41	
5	6	Burrell Road	LED	Sep-14	Southern Electric Power Distribution Ltd	£1,105.41	
6	2	Burrell Road	LED	Nov-14	Southern Electric Power Distribution Ltd	£1,326.49	
7		Hockham Road	LED	Mar-16	Southern Electric Power Distribution Ltd	£390.07	
		All other lighting 59 lights					£59,000.00

List of Other Items on Asset Register

Location	Type	Acquisition Date	Supplier	Purchase Price	Value as at Nov-12
Benches					
Play Area (1)					£625.00
Play Area (2)					£625.00
Village Hall (1)					£625.00
Village Hall (2)					£625.00
Outside Football Pavilion					£625.00
Recreation Ground (1)					£625.00
Recreation Ground (2)					£625.00
By Cricket Ground					£625.00
Recreation Ground (3)		Oct-12		£170.00	
Cheseridge Corner		Oct-12		£170.00	
			TOTAL	£340.00	£5,000.00
Picnic Tables					
Recreation Ground (1)					£150.00
Recreation Ground (2)					£150.00
			TOTAL		£300.00
5-Bar Gates					
Newbury Lane		Apr-13	IJ Agricultural Fencing	£397.50	
Allotments (2)					£140.00
Allotments (3)					£140.00
			TOTAL	£397.50	£280.00
Dog Waste Bins					
17 sited round village					£5,950.00

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TOTAL £5,950.00

Litter Bins

By 43 Burrell Road				£387.50
By 8 Burrell Road				£387.50
By Noticeboard High Street				£387.50
On Green at top of Manor Crescent				£387.50
Recreation Ground near Pavilion	Jun-13	West Berkshire District Council	<u>£429.00</u>	
TOTAL			£429.00	£1,550.00

Salt Bins

Shepherds Mount				£150.00
Newbury Lane				£150.00
TOTAL				£300.00

Insurance Policy

Came & Company Local Council Policy Schedule



This schedule gives details of your premium, and identifies the sections of the policy document that you have chosen for your policy.

Date of Issue	5th October 2018
Policy Number	2186954
Period of Insurance	1st October 2018 to 30th September 2019
Insured	Compton Parish Council
Business	Parish Council
Address	Wilkins Centre Burrell Road Compton Newbury RG20 6np
Renewal Premium	£1,395.46
Insurance Premium Tax	£167.46
Total	£1,562.92

The policy document

For a copy of the policy document, contact :

Came & Company Local Council
Insurance
Blenheim House
1-2 Bridge Street
Guildford
GU1 4RY

This schedule is an important part of your policy and should be read alongside your policy booklet. It shows the sections you have chosen to insure and any excesses that apply. You should tell your broker if you want to make changes.

Policy clauses

Councillor definition

The following is added to the General definitions

COUNCILLOR

means any person elected by the members of a parish town or community who serves on the parish, town or community council named as Insured in the schedule

Came & Co Local Council Policy Schedule



Unoccupied definition

The General definition of UNOCCUPIED is amended to read as follows

UNOCCUPIED

means vacant untenanted or not in use in excess of 45 consecutive days or 180 consecutive days in respect of sports pavilions and/or changing rooms

Section 1: Property damage

Insured

The items your insurance covers

The table below shows the items which are covered by the Property damage section of your policy, and the amounts for which they are insured.

Item	Sum insured
Insured premises	
Football Pavilion - Recreation Ground, Burrell Road, Compton, Newbury, Berkshire, RG20 6NP	£81,871.14
Tenant's improvements	£0.00
Contents	£2,315.36
Stock	£0.00
Artwork	£0.00
Groundsmen's equipment	
Sports equipment	
Groundsmen's equipment situate within the council district	£257.26
Sports equipment situate within the council district	£1,286.31
Fixed property in the open situate within the council district	
War memorials	£0.00
Sports surfaces	£0.00
Other surfaces	£11,949.53
Trees (single article limit £250)	£0.00
Street furniture	£68,174.48
Outside equipment	£0.00
Playground equipment	£57,884.01
Gates & fences	£1,286.31

Came & Co Local Council Policy Schedule



Insurable events

Insurable events 1-15, 17,18 Yes
 Insurable event 16 Subsidence Yes

Excesses applying to this section

All claims excluding those specified below £250
 Glass £100
 Personal belongings £100
 Subsidence £1,000

'All risks' away from the premises

Applicable to CONTENTS items only

Item	Sum Insured	Area covered	Excess
Unspecified All risks including council regalia	£5,000	UK	£250
Include specified Items	£0	UK	£250

Property damage clauses

Buildings definition – Solar panels

The following exclusion is added to the definition of BUILDINGS:

Excluding solar panels not fixed to the building

Contents definition – Personal belongings of Councillors

The following is added to the definition of CONTENTS

The PERSONAL BELONGINGS of COUNCILLORS whilst contained in the PREMISES for an amount not exceeding £2,500 per person

Personal money of COUNCILLORS whilst contained in the PREMISES for an amount not exceeding £100 per person

Contents definition – Floating Contents

Cover in respect of CONTENTS applies at all specified PREMISES occupied by YOU in connection with YOUR BUSINESS

The sum insured is the maximum WE will pay in total for DAMAGE to YOUR CONTENTS

Sports pavilions and or changing rooms condition

The following condition is added

WE will not make any payment for DAMAGE to Sports pavilions changing rooms and other PREMISES not in active

Came & Co Local Council Policy Schedule



use due to seasonal closures unless YOU comply with the following

- (a) All electricity gas and water services are turned off at the mains and all water systems drained down except that YOU must preserve the services for any intruder alarm or fire alarm or automatic sprinkler system and ensure that these continue in full and effective operation at all times

If to preserve the automatic sprinkler system YOU are unable to turn off the water supply and drain down then YOU must set the heating so that a minimum temperature of 5 degrees Celsius is maintained

- (b) YOU must ensure that any fuel or storage tanks are drained down or emptied and their contents removed by YOUR usual supplier
- (c) YOU must keep the site clear of waste materials gas bottles and redundant contents
- (d) YOU must close and secure all points of access to the PREMISES and bring into operation all locks and other protections fitted to the PREMISES
- (e) A responsible person must inspect the PREMISES internally and externally at least once a week to ensure that parts (a) (b) (c) and (d) are being complied with and that there is no deterioration in the fabric of the building

An inspection log of all defects damage signs of vandalism or unauthorised access must be maintained and available for inspection at any time by US

All damage or defects must be rectified accordingly and all necessary repairs undertaken to make the PREMISES secure following any act of vandalism or unauthorised access

YOU must give US immediate advice of any illegal entry to or DAMAGE to the PREMISES whether YOU intend to make a claim or not

Insurable event 17 Theft or attempted theft

Insurable event 17 Theft or attempted theft is restated to read as follows

Theft or attempted theft excluding

- (a) DAMAGE arising where YOU or any member of YOUR household or any of YOUR employees are concerned as principal or accessory
- (b) DAMAGE to moveable property in the open except as specifically provided for in the Property in the open extension
- (c) DAMAGE to the BUILDINGS

Extension 8 Emergency services damage to the grounds

This extension is restated as follows

DAMAGE caused by the emergency services to any part of the insured BUILDINGS excluding Police raids

Extension 13 Damage to the buildings by theft

The limit in any one period of insurance as detailed in 13 (b) is hereby increased from £5,000 to £7,500

Extension 21 Clearing of drains

This extension is restated as follows

The reasonable costs incurred by YOU for clearing or repairing drains gutters or sewers as a direct result of DAMAGE to the BUILDINGS caused by an INSURED EVENT

Limit £50,000 any one claim

Came & Co Local Council Policy Schedule



Extension 26 – Defibrillators and cabinets

The following Extension is added:

DAMAGE by an INSURED EVENT to defibrillators and associated cabinets for which YOU are responsible

Limit £5,000 any one period of insurance

Trees

The cover provided for any Trees specified in this schedule is restricted to the replacement of Trees owned by YOU or for which YOU are responsible following DAMAGE by fire as detailed under Insurable event 1 and Insurable events 4 and 17

Section 2: Equipment breakdown

Section applies.

Excess £250

Came & Co Local Council Policy Schedule



Section 3: Business interruption

The items your insurance covers

The table below shows the amount covered by the Business interruption section of your policy.

Item	Sum insured	Declaration linked basis	Maximum indemnity period
Revenue	£10,000	No	12 months
Rent Receivable	£0.00	No	
Additional Cost of working	£10,000	No	12 months

Insured events

The Insured events that apply under this section are those detailed under the Property damage section of your policy

Section 4: Liabilities

Cover 1: Employers' liability

Limit of indemnity £10,000,000

Cover 2: Public and products liability

Cover	Limit of indemnity	Third party property damage excess
Public liability	£10,000,000	£250
Products liability	£10,000,000	£250

Liabilities clauses

Employee(s) definition – Councillors

The definition of EMPLOYEE(S) is extended to include any COUNCILLOR

Libel and slander extension

The following proviso is added to the Libel and slander extension

YOU shall bear the first 10% of each claim under this extension subject to a minimum contribution any one claim of £2,500

Officials indemnity extension

Extension 9 'Trustee and management liability' is re-named to read 'Officials indemnity'

Definition of Trustee for Officials indemnity extension

The definition of Trustee specific to the Officials indemnity extension is extended to include anyone who is at any time a councillor of the INSURED

Came & Co Local Council Policy Schedule



Indemnity to Private Hirers

The following is added to the Public & products liability extensions

At YOUR request the indemnity provided by Cover 2 will extend to include liability incurred by any persons hiring YOUR PREMISES in connection with the organisation of a private social event on no more than three occasions per hirer during the period of insurance

The most WE will pay under this extension inclusive of all damages costs and expenses is

- (i) £2,000,000 any one EVENT
- (ii) £2,000,000 any one period of insurance for claims arising from PRODUCTS

WE will not provide any indemnity in respect of the following

- (a) Liability incurred in respect of accidents away from the hired premises
- (b) Liability arising out of food and drink supplied at the event where such goods have been supplied by a professional caterer
- (c) Liability arising out of the use of bouncy castles or other inflatables fly walls bungee equipment or any similar activity equipment
- (d) Liability arising from bonfires and fireworks
- (e) Liability arising out of any organised sports activities
- (f) Liability arising out of any other activity of a hazardous nature
- (g) Liability assumed by agreement unless liability would have attached without such agreement
- (h) Liability where indemnity is provided by any other insurance

Section 5: Officials indemnity

Cover	Limit of Liability	Excess	Wrongful act date
Officials indemnity	£500,000	£250	N/A

Officials indemnity clauses

Officials indemnity section

Section 5 'Trustee and management liability is re-named to read 'Officials indemnity'

Came & Co Local Council Policy Schedule



Insured definition

The definition of Insured is restated as follows

INSURED

means the council charity or organisation first named or identified as the Insured in the schedule

Trustee definition

The definition of Trustee is restated as follows

TRUSTEE

means anyone who is at any time a COUNCILLOR trustee director shadow director officer or member of the management committee of the ORGANISATION or the RELATED BODY and who is not

- (a) a trust corporation or
- (b) the receiver administrator administrative receiver liquidator or external auditor of that ORGANISATION or RELATED BODY

Came & Co Local Council Policy Schedule



Section 6 : Legal expenses

Insured events	Limits of indemnity
Standard cover	£250,000

Standard cover includes

Employment disputes compensation awards & service occupancy
 Legal defence
 Property protection and bodily injury
 Tax protection

Section 7: Money with assault extension

Cover A: Money

The table below shows the limit of our liability for any one occurrence.

Types of money	Limit of liability
Non-negotiable money	£250,000
Other money	
On the premises during business hours	£1,000
In transit	£1,000
In any other circumstances	£500
Dishonesty of employees (£2,000 per person)	£5,000
Money in safes out of business hours	£1,000
Money in an unspecified safe	
Money in the following Specified Safes (Subject to suitability of safe)	
n/a	n/a

Cover B: Assault extension

Cover applies
 Number of Units Insured 4

Money with assault clause

Section 7 - Money with assault extension

Cover B – Assault extension

Exclusions

Is restated as

WE shall not be liable for BODILY INJURY

- (1) arising from wilful exposure to needless peril (except in an attempt to save human life)
- (2) sustained by any person before that person attains the age of 16 years or after the expiry of the period of insurance in which that person attained the age of 90 years

Section 8: Fidelity

Came & Co Local Council Policy Schedule



Aggregate Limit of indemnity £150,000

Category: All EMPLOYEES

Type	Commencement date	Specific limit of indemnity	Excess
All EMPLOYEES	1st October 2018	£150,000	£250

Fidelity clause

Employee(s) definition – Councillors

The definition of EMPLOYEE(S) is extended to include any COUNCILLOR

Section 9: Goods in transit

Not Insured

Section 10: Personal accident

Cover applies

Insured persons or category of persons	Cover type	Benefits limit	Deferment period
Councillors, trustees volunteers and employees aged 16-85	B	Death £50,000	
	B	Loss of limb(s) or loss of eye(s) £50,000	
	B	Permanent total disablement £50,000	
	B	Temporary total disablement £250 per week	2 weeks
Insured persons or category of persons	Cover type	Benefits limit	Deferment period
Councillors, trustees volunteers and employees aged 86-90	B	Death £50,000	
	B	Loss of limb(s) or loss of eye(s) £50,000	

Personal accident clause

Section 10 – Personal accident

Exclusion 2) is restated as

2) sustained by any person under the age of 16 years or to any person after the expiry of the period of insurance in which that person attained the age of 90 years

Section 10 – Personal accident

Extension 4 - Key person cover

Came & Co Local Council Policy Schedule



If a KEY PERSON suffers ACCIDENTAL BODILY INJURY or contracts an ILLNESS which lasts for more than 14 days WE will pay YOU for the expense YOU incur in replacing YOUR KEY PERSON during the PERIOD OF INSURANCE and any subsequent PERIOD OF INSURANCE less any savings YOU are able to make in order to avoid or reduce a loss.

Definitions

Each time any of the following words or phrases appear in the above extension in capital letters they will take the specific meaning shown below and not as otherwise stated

Where words or phrases are not highlighted in this manner the normal everyday meaning of the word or phrase will apply

Came & Co Local Council Policy Schedule



KEY PERSON

Any of your clerks deputy clerks grounds-men or deputy grounds-men aged between 16 and 80 inclusive at the start of the PERIOD OF INSURANCE. WE consider them to be KEY PERSONS only while they are working on behalf of YOUR BUSINESS or commuting to or from YOUR BUSINESS

ACCIDENTAL BODILY INJURY

An identifiable bodily injury including illness solely and directly resulting from the injury to an INSURED PERSON which is caused by an accident occurring at an identifiable time and place during the PERIOD OF INSURANCE and which results in the KEY PERSON's death or DISABLEMENT

ILLNESS

An illness or disease contracted by a key person which first becomes apparent during the PERIOD OF INSURANCE and which results in the KEY PERSON'S DISABLEMENT

PERIOD OF INSURANCE

The time for which this policy is in force as shown in the schedule

DISABLEMENT

A condition which in the opinion of a qualified medical advisor approved by *us* entirely prevents the KEY PERSON from attending to their duties on YOUR behalf

Exclusions

WE will not make any payment under Extension 4 - Key person cover where the ACCIDENTAL BODILY INJURY to or ILLNESS of a KEY PERSON is directly or indirectly caused by or results from:

- (a) any emotional or psychiatric disorder or condition;
- (b) the KEY PERSON taking or using drugs or controlled substances (other than drugs legally and appropriately prescribed by a qualified medical practitioner and properly used by the KEY PERSON);
- (c) the KEY PERSON committing suicide or deliberately injuring themselves or putting themselves in unnecessary danger (unless trying to save a human life);
- (d) any criminal act by YOU or the KEY PERSON;
- (e) pregnancy or any condition connected with pregnancy or childbirth;
- (f) any physical defect infirmity or medical condition known to the KEY PERSON at the inception date of this policy unless the defect infirmity or condition has been without the need for any medical advice or medical treatment during the 24 month period preceding the inception date of his policy.

Limits

WE will pay the expense YOU incur up to £400 per week for a maximum of 26 weeks

If a KEY PERSON is suffering from temporary DISABLEMENT WE will pay only the period of that KEY PERSON'S DISABLEMENT and WE will consider the KEY PERSON to have made a recovery when he or she is able to engage in and perform the major duties of his or her role in YOUR BUSINESS

Came & Co Local Council Policy Schedule



Section 11: Loss of registration/licence

Not Insured

Section 12: Professional indemnity

Not Insured

Section 13: Terrorism

Not Insured

Standing Orders

**COMPTON PARISH COUNCIL
STANDING ORDERS**

**ADOPTED 4TH FEBRUARY 2019
MINUTE REFERENCE 18/19-191**

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RULES OF DEBATE AT MEETINGS

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (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 chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman 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 chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate 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 chairman of the meeting, a councillor may speak once in the debate on a motion except:
 - i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;

Item 13b

- 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 he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed three minutes without the consent of the chairman of the meeting.

DISORDERLY CONDUCT AT MEETINGS

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or 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 chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

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 twelve minutes unless directed by the chairman of the meeting.

- g Subject to standing order 3(f), a member of the public shall not speak for more than three 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 chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The chairman 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 his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- 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 Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman 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 his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

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 and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights 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 or a non-councillor with voting rights who has a disclosable pecuniary interest or another interest as set out in the Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- 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 2.5 hours.

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 5 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and 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.

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 Chairman and Vice-Chairman (if there is one) of the Council.
- f The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.
- g The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.
- h In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.
- i In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.
- j Following the election of the Chairman of the Council and Vice-Chairman (if there is one) of the Council at the annual meeting, the business shall include:
 - i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
 - ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
 - iii. Receipt of the minutes of the last meeting of a committee;
 - iv. Consideration of the recommendations made by a committee;
 - v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
 - vi. Review of the terms of reference for committees;
 - vii. Appointment of members to existing committees;

- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's 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*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;
- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council.

EXTRAORDINARY MEETINGS OF THE COUNCIL, COMMITTEES AND SUB-COMMITTEES

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not 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 chairman of a committee or a sub-committee may convene an extraordinary meeting of the committee or the sub-committee at any time.
- d If the chairman of a committee or a sub-committee does not call an extraordinary meeting within seven days of having been requested to do so by two members of the committee or the

sub-committee, any two members of the committee or the sub-committee may convene an extraordinary meeting of the committee or a sub-committee.

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 six 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 or a sub-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.

VOTING ON APPOINTMENTS

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

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

- f 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.

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.

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.**

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 chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”

- e **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.

- 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.

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 he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council's code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.
- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by 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.**

CODE OF CONDUCT COMPLAINTS

- a Upon notification by the District or Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:
 - i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the District or Unitary 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 him. Such action excludes disqualification or suspension from office.**

PROPER OFFICER

- a The Proper Officer shall be either (i) the clerk or (ii) other staff member(s) nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.
- b The Proper Officer shall:
 - i. **at least three clear days before a meeting of the council, 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 five days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his 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 Chairman or in his absence the Vice-Chairman (if there is one) of the Council within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires

consideration before the next ordinary meeting of the Council;

- 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).

RESPONSIBLE FINANCIAL OFFICER

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

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 andwhich 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.

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. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
 - i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;

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- v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.
- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

HANDLING STAFF MATTERS

- a. A matter personal to a member of staff that is being considered by a meeting of the Council or the staffing 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 chairman of the staffing committee or, if he is not available, the vice-chairman (if there is one) of the staffing committee of absence occasioned by illness or other reason and that person shall report such absence to the Council at its next meeting.
- c. The chairman of the staffing committee or in his absence, the vice-chairman shall upon a resolution conduct a review of the performance and annual appraisal of the work of the Clerk. The reviews and appraisal shall be reported in writing and are subject to approval by resolution by the staffing committee.
- 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 chairman of the staffing committee or in his absence, the vice-chairman of the staffing committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by

resolution of the staffing committee.

- e Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Clerk relates to the chairman or vice-chairman of the staffing committee, this shall be communicated to another member of the staffing committee, which shall be reported back and progressed by resolution of the staffing committee.
- 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).

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.**

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 his 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.**

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.

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.
- b **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.**

The above is applicable to a Council without a common seal.

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.

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.

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 two thirds of the 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 chairman of a meeting as to the application of standing orders at the meeting shall be final.

COMPTON PARISH COUNCIL
FINANCIAL REGULATIONS
Adopted 5th September, 2016, Minute 3954

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These Financial Regulations were adopted by the Council at its Meeting held on 5th September, 2016.

GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.
- 1.9. The RFO;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:

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- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full council only.

1.14. In addition the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of [£5,000]; and

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- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 1.16. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 1.17. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council.
- 1.18. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 1.19. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.
- 1.20. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 1.21. The internal auditor shall:
 - be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and

- have no involvement in the financial decision making, management or control of the council.
- 1.22. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 1.23. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 1.24. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 1.25. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 1.26. Each committee (if any) shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
- 1.27. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the council.
- 1.28. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including

recommendations for the use of reserves and sources of funding and update the forecast accordingly.

- 1.29. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 1.30. The approved annual budget shall form the basis of financial control for the ensuing year.

BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 1.31. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:
- the council for all items over £5,000;
 - a duly delegated committee of the council for items over £500; or
 - the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 1.32. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 1.33. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.
- 1.34. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 1.35. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

- 1.36. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 1.37. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 1.38. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget.
- 1.39. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 1.40. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 1.41. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The council / committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the council. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 1.42. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

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- 1.43. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 1.44. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 1.45. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 1.46. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 1.47. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.
- 1.48. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have

a disclosable pecuniary or other interest, unless a dispensation has been granted.

- 1.49. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 1.50. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 1.51. The council will make safe and efficient arrangements for the making of its payments.
- 1.52. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 1.53. All payments shall be effected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 1.54. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.
- 1.55. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 1.56. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 1.57. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of

a variable direct debit shall be renewed by resolution of the council at least every two years.

- 1.58. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.
- 1.59. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.
- 1.60. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.
- 1.61. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 1.62. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 1.63. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 1.64. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

- 1.65. Where internet banking arrangements are made with any bank, the Clerk shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.
- 1.66. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 1.67. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by the Clerk. A programme of regular checks of standing data with suppliers will be followed.
- 1.68. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £1,000 unless authorised by council or finance committee in writing before any order is placed.
- 1.69. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 1.70. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the Clerk and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 1.71. The council will not maintain any form of cash float. All cash received must be banked intact. Any payments made in cash by the Clerk (for example for postage or minor stationery items) shall be refunded on a regular basis, at least quarterly.

PAYMENT OF SALARIES

- 1.72. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll

records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

- 1.73. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 1.74. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 1.75. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 1.76. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 1.77. An effective system of personal performance management should be maintained for the senior officers.
- 1.78. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 1.79. Before employing interim staff the council must consider a full business case.

LOANS AND INVESTMENTS

- 1.80. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 1.81. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.
- 1.82. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.
- 1.83. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 1.84. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 1.85. All investments of money under the control of the council shall be in the name of the council.
- 1.86. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 1.87. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

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- 1.88. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 1.89. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 1.90. The council will review all fees and charges at least annually, following a report of the Clerk.
- 1.91. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.
- 1.92. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 1.93. The origin of each receipt shall be entered on the paying-in slip.
- 1.94. Personal cheques shall not be cashed out of money held on behalf of the council.
- 1.95. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 1.96. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 1.97. [Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below)].

ORDERS FOR WORK, GOODS AND SERVICES

- 1.98. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 1.99. Order books shall be controlled by the RFO.
- 1.100. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11.1 below.
- 1.101. A member may not issue an official order or make any contract on behalf of the council.
- 1.102. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

CONTRACTS

- 1.103. Procedures as to contracts are laid down as follows:
 - a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
 - i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by solicitors, accountants, surveyors and planning consultants;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;

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- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
 - d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
 - e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
 - f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
 - g. Any invitation to tender issued under this regulation shall be subject to Standing Orders 18d, and shall refer to the terms of the Bribery Act 2010.

¹ The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

² Thresholds currently applicable are:

- a. For public supply and public service contracts 209,000 Euros (£164,176)
- b. For public works contracts 5,225,000 Euros (£4,104,394)

- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £100 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS (PUBLIC WORKS CONTRACTS)

- 1.104. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 1.105. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 1.106. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

ASSETS, PROPERTIES AND ESTATES

- 1.107. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 1.108. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 1.109. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 1.110. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 1.111. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 1.112. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

INSURANCE

- 1.113. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

- 1.114. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 1.115. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 1.116. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined [annually] by the council, or duly delegated committee.

RISK MANAGEMENT

- 1.117. The council is responsible for putting in place arrangements for the management of risk. The Clerk shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.
- 1.118. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 1.119. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.
- 1.120. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Compton Parish Council
Complaints Procedure
Adopted on 4th June 2018. Minute 18/19-040.

1. Compton Parish Council is committed to providing a quality service for the benefit of the people who live or work in its area or are visitors to the locality. If you are dissatisfied with the standard of service you have received from this council or are unhappy about an action or lack of action by this council, this Complaints Procedure sets out how you may complain to the council and how we shall try to resolve your complaint.
2. This Complaints Procedure applies to complaints about council administration and procedures and may include complaints about how council employees have dealt with your concerns.
3. This Complaints Procedure does not apply to:
 - 3.1. complaints by one council employee against another council employee, or between a council employee and the council as employer. These matters are dealt with under the council's disciplinary and grievance procedures.
 - 3.2. complaints against councillors. Complaints against councillors are covered by the Code of Conduct for Members adopted by the Council on 4th June 2018, and, if a complaint against a councillor is received by the council, it will be referred to the Standards Committee of West Berkshire Council. Further information on the process of dealing with complaints against councillors may be obtained from the Monitoring Officer of West Berkshire Council.
4. The appropriate time for influencing Council decision-making is by raising your concerns before the Council debates and votes on a matter. You may do this by writing to the Council in advance of the meeting at which the item is to be discussed. There may also be the opportunity to raise your concerns in the public participation section of Council meetings. If you are unhappy with a Council decision, you may raise your concerns with the Council, but Standing Orders prevent the Council from re-opening issues for six months from the date of the decision, unless there are exceptional grounds to consider this necessary and the special process set out in the Standing Orders is followed.
5. You may make your complaint about the council's procedures or administration to the Clerk. You may do this in person, by phone, or by writing to or emailing the Clerk. The addresses and numbers are set out below.
6. Wherever possible, the Clerk will try to resolve your complaint as soon as possible. If this is not possible, the Clerk will normally try to acknowledge your complaint within five working days.
7. If you do not wish to report your complaint to the Clerk, you may make your complaint directly to the Chairman of the Council who will report your complaint to the Council.
8. The Clerk or the Council (as appropriate) will investigate each complaint, obtaining further information as necessary from you and/or from staff or members of the Council.
9. The Clerk or the Chairman of the Council will notify you within 20 working days of the outcome of your complaint and of what action (if any) the Council proposes to take as a result of your complaint. (In exceptional cases the twenty working days timescale may have to be extended. If it is, you will be kept informed.)

10. If you are dissatisfied with the response to your complaint, you may ask for your complaint to be referred to the full Council and (usually within eight weeks) you will be notified in writing of the outcome of the review of your original complaint.

Contacts

The Clerk of Compton Parish Council

Address: Wilkins Centre
Burrell Road
Compton
Newbury
RG20 7LX

Telephone: 07585 047 057

Email: ComptonParish@gmail.com

The Chairman of Compton Parish Council

Address: 2 Superity Cottages
Churn Road
Compton
Newbury
RG20 7PR

Telephone: 07880 774 242

Email: david.aldis@btinternet.com

Information available from Compton Parish Council under the model publication scheme

Information to be published	How the information can be obtained	Cost
<p>Class1 - Who we are and what we do (Organisational information, structures, locations and contacts)</p> <p>This will be current information only</p> <p>N.B. Councils should already be publishing as much information as possible about how they can be contacted.</p>	(hard copy and/or website)	
Who's who on the Council and its Committees	Website Noticeboard	-
Contact details for Parish Clerk and Council members (named contacts where possible with telephone number and email address (if used))	Website Noticeboard	-
Location of main Council office and accessibility details	The Council does not have an office. All correspondence received via Wilkins Centre, Burrell Road, Compton, Newbury, RG20 6NP	-
Staffing structure	The Clerk is the only employee.	-

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Information to be published	How the information can be obtained	Cost
<p>Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)</p> <p>Current and previous financial year as a minimum</p>	(hard copy and/or website)	
Annual return form and report by auditor	Website	-
Finalised budget	Website	-
Precept	Website	-
Borrowing Approval letter	The Council has no borrowings.	-
Financial Standing Orders and Regulations	Website	-
Grants given and received	Website	-
List of current contracts awarded and value of contract	Hard copy	10p/sheet
Members’ allowances and expenses	Hard copy	10p/sheet
<p>Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections and reviews)</p>	(hard copy or website)	
Parish Plan (current and previous year as a minimum)	Website	-
Annual Report to Parish or Community Meeting (current and previous year as a minimum)	Website (see minutes of Annual Parish Meetings).	10p/sheet
Quality status	Not applied for.	-
Local charters drawn up in accordance with DCLG guidelines	There are none.	-

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Information to be published	How the information can be obtained	Cost
<p>Class 4 – How we make decisions (Decision making processes and records of decisions)</p> <p>Current and previous council year as a minimum</p>	(hard copy or website)	
Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings)	Website Noticeboard	-
Agendas of meetings (as above)	Website Noticeboard	-
Minutes of meetings (as above) – nb this will exclude information that is properly regarded as private to the meeting.	Website Noticeboard	-
Reports presented to council meetings - nb this will exclude information that is properly regarded as private to the meeting.	Website	-
Responses to consultation papers	Hard copy	10p/sheet
Responses to planning applications	Website (in minutes) and West Berkshire Council website	-
Bye-laws	There are none.	-

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Information to be published	How the information can be obtained	Cost
<p>Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities)</p> <p>Current information only</p>	(hard copy or website)	
<p>Policies and procedures for the conduct of council business:</p> <p>Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements</p>	<p>Website Website Hard copy Website Website</p>	<p>- - 10p/sheet - -</p>
<p>Policies and procedures for the provision of services and about the employment of staff:</p> <p>Internal policies relating to the delivery of services Equality and diversity policy Health and safety policy Recruitment policies (including current vacancies)</p> <p>Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme)</p>	<p>Hard copy Website Website There are no recruitment policies. Vacancies will be advertised on the website. Website Website (part of Standing Orders)</p>	<p>10p/sheet - - - - - -</p>
<p>Information security policy</p>	<p>Website (part of Standing Orders)</p>	<p>-</p>
<p>Records management policies (records retention, destruction and archive)</p>	<p>Hard copy</p>	<p>10p/sheet</p>
<p>Data protection policies</p>	<p>Website</p>	<p>-</p>
<p>Schedule of charges (for the publication of information)</p>	<p>As detailed in this schedule</p>	<p>-</p>

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Information to be published	How the information can be obtained	Cost
Class 6 – Lists and Registers Currently maintained lists and registers only	(hard copy or website; some information may only be available by inspection)	
Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice)	Inspection by appointment	-
Assets Register	Hard copy	10p/sheet
Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils)	Not held.	-
Register of members' interests	West Berks Council website	-
Register of gifts and hospitality	Hard copy	10p/sheet
Class 7 – The services we offer (Information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) Current information only	(hard copy or website; some information may only be available by inspection)	
Allotments	Website	-
Burial grounds and closed churchyards	Website	-
Community centres and village halls	The Parish Council does not own or run any such facilities.	-
Parks, playing fields and recreational facilities	Website	-
Seating, litter bins, clocks, memorials and lighting	Website	-
Bus shelters	Website	-
Markets	There are none.	-
Public conveniences	There are none.	-
Agency agreements	There are none.	-
A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees)	N/A	N/A

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Information to be published	How the information can be obtained	Cost
Additional Information This will provide Councils with the opportunity to publish information that is not itemised in the lists above		

Contact details:

Please contact the Parish Clerk using the following details:

Compton Parish Council
Wilkins Centre
Burrell Road
Compton
Newbury
RG20 6NP

Email: ComptonParish@gmail.com

Phone: 07748 591920

SCHEDULE OF CHARGES

This describes how the charges have been arrived at and should be published as part of the guide.

TYPE OF CHARGE	DESCRIPTION	BASIS OF CHARGE
Disbursement cost	Photocopying @ 10p per sheet (black & white)	Actual cost *
	Postage	Actual cost of Royal Mail standard 2 nd class
Statutory Fee		In accordance with the Statutory Instrument 2004 No. 3244.; The Freedom of Information and Data Protection (Appropriate Limit and Fees) Regulations 2004.

* the actual cost incurred by the public authority

MEDIA POLICY

Introduction

1. Compton Parish Council (“the Council”) is committed to the provision of accurate information about its governance, decisions and activities. Where this information is not available via the Council’s publication scheme, please contact the Council’s clerk or, if unavailable, the Chairman.
2. The Council shall, where possible, co-operate with those whose work involves gathering material for publication in any form including use of the internet (“the media”).
3. This policy explains how the Council may work with the media to meet the above objectives in accordance with the legal requirements and restrictions that apply.

Legal requirements and restrictions

4. This policy is subject to the Council’s obligations which are set out in the Public Bodies (Admission to Meetings) Act 1960, the Local Government Act 1972, the Local Government Act 1986, the Freedom of Information Act 2000, the Data Protection Act 1998, other legislation which may apply and the Council’s standing orders and financial regulations. The Council’s financial regulations and relevant standing orders referenced in this policy are available via the Council’s publication scheme.
5. The Council cannot disclose confidential information or information the disclosure of which is prohibited by law. The Council cannot disclose information if this is prohibited under the terms of a court order, by legislation, the Council’s standing orders, under contract or by common law. Councillors are subject to additional restrictions about the disclosure of confidential information which arise from the code of conduct adopted by the Council, a copy of which is available via the Council’s publication scheme.

Meetings

6. A meeting of the Council and its committees is open to the public unless the meeting resolves to exclude them because their presence at the meeting is prejudicial to the public interest due to the confidential nature of the business or other special reason(s) stated in the resolution. In accordance with the Council’s standing orders, persons may be required to leave a meeting of the Council and its committees, if their disorderly behaviour obstructs the business of the meeting.

7. Where a meeting of the Council and its committees include an opportunity for public participation, the media may speak and ask questions. Public participation is regulated by the Council's standing orders.
8. The photographing, recording, filming or other reporting of a meeting of the Council and its committees (which includes e.g. using a mobile phone or tablet, recording for a TV/radio broadcast, providing commentary on blogs, web forums, or social networking sites such as Twitter, Facebook and YouTube) which enable a person not at the meeting to see, hear or be given commentary about the meeting is permitted unless (i) the meeting has resolved to hold all or part of the meeting without the public present or (ii) such activities disrupt the proceedings or (iii) paragraphs 9 and 10 below apply.
9. The photographing, recording, filming or other reporting of a child or vulnerable adult at a Council or committee meeting is not permitted unless an adult responsible for them has given permission.
10. Oral reporting or commentary about a Council or committee meeting by a person who is present at the meeting is not permitted.
11. The Council shall, as far as it is practicable, provide reasonable facilities for anyone taking a report of a Council or committee meeting and for telephoning their report at their own expense.
12. The Council's standing orders will confirm if attendance by the public, their participation, photographing, recording, filming or other reporting is permitted at a meeting of a sub-committee.

Other communications with the media

13. This policy does not seek to regulate councillors in their private capacity.
14. The Council's communications with the media seek to represent the corporate position and views of the Council. If the views of councillors are different to the Council's corporate position and views, they will make this clear.
15. The Council's Clerk, or in his absence, the deputy Clerk may contact the media if the Council wants to provide information, a statement or other material about the Council.
16. Subject to the obligations on councillors not to disclose information referred to in paragraph 5 above and not to misrepresent the Council's position, councillors are free to communicate their position and views.

Compton Parish Council

Grant Policy v5

Adopted 5th June, 2017. Minute 4191.

Background

Where Compton Parish Council allocates funds in its budget to provide Grants to local groups, payment will be made via Section 137 if the Council has no other power under which to make the payment.

Section 137 gives Compton Parish Council (CPC) the power to:

1. incur expenditure for certain purposes not otherwise authorised. The expenditure is limited to the designated limit as set by Government. (£7.57 for 2017/18) per elector (Expenditure Cap). The expenditure cannot be used to support individuals, operating businesses or organisations outside the UK.
2. make donations to voluntary, community and charity organisations that add value or deliver benefit to its inhabitants.

The above powers cannot be used if the CPC has other powers to fund the requirement. The powers should not be granted in perpetuity as this could create a bias in favour of a particular local group, organisation or charity.

Annual Budgeting Process

CPC will ensure that section 137 monies must be proportional to those who benefit in the community.

CPC will maintain documentary evidence for the allocation of monies under section 137.

CPC will make a provision as part of its precept budgeting process which will not exceed the Expenditure Cap and allocate this to the Section 137 budget item.

The provision will be divided into a Prime allocation and a Secondary allocation. The Prime allocation will be the larger percentage of 80% unless agreed otherwise by the CPC when setting the Precept.

The Secondary allocation will be the residual amount. The prime allocation will be awarded to qualifying groups in October of each year unless otherwise adjusted at the PC APCM. The Secondary allocation will be used to support ad hoc requests from qualifying groups received after February and before the end of the precept year.

A maximum of 15% of the yearly grant budget can be awarded to any group, organisation or charity. In 2017-18 the budgeted amount is £2000, therefore the maximum amount that can be awarded to one group, organisation or charity is £300.

The CPC will:

- 1) Review the guidance within the “Awarding Grant Monies” below and adjust as necessary
- 2) Not pre-decide the list of groups that may benefit
- 3) Agree a % of the Grant budget figure that will be used for the Prime allocation
- 4) Agree the date that the Prime allocation will be awarded.

Awarding Grant Monies

Prime Allocation

Groups wishing to apply for Grant funding must submit requests by 20th September using the application form. CPC will not accept an application that:

- 1) Does not have a Bank Account;
- 2) Does not have sufficient information to enable the CPC to judge/justify proportional allocation.

The Grant must benefit Compton Parish residents. All applications MUST make it clear the proportion of their members who are Compton Residents. The Parish Council reserves the right to review the list of people who will benefit (e.g. register of members).

CPC (or committee if so appointed) will scrutinise the applications and will agree the successful groups and the amounts to be awarded. CPC will agree the grants awarded at their October meeting, which will be held on the first Monday of the month.

In agreeing the awards, CPC will use the following as guidance:

- Provide opportunities in the village to save travel to other locations
- Protect/enhance the AONB and environment.
- Support the extension of services into the rural location
- Support activities across the age spectrum (e.g. Youth and Older generations)
- Sporting activities
- Support specific projects rather than running costs
- Start-up grants

Secondary Allocation

Ad Hoc requests will be agreed by full Council at its normal monthly meeting using the same process and guidance as per the Prime allocation. Successful applicants will be notified after the meeting with payment being made one month later (to allow financial processes to complete).

Paying Grant Monies

The list of successful applicants and the amounts to be awarded will be agreed at the CPC October meeting. Payments will be made to successful applicants after they are formally approved on the finance report at the November meeting.

Payments will normally be made via direct transfer to the group's bank account. The Clerk will ensure payments are only made to an organisation's Bank Account. Where a transfer cannot be made the Clerk will raise a cheque for payment.

Exceptional Awards

Should an exceptional item be brought to CPC which requires additional funds, the CPC may vote to use funds from its reserves. CPC must ensure that any such exceptional item does not exceed the Section 137 expenditure limit (including all awards for the relevant year).

Carry-over of Grant monies

Any monies not allocated will be carried over to the following year and will be added to the Grant figures for the new financial year. CPC must ensure that any such carry-over does not exceed the Section 137 expenditure limit (including all awards for the relevant year). If the limit is exceeded the monies will be placed in the reserve.

Compton Parish Council Grant Application

Organisation Name: _____

Organisation Purpose: _____

Contact Name: _____

Tel: _____

Email: _____

What will the funds be used for:

Amount requested: _____

Number of Compton Parish Residents that will benefit:

Directly: _____ Indirectly: _____

Bank Account:

Name: _____

Sort Code: _____

Account Number: _____

Compton Parish Council

Document Retention Policy

Version	0.2
Date	23/02/2015
Status	Draft
Classification	Internal use only
Author	Ian Tong
Retention Period	Indefinite or until replaced
Change Control	Draft for Review

Objective

The objective of this document is to outline the Parish Council's agreed policies for document retention.

Document Types

The following document types have been identified.

Document Types	Examples	Retention Period
Financial	Receipt & Payment Accounts Receipt Books Bank Statements Bank Paying In Books Cheque Book Stubs Quotations & Tenders Paid Invoices Paid Cheques VAT Records Petty Cash & Postage Timesheets Wages Records Investments Members Allowances Register Grant payments made and conditions on those grants Account Preparation Calculations Annual Accounts PAYE & Payroll	Indefinite 6 Years 1 year after Last Audit 1 year after Last Audit 1 year after Last Audit 6 Years 6 Years 6 Years 6 Years 6 Years 1 year after Last Audit 12 Years Indefinite 6 Years 6 Years 1 year after Last Audit 6 Years 6 Years
Management	Scales of Fees & Charges Budget Figures Project or Activity Cost Plans Council Strategy Documents Council Policy Documents	6 Years
Meetings	Meeting Agendas Meeting Minutes	6 Years Indefinite
Planning Papers	Where Planning Permission granted Planning Appeal Decisions Where Planning Permission refused Structure Plans, Local Plans & similar	3 years after the development is completed Indefinite 2 year after the last date for Appeal

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		3 years after they cease being in force
Council Official Documents	Formal Terms of Reference and Responsibilities Council Formation & Registration Certificates Councillors' Register Charity Commission Forms received & submitted Government Department Forms received & submitted	6 Years
Civic Amenities	Applications to Hire Hire Diaries Hire Receipts,	6 Years
Allotment	Allotment Registers Allotment Plans	Indefinite
Burial Grounds	Register of Fees Collected Register of Burials Register of Purchased Graves Register/plan of Grave Spaces Register of Memorials Applications for Interment Applications for right to erect memorials Disposal certificates Copy certificates of grant of exclusive right of burial	Indefinite
Legal	Leases – Newest version Leases – Previous versions Deeds – Newest version Deeds – Previous versions Contracts – Newest version Contracts – Previous versions Sums recoverable by Statue, Negligence, Other Tort, Rent Personal Injury Defamation Breach of Trust	Indefinite 12 years after final financial transaction (including arrears) Indefinite 12 years after final financial transaction (including arrears) 6 years after final transaction (including arrears) 3 years after final transaction 1 year after final transaction Indefinite
Insurance	Insurance Policy wordings Insurance Policy Renewal correspondence Insurance Policy change correspondence Insurance Claim correspondence Certificates of Insurance	3 years after a claim could be made on the policy 7 years after a claim is resolved 40 years from the end of the policy term

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Staff Correspondence	Job Advertisements Responses to Job Vacancies Job Descriptions Employment Offers Staff Appraisals References Supplied or Received Pay Slips Pensions Employment Tribunal	3 years after the employment relationship ends
Critical Correspondence	Bank Correspondence HMRC Correspondence Election Correspondence Parishioner Correspondence Central Government correspondence District Council correspondence	3 Years from the end of the current financial year (31 st March)
Major Correspondence	Supplier correspondence Correspondence from other Parish Councils Correspondence from other bodies	2 Years from the end of the current financial year (31 st March)
Other Correspondence	Marketing & Promotional material Flyers Unsolicited correspondence	Does not need to be kept
Other Council Publications	Magazines & Journals produced by the Council	5 years after copy placed with British Library
Local & Historical Information	Local Information Historic Information Gifts of local interest Loaned material of local interest	Review every 5 years To be safely stored until returned
Others	Anything else	1 Year from the end of the current financial year (31 st March)

Terminology

There follows some explanations of key terms. NB – HMRC or Legal definitions take precedence over terms used here.

Term	Explanation
Correspondence	Any letter, email, fax, SMS message between the Council, the Council's Accountant, the Council's Clerk, one or more Councillors and any third party which affects Council's status or activities
Destruction	Documents must be shredded or securely disposed of

Retention Conflict

If a document falls into more than one retention period rule, then the rule with the longest storage period will take precedence.

Document Destruction Review

Every April, all documents to be reviewed and destruction carried out for those documents that need it.

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Who Decides which rule applies?

The Parish Council officer who is the intended final recipient of the correspondence will decide which rule best applies.

How is it shown?

If practical & needed, the "Document Type" should be written on the document. Otherwise it can be left off the document.

Legal Hold

If there is a legal dispute of any sort then individual documents can be put "On Legal Hold" and no document destruction shall take place.

Compton Parish Council

Social Media Policy

Version number	1	Minute reference	
Adopted by	Full Council	Review due	Annually
Date adopted		Review date	

1. Introduction

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

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

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

1.3. This policy should be read in conjunction with all other council policies and procedures, such as Standing Orders, Data Protection Policy, Disciplinary and Grievance Procedure and Members Code of Conduct.

1.4. This policy does not form part of any contract of employment and it may be amended at any time.

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

2. Proposed Scope

2.1 Compton Parish Council has a corporate presence on the web, uses email and has a

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

- 2.2 Compton Parish Council will always try to use the most effective channel for its communications. We may ask those who contact us for their preferred channel of communication when we deal with them.
- 2.3 All members and staff are expected to comply with this policy at all times to protect the reputation, privacy, confidentiality and interests of Compton Parish Council, its services, employees, partners and community.
- 2.4 Serious breaches of this policy by employees may be dealt with under the Grievance and Disciplinary Policy. Compton Parish Council may take disciplinary action in respect of unlawful, libellous, harassing, defamatory, abusive, threatening, harmful, obscene, profane, sexually orientated or racially offensive comments by the employee. Breach of the policy by volunteers will result in the Council no longer using their services and if necessary, appropriate action will be taken.
- 2.5 Behaviour required by the Members' Code of Conduct shall apply to online activity in the same way it does to other written or verbal communication. Members will bear in mind that inappropriate conduct can still attract adverse publicity, even where the code does not apply. Remarks are easily withdrawn, apologised for and forgotten when made in person, but posting them on the internet means that they have been published in a way that cannot be contained. Online content should be objective, balanced, informed and accurate. Members must be aware that their profile as a councillor means it is more likely they will be seen as acting in an official capacity when blogging or networking. It must be remembered that communications on the internet are permanent and public. When communicating in a 'private' group it should be ensured that the Council would be content with the statement should it be made public.
- 2.6 Reports of any concerns regarding content placed on social media sites should be reported to the Clerk for referral to the Council as required.

3. Rules for Using Social Media

- 3.1 Members and staff must not allow their social media interaction to damage their working relationships with others.
- 3.2 They must not make any derogatory, discriminatory, defamatory or offensive comments about other members, staff, the Council or about the people, businesses and agencies that Compton Parish Council works with and serves.
- 3.3 Posts must not contain anyone's personal information other than necessary basic contact details.

- 3.4 If members or staff use social media as individuals and not in their role as a Councillor or staff member, they must not act, claim to act or give the impression that they are acting as a representative of the Council. They should not include web links to official Council websites as this may give or reinforce the impression that they are representing the Council.
- 3.5 All members and staff must ensure that they use Compton Parish Council social media facilities appropriately. If using a Council provided website, blog site or social networking area, any posts made will be viewed as made in an official capacity.
- 3.6 Council social media facilities must not be used for personal or political blogs.
- 3.7 The Council will appoint a nominated person as moderator - either a staff member or a Councillor for posting and monitoring of official Compton Parish Council content to ensure compliance with the Social Media Policy. The moderator will have authority to immediately without notice or comment, remove any posts from the Council's social media pages if they are deemed to be inflammatory or of a defamatory or libellous nature. Such posts will also be reported to the hosts (i.e. Facebook, Twitter, Instagram) and also to the Clerk for Council records.

4. Content Guidelines

- 4.1 Council social media facilities must not be used for personal or political blogs.
- 4.2 All Council Members and staff are entitled to interact in our social channels as individuals or Councillors using their own personal details. Staff and individual Cllrs are responsible for what they post. They are personally responsible for any online activity conducted using their own digital footprint. However, when content is published / shared as Compton Parish Council, the content should follow the following content guidelines:
 - Notices and minutes of meetings.
 - Advertising events and activities.
 - Posting of good news stories.
 - Links to appropriate websites or press pages if those sites meet Compton Parish Council's expectations of conduct.
 - Advertising staff and councillor vacancies.
 - Sharing information from partners i.e. Police, Library, District Council etc.
 - Announcing new information appropriate to the Council.
 - Posting or sharing information promoting bodies for community benefit such as schools, clubs and community groups.

- Posting other items as the Council see fit.
- 4.3 All social media sites in use should be checked on a regular basis to ensure that the security settings are in place.
- 4.4 The publishing of planned content / topics should be agreed via a presentation of a content plan at monthly meetings for approval. All Councillors are encouraged to put forward suggestions.
- 4.5 It is however recognised that the moderator will likely need to operate more responsively / reactively than the monthly meetings allow. Where a member or staff member is required to participate in online communication in a more timely fashion they must:
- Be responsible and respectful; be direct, informative, brief and transparent.
 - Always disclose their identity and affiliation to Compton Parish Council.
 - Never make false or misleading statements.
 - Not present themselves in a way that might cause embarrassment. They must protect the good reputation of Compton Parish Council.
 - Be mindful of the information posted on sites and make sure personal opinions are not published as being that of Compton Parish Council.
 - Keep the tone of comments respectful and informative, never condescending or 'loud'. Use sentence case format, not capital letters.
 - Refrain from posting controversial or potentially inflammatory remarks. Language that may be deemed as offensive relating in particular to race, sexuality, disability, gender, age, religion or belief should not be published on any social media site.
 - Avoid personal attacks, online fights and hostile communications.
 - Do not post comments that you would not be prepared to make in writing or face to face.
 - Never name an individual third party unless you have written permission to do so.
 - Seek permission to publish original photographs or video from the persons or organisations in the video or photographs before they are uploaded. You must check that there is parental permission before photos of children are used and communicate this permission to the clerk for our records.
 - Respect the privacy of other members, staff and residents.
 - Never post any information or conduct any online activity that may violate laws or regulations such as libel and copyright.
 - Spell and grammar check everything.

- 4.6 Members (and residents) should be aware that not all communication through social media requires a response from the Council, although an acknowledgement should be made if appropriate. If a matter that is raised in any form of social media needs further consideration by the Council it may be raised during either the public session or as a full council agenda item for consideration by a quorum of Councillors. Again, the 'poster' shall be informed via the page or direct message that this is the case and invited to contact the Clerk direct. Any response agreed by the Council will be recorded in the minutes of the meeting.

5. Parish Council Website

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

6. Parish Council Email

- 6.1 The Clerk to the Parish Council has a specific council email address – comptonparish@gmail.com. The Clerk is employed on a part-time basis so we aim to reply to all questions sent as soon as we can. An 'out of office' message is used when appropriate.
- 6.2 The Clerk is responsible for dealing with email received and passing on any relevant mail to members or external agencies for information and/or action. All communications on behalf of the Council will usually come from the Clerk, and/or otherwise will always be copied to the Clerk.
- 6.3 Individual Councillors are at liberty to communicate directly with parishioners in relation to their own personal views, if appropriate, copy to the Clerk. Any emails sent to the Clerk or Councillors in their official capacity will be subject to The Freedom of Information Act 2000. These procedures will ensure that a complete and proper record of all correspondence is kept.
- 6.4 Do not forward personal information on to other people or groups outside of the Council, this includes names, addresses, email, IP addresses and cookie identifiers.

7. Public Statement

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

"Compton Parish Council's Facebook pages intend to provide information and updates

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regarding activities and opportunities within Odiham parish and promote positive thoughts and comments from our residents.

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

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

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

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

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

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

This comment policy may be revised at any time.

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

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

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

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

2019 Current council/staff subscriptions:

Body	Last renewal	Subscription cost at last renewal
CPRE (Campaign to Protect Rural England)	April 2018 Due for renewal at May meeting	£ 36.00
CCB (Community Council for Berkshire)	June 2018	£ 30.00
SLCC (Society of Local Council Clerks)	January 2019	£ 96.57
BALC (Berkshire Association of Local Councils)	May 2018	£408.93

2019 Current Payments Made by Direct Debit:

Payee	Reason
Castle Water	Water at School Road allotments Water at Newbury Lane allotments
Information Commissioners' Office	Registration fee
SSE	Electricity for street lighting
Vodafone	Council mobile phone

Compton Parish Council

Risk Assessment and Management 2019/20

Version number	1	Minute reference	
Adopted by	Full Council	Review due	APCM May 2020
Date adopted		Review date	

Introduction to Risk Assessment and Management

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

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

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

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

Risk Identification

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

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

Risk Evaluation

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

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

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

Risk Management

There are three main ways of managing risks:

- Manage the risk yourself
- Take out insurance to cover the risk

- Agree with another party that they will manage the risk on your behalf; this may include rewarding them for so doing

Risk Register

Identified risks are documented in a Risk Register.

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

Risk Assessment Matrix

Identified risks are assessed using the following matrix.

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

Category	Risk	Chance	Impact	Risk	Management Control	Further Action
1. ASSETS	Damage to – or loss of – fixtures and fittings	M/2	M/2	M/4	The Parish Council insurance policy covers buildings (e.g. football pavilion), office contents, street furniture, playground equipment and the Multi-Use Games Area.	
	Loss of data - physical	L/1	L/1	L/1	All important files are held within lockable filing cabinets.	
	Loss of data – electronic	M/2	H/3	H/6	Continual back up to cloud storage is made of the Parish Council files. Second source of back up is also used.	
	Asset Register is out of date	M/2	M/2	M/4	An inventory of all Council assets is maintained by the Clerk, who arranges appropriate insurance cover. The Asset Register is reviewed regularly by Councillors.	

Category	Risk	Chance	Impact	Risk	Risk	Further Action
2. INJURY TO PUBLIC, MEMBERS AND/OR STAFF	Injury to third parties, members and staff on Council premises	L/1	H/3	M/3	Insurance has been taken out to cover Public Liability (£10M), Employers Liability (£10M) and Personal Accident. Users of the Recreation Ground are required to take out separate liability insurance for large events (e.g. the fete).	

Category	Risk	Chance	Impact	Risk	Management Control	Further Action
2. INJURY TO PUBLIC, MEMBERS AND/OR STAFF	Injury to third parties using equipment in play areas on Compton Recreation Ground	L/1	L/1	L/1	The Parish Council has a maintenance agreement with a local company to carry out an annual ROSPA inspection on play equipment and goal posts. Also, an identified Parish Councillor carries out regular checks and reports monthly at the Parish Council meetings.	
	Injury to third parties and members because of ice, snow etc. on parish council maintained land	M/2	M/2	M/4	Insurance has been taken out to cover Public Liability (£10M).	

Category	Risk	Chance	Impact	Risk	Management Control	Further Action
3. FINANCE	Precept is not adequate	L/1	M/2	L/2	The Council reviews the draft budget, including the amount of Precept, each December, with a final draft being reviewed in January prior to the submission deadline for the Precept amount.	
	Council funds are not properly managed	L/1	M/2	L/2	Income is invested in appropriate accounts by a competent Clerk. This is reviewed regularly by members at the Council meeting.	
	Loss of cash through theft or dishonesty	L/1	M/2	L/2	No petty cash is maintained by the Council / Clerk. Any necessary expenditure on small items such as stamps is paid for unapproved on a pre-paid debit card which has an appropriate limit set. Insurance cover has been taken out to cover a) loss of non-negotiable money and robbery b) misappropriation of funds by staff or Councillors (Fidelity Guarantee sum insured = £150,000)	

Category	Risk	Chance	Impact	Risk	Management Control	Further Action
3. FINANCE	Council Financial Regulations are inadequate	L/1	M/2	L/2	Council financial procedures are well tried and tested. A set of Financial Regulations under which the Council operates was formally adopted by members at the Meeting held on 5 th September 2016, minute 3954.	
	Council financial controls and accounting records are inadequate to prevent financial irregularity	L/1	M/2	L/2	The Clerk maintains Council accounting records using RBS Alpha. Members are provided with regular reports covering bank balances, explanatory notes and management accounts. All cheques are presented to Full Council for approval and invoices and cheque stubs are signed by two Councillors. All electronic payments are submitted by the Clerk and authorised by two Councillors. A full list of payments for approval is submitted at each Full Council meeting.	
	Audit documentation is not submitted within the required timeframe to the internal and external auditors	L/1	M/2	L/2	The Clerk must ensure the documentation from the External Auditors has been received and follow the given timeframes within the documentation.	

Category	Risk	Chance	Impact	Risk	Management Control	Further Action
4. INSURANCE	Insurance must be renewed each year	L/1	L/1	L/1	The insurance renewal must be considered at the September meeting each year in time for the 1 st October renewal date.	
	Insurance must cover Public Liability (£10M), Employers Liability (£10M), Personal Accident and Fidelity	L/1	L/1	L/1	The Clerk reviews the insurance policy before presenting to the Council. The Council reviews the insurance policy at the Annual Parish Council Meeting.	

Category	Risk	Chance	Impact	Risk	Management Control	Further Action
5. COUNCILLOR PROPRIETY	Members do not declare their interests, gifts or hospitality	L/1	L/1	L/1	The Clerk maintains a Register of Interest, which all Councillors are required to keep up to date. An agenda item at each meeting gives members the opportunity to declare personal and/or prejudicial interests.	

Category	Risk	Chance	Impact	Risk	Management Control	Further Action
6. BUSINESS CONTINUITY	Loss of Clerk	L/1	M/2	L/2	All electronic files are backed up to the Cloud. The Chairman possesses a sealed envelope containing the relevant passwords in order to be able to access the files should this be required.	

Category	Risk	Chance	Impact	Risk	Management Control	Further Action
7. LEGAL COMPLIANCE	Motions adopted by the Council are not legal	L/1	M/2	L/2	The Clerk advises members if he considers a motion may be illegal. A new set of Standing Orders, based on the NALC standard, were adopted on 5 th June 2017, minute 4189. These are due to be revised at the May meeting due to the recent release of a revised set of model standing orders. These are reviewed and updated where appropriate. The latest version of 'Local Council Administration' by Charles Arnold-Baker is used as a reference.	
	Committees and officers exceed their terms of reference	L/1	M/2	L/2	Committee Terms of Reference and Delegated Powers are reviewed annually at the AGM. The Clerk has a detailed Job Description.	
	Minutes and agendas are not produced in a timely manner or made available to the public	L/1	L/1	L/1	Signed agendas for all meetings are produced by the Clerk and are available to members at least 3 clear days before each meeting and are posted on the Council notice board in the Parish on the Tuesday before each Monday meeting. Minutes are produced within 4 weeks of the meeting and are posted on the website and the notice board.	

Category	Risk	Chance	Impact	Risk	Management Control	Further Action
7. LEGAL COMPLIANCE	Council documents are not controlled properly	L/1	L/1	L/1	All documentation is produced using version control mechanisms. All important documents received are filed in a Correspondence File available to all members. The Clerk's Report is a standing item on each Council agenda when the Clerk reports on actions taken and work done over the past month. Documents are filed in a lockable filing cabinet via a classification index at the home of the Clerk. Some historical documents are filed in lockable cabinets in the Village Hall. Electronic documents are filed using a folder structure.	
	Effectiveness of internal audit is not considered.	L/1	M/2	L/2	An annual review of the effectiveness of internal audit must be undertaken and recorded in the minutes at the next meeting after the report has been received. Appropriate steps should be taken to deal with matters raised in reports from the internal auditor through agenda items.	
	Formal advice is not sought when required.	L/1	M/2	L/2	Continue with memberships of BALC and SLCC.	
	Failure to comply with data protection registration				The Council is registered with the Information Commissioner's Office and the registration fee is paid annually by direct debit.	
	Failure to comply with Freedom of Information request	L/1	M/2	L/2	The Council has a Model Publication scheme in place. The Parish Council and the Clerk are aware that if a substantial request came in it could create a number of additional hours' work. The Clerk is able to claim overtime should this be required.	

Schedule of Meetings for 2019/20

Date of Meeting	Type of Meeting
3 rd June 2019	Full Council
1 st July 2019	Full Council
No meeting scheduled for August	-
2 nd September 2019	Full Council
7 th October 2019	Full Council
4 th November 2019	Full Council
2 nd December 2019	Full Council
6 th January 2020	Full Council
3 rd February 2020	Full Council
2 nd March 2020	Full Council
16 th March 2020	Annual Parish Meeting
6 th April 2020	Full Council
11 th May 2020	Annual Parish Council Meeting

Roles and Responsibilities

The following roles are usually assigned by the Council. Additional roles can be assigned if required.

- Allotments
- Burial Ground extension
- Electronic documentation
- Football Club liaison
- Football Pavilion
- Footpaths
- GDPR
- Internal controller
- Neighbourhood Action Group/Police Liaison
- Neighbourhood Development Plan
- Parish Assets and Management working party
- Patient Representation Group representative
- Play area inspections
- Recreation Ground
- Social media
- Sovereign Housing Association Liaison
- Village Hall representative

Compton Parish Council
Finance Report 13th May 2019

Status at bank at last bank reconciliation 31st March 2019

Unity Trust	Current Account	£15,757.14
Unity Trust	Deposit Account	£122,022.22
HSBC	Current Account	£748.50
Pockit	Pre-paid Debit Card	£132.62
Total		£138,660.48

Income received 15th April - 5th May 2019

Unity Trust	Deposit Account	Interest	£120.23
Unity Trust	Current Account	Precept	£22,925.00
Unity Trust	Current Account	Village Hall loan repayment	£480.00
Unity Trust	Current Account	CIL	£9,646.63
Total			£33,171.86

Payments made on pre-paid debit card to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
Pockit	24-Apr-19	018	Amazon	Rubber stamp	-	£9.95
Pockit	25-Apr-19	019	St John Ambulance Supplies	First aid kit and accident book	-	£34.00
Pockit	02-May-19	020	Amazon	Dividers	-	£2.12
Total						£2.12

Payments to be approved

Method	Payment Date	Voucher Number	Payee	Payment Detail	Minute	Amount
DD	18-Apr-19	021	Vodafone	Mobile phone charges		£11.66
DD	23-Apr-19	022	Castle Water	Water at Newbury Lane allotments 1-31 Mar		£30.80
BACS	13-May-19	023	BALC	Subscription 2019/20		£362.75
Total						£405.21

Transfers

Method	Payment Date	Voucher No	Payee	Payment Detail	Minute	Amount
-	-	-	-	-	-	-
Total						£0.00

Correspondence List – Council Meeting on 13th May 2019

Training/events

Please advise the Clerk if you wish to attend

	<u>Event</u>	<u>Run By</u>	<u>Date and Time</u>	<u>Venue</u>	<u>Cost</u>
A1	West Berkshire Heritage Forum AGM	WBHF	Fri 31 st May, 7:15pm	Old Bluecoat School, Chapel Street, Thatcham RG18 4JT	-
A2	District Parish Conference	WBC	Tue 22 nd Oct, 6:30-8pm	Council Offices, Market Street, Newbury, RG14 5LD	-

For information, comment or inclusion in a future agenda

	<u>Document</u>	<u>From</u>
B1	Email regarding poor parking on Manor Crescent, preventing access to larger vehicles.	A member of the public
B2	Freedom of Information Request received 5 th April.	A resident
B3	Email highlighting concerns regarding the proposed 20mph speed limit and associated traffic calming features.	A resident
B4	Email from the North Wessex Downs Landscape Trust requesting the council make an annual donation of £75.	North Wessex Downs Landscape Trust
B5	Clerks and Councils Direct	
B6	Letter outlining the plans for VE Day 75.	SSAFA (The Armed Forces Charity) via BALC
B7	Countryside Voice and Field Work	CPRE
B8	Notification the Council will be receiving CIL funds of £9,646.63 relating to 18/01293/FULMAJ Roden Farm.	CIL team at West Berkshire Council
B9	Traffic calming discussion document.	Clr McGeehin