

BISHOPSTOKE PARISH COUNCIL

**Members of the Parish Council
are summoned to attend a meeting to be held at the Parish Office, Riverside, Bishopstoke
on Tuesday 28 November 2017 at 7.30pm**

This Meeting is Open to the Public (7.30pm – Question Time)

An invitation to attend all meetings of Bishopstoke Parish Council is extended to relevant: Hampshire County councillors; Eastleigh Borough councillors; and, the Eastleigh East Safer Neighbourhood Team

AGENDA

Public Session

1. Apologies for Absence
2. Councillors' Questions
3. To adopt and sign Minutes of the Parish Council meeting held on 24 October 2017
4. To consider Matters Arising from the above Minutes
5. Declarations of Interest and Requests for Dispensations
6. Report on Planning Committee Meetings of 24 October and 14 November 2017 – to note Resolutions and to determine Recommendations
7. Report on Finance and General Purposes Committee Meeting of 14 November 2017 – to note Resolutions and to determine Recommendations
8. To receive the RFO's Report and approve the October 2017 Statements of Account
9. To approve Burial Board fees and Allotment rents for 2018-19
10. To approve Standing Orders and Financial Regulations
11. To receive reports from County, Borough and Parish Councillors on matters of interest
12. To receive the Clerk's Monthly Report
13. To consider content for the November 2017 Press Release
14. Date, time, place and agenda items for next meeting – Tuesday 23 January 2017 at 7.30pm in the Parish Office, Riverside, Bishopstoke
15. Motion for confidential business
16. To approve staff salary recommendations



*D L Hillier-Wheal
Clerk to Bishopstoke Parish Council
22nd November 2017*

Members: Cllrs Toher (Chair), Tidridge (Vice-Chair), Brown, Daly, Dean, Francis, Greenwood, Harris, Mignot, Moore, Parker-Jones, Roling, Thornton and Winstanley

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Bishopstoke Parish Council held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 24 October 2017

Present: Councillor G Tidridge (Vice-Chair)
Councillor P Brown
Councillor A Dean
Councillor J Francis
Councillor G Harris
Councillor T Mignot
Councillor A Moore
Councillor L Parker-Jones
Councillor M Thornton
Councillor A Winstanley

In Attendance: Mr David Hillier-Wheal (Clerk to Bishopstoke Parish Council)
PCSO Oonagh Knights
District Inspector Ian Trueman

Public Session 2 members of the public were present

FULL_1718_M05/

Public Session

Barry Prophet, an allotment site rep at Underwood Road allotments, had come to talk to the Council about the proposed removal of water baths at the allotments. He reported that there was a great deal of opposition to the plan at the allotments, and stated that it would cause great difficulty for the plot holders. Mr Prophet stated that the turnover of water was such that legionella should not be an issue and that the other safety concerns raised were also not as severe as the Council thought. Even replacing the baths with water butts would not solve the problem due to the regular heavy use of water during the summer months.

Mr Prophet was thanked for coming in and giving the Council the benefit of his knowledge and experience, and was invited to join the Allotment Working Group. The possibility of having baths with lids was raised and Mr Prophet agreed this would be a possible solution. The Council again thanked Mr Prophet and committed to looking into the issues he had raised.

District Inspector Ian Trueman had attended to allow the Council to better understand the role of PCSOs in Bishopstoke and the Council's contribution to it. Cllr Parker-Jones asked what quota of the Safer Neighbourhood Team was assigned to the Bishopstoke, Fair Oak & Horton Heath area, how that relates to overall placement of PCSOs within Hampshire and what the visible presence of PCSOs within Bishopstoke has been over the past 12 months.

D.I. Trueman stated that ordinarily there would be 20 PCSOs within the district, but that Parish contributions raise that number to 24. At the moment, due to various reasons, there is an active force of 21. Bishopstoke and Fair Oak each have 1 PCSO and 1 PC assigned to them, the same as Chandlers Ford and Hiltingbury. DI Trueman stated he was unable to make comparisons with other districts. With regard to visibility, when originally set up in 2002, PCSOS had their time split. 50% of their time was given over to visibility, 40% to crime prevention, and 10% dealing with vulnerability, and those

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liable to become repeat victims of crime. This has now changed and the PCSOs are much more focussed on vulnerability. PCSO Knights is based in Bishopstoke, and all her work is within the Parish.

Cllr Winstanley asked whether the funding provided by the Parish afforded anything extra with regard to PCSO presence. D.I. Trueman stated that without any Parish funding there would be 20 PCSOs, and each Parish within the district (13 of them) would be covered, and the remaining PCSOs would be assigned according to need. With funding from the various Parishes (and Bishopstoke contributes about 25% of the costs related to PCSO Knights) there are 4 extra PCSOs available to cover need. So Bishopstoke receives no permanent extra PCSO presence but the Police are in a better position to provide extra help when it is needed. Again, the PCSOs work on vulnerability and the PCs focus on offenders.

Cllr Thornton asked about shift patterns and was informed that core hours are 7:30am to around midnight, with 24-hour backup from the response team.

Cllr Parker-Jones asked if PCSO Knights could report on her engagements with the community, and also why there aren't any meet and greet sessions in Bishopstoke when there are regular such events in Fair Oak. PCSO Knights replied that those sessions had previously run in Bishopstoke but due to lack of interest they had been stopped. However, if there is a need then they could easily be restarted. PCSO Knights stated that she attends the Time for Older People group at the Evangelical Church every other Monday, and any other groups that invite them.

Cllr Winstanley asked whether PCSO Knights had an update for the Council. PCSO Knights reported that as the summer had ended there was now a dip in anti-social behaviour. A track is kept of hotspots, which are patrolled more regularly, and as more incidents are reported, those hotspots are updated.

D.I. Trueman added that as the clocks are about to go back, and the evenings are darker, the message is that people should be aware of keeping lights on and using timers for radios etc to give the impression that the house is occupied even when it isn't, as burglary usually goes up at this time of year. Any person that wants advice, or knows someone that would benefit from advice, can contact PCSO Knights to arrange a free Crime Prevention Survey.

Cllr Tidridge thanked D.I. Trueman and PCSO Knights for coming, and for answering the Council's questions.

70 Apologies for Absence

70.1 Apologies had been received and accepted from Cllr Daly, Cllr Greenwood, Cllr Roling and Cllr Toher.

71 Councillors' Questions

71.1 Cllr Parker-Jones asked whether, due to the now common sight of deer on Longmead Avenue and surrounding roads, warning signs could be placed on Church Road. Cllr Parker-Jones also noted that the Council website is missing a number of press releases, and Facebook is not showing some of the recent updates. Finally, Cllr Parker-Jones reported residents' concerns about the number of warning signs at the Cemetery.

71.2 Cllr Francis asked whether the Council had received the promised update from the Borough Council regarding the Local Plan workshop on 9th November. The Clerk replied that no email has been received yet.

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72 To adopt as a true record, and sign, Minutes of the Parish Council meeting held on 26 September 2017

72.1 The minutes of the above meeting had been circulated prior to this meeting.

72.2 Proposed Cllr Brown, Seconded Cllr Parker-Jones, **RESOLVED** unanimously to adopt as a true record the minutes of the Parish Council meeting held on 26 September 2017.

73 To consider Matters Arising from the above Minutes

73.1 Item 56.3. Cllr Winstanley reported that she had reported the dumped bags as fly-tipping on the Borough Website, and the bags had been removed.

73.2 Item 58.2. There is still no report from the archaeologist from the Breach Lane site. Cllr Thornton now also has the details to contact them. The Clerk was asked to chase again. The matter will also be discussed at the Liaison meeting.

Action: Clerk

74 Declarations of Interest and Requests for Dispensations

74.1 No declarations or requests made.

It was agreed to bring forward the discussion of the allotment water troughs

75 Report on Finance and General Purposes Committee Meeting of 10 October 2017 – to note resolutions and to determine recommendations.

75.1 The Finance and General Purposes Committee meeting minutes from 10 October 2017 had been circulated prior to the meeting.

75.2 Proposed Cllr Winstanley, Seconded Cllr Thornton, **RESOLVED** unanimously that the minutes from the Finance and General Purposes Committee meeting of 10 October 2017 be noted.

75.3 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that item on allotment water troughs be referred back to the Finance & General Purposes Committee for further discussion.

75.4 Item 63.4 Cllr Parker-Jones asked whether the agenda item should have been a recommendation rather than a resolution. Cllr Parker-Jones proposed amending the policy to reinstate the requirement for anyone supervising an under 16-year-old volunteer to have a DBS check, and also to note that the Data Protection Policy is not yet written. Finally, Cllr Parker-Jones noted that replacing the word supervisor with manager had not been fully completed. Proposed Cllr Parker-Jones, Seconded Cllr Thornton, **RESOLVED** that the recommendations suggested by Cllr Parker-Jones be accepted.

75.5 Proposed Cllr Thornton, Seconded Cllr Brown, **RESOLVED** unanimously that the Volunteer Policy, as amended, be adopted.

Action: Clerk

75.6 Proposed Cllr Winstanley, Seconded Cllr Mignot, **RESOLVED** unanimously that upon written confirmation from EBC the final consultation on Sayers Road will begin, and that the proposed Cemetery Works go ahead.

Initial: _____ Date: _____

76 Report on Planning Committee Meeting of 26 September and 10 October 2017– to note resolutions and determine recommendations

76.1 The Planning Committee Minutes from 26 September and 10 October 2017 had been circulated prior to the meeting.

76.2 Proposed Cllr Brown, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 26 September 2017 be noted.

76.3 Proposed Cllr Tidridge, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 10 October 2017 be noted.

77 To receive the RFO's report and approve the September 2017 Statement of Accounts

77.1 The September 2017 Statement of Accounts had been circulated prior to the meeting.

77.2 The Clerk reported that allotment rent money was now coming in.

77.3 Proposed Cllr Winstanley, Seconded Cllr Harris, **RESOLVED** unanimously to receive the RFO's report and approve the September 2017 Statement of Accounts.

78 To approve the HALC recommended Protocol for Recording of Meetings

78.1 The Protocol had been circulated with the supporting papers for this meeting.

78.2 Cllr Parker-Jones reported that she had serious concerns about much of the Protocol, which she had contacted DCLG about, and had discovered that some clauses in the Protocol break the law. Cllr Dean asked who had written the report and the Clerk noted this was a HALC document. The Council agreed that there was no need to adopt the policy, especially in its current form, however, notices advising members of the public that meetings may be recorded would be useful. The Clerk was asked to contact HALC and feed back the various concerns of the Council, including the Council's unanimous rejection of the protocol.

Action: Clerk

79 To approve the continued membership of other bodies

79.1 The list of bodies of which the Council is a member had been circulated with the supporting papers.

79.2 Proposed Cllr Parker-Jones, Seconded Cllr Winstanley, **RESOLVED** unanimously to approve the continued membership of other bodies.

80 To approve the fixed asset register

80.1 Cllr Harris noted that there were a number of Carnival items missing from the list. The Council agreed that Cllr Harris and the Clerk would meet to update the list and it would be brought back at a future meeting.

Action: Cllr Harris and the Clerk

81 To receive reports from County, Borough and Parish Councillors on matters of interest

81.1 Cllr Dean reported that she had attended the Cemetery Working Group meeting and she would be attending the next Bishopstoke Memorial Hall committee meeting.

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81.2 Cllr Thornton reported on the proposed cuts from Hampshire County Council, noting that they would particularly fall on social services and public transport. Cllr Thornton stated that the County Council expects that Parish Councils will step up to fill the gaps. Cllr Thornton also reported that he had taken his first Street Pastor course recently, and was hoping to become a Street Pastor by March.

81.3 Cllr Moore informed the Council that he has been working on local air pollution. He stated that Bishopstoke was among the worst areas in the country for air pollution and hoped to have some figures to present to the Council by the next meeting.

81.4 Cllr Winstanley reported that she had attended the HALC 70th Anniversary celebrations. She had also visited the In Touch group, working with autistic youngsters, at the Y Zone. Finally, Cllr Winstanley reported that, on behalf of the Borough Council, she had attended the Airport Consultative Committee, but that as neither of the Parish Council representatives had been present she had produced a report for the Council, which is attached to these minutes.

Action: Clerk

81.5 Cllr Harris informed the Council that he would be attending the Southern Water stakeholders meeting on the following Monday.

81.6 Cllr Tidridge noted that she was looking forward to the Local Plan meeting on November 9th, and that details of the Remembrance Day service would be circulated when they are available.

81.7 Cllr Francis stated that she was disappointed that the Borough Council had permitted the Outline planning application for up to 30 dwellings on Church Road. Cllr Francis asked Cllr Mignot, as Chair of the Local Area Committee, whether the commitment over the footpath had been maintained. Cllr Mignot responded that he would be able to answer that question at the liaison meeting the following week.

82 To receive the Clerk's monthly report

82.1 The Clerk updated the Council on a residents' meeting that had taken place at the YZone. The meeting had been productive, with a number of residents praising the work of the YZone and the conduct of the young people who attended. The meeting had been called to discuss the anti-social behaviour that had been apparent on the Brookfield estate over the summer, although as the meeting went on it became obvious that the problems extended wide than that. Streetscene and the Local Engagement Officers have been asked to contact residents to take forward the issues of lighting, safety, criminal damage, anti-social night use of the car park and other matters. The Police were taking forward a safeguarding issue regarding reports of young women being collected by a van in the early hours of the morning.

82.2 The Clerk reported that he had attended a recent Officers' Update which had focussed on the change in external auditor. The Clerk was confident that the Council was well placed to cope with the change. The Clerk had also attended training on how to perform appraisals which he would feed back on to the Human Resources Working Group.

82.3 The Clerk informed the Council that coming up he had the carnival washup meeting, the Borough liaison meeting, an SLCC seminar which would also be attended by the Assistant Clerk, and the HALC AGM on 4th November. Cllrs were reminded that if they wished to attend the HALC AGM they should let the Clerk know as soon as possible.

82.4 The Clerk address the recent reports of concerns regarding signs at the Cemetery. He assured Councillors that the Assistant Clerk only puts signs up when necessary, either for Health and Safety reasons, or as the best method of contacting owners of specific burial grants. The Clerk informed the Council that the subject would be discussed at his next meeting with the Assistant Clerk.

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Action: Clerk

82.5 Cllr Winstanley noted that several residents had requested benches around Brookfield for elderly residents to rest on. The Cllr also reported that residents were pleased with the various repairs that have been performed around the estate.

82.6 Cllr Dean asked who is responsible for the lighting by the river near the Hub, as it is not currently working. Cllr Winstanley stated that Hampshire County Council are responsible. Cllr Tidridge stated that there is a website on which lights that are not working can be reported. Cllr Tidridge will send the link to the Clerk to distribute.

Action: Cllr Tidridge

83 To consider content for the October 2017 press release

83.1 It was agreed that the press release would mention the clocks going back, the police safety advice and a warning to residents to be wary of deer in the road.

Action: Clerk

84 Date, time, place and agenda items for next meeting – Tuesday 28 November 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke

84.1 Agenda items to the Clerk by Tuesday 21 November 2017 please.

85 Motion for confidential business

85.1 Proposed Cllr Tidridge, Seconded Cllr Harris, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to the open spaces contract, it is advisable that the public be excluded and for the record the business be regarded as confidential.

PCSO Knights and 1 resident left at this point

86 To decide the Open Spaces contract

86.1 Proposed Cllr Parker-Jones, Seconded Cllr Brown, **RESOLVED** unanimously to award a four year contract to Green Smile to maintain the Open Spaces in the Parish.

There being no further business, the Chair closed the meeting at 9:10pm

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Airport Consultative Committee Friday 13th October 2017

1. Managing Director's Report

May-August there were 822,585 passengers, a 7.4% increase on same period in 2016. And May-August there were 16,928 flights (includes cargo, training, air ambulance, military etc as well as passenger); an increase of 6% on same period in 2016.

Airport has continued community work with Bitterne Park School, funding a new seating area and study facility in the new school building.

Between May 2016 and April 2017 hit the 2 million passenger mark with 2,029,873; the highest number since commercial flights started in 1918.

There will be 2 new airlines operating from Southampton this winter for the ski trade. Easyjet will fly to Geneva 3 times a week and Powdair will fly to Sion, Switzerland 4 times a week from mid-December. There will be new flights to Skiathos in Greece next summer.

Listed the Breeze through Awards awarded to staff who had gone out of their way to assist passengers (elderly couple who had accidentally missed flight and another elderly couple back to their car in long-stay car park).

No reported vortex damage May to August.

Hampshire & Isle of Wight Air Ambulance will continue to be Charity of Year until 2020.

Welcomed a new Engineering Apprentice, who will split next 3 years between airport and college, to the airport team. Airport has recently teamed up with Eastleigh College to create an apprenticeship scheme which provides on the job training and mentoring.

Airport makes extensive use of Twitter, facebook, YouTube & Blog.

Between May & August there were 26 noise complaints, with 13 in June, from 25 households. 3 of complaints came from Bishopstoke. This is an increase of 2 complaints in total over May to August 2016. In June they had an unserviceable Instrument Landing System (ILS) so pilots had to use a visual approach on landing which caused the increase. 2 outbound charter flights in August had deviated on routing. Airport had spoken to company's Operations department to ensure no deviation for the return flight. In January 2018 airport is moving to Noise Desk instead of Webtrak. This would help to deal with any perceived deviations to noise preferred routings as it allowed airport to monitor routings proactively before receiving any complaints about aircraft noise. So will result in quicker and more detailed responses. Glasgow & Southend Airports are already using the new software. Current Noise Action Plan is 2013-2018, so will soon be updating this. Shortly be moving to GNSS to support instrument approaches into the airport as the SAM VOR (ground beacon) will be decommissioned Summer 2018. GNSS will allow an approach that follows a straight line over the ground and gives an opportunity for landing approaches to be configured more efficiently.

Report on updates to air services agreements required for Brexit. New arrangements with EU will need to be negotiated as part of the wider Brexit negotiations. There are various EU-negotiated agreements with third countries will become legally inoperable for the UK when we leave EU. We will need new bilateral arrangements with those third countries. Carriers and airports need as much certainty as possible as far in

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advance as possible to determine their business opportunities. DfT's priorities, therefore, are to secure maintenance of the liberal market access currently available under EU-negotiated agreements.

Next meeting is 9th February 2018.

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BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 24 October 2017

Present: Cllrs Brown (Vice-Chair), Dean, Francis, Thornton and Tidridge

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Cllrs Moore and Parker-Jones

Public Attendance: 1 member of the public was present

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Public Session

101 Apologies for Absence

101.1 Apologies had been received and were accepted from Cllrs Greenwood and Toher.

102 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 10 October 2017

102.1 The Minutes of the above meeting had been circulated prior to the meeting.

102.2 Proposed Cllr Tidridge, Seconded Cllr Brown, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 10 October 2017 be accepted as a true record.

103 To consider Matters Arising from the above Minutes

103.1 There were no matters arising.

104 Declarations of Interest and Requests for Dispensations

104.1 None declared or requested.

105 Consideration of Planning Applications

105.1 T/17/81612 – 20 Asford Grove – Fell 1 Oak tree – The Committee agreed to Raise No Objection (RNO) to the application.

Cllr Thornton arrived at this point.

105.2 T/17/81617 – Bishopstoke Manor – Various tree works – The Committee examined each of the proposed tree works and concluded that they were all valid. As such, the Committee agreed to RNO.

105.3 T/17/81661 – 5 Wooderson Close – Reduce lateral branches over garden of 1 Oak by 2m – The Committee agreed to RNO.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

106 Report on recent planning decision

106.1 F/17/81181 – 1 Cotton Close – Erection of 1.no 3 bedroom semi detached dwelling with associated parking, following demolition of existing store – The Committee agreed to RNO to this application – EBC Refused the application as “the proposed dwelling, due to its layout, scale and siting, would represent an inappropriate development of a residential garden and introduce an unduly prominent and visually intrusive form of development to the locality, to the detriment of the existing character and appearance of the area as well as the street scene within this section of Cotton Close and Underwood Road”.

106.2 O/16/79469 - Land North of Church Road – Amendments to Outline Application for the construction of up to 30 dwellings, including 35% affordable housing, with access from Church Road, open space and landscaping (all matters reserved except for access). The committee noted that these plans had been discussed at the last meeting and that there had been a further response from the Ramblers Association. Cllr Francis reported that Cllr Tidridge had been contacted by a resident concerning the safety of children in the play area. The committee requested that the previous objection be resubmitted again in full in response to this application, and to include an additional comment that the committee is concerned about the safety and security of the children’s play area, and that the key factor for the play area is that it remains a fenced/hedged area in order to ensure children are enclosed for their safety, rather than to have the play area open – EBC have granted outline planning permission.

106.3 F//17/80986 – Bishopstoke Park – Alterations to the veranda at the village core building to create an enclosed space to increase the size of restaurant, single storey extension to create a chilled cellar room. Basement extension to accommodate plant associated with the chilled cellar room – The Committee agreed to Raise No Objection (RNO) to the application but noted that a wider consultation may have been beneficial, it would be nice to see wider use of the restaurant being encouraged, and that parking would potentially be an even bigger problem than it is now – EBC have permitted this application.

107 Clerk’s Report

107.1 The Clerk stated that there was nothing further to report.

108 Date, time, place and agenda items for next meeting

108.1 The next meeting will be on Tuesday 14 November 2017, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

108.2 Any agenda items should be submitted in writing to the Clerk at least 7 days before the meeting.

109 Motion for Confidential Business

109.1 Proposed Cllr Brown, Seconded Cllr Thornton, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

1 member of the public left at this point.

110 Reported Breaches of Development Control (Confidential Business)

110.1 The Clerk reported no new alleged breaches of Development Control.

110.2 The Clerk reported one concluded breach of Development Control.

110.3 Cllrs reported no alleged breaches of development control.

There being no further business, the Chair closed the meeting at 7.20pm

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Planning Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.00pm on 24 October 2017

Present: Cllrs Greenwood Chair), Brown, Dean, Thornton, Tidridge and Toher

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Cllr Parker-Jones

Public Attendance: 1 member of the public was present

PLAN_1718_M12/

Public Session

111 Apologies for Absence

111.1 Apologies had been received and were accepted from Cllr Francis.

112 To adopt as a true record, and sign, the Minutes of the Planning Committee meeting held on 24 October 2017

112.1 The Minutes of the above meeting had been circulated prior to the meeting.

112.2 Proposed Cllr Brown, Seconded Cllr Dean, **RESOLVED** unanimously that the minutes of the Planning Committee meeting held on 24 October 2017 be accepted as a true record.

113 To consider Matters Arising from the above Minutes

113.1 Cllr Toher asked if there had been any response from Eastleigh Borough Council to the Parish Council request for more information on why planning application A/16/79559 had been accepted and why it had taken so long. The Clerk stated there had not been and was requested to ask again.

Action: Clerk

114 Declarations of Interest and Requests for Dispensations

114.1 None declared or requested.

115 Consideration of Planning Applications

115.1 F/17/81543 – 50 Hamilton Road – Change of use from hairdressing salon to dog grooming business – The Committee agreed to Raise No Objection (RNO) to the application.

115.2 T/17/81710 – The Rectory, 10 Stoke Park Road – Reduce branches of 1 Holm Oak by 3m – The Committee agreed to RNO to the application.

115.3 T/17/81766 – 6 Bishops Court – crown reduce lowest limb of 1 Chestnut by 2.5m over conservatory, reduce remaining canopy by 1.5m – The Committee agreed to RNO to the application.

116 Report on recent planning decision

116.1 F/17/80804 – Bishopstoke Park Continuing Care Community – construction of 12 no. car parking spaces to provide additional parking associated with Phase 1 of the approved development – The Committee agreed to Raise No Objection to the application, but with the comment that the

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Committee noted that provision of additional on-site parking was useful, however, the Committee was disappointed that facilities for contractors and staff are not provided, and that there has been a loss of trees to provide this additional car parking – EBC permitted the application.

116.2 H/17/81346 – 61 Edward Avenue – Hip to gable conversion including rear box dormer to provide second floor accommodation, and enlargement of patio doors to rear elevation – The Committee agreed to RNO to the application but wished to comment on the visual appearance not being in keeping with the local area – EBC permitted the application.

116.3 F/14/75040 – The Welcome Inn – Retention of fan and extract vent – EBC permitted the application. The Clerk was requested to ask why this had taken so long to consider.

Action: Clerk

117 Clerk's Report

117.1 The Clerk noted that he had recently forwarded information regarding the continuing provision of a footpath alongside the Bargate development on Church Road. Cllr Tidridge requested the Clerk ask the Borough Council whether the current footpath is on land owned by Bargate? If not, do they have permission from the owner to move it? Also, the Clerk was requested to ask the Borough if they will be ensuring that a footpath is present throughout the development. Finally, the Clerk was asked to check the date of the next BIFOHH meeting.

Action: Clerk

118 Date, time, place and agenda items for next meeting

118.1 The next meeting will be on Tuesday 28 November 2017, at 7:00pm. The doors will be open at 6:45pm for viewing of applications.

118.2 Any agenda items should be submitted in writing to the Clerk at least 7 days before the meeting.

119 Motion for Confidential Business

119.1 Proposed Cllr Greenwood, Seconded Cllr Toher, **RESOLVED** unanimously that in view of the confidential nature of the business about to be discussed relating to possible breaches of planning regulation it is advisable in the public interest that the public be excluded and for the record the business be regarded as confidential.

1 member of the public left at this point.

120 Reported Breaches of Development Control (Confidential Business)

120.1 The Clerk reported no new alleged breaches of Development Control.

120.2 The Clerk reported no concluded breaches of Development Control.

120.3 Cllr Tidridge raised a potential breach for the Clerk to pass to the Borough Council

Action: Clerk

There being no further business, the Chair closed the meeting at 7.20pm

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

BISHOPSTOKE PARISH COUNCIL

Minutes of a Meeting of the Finance and General Purposes Committee held in the Parish Office, Riverside, Bishopstoke commencing at 7.30pm on 14 November 2017

Present: Cllrs Thornton (Chair), Brown, Parker-Jones, Tidridge, Toher and Winstanley

In Attendance: Mr D Hillier-Wheal (Clerk to Bishopstoke Parish Council)
Cllr Dean

Public Session 1 member of the public was present

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Public Session

70 Apologies for Absence

70.1 No apologies had been received. Cllr Mignot was not present.

71 To accept as a true record, and sign, the Minutes of the Finance and General Purposes Meeting held on 10 October 2017

71.1 The draft minutes had been circulated with the supporting papers for this meeting.

71.2 Proposed Cllr Brown, Seconded Cllr Toher, **RESOLVED** (Cllr Parker-Jones abstained as she had been absent) that the Minutes of the Finance and General Purposes Meeting held on 10 October 2017 be accepted as a true record.

72 To consider Matters Arising from the above Minutes

72.1 Minute 62.1 – The Clerk reported that written confirmation is still being awaited.

72.2 Minute 62.3 – The Clerk noted that consultation had not been started yet due to the impending budget discussions, and the impact that might have on future play area plans.

72.3 The Clerk reported that he had now had a response regarding the Breach Lane archaeology report. There had been a lack of communication regarding the report, which was only now being written up, so it is not expected to be available until the Spring. The Clerk was asked to determine when the Borough stated that the Parish Council had received the report and also to forward to all Cllrs the email from the Borough confirming the update.

Action: Clerk

73 Declarations of Interest and Requests for Dispensation

73.1 Cllr Thornton declared an interest in agenda item 12, as Chair of 12th Eastleigh Scouts.

74 To receive reports from Working Groups

74.1 The latest Cemetery Working Group minutes had been included in the supporting papers for this meeting. Cllr Parker-Jones informed the Committee that advice regarding Transfers and Memorials now including a helpful FAQ section, and this had been added to the Council website. There is also an increase in fly-tipping at the new site and a record is being kept. Hampshire County Council have now

Initial: _____ Date: _____

appointed a Fly-tipping Partnership Manager which should help. Finally, Cllr Parker-Jones reported that the recommendation of the working group is that fees remain unchanged for the coming year.

74.2 The Clerk reported that the Carnival working group had had its final meeting for Carnival 2017, which looked at the whole process to determine what had gone well and what would need changing for the coming year. The significant impact of both the weather and volunteer illness had been discussed, and so a re-organisation of the chain of command is planned to mitigate against future problems. The first planning meeting for Carnival 2018 is on November 22nd. Finally the Clerk informed the Committee that the Carnival Court would be in the parade for the Eastleigh lights switch-on on Saturday 18th November.

74.3 Cllr Toher reported on behalf of the Travel Token working group. There has been a significant increase in take up this year, going from 10 at the start of the financial year, to 27 now, with more applications in the pipeline. More tokens have been ordered to cope. The change in eligibility does not yet appear to have had an impact. The recommendations of the Travel Token working group are that in the Terms of Reference, Clause 4.1 be amended to simply state “annual meeting”, rather than October; the residents of the retirement village be considered ineligible for the scheme; token numbers be increased from 72 (84 if a companion is needed) to 84 and 108; the budget for the year remain at £1,200, and the proposal to offer a second amount of tokens in October each year, totalling 50% of their initial allocation, to anyone who has been in the scheme for more than 3 months, be adopted.

74.4 Cllr Winstanley asked if there is any information on the location of token recipients to ensure that we are covering the whole of the Parish. The Clerk was asked to produce a report.

Action: Clerk

74.5 Cllr Winstanley also questioned whether the retirement village should or could be excluded from the scheme. Cllr Toher replied that this had not been come to lightly, but it was felt that as the residents of the retirement village have access to their own bus it was the appropriate thing to do.

74.6 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** (Cllr Winstanley abstaining) that the Council adopt the proposals contained in Minute 74.3

75 To receive the RFO’s Report, and approve Budget Monitoring and Non-Confidential Payments Reports for September 2017

75.1 The budget monitoring and non-confidential payments reports had been circulated with the supporting papers for this meeting and are attached to the minutes.

75.2 Cllr Brown asked about the payments to Mr O’Conner. The Clerk stated that Mr O’Connor has been engaged on a number of jobs for the Council as a handyman in recent weeks. Cllr Toher clarified Chair’s expenses regarding the Remembrance Wreath.

75.3 Proposed Cllr Toher, Seconded Cllr Brown, **RESOLVED** unanimously to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

76 To appoint the Council’s internal auditor for 2017-18

76.1 Proposed Cllr Thornton, Seconded Cllr Toher, **RESOLVED** unanimously to re-appoint Do The Numbers as the Council’s internal auditor for 2017-18.

77 To approve Burial Board fees and allotment rents for 2018-19

77.1 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that Burial Board fees and allotment fees remain unchanged for 2018-19.

78 To discuss and make recommendations regarding water storage on the allotments

78.1 A report regarding allotment water storage had been circulated prior to the meeting with the support papers. This followed comments from one of the allotment site reps at October's Full Council meeting.

78.2 Cllrs noted the sensible precaution of Council officers monitoring water temperature regularly in order to determine if there is ever an increased risk. The need to make any solution as practical as possible for the allotment holders was also noted. Cllrs agreed that any new system should be trialled for 12 months, following discussion with the site reps.

78.3 Proposed Cllr Toher, Seconded Cllr Brown, **RECOMMENDED** unanimously that the Council buy a thermometer and instigate regular testing of water temperature; ensure all Council baths are emptied in October and the water switched off; remind all tenants annually of health and safety concerns and ensure all Council baths are cleaned in March prior to the water being turned back on again.

Action: Clerk

79 To discuss the draft expenditure budget and identify changes

79.1 The first draft of the expenditure budget along with a list of identified potential extra items had been circulated with the papers for this meeting.

79.2 The Committee noted the split between base budget and extra items and thanked the Clerk for this sensible change. Cllr Brown noted that one-off items can still have ongoing maintenance charges. A general desire was expressed for the Council to provide the quality services that residents desire. It was recognised that this would mean increasing the budget accordingly, for example regarding replacement of play areas.

79.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RESOLVED** unanimously that the Clerk be asked to include all one-off items in the next draft of the budget, to give the Committee the full potential cost for the coming year.

Action: Clerk

80 To note meeting dates for 2018-19

80.1 The meeting dates for 2018-19 had been circulated prior to the meeting and were noted by the Committee.

81 To make recommendations on grant requests from Friends of Stoke Park, 12th Eastleigh Scout Group and Stoke Park Infants' Association

81.1 Proposed Cllr Winstanley, Seconded Cllr Toher, **RECOMMENDED** unanimously that the Friends of Stoke Park be awarded a grant of £1,000.

81.2 Proposed Cllr Winstanley, Seconded Cllr Parker-Jones, **RECOMMENDED** unanimously that the Stoke Park Infants' Association be awarded a grant of £1,000.

81.3 Proposed Cllr Toher, Seconded Cllr Parker-Jones, **RECOMMENDED** (Cllr Thornton abstaining due to a declared interest) that the 12th Eastleigh Scouts be awarded a grant of £800.

82 To discuss and amend the policy regarding the allocation of allotment plots

82.1 The current allotment allocation policy, a report on recommended changes, and the current waiting list had been circulated with the supporting papers prior to the meeting.

82.2 Cllr Tidridge asked whether groups such as schools or scouts could take an allotment. The Clerk replied he believed they could, and that he was in favour of it. The Clerk was asked to contact local groups to see if they would be interested.

Action: Clerk

82.3 The Committee agreed to increase the maximum number of rods permitted to 20, with the caveat that such an increase would only be allowed if the waiting list is empty. It was also agreed that the residential requirement be the same as for being a Parish Councillor – living within 3 miles of the Parish. All other recommendations were agreed.

82.4 Proposed Cllr Parker-Jones, Seconded Cllr Brown, **RESOLVED** unanimously that the recommendations contained in the report on the allocation of allotments, as amended in 82.3, be adopted.

83 To receive the Clerk's Report, including an update on Parish Council assets

83.1 Glebe Meadow: The Clerk reported that recently a couple of small fires had been set up near the Skate Park. Police believe this was for warmth, not vandalism.

83.2 Blackberry Drive: The Clerk noted that some of the newly installed dragons' teeth have been vandalised – ones around the path at the end of Blackberry Drive. The Borough is repairing them.

83.3 Burial Statistics: The Clerk reported that there had been 1 re-opening of a burial in October, 1 new ashes interment and 2 ashes re-openings. This brings the total for the year to 23 interments.

83.4 Cemetery / Churches: The Clerk reported that the large mound on the left of Sewell Drive is now being removed as expected. A fencing contractor will be working in the Cemetery for the week commencing 27th November, and it is hoped that the vandalised Cemetery Hut will be removed at the same time.

83.5 Fencing: The Clerk reported work will soon begin on some fencing around the various allotments.

83.6 Trees: The Clerk reported that a substantial amount of tree work has now been ordered to take place over the next few months. This will complete the tree work from the 2016 survey, in preparation for a new survey in 2018.

83.7 Newsletter: The Clerk requested content for the next newsletter from Cllrs or their contacts to be sent to him by the end of December.

84 Date, time, place and Agenda Items for the next meeting

84.1 The next meeting is scheduled to be on Tuesday 12 December 2017 at 7:30pm in the Parish Office, Riverside, Bishopstoke.

84.2 Agenda Items for this meeting should be received by the Clerk at least 7 days prior to the meeting.

There being no further business, the Chair closed the meeting at 9.00pm

Resolutions to be noted by the Full Parish Council

71.2 that the Minutes of the Finance and General Purposes Meeting held on 10 October 2017 be accepted, as amended, as a true record.

75.3 to receive and approve the RFO, Budget Monitoring and Non-Confidential Payment reports.

76.1 to re-appoint Do The Numbers as the Council's internal auditor for 2017-18.

79.3 that the Clerk be asked to include all one-off items in the next draft of the budget, to give the Committee the full potential cost for the coming year.

82.4 that the Council advertise the allotment sites; that allotment allocation policy be site specific; that at Underwood Road there be a maximum of 20 rods per person (only permitted above 10 when the waiting list is empty), plot holders be required to live within 3 miles of the parish, and that 2.5 rod plots be allowed with previous allotment holders being initially offered these smaller plots

Recommendations for consideration by the Full Parish Council

74.3 that in the Travel Token Terms of Reference, Clause 4.1 be amended to simply state "annual meeting", rather than October; the residents of the retirement village be considered ineligible for the scheme; token numbers be increased from 72 (84 if a companion is needed) to 84 and 108; the budget for the year remain at £1,200, and the proposal to offer a second amount of tokens in October each year, totalling 50% of their initial allocation, to anyone who has been in the scheme for more than 3 months, be adopted.

77.1 that Burial Board fees and allotment fees remain unchanged for 2018-19.

78.3 that the Council buy a thermometer and instigate regular testing of water temperature; ensure all Council baths are emptied in October and the water switched off; remind all tenants annually of health and safety concerns and ensure all Council baths are cleaned in March prior to the water being turned back on again.

81.1 that the Friends of Stoke Park be awarded a grant of £1,000.

81.2 that the Stoke Park Infants' Association be awarded a grant of £1,000.

81.3 that the 12th Eastleigh Scouts be awarded a grant of £800.

Chair's Signature: _____ Date: _____

Clerk's Signature: _____ Date: _____

**PARISH COUNCIL MEETING ON 28 November 2017
MONTHLY STATEMENT OF ACCOUNT (October 2017)**

ITEM 8

Fund Movements						
Bank Accounts	Money In			Money Out		Closing Balance
	Starting Balance	Receipts	Transfer In	Payments	Transfer Out	
Co-op	£ 15,666.76	£ 4,966.17	£ 15,000.00	£ 32,111.96		£ 3,520.97
EBC	£ 168,429.39		£ 78,896.60		£ 15,000.00	£ 232,325.99
Total	£ 184,096.15	£ 4,966.17	£ 93,896.60	£ 32,111.96	£ 15,000.00	£ 235,846.96

Receipts in detail	
Burial Board	£ 1,100.00
Allotments	£ 3,766.17
Carnival	£ 100.00
VAT refund	
Misc.	£ -
Total	£ 4,966.17

VAT	
Previously Claimed	£ 4,020.46
Claimed in October	
Unclaimed	

EBC Loan Account Summary						
	Money In				Money Out	Current Balance
	1 April 2017 Balance	Precept	Support Grant	Interest	Transfer to BPC	
Prior to October	£ 168,271.92	£ 78,896.60	£ 11,260.87		£ 90,000.00	£ 168,429.39
October	£ 168,429.39	£ 78,896.60			£ 15,000.00	£ 232,325.99

Notes
Precept payment assumed but yet to be confirmed



Bishopstoke Parish Council

David Hillier-Wheal
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MEMO

Burial Board fees and Allotment rents

The background to the recommendations is contained within reports to F&GP, and the minutes of that Committee on 14th November.

Recommendation: That Burial Board fees be left unchanged for the coming year

Recommendation: That Allotment rents be left unchanged for the coming year



BISHOPSTOKE PARISH COUNCIL

STANDING ORDERS and FINANCIAL REGULATIONS

**These Standing Orders and Financial Regulations were adopted
by the Parish Council at its meeting on**

**D Hillier-Wheal
Clerk to Bishopstoke Parish Council**

BISHOPSTOKE PARISH COUNCIL
STANDING ORDERS
and
FINANCIAL REGULATIONS

Amendment Sheet

Amendment No.	Date Incorporated	Subject
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Index of Standing Orders and Financial Regulations

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Annexes

- A. Code of Conduct for Councillors, Disclosable Pecuniary Interests and Dispensations
- B. Terms of Reference for Planning Committee
- C. Terms of Reference for Finance and General Purposes Committee
- D. Complaints procedure
- E. Annual Business Timetable
- F. Dealing with the press, media and social network sites
- G. Terms of Reference for Carnival Working Group
- H. Terms of Reference for Travel Token Working Group
- I. Terms of Reference for Cemetery Working Group
- J. Terms of Reference for Communications & Engagement Working Group
- K. Terms of Reference for Neighbourhood Plan Working Group
- L. Terms of Reference for Community Buildings Working Group
- M. Terms of Reference for Human Resources Working Group
- N. Terms of Reference for Standing Orders Working Group

1 Meetings held in public

- 1.1** 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.
- 1.2** When calculating the 3 clear days for the notice of a meeting to Councillors and the public, the day on which notice was issued, the day of the meeting, weekends, bank holidays or a day appointed for public thanksgiving or mourning shall not count.
- 1.3** 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.
- 1.4** Subject to standing order 1.3 above, members of the public are permitted to make representations, answer questions and give evidence in respect of any item of business included in the agenda.
- 1.5** The period of time for the Public Session is at the Chair's discretion but shall not normally exceed 15 minutes.
- 1.6** Subject to standing order 1.5 above, each member of the public will usually be entitled to speak once per item they wish to speak on, for up to 3 minutes each, but may be allowed an extension at the Chair's discretion. *Members of the public wishing to speak on a particular agenda item may, at the Chair's discretion, be allowed to do so at the time the agenda item is discussed, rather than in the public participation session.*
- 1.7** In accordance with standing order 1.4 above, a question asked by a member of the public during a public participation session at a meeting shall not require a response or debate.
- 1.8** In accordance with standing order 1.7 above, the Chair may direct that a response to a question posed by a member of the public be referred to a Councillor for an oral response or to an employee for a written or oral response.
- 1.9** A record of a public participation session at a meeting shall be included in the minutes of that meeting.
- 1.10** A person shall politely indicate when they wish to speak.
- 1.11** Any person speaking at a meeting shall address the Chair.
- 1.12** Only one person is permitted to speak at a time. If more than one person wishes to speak, the Chair shall direct the order of speaking.
- 1.13** As a result of the Openness of Local Government Bodies Regulations 2014, the public may film, photograph, or make an audio recording of a meeting and, may use any other means of enabling persons not present to see or hear the proceedings as they take place, or later.
- 1.14** In accordance with standing order 1.3 above, the press shall be provided reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.
- 1.15** Subject to any standing orders which indicate otherwise, anything authorised or required to be undertaken by, to, or before the Chair may, in their absence, be undertaken by, to, or before the Vice-Chair.

- 1.16** The Chair, if present, shall preside at a Council meeting. If the Chair is absent from a meeting, the Vice-Chair, if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a Councillor as chosen by the Councillors present at the meeting shall preside at the meeting.
- 1.17** Subject to standing order 1.25 below, all questions at a meeting shall be decided by a majority of the Councillors present and voting thereon.
- 1.18** The Chair may give an original vote on any matter put to the vote and in the case of an equality of votes may exercise their casting vote whether or not they gave an original vote. *(See also standing orders 2.9 and 2.10 below.)*
- 1.19** Unless standing orders provide otherwise, voting on any question shall be by a show of hands. At the request of a Councillor, the voting on any question shall be recorded so as to show whether each Councillor present and voting gave their vote for or against that question. Such a request shall be made before moving on to the next item of business on the agenda.
- 1.20** The minutes of a meeting shall record the names of Councillors present and absent and apologies given.
- 1.21** If prior to a meeting a Councillor has submitted reasons for their absence at the meeting which is then approved by a resolution, such resolution shall be recorded in the minutes of the meeting at which the approval was given.
- 1.22** The code of conduct adopted by the Council shall apply to Councillors in respect of the entire meeting.
- 1.23** An interest arising from the code of conduct adopted by the Council, the existence and nature of which is required to be disclosed by a Councillor at a meeting, shall be recorded in the minutes. *(See also standing orders 7 below.)*
- 1.24** No business may be transacted at a full Council meeting unless at least one third of the whole number of Members of the Council are present; in effect five Members. For committees, the quorum is three Members.
- 1.25** If a meeting is or becomes inquorate no business shall be transacted and the meeting shall be adjourned. Any outstanding business of a meeting so adjourned shall be transacted at a following meeting.
- 1.26** Meetings shall not normally exceed a period of 3 hours.

2. Ordinary Council meetings

See also standing order 1 above

- 2.1** In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the new Councillors elected take office.
- 2.2** In a year which is not an election year, the annual meeting of a Council shall be held on such a day in May as the Council may direct.
- 2.3** If no other time is fixed, the annual meeting of the Council shall take place at 7:30pm.
- 2.4** 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 directs.
- 2.5** The election of the Chair and Vice-Chair of the Council shall be the first business completed at the annual meeting of the Council.
- 2.6** The Chair of the Council, unless they resign or become disqualified, shall continue in office and preside at the annual meeting until a successor is elected at the next annual meeting of the Council.
- 2.7** The Vice-Chair of the Council, unless they resign or become disqualified, shall hold office until immediately after the election of the Chair of the Council at the next annual meeting of the Council.
- 2.8** In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but must give a casting vote in the case of an equality of votes.
- 2.9** In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the meeting until a new Chair of the Council has been elected. They may exercise an original vote in respect of the election of the new Chair of the Council and must give a casting vote in the case of an equality of votes.
- 2.10** Following the election of the Chair of the Council and the Vice-Chair of the Council at the annual meeting of the Council, the order of business shall be as follows:
 - 2.10.1** In an election year, delivery by Councillors of their declarations of acceptance of office.
 - 2.10.2** Confirmation of the accuracy of the minutes of the last meeting of the Council and to receive and note minutes of and/or to determine recommendations made by committees.
 - 2.10.3** Appointment of any new committees, sub-committees and working groups, confirmation of **any new** terms of reference, the number of members and receipt of nominations to them.
 - 2.10.4** In a year of elections, if a Council's period of eligibility to exercise the General Power of Competence expired the day before the annual meeting, to review and make arrangements to reaffirm eligibility.

2.10.5 **Noting** the dates, times and place of ordinary meetings of the full Council for the year ahead.

2.11 The Council has a number of items of business that must be considered annually. These are set out in Annex E at the end of this document, along with the current preferred timetable for looking at each of them.

3 Proper Officer

3.1 The Council's Proper Officer shall be either (i) the Clerk or such other employee as may be nominated by the Council from time to time or (ii) such other employee appointed by the Council to undertake the role of the Proper Officer during the Proper Officer's absence. The Proper Officer and the employee appointed to act as such during the Proper Officer's absence shall fulfil the duties assigned to the Proper Officer in standing orders.

3.2 The Council's Proper Officer shall do the following:

3.2.1 Sign and serve on Councillors by delivery or post at their residences a summons confirming the time, date, venue and the agenda of a meeting of the Council and a meeting of a committee or sub-committee at least 3 clear **working** days before the meeting

OR

Upon the Council having first resolved that service of summons on Councillors confirming the time, date, venue and the agenda for a meeting by delivery or post at their residences at least 3 clear days before a meeting is not expedient, electronically serve on Councillors a summons confirming the date, time, venue and the agenda of a meeting of the Council, a committee or sub-committee at least 3 clear **working** days before the meeting providing any such e-mail contains the electronic signature and title of the Proper Officer.

3.2.2 By delivery, post or email, the Proper Officer should provide to Councillors, for all Council, Committee and Sub-Committee meetings, all supporting paperwork at least 3 clear working days before the meeting. Where this is not possible, the agenda should be annotated to indicate which papers are included and which are to follow, and when.

3.2.3 Give public notice of the time, date, venue and agenda at least 3 clear **working** days before a meeting of the Council or a meeting of a committee or a sub-committee (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).

3.2.4 Subject to standing orders 4.1 – 4.5 below, include in the agenda all motions in the order received unless a Councillor has given written notice at least 7 days before the meeting confirming the intention to withdraw it.

3.2.5 Convene a meeting of Full Council for the election of a new Chair of the Council, occasioned by a casual vacancy in this office, in accordance with standing order 3.2.1 OR 3.2.2 above.

3.2.6 Make available for inspection the minutes of meetings.

- 3.2.7** Receive and retain copies of byelaws made by other local authorities.
- 3.2.8** Receive and retain declarations of acceptance of office from Councillors.
- 3.2.9** Retain a copy of every Councillor's declaration of interests and any changes to it and keep copies of the same available for inspection.
- 3.2.10** Keep proper records required before and after meetings.
- 3.2.11** Process all requests made under the Freedom of Information Act 2000 and Data Protection Act 1998 in accordance with and subject to the Council's procedures relating to the same.
- 3.2.12** Receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary.
- 3.2.13** Manage the organisation, storage and access to information held by the Council in paper and electronic form.
- 3.2.14** Arrange for legal deeds/documents to be signed by two Councillors and witnessed. (*See also standing orders 14.1 and 14.2.*)
- 3.2.15** Arrange for the prompt authorisation, approval and instruction regarding any payments to be made by the Council in accordance with the Council's financial regulations.
- 3.2.16** Record every planning application notified to the Council and the Council's response to the local planning authority.
- 3.2.17** Refer planning applications received by the Council to the Chair or in their absence the Vice-Chair of the Planning Committee.
- 3.2.18** Retain custody of the seal of the Council (if any) which shall not be used without a resolution to that effect.
- 3.2.19** Action or undertake activity or responsibilities instructed by resolution or contained in Standing Orders.

4 Motions requiring written notice

- 4.1** In accordance with standing order 3.2.3 above, no motion may be moved at a meeting unless it is included in the agenda and the mover has given written notice of its wording to the Council's Proper Officer at least 7 clear days before the next meeting.
- 4.2** The Proper Officer may, before including a motion in the agenda received in accordance with standing order 4.1 above, correct obvious grammatical or typographical errors in the wording of the motion.
- 4.3** If the Proper Officer considers the wording of a motion received in accordance with standing order 4.1 above is not clear in its meaning, the motion shall be rejected until the mover of the motion submits it in writing to the Proper Officer in clear and certain language at least 7 clear days before the meeting.
- 4.4** If the wording or nature of a proposed motion is considered unlawful or improper, the Proper Officer shall consult with the Chair of the forthcoming meeting or, as the case may be, the Councillors who have convened the meeting, to consider whether the motion shall be included or rejected in the agenda.
- 4.5** Having consulted the Chair or Councillors pursuant to standing order 4.4 above, the decision of the Proper Officer as to whether or not to include the motion in the agenda shall be final.
- 4.6** Notice of every motion received in accordance with the Council's standing orders shall be numbered in the order received and shall be entered in a register / file, which shall be open to inspection by all Councillors.
- 4.7** Every motion rejected in accordance with the Council's standing orders shall be duly recorded with a note by the Proper Officer giving reasons for its rejection which shall be open to inspection by all Councillors.
- 4.8** Every motion and resolution shall relate to the Council's statutory functions, powers and lawful obligations or shall relate to an issue which specifically affects the Council's area or its residents.

5 Motions not requiring written notice

- 5.1** Motions in respect of the following matters may be moved without written notice:
 - 5.1.1** To appoint a person to preside at a meeting.
 - 5.1.2** To approve the absences of Councillors.
 - 5.1.3** To approve the accuracy of the minutes of the previous meeting.
 - 5.1.4** To correct an inaccuracy in the minutes of the previous meeting.
 - 5.1.5** To dispose of business, if any, remaining from the last meeting.
 - 5.1.6** To alter the order of business on the agenda for reasons of urgency or expedience.
 - 5.1.7** To proceed to the next business on the agenda.
 - 5.1.8** To close or adjourn debate.

- 5.1.9** To refer by formal delegation a matter to a committee or to a sub-committee or an employee.
 - 5.1.10** To appoint a committee or sub-committee or any Councillors thereto.
 - 5.1.11** To receive nominations to a committee or sub-committee.
 - 5.1.12** To dissolve a committee or sub-committee.
 - 5.1.13** To note the minutes of a meeting of a committee or sub-committee.
 - 5.1.14** To consider **reports** and/or recommendations made by a committee or a sub-committee or an employee.
 - 5.1.15** To consider **reports** and/or recommendations made by an employee, professional advisor, expert or consultant.
 - 5.1.16** To authorise legal deeds to be signed by two councillors and witnessed. (*See standing orders 14.1 and 14.2 below.*)
 - 5.1.17** To authorise the payment of monies.
 - 5.1.18** To amend a motion relevant to the original or substantive motion under consideration which shall not have the effect of nullifying it.
 - 5.1.19** To extend the time limit for speeches.
 - 5.1.20** To exclude the press and public for all or part of a meeting.
 - 5.1.21** To silence or exclude from the meeting a Councillor or a member of the public for disorderly conduct.
 - 5.1.22** To give the consent of the Council if such consent is required by standing orders.
 - 5.1.23** To suspend any standing order except those which are mandatory by statute.
 - 5.1.24** To adjourn the meeting.
 - 5.1.25** To appoint representatives to outside bodies and to make arrangements for those representatives to report back the activities of outside bodies.
 - 5.1.26** To answer questions from Councillors.
- 5.2** If a motion falls within the terms of reference of a committee or sub-committee or within the delegated powers conferred on an employee, a referral of the same may be made to such committee or sub-committee or employee provided that the Chair may direct for it to be dealt with at the present meeting for reasons of urgency or expedience.

6 Rules of debate

- 6.1** Motions included in an agenda shall be considered in the order that they appear on the agenda unless the order is changed at the Chair's direction for reasons of expedience.
- 6.2** Subject to standing orders 4.1 – 4.5 above, a motion shall not be considered unless it has been proposed and seconded.
- 6.3** Subject to standing order 3.2.4 above, a motion included in an agenda not moved by the Councillor who tabled it, may be treated as withdrawn.
- 6.4** A motion to amend an original or substantive motion shall not be considered unless proper notice has been given after the original or substantive motion has been seconded and notice of such amendment, shall, if required by the Chair, be reduced to writing and handed to the Chair who shall determine the order in which they are considered.
- 6.5** Councillors may move amendments to their own motions. If a motion has already been seconded, an amendment to it shall be with the consent of the seconder.
- 6.6** Any amendment to a motion shall be either:
 - 6.6.1** To leave out words.
 - 6.6.2** To add words.
 - 6.6.3** To leave out words and add other words.
- 6.7** A proposed or carried amendment to a motion shall not have the effect of rescinding the original or substantive motion under consideration.
- 6.8** Only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair. No further amendment to a motion shall be moved until the previous amendment has been disposed of.
- 6.9** Subject to standing order 6.8 above, one or more amendments may be discussed together if the Chair considers this expedient but they shall be voted upon separately.
- 6.10** Pursuant to standing order 6.8 above, the number of amendments to an original or substantive motion, which may be moved by a Councillor, is limited to one.
- 6.11** If an amendment is not carried, other amendments shall be moved in the order directed by the Chair.
- 6.12** If an amendment is carried, the original motion, as amended, shall take the place of the original motion and shall become the substantive motion upon which any further amendment may be moved.
- 6.13** The mover of a motion or the mover of an amendment shall have a right of reply, not exceeding 3 minutes.
- 6.14** Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply in respect of the substantive motion at the very end of debate and immediately before it is put to the vote.
- 6.15** Subject to standing order 6.13. and 6.14 above, a Councillor may not speak further in respect of any one motion except to speak once on an amendment moved by another Councillor or to make a point of order or to give a personal explanation.

- 6.16** During the debate of a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the irregularity in the meeting they are concerned by.
- 6.17** A point of order shall be decided by the Chair and this decision shall be final.
- 6.18** With the consent of the seconder and/or of the meeting, a motion or amendment may be withdrawn by the proposer. A Councillor shall not speak upon the said motion or amendment unless permission for the withdrawal of the motion or amendment has been refused.
- 6.19** Subject to standing order 6.15 above, when a Councillor's motion is under debate no other motion shall be moved except:
- 6.19.1** To amend the motion.
 - 6.19.2** To proceed to the next business.
 - 6.19.3** To adjourn the debate.
 - 6.19.4** To put the motion to a vote.
 - 6.19.5** To ask a person to be silent or for them to leave the meeting.
 - 6.19.6** To refer a motion to a committee or sub-committee for consideration.
 - 6.19.7** To exclude the public and press.
 - 6.19.8** To adjourn the meeting.
 - 6.19.9** To suspend any standing order, except those which are mandatory.
- 6.20** In respect of standing order 6.19.4 above, the Chair shall first be satisfied that the motion has been sufficiently debated before it is seconded and put to the vote. The Chair shall call upon the mover of the motion under debate to exercise or waive their right of reply and shall put the motion to the vote after that right has been exercised or waived. The adjournment of a debate or of the meeting shall not prejudice the mover's right of reply at the resumption.

7 Code of Conduct, Disclosure of Pecuniary Interests and Dispensation Procedures

See also standing orders 1.4 – 1.9 above

- 7.1** All Councillors shall observe the Code of Conduct adopted by the Council as required by Chapter 7 of Part 1 of the Localism Act 2011.
- 7.2** All Councillors shall undertake training in the Code of Conduct within 6 months of the delivery of their declaration of acceptance of office.
- 7.3** All Councillors are to declare any relevant pecuniary interest, referred to as a “disclosable pecuniary interest” in the legislation and these are to be registered with the Borough Council’s monitoring officer and displayed on the Parish website.
- 7.4** A Councillor with a disclosable interest must declare it at the meeting whether that interest is registered or unregistered re Section 31 of the Localism Act 2011. If unregistered, it is to be registered within 28 days of disclosure. If it is sensitive, only the fact that there is an interest, not its nature, has to be declared.
- 7.5** Where an interest has been declared, the Councillor must not take any part or further part in any discussion or voting on the matter in question.
- 7.6** Disclosable pecuniary interests are prescribed by the Relevant Authorities (Disclosure of Pecuniary Interests) Regulations 2012 (S1 2012/1464) and are as follows:
- any employment, trade or office carried on for profit or gain
 - any sponsorship, other than from the relevant authority, towards meeting election expenses or carrying out the duties of a Councillor
 - any contract in which the Councillor has a beneficial interest
 - any beneficial interest in land within the Parish
 - any licence to occupy land for a month or longer in the Parish
 - any tenancies where the landlord is the Parish Council
 - any beneficial interest in securities where that body has a place of business or land within the Parish and the total nominal value of the securities exceeds £25,000 or one-hundredth of the total issued share capital or if the share capital is more than one class, the total nominal value of the shares of any one class exceeds one-hundredth of the total issued share capital of that class
- 7.7** A copy of the adopted Code of Conduct is at Annex A together with notes on disclosable pecuniary interests and dispensations.

8 Questions

- 8.1** Questions may be asked by a Councillor at an appropriate time during a Council meeting but may or may not be answered at that time.

9 Minutes

- 9.1** If a copy of the draft minutes of a preceding meeting has been circulated to Councillors no later than the day of service of the summons to attend the scheduled meeting they shall be taken as read.
- 9.2** No discussion of the draft minutes of a preceding meeting shall take place except in relation to their accuracy. A motion to correct an inaccuracy in the minutes shall be raised in accordance with standing order 5.1.4 above.
- 9.3** Minutes, including any amendment to correct their accuracy, shall be confirmed by resolution and shall be signed by the Chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- 9.4** If the Chair of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, they shall sign the minutes and include a paragraph in the following terms or to the same effect:
- “The Chair of this meeting does not believe that the minutes of the meeting of the [*Committee name*] held on [*date*] in respect of [*description including agenda item*] were a correct record but their view was not upheld by the majority of the [*Committee name*] and the minutes are confirmed as an accurate record of the proceedings.”
- 9.5** Upon a resolution which confirms the accuracy of the minutes of a meeting, any previous draft minutes or recordings of the meeting shall be destroyed.

10 Disorderly conduct

- 10.1** No person shall obstruct the transaction of business at a meeting or behave offensively or improperly.
- 10.2** If, in the opinion of the Chair, there has been a breach of standing order 10.1 above, the Chair shall express that opinion and thereafter any Councillor (including the Chair) may move that the person be silenced or excluded from the meeting and the motion, if seconded, shall be put forthwith and without discussion.
- 10.3** If a resolution, made in accordance with standing order 10.2 above, is disobeyed, the Chair may take such further steps as may reasonably be necessary to enforce it and/or they may adjourn the meeting.

11 Rescission of previous resolutions

- 11.1** A resolution (whether affirmative or negative) of the Council shall not be reversed within 6 months except either by a special motion, the written notice whereof bears the names of at least 3 Councillors of the Council, or by a motion moved in pursuance of the report or recommendation of a committee.
- 11.2** When a special motion or any other motion moved pursuant to standing order 11.1 above has been disposed of, no similar motion may be moved within a further 6 months.

12 Voting on appointments

- 12.1** When more than 2 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 an **absolute** majority of votes is given in favour of one person. Any tie may be settled by the Chair's casting vote.

13 Expenditure

- 13.1** Any expenditure incurred by the Council shall be in accordance with the Council's financial regulations.
- 13.2** The Council's financial regulations shall be reviewed at least once a year.
- 13.3** The Council's financial regulations may make provision for the authorisation of the payment of money in exercise of any of the Council's functions to be delegated to a committee, sub-committee or to an employee.

14 Execution and sealing of legal deeds

See also standing order 5.1.16 above

- 14.1** A legal deed shall not be executed on behalf of the Council unless the same has been authorised by a resolution.
- 14.2** In accordance with a resolution made under standing order 14.1 above, any two members of the Council may sign, on behalf of the Council, any deed required by law, and the Proper Officer shall witness their signatures.

15 Committees, Sub-Committees and Working Groups

See also standing order 1 above for Committees and Sub-Committees

- 15.1** All Councillors may attend any committee, sub-committee or working group meeting of the Council, and may contribute to the discussion.
- 15.2** Only committee members may vote on any item on a committee, sub-committee or working group agenda
- 15.3** The Chair and Vice-Chair are granted ex-officio rights to attend and vote at any committee, sub-committee or working group of which they are not already a member, for the purpose of making the meeting quorate.
- 15.4** Members of all standing committees, sub-committees and working groups will be appointed at the annual meeting of the Council.
- 15.5** The Council can, at any time, appoint such other committees, sub-committees and working groups as may be necessary and can (but is not required to):
- 15.5.1** Determine their terms of reference.

- 15.5.2** Permit them to determine the dates of their meetings.
- 15.5.3** Appoint Councillor or non-Councillor members (unless the appointment of non-Councillors is prohibited by law). The initial term of office must end at or before the next annual meeting.
- 15.6** The Council may, in accordance with standing orders, dissolve a committee, sub-committee or working group at any time.
- 15.7** Unless there is a Council resolution to the contrary, every committee may appoint a sub-committee or working group whose terms of reference and members shall be **approved** by resolution of the committee.
- 15.8** Standing Order 1 above does NOT apply to Working Groups
- 15.9** Working groups may consist wholly of persons who are non-Councillors
- 15.10** Standing Orders for the Planning Committee are at Annex B and for the Finance and General Purposes Committee at Annex C.
- 15.11** Terms of reference for all working groups are annexed at the end of these standing orders.

16 Extraordinary meetings

See also standing order 1 above

- 16.1** The Chair of the Council may convene an extraordinary meeting of the Council at any time.
- 16.2** If the Chair of the Council does not, or refuses to, call an extraordinary meeting of the Council within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of the Council. The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.
- 16.3** The Chair of a committee (or a sub-committee) may convene an extraordinary meeting of the committee or sub-committee at any time.
- 16.4** If the Chair of a committee (or a sub-committee) does not, or refuses to, call an extraordinary meeting within 7 days of having been requested to do so by two Councillors, those two Councillors may convene an extraordinary meeting of a committee (or a sub-committee). The statutory public notice giving the time, venue and agenda for such a meeting must be signed by the two Councillors.

17 Accounts and Financial Statement

- 17.1** All payments by the Council shall be authorised, approved and paid in accordance with the Council's financial regulations.
- 17.2** The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 31 March, 30 June, 30 September and 31 December in each year, or more frequently if required, a statement summarising the Council's receipts and payments for each quarter and the balances held at the end of a quarter. This statement should include a comparison with the budget for the financial year. A Financial Statement prepared on the appropriate accounting basis (receipts and payments, or income and expenditure) for a year to 31 March shall be presented to each Councillor before the end of the following month of May. The Statement of Accounts of the Council (which is subject to external audit), including the annual governance statement, shall be presented to Council for formal approval before 30 June.

18 Estimates / precepts

- 18.1** The Council shall approve written estimates for the coming financial year at its meeting before the end of December, except for the precept requirement which the Council shall approve for the coming financial year at its meeting before the end of January.
- 18.2** Any committee desiring to incur expenditure shall give the Responsible Finance Officer a written estimate of the expenditure recommended for the coming year no later than November.

19 Canvassing of and recommendations by Councillors

- 19.1** Canvassing Councillors or the members of a committee or sub-committee, directly or indirectly, for appointment to or by the Council shall disqualify the candidate from such an appointment. The Proper Officer shall disclose the requirements of this standing order to every candidate.
- 19.2** A Councillor or a member of a committee or sub-committee shall not solicit a person for appointment to or by the Council or recommend a person for such an appointment or for promotion. Nevertheless, any such person may give a written testimonial of a candidate's ability, experience or character for submission to the Council with an application for appointment.
- 19.3** This standing order shall apply to tenders as if the person submitting the tender was a candidate for an appointment.

20 Inspection of documents

- 20.1** Subject to standing orders to the contrary or in respect of matters which are confidential, a Councillor may, for the purpose of their official duties (but not otherwise), inspect any document in the possession of the Council or a committee or a sub-committee, and request a copy for the same purpose. The minutes of meetings of the Council, its committees or sub-committees shall be available for inspection by Councillors.

21 Unauthorised activities

21.1 Unless authorised by a resolution, no individual Councillor shall in the name or on behalf of the Council, a committee or a sub-committee:

21.1.1 Perform the function of an inspector for any land and/or premises which the Council has a right or duty to inspect.

21.1.2 Issue orders, instructions or directions.

22 Confidential business

22.1 Councillors, employees and non-Councillor members of working groups shall not disclose information given in confidence or which they believe, or ought to be aware, is of a confidential nature.

22.2 A Councillor in breach of the provisions of standing order 22.1 above may be removed from a committee or a sub-committee by a resolution of the Council.

22.3 For the purposes of Council meetings, following a resolution to the effect that the business about to be discussed is confidential, any press and public present will be required to leave the room.

22.4 It is desirable to treat the following types of business as confidential:

24.4.1 Engagement, terms of service, conduct and dismissal of employees.

24.4.2 Terms of tenders, and proposals and counter-proposals in negotiations for contracts.

24.4.3 Preparation of cases in legal proceedings.

24.4.4 The early stages of any dispute.

22.5 When information can no longer be considered confidential, further discussion of it can be moved on to the general agenda.

22.6 If an item of confidential business is the subject of a Freedom of Information Request, then disclosure may be allowed. This will be considered on a case by case basis according to the applicable law at the time of the request.

23 General Power of Competence

General Power of Competence does not currently apply to Bishopstoke Parish Council

- 23.1** The General Power of Competence (GPC) was introduced by the Localism Act 2011 and in simple terms it gives councils the power to do anything an individual can do provided it is not prohibited by other legislation. The scope, and some limitations, of the General Power are set out in sections 1 to 6 of the Localism Act 2011.
- 23.2** The GPC enables councils to do things which an individual may generally do anywhere in the UK or elsewhere, for a commercial purpose or otherwise, for a charge or without a charge, without the need to demonstrate that it will benefit the authority, its area, or persons resident or present in its area (although in practice councils will want to realise such benefits).
- 23.3** An eligible council is one which has resolved to adopt the GPC, with at least two thirds of its members being declared elected and the Clerk must hold an appropriate qualification (Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012).
- 23.4** There are some limitations on the General Power, either because they are not things which an individual can do or because they are excluded by the Act. The GPC will not: provide councils with new powers to raise tax or precepts or to borrow; enable councils to set charges for mandatory services; impose fines or create offences or byelaws, over and above existing powers to do so; override existing legislation in place before the Localism Act 2011, so-called 'pre-commencement limitations' (however powers enacted after commencement of the GPC will only limit the GPC if this is explicitly stated in the legislation).
- 23.5** Where using the GPC for charging or trading purposes, the recipient should agree to the service being provided, the income from charges should not exceed the cost of provision and, where things are done for commercial purposes, this must be done through a specified type of company.

24 Matters affecting Council employees

- 2.1** If a meeting considers any matter personal to a Council employee, it shall not be considered until the Council OR the appropriate committee OR sub-committee has decided whether or not the press and public should be excluded pursuant to standing order 1.3 above.
- 24.2** The Clerk shall notify the Chair, or in their absence the Vice-Chair, of any absence occasioned by illness or urgency.
- 24.3** The Human Resources Working Group shall conduct an annual review and/or appraisal of the performance of the Clerk and shall keep a written record of it. The review and/or appraisal shall be reported back and shall be subject to approval by resolution by full Council.
- 24.4** The Clerk will conduct an annual review and/or appraisal of the other officers and staff and report back to the Human Resources Working Group.
- 24.5** Subject to the Council's policy regarding the handling of grievance matters, the Clerk shall contact the Chair or Vice-Chair, in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the full Council.
- 24.6** Subject to the Council's policy regarding the handling of grievance and disciplinary matters, if an informal or formal grievance matter raised by a member of staff relates to the Chair or Vice-Chair of a committee OR sub-committee, this shall be communicated to another member of the committee OR sub-committee, and shall be reported back to and progressed by resolution of the full Council.
- 24.7** Any persons responsible for all or part of the management of Council employees shall keep written records of all meetings relating to their performance, and capabilities, grievance and disciplinary matters.
- 24.8** The Council shall keep all written records relating to employees secure. All paper records shall be secured under lock and key, and electronic records shall be password protected.
- 24.9** Records documenting reasons for an employee's absence due to ill health or details of a medical condition shall be made available only to those persons with responsibility for the same.
- 24.10** Only persons with line management responsibilities shall have access to employee records referred to in standing orders 24.7 and 24.8 above if so justified.
- 24.11** Access and means of access by keys and/or computer passwords to records of employment referred to in standing orders 24.7 and 24.8 above shall be provided only to the Chair of the Council.
- 24.12** The Council's complaints procedure is at Annex D.

25 Freedom of Information Act 2000

- 25.1** All requests for information held by the Council shall be processed in accordance with the Council's policy in respect of handling requests under the Freedom of Information Act 2000.
- 25.2** Correspondence from, and notices served by, the Information Commissioner shall be referred by the Proper Officer to the Chair of the Finance and General Purposes Committee. The said committee shall have the power to do anything to facilitate compliance with the Freedom of Information Act 2000 including exercising the powers of the Proper Officer in respect of Freedom of Information requests set out under standing order 3.2.11 above.

26 Relations with the press, media and social network sites

- 26.1** All requests from the press, media or via social network sites for an oral or written statement or comment from the Council shall be processed in accordance with the Council's policy in respect of dealing with the press, media or social network sites.
- 26.2** In accordance with the Council's policy in respect of dealing with the press, media and social network sites, Councillors shall not, unless authorised by resolution, claim to be speaking on behalf of Bishopstoke Parish Council when providing oral or written statements, or written articles, to the press or other media.
- 26.3** Annex N covers relations with the press, media and social network sites in detail.

27 Liaison with Borough and County Councillors

- 27.1** An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Councillor of the Borough and County Council representing its electoral wards.
- 27.2** Unless the Council otherwise orders, a copy of each letter sent to the Borough or County Council shall be sent to the Borough and County Councillors representing its electoral wards.

28 Financial matters

- 28.1** 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:
- 28.1.1** The accounting records and systems of internal control.
 - 28.1.2** The assessment and management of financial risks faced by the Council.
 - 28.1.3** The work of the Internal Auditor and the receipt of regular reports from the Internal Auditor, which shall be required at least annually.
 - 28.1.4** The inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments.
 - 28.1.5** Procurement policies (subject to standing order 28.2 below) including the setting of values for different procedures where the contract has an estimated value of less than £60,000.
- 28.2** Any proposed contract for the supply of goods, materials, services and the execution of works with an estimated value in excess of £60,000 shall be procured on the basis of a formal tender as summarised in standing order 28.3 below.
- 28.3** Any formal tender process shall comprise the following steps:
- 28.3.1** A public notice of intention to place a contract to be placed in the local newspaper.
 - 28.3.2** A specification of the goods, materials, services and the execution of works shall be drawn up.
 - 28.3.3** Tenders are to be sent, in a sealed, marked envelope, to the Proper Officer by a stated date and time.
 - 28.3.4** Tenders submitted are to be opened, after the stated closing date and time, by the Proper Officer and at least one member of the Council.
 - 28.3.5** Tenders are then to be assessed and reported to the appropriate meeting of Council or committee.
- 28.4** Neither the Council, nor any committee, is bound to accept the lowest tender, estimate or quote.
- 28.5** Where the value of a contract is likely to exceed the thresholds specified by the Office of Government Commerce, the Council must consider whether the Public Contracts Regulations 2015 (SI No. 102, as amended) and the Utilities Contracts Regulations 2006 (SI No. 6, as amended) apply to the contract and, if either of those Regulations apply, the Council must comply with EU procurement rules.

29 Allegations of breaches of the Code of Conduct

- 29.1** On receipt of a notification that there has been an alleged breach of the code of conduct the Proper Officer shall refer it to the Chair of the Council.
- 29.2** Where the notification relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of the Council of that fact, who, upon receipt of such notification, shall nominate a person to assume the duties of the Proper Officer set out in the remainder of this standing order, who shall continue to act in respect of that matter as such until the complaint is resolved.
- 29.3** Where a notification relates to a complaint made by an employee (not being the Proper Officer) the Proper Officer shall ensure that the employee in question does not deal with any aspect of the complaint.
- 29.4** The subject matter of notifications shall be confidential and, insofar as it is possible to do so by law, the Council (including the Proper Officer and the Chair of the Council) shall take the steps set out below, together with other steps considered necessary, to maintain confidentiality.
- 29.4.1** Draft the summonses and agendas in such a way that the identity of those involved and subject matter of the complaint are not disclosed.
- 29.4.2** Ensure that any background papers containing the information set out in standing order 29.1 above are not made public.
- 29.4.3** Ensure that the public and press are excluded from meetings as appropriate
- 29.4.4** Ensure that the minutes of meetings preserve confidentiality..
- 29.4.5** Consider any liaison that may be required with the person or body with statutory responsibility for the investigation of the matter
- 29.5** Standing order 29.4 above should not be taken to prohibit the Council (whether through the Proper Officer or the Chair) disclosing information to members and officers of the Council or to other persons where such disclosure is necessary to deal with the complaint or is required by law.
- 29.6** Any investigatory committee set up by the Chair shall have the power to:
- 29.6.1** Seek documentary and other evidence from the person or body with statutory responsibility for investigation of the matter.
- 29.6.2** Seek and share information relevant to the complaint.
- 29.6.3** Grant the member involved a financial indemnity in respect of legal costs, which shall be in accordance with the law and subject to approval by a meeting of the full Council.
- 29.7** References in standing order 29 to a notification shall be taken to refer to a communication of any kind which relates to a breach or an alleged breach of the code of conduct by a Councillor.

30 Variation, revocation and suspension of Standing Orders

- 30.1** Any or every part of the standing orders, except those which are mandatory by law, may be suspended by resolution in relation to any specific item of business.
- 30.2** A motion to permanently add to or to vary or to revoke one or more of the Council's standing orders not mandatory by law shall not be carried unless two-thirds of the Councillors at a meeting of the Council vote in favour of the same.

31 Standing Orders to be given to Councillors

- 31.1** The Proper Officer shall provide a copy of the Council's standing orders to a Councillor upon delivery of their Declaration of Acceptance of Office.
- 31.2** The Chair's decision as to the application of standing orders at meetings shall be final.
- 31.3** A Councillor's failure to observe standing orders more than three times in one meeting may result in that Councillor being excluded from the meeting in accordance with standing orders.
- 31.4** Following minor amendments, the Clerk will provide an updated amendment sheet to each Councillor.
- 31.5** Following major amendments, or at other times as deemed necessary by the Clerk, a full copy of the Council's standing orders will be issued to each Councillor

32 Councillor resignation

- 32.1** Resignation of a Councillor is effective as soon as the letter of resignation is handed to the Chair, who will inform the Clerk as soon as possible.
- 32.2** The Clerk is to inform other Councillors as soon as practical and normally before the Returning Officer is informed of the casual vacancy now existing. Notices will also be placed on the website and noticeboards.
- 32.3** Once the deadline for election requests has been received by the Clerk, the website and noticeboards will be updated accordingly.
- 32.4** Should an election be called, the Clerk will publish the notices provided by the Returning Officer as soon as is practical.

Annexes

- A. Code of Conduct for Councillors, Disclosable Pecuniary Interests and Dispensations
- B. Terms of Reference for Planning Committee
- C. Terms of Reference for Finance and General Purposes Committee
- D. Complaints procedure
- E. Annual Business Timetable

- F. Dealing with the press, media and social network sites
- G. Terms of Reference for Carnival Working Group
- H. Terms of Reference for Travel Token Working Group
- I. Terms of Reference for Cemetery Working Group
- J. Terms of Reference for Communications & Engagement Working Group
- K. Terms of Reference for Neighbourhood Plan Working Group
- L. Terms of Reference for Community Buildings Working Group
- M. Terms of Reference for Human Resources Working Group
- N. Terms of Reference for Standing Orders Working Group

CODE OF CONDUCT FOR COUNCILLORS

DISCLOSABLE PECUNIARY INTERESTS AND DISPENSATIONS

1 Application

This Code of Conduct applies to councillors whenever they are acting in their capacity as members or are giving the impression of acting in their capacity as members of Bishopstoke Parish Council including:

- 1.1 At formal meetings of the Council, its committees and sub-committees.
- 1.2 When acting as a representative of the Council.
- 1.3 In taking any decision as Councillor.
- 1.4 In discharging your functions as a Councillor.
- 1.5 At site visits.

2 General Conduct

Councillors must:

- 2.1 Provide leadership to the Council and communities within the Council's boundaries by personal example.
- 2.2 Respect others and not bully any persons.
- 2.3 Recognise that staff are employed by, and serve, the whole Council.
- 2.4 Respect the confidentiality of information which they receive as a member –
 - 2.4.1 Not disclosing confidential information to third parties unless required by law to do so or where there is a clear and over-riding public interest in doing so, and
 - 2.4.2 Not obstructing third parties' legal rights of access to information
- 2.5 Not conduct themselves in a manner which is likely to bring the Council into disrepute.
- 2.6 Use their position as a member in the public interest and not for personal advantage.
- 2.7 Accord with the Council's reasonable rules on the use of public resources for private and political purposes.
- 2.8 Exercise their own independent judgement, taking decisions for good and substantial reasons –
 - 2.8.1 Attaching appropriate weight to all relevant considerations including, where appropriate, public opinion.

2.8.2 Paying due regard to the advice of staff and, in particular, to the advice of the statutory officers, namely the Clerk, stating the reasons for their decisions where those reasons are not otherwise apparent.

2.9 Be prepared to account for their actions.

2.10 Ensure that the Council acts within the law.

3 Nolan Principles

The Nolan principles were first defined by the Committee for Standards in Public Life in 1994. Members of Bishopstoke Parish Council are expected to uphold these principles in all their time as Parish Councillors.

3.1 Selflessness – Holders of public office should act solely in terms of the public interest. They should not do so in order to gain financial or other benefits for themselves, their family or their friends.

3.2 Integrity – Holders of public office should not place themselves under any financial or other obligation to outside individuals or organisations that might seek to influence them in the performance of their official duties.

3.3 Objectivity – In carrying out public business, including making public appointments, awarding contracts, or recommending individuals for rewards and benefits, holders of public office should make choices on merit.

3.4 Accountability – Holders of public office are accountable for their decisions and actions to the public and must submit themselves to whatever scrutiny is appropriate to their office.

3.5 Openness – Holders of office should be as open as possible about all the decisions and actions that they take. They should give reasons for their decisions and restrict information only when the wider public interest clearly demands it.

3.6 Honesty – Holders of public office have a duty to declare any private interests relating to their public duties and to take steps to resolve any conflicts arising in a way that protects the public interest.

3.7 Leadership – Holders of public office should promote and support these principles by leadership and example.

4 Disclosable Pecuniary Interests

In accordance with S31(4) of the Localism Act 2011, Councillors must:

4.1 Comply with the statutory requirements to register their disclosable pecuniary interests and they must disclose and not participate in respect of any matter in which they have a disclosable pecuniary interest unless a dispensation has been granted.

4.2 Ensure that their register of interests is kept up to date and notify the Monitoring Officer in writing within 28 days of becoming aware of any changes in respect of their disclosable pecuniary interests.

- 4.3** Make a verbal declaration of the existence of any disclosable pecuniary interest at any meeting at which they are present at which an item of business which affects or relates to the subject matter of that interest is under consideration, at or before consideration of the item of business or as soon as the interest becomes apparent.

“Meeting” means any meeting organised by, or on behalf of, the Council, including –

Any meeting of the Council, or a committee, sub-committee or working group of Council

In taking a decision as a member of any body of the Council, and

At any site visit to do with business of the Council

5 Other Interests

- 5.1** In addition to the requirements of Section 4 of this Code of Conduct, if a Councillor attends a meeting at which any item of business is to be considered and that Councillor is aware that they have a non-disclosable pecuniary interest or non-pecuniary interest in that item, they must make a verbal declaration of the existence of that interest at or before the consideration of the item of business or as soon as the interest becomes apparent. [This applies whether or not the interest is currently on the Councillor’s Register of Interests.](#)

- 5.2** Councillors have a non-disclosable pecuniary interest or non-pecuniary interest where:

5.2.1 A decision in relation to that business might reasonably be regarded as affecting the well-being or financial standing of the Councillor or of a member of their family or a person with whom that Councillor has a close association to a greater extent than it would affect the majority of the Council Tax payers, ratepayers or inhabitants of the Parish, or

5.2.2 It relates to or is likely to affect any interests listed in the Table in the Appendix to this Code, but in respect of a family member (other than a “relevant person”) or a person with whom that Councillor has a close association and that interest is not a disclosable pecuniary interest, or

5.2.3 [A reasonable person, on becoming aware of the interest, might consider that the Councillor in question is at risk of being biased when making decisions that affect that interest.](#)

- 5.3** [All interests \(disclosable pecuniary, non-disclosable pecuniary and non-pecuniary\) must be declared on the Register of Interests form.](#)

6 Gifts and Hospitality

- 6.1** Councillors must, within 28 days of receipt, notify the Monitoring Officer in writing of any gift, benefit or hospitality with a value in excess of £50 which has been accepted as a Councillor from any person or body other than the Council.

- 6.2** The Monitoring Officer will place this notification on a public register of gifts and hospitality.

- 6.3** This duty to notify the Monitoring Officer does not apply where the gift, benefit or hospitality comes within any description approved by the Council for this purpose.

7 Dispensations

- 7.1** S33 of the Localism Act 2011 allows a dispensation to be granted on written request to the Proper Officer allowing a Councillor to participate in discussion and/or take part in a vote on any matter where they have a disclosable pecuniary interest.
- 7.2** Dispensations may only be granted where so many Councillors have a disclosable pecuniary interest that, without the dispensation, the transaction of that business would be impeded OR the dispensation is considered to be in the interests of persons living in the area OR it is considered appropriate to grant a dispensation.
- 7.3** Dispensations granted must be for a specific period which may not exceed 4 years.
- 7.4** Any Councillor granted a dispensation shall declare the nature and existence of the dispensation before the start of any business to which it relates and this disclosure shall be minuted.
- 7.5** Where a dispensation is granted, the Councillor may participate in the discussion and vote on the matter in hand even where they would otherwise be prohibited because they have a dispensation.
- 7.6** General dispensations may be applied for to cover any allowance, payment or indemnity given to Councillors setting the Precept under the Local Government Finance Act 1992 or other instance thought appropriate.

Disclosable Pecuniary Interests

The duties to register, disclose and not to participate in respect of any matter in which a Councillor has a disclosable pecuniary interest are set out in Chapter 7 of the Localism Act 2011.

Disclosable pecuniary interests are defined in the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012 as follows:

Interest	Prescribed description
Employment, office, trade, profession or vacation	Any employment, office, trade, profession or vocation carried on for profit or gain
Sponsorship	Any payment or provision of any other financial benefit (other than from the relevant authority) made or provided within the relevant period in respect of any expenses incurred by you in carrying out duties as a member, or towards the election expenses of you This includes any payment or financial benefit from a trade union within the meaning of the Trade Union and Labour Relations (Consolidation) Act 1992
Contracts	Any contract which is made between the relevant person (or a body in which the relevant person has a beneficial interest) and the Council: (a) under which goods or services are to be provided or works are to be executed, and (b) which has not been fully discharged
Land	Any beneficial interest in land which is within the area of the Council
Licences	Any licence (alone or jointly with others) to occupy land in the area of the Council for a month or longer
Corporate tenancies	Any tenancy where (to your knowledge): (a) The landlord is the Council, and (b) The tenant is a body in which the relevant person has a beneficial interest
Securities	Any beneficial interest in securities of a body where: (a) That body (to your knowledge) has a place of business or land in the area of the Council, and (b) either (i) the total nominal value of the securities exceeds £25,000 or one hundredth of the total issued share capital of that body, or (ii) if the share capital of that body is of more than one class, the total nominal value of the shares of any one class in which the relevant person has a beneficial interest exceeds one hundredth of the total issued share capital of that class

For this purpose:

“the Act” means the Localism Act 2011;

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

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

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

“member” includes a co-opted member;

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

“relevant person” means you or any other person referred to in section 30(3)(b) of the Act;

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

**STANDING ORDERS FOR THE
PLANNING COMMITTEE**

1 Meetings

- 1.1** Meetings of the Committee shall be held twice monthly on the second and fourth Tuesdays at 7:00pm in the evening unless otherwise decided at a previous meeting of either the Planning Committee or the Full Council, or if no applications are tabled for consideration.

2 Quorum

- 2.1** The Committee membership shall comprise up to seven members, three of whom shall constitute a quorum.

3 Planning Applications

- 3.1** The Clerk shall maintain a record of each planning application received showing the date of receipt, the reference number, the place to which the application relates and a summary of the nature of the application.
- 3.2** The Clerk shall produce and circulate to each Committee Member a copy of the Agenda for each meeting, together with the Minutes of the previous meeting at least three clear working days in advance.
- 3.3** The Clerk shall ensure that any objections relating to those applications to be discussed at the meeting are made known to the Committee members before a decision is taken.
- 3.4** The Clerk shall ensure that all Planning Applications on the Agenda and to be considered at that meeting are available for inspection by members at the meeting venue fifteen minutes before the scheduled start of the meeting.
- 3.5** The Clerk or other duly appointed person shall take Minutes of the meeting and any follow-up actions as directed.
- 3.6** The Clerk shall notify the decision reached to Eastleigh Borough Council Planning Directorate within the deadline specified unless reasonable circumstances prevent this.
- 3.7** Any comments and/or objections the Committee wishes to make regarding planning briefs / structure plans, whether in draft or final form, or any other reports other than planning applications, are to be ratified by the Parish Council.
- 3.8** The Chair, or, in their absence, the Vice-Chair, shall present a report at each Parish Council meeting on decisions made by the Planning Committee and decisions made by Eastleigh Borough Council on applications considered within the Parish boundary since the previous Parish Council meeting. Alternatively, this may be effected by the circulation of the relevant minutes with other agenda papers before the meeting.

4 Planning Consultations

- 4.1** The Planning Committee will make recommendations to the Parish Council on any Planning Consultation.

**STANDING ORDERS FOR THE
FINANCE AND GENERAL PURPOSES COMMITTEE**

1 Meetings

- 1.1** Meetings of the Committee shall be held once monthly on the second Tuesday at 7:30pm in the evening unless otherwise decided at a previous meeting [of the Committee or of the Full Council](#).

2 Quorum

- 2.1** The Committee membership shall comprise up to seven members, three of whom shall constitute a quorum.

3 Consideration of Business

- 3.1** Business shall be conducted in the order stated on the Agenda unless otherwise directed by the Chair.
- 3.2** The Committee shall have the autonomy to pass resolutions and report upon such resolutions to the next full meeting of the Parish Council on:
- 3.2.1** Relevant matters that do not directly commit to expenditure.
- 3.2.2** Expenditure for sums under £5,000 that are within agreed annual budgets and to have discretion to exceed such budgets by **up to** £500.
- 3.2.3** Payments made to staff including mileage and reimbursement of out of pocket expenses.
- 3.3** The Committee shall make recommendations only on:
- 3.3.1** Expenditure exceeding £5,000 or exceeding annual budgets by more than £500.
- 3.3.2** Virement of sums from reserve where a budget is to be exceeded by more than £500 or a new budget head to be created.
- 3.3.3** All Grant Aid applications.
- 3.3.4** All [non-planning](#) consultations addressed to the Parish Council.
- 3.4** The Clerk [or other duly appointed person](#) shall take minutes of the meeting and take any follow-up action as directed.
- 3.5** The Chair, or, in their absence, the Vice-Chair [or other nominated member of the Committee](#), shall present a report at each meeting of the Parish Council on resolutions passed and recommendations made by the Committee since the last meeting. [Alternatively, this may be effected by the circulation of the relevant minutes with other agenda papers before the meeting.](#)

4 Financial Regulations

- 4.1** Detailed financial regulations governing the management and control of funds are appended to this Annex.

Bishopstoke Financial Regulations

1 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.
- 1.2 The Council is responsible in law for ensuring that its financial management is adequate and effective and that there is a sound system of financial control which facilitates the effective exercise of the Council's functions, including arrangements for the management of risk and for the prevention and detection of fraud and corruption. These financial regulations are designed to demonstrate how the Council meets these responsibilities.
- 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 inaccuracies and fraud and identifying the duties of employees **and councillors**.
- 1.4 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.
- 1.5 A breach of these regulations by an employee is gross misconduct, **and a councillor failing to follow** instructions within these regulations brings the office of the Councillor into disrepute.
- 1.6 The Responsible Finance Officer (RFO) is a statutory officer and is appointed by the Council. The RFO, acting under the policy direction of the Council and Proper Officer, if the latter is a separate appointee, within the terms of the RFO's job description, shall administer the Council's financial affairs in accordance with proper practices. The RFO shall determine on behalf of the Council its accounting records, and accounting control systems. The RFO shall ensure that the accounting control systems are observed and that the accounting records of the Council are maintained and kept up to date in accordance with proper practices.
- 1.7 The RFO shall produce financial management information as required by the Council.
- 1.8 All financial information prepared shall comply with the Accounts and Audit Regulations (England) 2015.
- 1.9 Within these regulations, the Council is not empowered to delegate specific decisions. In particular, any decision regarding setting the budget, approving accounting statements, approving the annual governance statement, borrowing, writing off bad debts, declaring eligibility for the general power of competence or addressing recommendations in any report from the internal or external auditor.
- 1.10 The Council must keep the bank mandate under regular review.

2 Accounting and Audit (Internal and External)

- 2.1** 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.
- 2.2** At each meeting of the Finance & General Purposes Committee, an appointed member of the Committee shall verify the bank reconciliation statements and sign the reconciliations and bank statements as evidence of verification. At the halfway point of each financial year, this must be completed by the Chair of the Committee, and at the end of the financial year by the Chair of the Parish Council.
- 2.3** The RFO shall complete the annual statements of account, annual report and any related documents as soon as practicable after the end of the financial year.
- 2.4** The Council shall ensure there is an effective system of internal audit of its accounting records and of the system of internal control in accordance with proper practices. Councillors and employees shall make available such documents and records which appear to the Council to be necessary for the purpose of the audit and shall provide such explanations as might be necessary.
- 2.5** The internal auditor shall be competent and independent of the financial operations of the Council. They shall report in writing and be free of any perceived conflicts of interest and have no involvement in the financial decision making, management or control of the Council.
- 2.6** Internal and external auditors may not perform any operational duties for the Council, or initiate or approve accounting transactions or direct the activities of any employee, except to the extent such employees have been assigned to assist the internal auditor.

3 Annual Estimates (Budget) and Forward Planning

- 3.1** Detailed estimates of all payments and receipts including the use of reserves and all sources of funding for the year shall be prepared each year by the RFO in the form of a budget to be considered by the Council.
- 3.2** The Council shall review the budget not later than the end of December each year and in January shall fix the Precept to be levied for the ensuing financial year. The RFO shall issue the Precept to the billing authority and shall supply each member with a copy of the approved budget.
- 3.3** The approved annual budget shall form the basis of financial control for the ensuing year.
- 3.4** The Council shall consider the need for appropriate longer-term financial forecasts and objectives, having regard to planned projects and expenditure.
- 3.5** The Finance and General Purposes Committee shall produce a three year forecast of revenue and capital receipts and payments which shall form the basis upon which budget proposals for the following year shall be made.

4 Budgetary Control

- 4.1 No expenditure may be incurred that will exceed the amount provided in the revenue budget plus £500 for that class of expenditure except that during the budget year, and with the approval of Council having considered fully the implications for public services, unspent budget headings and available sums from reserves may be vired to other budget headings or to an earmarked reserve, as appropriate.
- 4.2 The RFO shall provide the Council with a statement of payments and receipts to date under each budget head, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements will normally be prepared monthly, but must be prepared at least at the end of each financial quarter.
- 4.3 The Clerk, **or in their absence the Assistant Clerk**, may incur expenditure on behalf of the Council that is necessary to carry out any repair, replacement or other work that is of such extreme urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £2,500 **per emergency**. The Clerk shall report the action to the Council as soon as practicable thereafter.
- 4.4 Unspent provisions in the revenue budget shall not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the Council.
- 4.5 No expenditure shall be incurred 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, or the requisite borrowing approval has been obtained.
- 4.6 All capital works shall be administered in accordance with the Council's standing orders and financial regulations relating to contracts.

5 Banking arrangements

- 5.1 The Council's banking arrangements, including the Bank Mandate, shall be made by the RFO and approved by the Council. They shall be **reviewed annually** for efficiency.
- 5.2 A schedule of the payments required to be authorised, forming part of the agenda for the meeting, shall be prepared by the RFO and be presented to every meeting of the Council. If the schedule is in order it shall be authorised by a resolution of the Council and shall be initialled by the Chair of the meeting. A copy of the schedule will be attached to and form a part of the Minutes of the meeting.
- 5.3 Cheques drawn on the bank account in accordance with the schedule referred to in paragraph 5.2 of this Appendix (above) shall be signed by two authorised signatories, one of whom is to be a Councillor and the other an Officer.
- 5.4 To indicate agreement of the details shown on the cheque with the counterfoil and any supporting documentation, the signatories shall each also initial the cheque counterfoil.
- 5.5 The RFO may effect transfers of funds between accounts up to a maximum of £20,000. **The Chair, or other appointed Councillor, should be notified of the transfer**. Transfers above this amount require joint authorisation by the RFO **and the Chair or other appointed Councillor**.

6 Payment of accounts

- 6.1 All payments shall be effected by BACS, CHAPS, internet banking transfer, debit cards, cheque, direct debit or other order drawn on the Council's bankers.
- 6.2 The Council will employ safe and efficient arrangements for making payments.
- 6.3 Following authorisation under section 5 of this Appendix (above), the Council, or Finance and General Purposes Committee or, if so delegated, the Clerk or RFO, shall give instruction that a payment shall be made.
- 6.4 All payments shall be **noted and approved by** a resolution of Council or the Financial and General Purposes Committee.
- 6.5 If thought appropriate by the Council, payment for utility supplies (energy, telephone and water), national non-domestic rates and subscription / affiliation fees, may be made by variable Direct Debit provided that the instructions are signed by the Clerk or RFO and authorised by Council. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.6 If thought appropriate by the Council, payment for certain items may be made by Banker's Standing Order provided the instructions are signed or otherwise evidenced by the Clerk or RFO, are retained and any payments made are reported to Council. The approval of the use of a Banker's Standing Order shall be renewed by resolution of the Council at least every two years.
- 6.7 If thought appropriate by the Council, payment for certain items may be made by BACS or CHAPS methods provided the instructions for each payment are signed or otherwise evidenced by the Clerk or RFO, are retained and any payments made are reported to the Council. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.
- 6.8 If thought appropriate by the Council, payment for certain items may be made by internet banking transfer provided evidence showing the payment is retained and any payments made are reported to Council.
- 6.9 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 Chair 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 Councillors immediately, and formally at the next available meeting of the Council.
- 6.10 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.
- 6.11 Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question. **The Clerk, the Assistant Clerk and the Chair of the Parish Council should be kept informed as to their location.**
- 6.12 The Council, and any Councillors **or employees** 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 including a secured internet connection, is used.

- 6.13** Where internet banking arrangements are made with any bank, the Clerk or RFO shall be appointed as the Service Administrator.
- 6.14** Access to any internet banking accounts will be directly to the access page and not through a search engine or e-mail link.
- 6.15** Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier. The RFO should follow a programme of regular checks of standing data with supplier.
- 6.16** All invoices for payment shall be examined, verified and certified by the Clerk. The Clerk shall satisfy themselves that the work, goods or services to which the invoice relates, shall have been received, carried out, examined and approved.
- 6.17** The RFO shall examine invoices for arithmetical accuracy and shall allocate them to the appropriate expenditure heading. The RFO shall take appropriate steps to settle all invoices submitted, and which are in order, at the next available Council meeting.
- 6.18** If payment is necessary before the next scheduled meeting of Council, the Clerk may, notwithstanding paragraph 6.17 of this appendix (above), take appropriate steps to settle such invoices provided that such payments are included in the schedule referred to in paragraph 5.2 of this appendix (above).
- 6.19** The Council will not maintain any form of cash float. All cash received shall be banked intact. Any payments made in cash by staff shall be refunded on a regular basis.
- 6.20** Debit cards will be issued to the Clerk and the Assistant Clerk solely for use in making payments required for Bishopstoke Parish Council. Use of the debit card shall be restricted to a single transaction maximum value of £500, unless authorised by Council or Finance and General Purposes Committee in writing before any order is placed. Purchases placed by debit card will be reported to the next Finance and General Purposes Committee meeting.

7 Payment of salaries

- 7.1** 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 salaries shall be as agreed by Council.
- 7.2** Payment of salaries and payment of deductions from salaries such as may be made for tax, national insurance and pension contributions, **will** be made in accordance with the payroll records and on appropriate dates stipulated in employment contracts, provided that such payments are approved by the Finance and General Purposes Committee and reported to the next available Council meeting.
- 7.3** No changes to employees' pay, emoluments, or terms and conditions of employment shall be made without the prior consent of the Council.
- 7.4** Payments to employees are confidential and such records are not open to review under the Freedom of Information Act 2000, or otherwise, other than by a Councillor who demonstrates a need to know, or the internal or external auditor.

8 Loans and investments

- 8.1** 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. [Negotiations will be undertaken by the Clerk or RFO and will be subject to approval by the Council.](#)
- 8.2** The Council shall consider the need for an Investment Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any policy shall be reviewed at least annually.
- 8.3** All investments of money under the control of the Council shall be in the name of the Council.
- 8.4** 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 the Council as to terms and purpose. The terms and conditions of borrowings shall be reviewed at least annually.
- 8.5** All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

9 Income

- 9.1** The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2** 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.
- 9.3** The Council will review all fees and charges annually, following a report by the RFO.
- 9.4** Any sums found to be irrecoverable and any bad debts shall be reported to the Council and, **if agreed**, shall be written off in **that financial** year.
- 9.5** All sums received on behalf of the Council shall be banked intact as directed by the RFO. All receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6** The origin of each receipt shall be entered on the paying-in slip.
- 9.7** Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8** The RFO shall complete promptly any VAT Returns required. Any repayment claim due in accordance with VAT Act 1994 Section 33 shall be made quarterly and to coincide with the financial year-end.
- 9.9** Where any significant sums of cash are 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.

10 Orders for works, goods and services

- 10.1** An official order by letter or e-mail shall be issued for all work, goods and services unless a formal contract is to be prepared.
- 10.2** Order books, if in use, shall be controlled by the RFO.
- 10.3** All Councillors and employees are responsible for obtaining value for money at all times. An employee issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, for example by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Section 11 of this appendix (below).
- 10.4** 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 for such payments shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.
- 10.5** A Councillor may not issue any official order or enter into any contract on behalf of the Council.

11 Contracts

11.1 Procedures as to contracts are laid down as follows:

- 11.1.1** Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than by resolution of the Council or in an emergency, provided that these regulations shall not apply to contracts which relate to items 11.1.1.1 to 11.1.1.6 below.
- 11.1.1.1** For the supply of utility services.
- 11.1.1.2** For specialist services such as are provided by solicitors, accountants, surveyors and planning consultants.
- 11.1.1.3** For work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment.
- 11.1.1.4** For work to be executed or goods or materials supplied which constitute an extension of an existing contract by the Council.
- 11.1.1.5** 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 Chair and Vice-Chair of Council).
- 11.1.1.6** For goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
- 11.1.2** Where it is intended to enter into a contract exceeding £60,000 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 expected as set out in paragraph 11.1.1 of this appendix (above) the Clerk shall invite tenders from at least three contractors.
- 11.1.3** 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 approved by the Council.
- 11.1.4** Such invitation to tender shall state the general nature of the intended contact and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state the tenders must be addressed to the Clerk in the ordinary course of post. Each tendering contractor shall be supplied with a specifically marked envelope in which the tender is to be sealed until the prescribed date for opening tenders for that contract.
- 11.1.5** 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.
- 11.1.6** If less than three tenders are received for contracts above £60,000 or if all the tenders are identical the Council may make such arrangements as it thinks fit for procuring the goods or materials or executing the works.
- 11.1.7** Any invitation to tender issued under this regulation shall contain a statement to the effect that any canvassing by or of a Councillor shall disqualify that contractor from the tendering process. (Bribery Act 2010)

- 11.1.8** When the Council is to enter into a contract less than £60,000 but greater than £10,000 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 11.1.1 of this appendix (above), the Clerk shall obtain 3 quotations (priced descriptions of the proposed supply), if appropriate, otherwise, Regulation 10.3 in this appendix shall apply.
- 11.1.9** The Council shall not be obliged to accept the lowest, or any, tender, quote or estimate.

12 Insurance

- 12.1** Following the annual risk assessment (as per Financial Regulation 1.4 above), the Clerk shall effect all insurances and negotiate all claims on the Council's insurers.
- 12.2** The Clerk shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it.
- 12.3** The Clerk 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.
- 12.4** All appropriate employees of the Council shall be included in a suitable fidelity guarantee insurance, which shall cover the maximum risk exposure as determined by the Council.

13 Assets, Properties and Estates

- 13.1** The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The Clerk 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.
- 13.2** No tangible movable 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 £500.
- 13.3** 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).
- 13.4** 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).
- 13.5** Subject only to the limit set in paragraph 13.2 in this appendix (above), no tangible movable 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, as appropriate.

14 Risk Management

- 14.1** 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.
- 14.2** When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

15 Revision of Financial Regulations

15.1 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.

16 Suspension of regulations

16.1 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 risk arising has been drawn up and presented in advance to Councillors.

COMPLAINTS PROCEDURE

1 General

- 1.1 Complaints against employees will be dealt with in accordance with employment legislation and the Council's grievance policy as covered in Section 24 of these Standing Orders. Complainants should be assured that the matter will be dealt with and appropriate action taken as required.
- 1.2 Persons wishing to complain about a Bishopstoke Councillor should be advised to contact the Eastleigh Borough Council Monitoring Officer for further information.
- 1.3 Complaints about Bishopstoke Parish Council decisions, procedures, policies or other Council business are dealt with using this complaints procedure.
- 1.4 Complainants should be assured that their grievances will be properly and fully considered. It may be appropriate for a committee to be established to consider the action to be taken in which case the conclusions reached shall be reported to the next full Council meeting.
- 1.5 The procedure outlined in this Annex is designed for those complaints which cannot be satisfied by less formal measures or explanations provided to the complainant by the Clerk or other Proper Officer or by the Chair.
- 1.6 At all time, the rule of natural justice will apply requiring all parties to be treated fairly and the process to be reasonable, accessible and transparent.

2 Before the meeting

- 2.1 The complainant shall be asked to put the complaint about the Council's procedures or administration in writing to the Clerk or other nominated Proper Officer.
- 2.2 If the complainant does not wish to put the complaint to the Clerk or other Proper Officer, they shall be advised to put it to the Chair.
- 2.3 The Clerk / Chair shall acknowledge the receipt of the complaint.
- 2.4 The complainant shall be advised that the matter will be considered by the Council or the committee established for the purpose of hearing complaints. The complainant shall be invited to attend the relevant meeting and bring such representatives as they wish.
- 2.5 Seven clear working days before the meeting, the complainant shall provide the Council with copies of any documentation or other evidence which they wish to refer to at the meeting. The Council shall similarly provide the complainant with copies of any non-confidential documentation, or confidential documentation which has been deemed disclosable, upon which it wishes to rely at the meeting.

3 At the meeting

- 3.1** The Council shall consider whether the circumstances at the meeting warrant the exclusion of the public and the press. Any decision on a complaint shall be announced at the Council meeting in public.
- 3.2** The Chair shall introduce everyone.
- 3.3** The Chair shall explain the procedure.
- 3.4** The complainant or representative shall outline the grounds for the complaint.
- 3.5** The committee members may ask any question of the complainant or representative.
- 3.6** If relevant, the Clerk or other Proper Officer shall explain the Council's position.
- 3.7** The committee members may ask any questions of the Clerk or other Proper Officer.
- 3.8** The Clerk or other Proper Officer and the complainant and representative if present shall be offered the opportunity of making a final statement (in this order).
- 3.9** The Clerk or other Proper Officer and the complainant and representative if present shall be asked to leave the room while committee members decide whether or not the grounds for the complaint have been established. Both parties shall be invited back if a point of clarification is necessary.
- 3.10** The Clerk or other Proper Officer and the complainant and representative if present shall return to hear the decision or to be advised when a decision will be made.

4 After the meeting

- 4.1** The decision shall be confirmed in writing within seven working days together with details of any action to be taken, if any.

ANNUAL BUSINESS TIMETABLE

1 Preferred schedule for annual items to be considered by Full Council

May	Annual General Meeting
June	To adopt the Statements of Assurance for the year ended 31 March xxxx To adopt the Annual Financial Statements for the year ended 31 March xxxx
July	To review delegations and Terms of Reference of Working Groups
September	To approve distribution of the Carnival street collection To approve and adopt the audited Annual Return for the year ended 31 March xxxx To approve standing orders and financial regulations
October	To approve Parish Council charters and contributions to external bodies To approve membership of bodies To review and approve the Fixed Asset Register To review the Parish insurance cover
November	To approve Burial Board and Allotment rents for 20xx-xx To approve meeting dates for 20xx-xx
January	To approve the expenditure budget for the coming financial year To approve the Precept request for the coming financial year
February	To adopt the Financial Systems Risk Assessment To review the Parish Council complaints procedure To review the Parish Council Freedom of Information and Data Protection policies.

2 Preferred schedule for annual items to be considered by Finance & General Purposes

June	To consider and recommend approval of the Annual Governance Statement for the year ended 31 March xxxx To consider and if appropriate recommend adoption of the Financial Accounts for the year ended 31 March xxxx To approve current direct debit payees
July	Emergency plan update
September	To recommend distribution of the Carnival street collection To recommend approval and adoption of the audited Annual Return for the year ended 31 March xxxx
November	To begin consideration of the draft expenditure budget and precept for the coming financial year To recommend approval of the Burial Board fees and Allotment rents for 20xx-xx To consider and if necessary make recommendations on changes to the Travel Token scheme To recommend approval of the meeting dates for 20xx-xx
February	To recommend adoption of the Financial Systems Risk Assessment

**DEALING WITH THE PRESS, MEDIA
AND SOCIAL NETWORK SITES**

1 Introduction

- 1.1** The Council adopts as open a policy as possible in dealing with enquiries from the media and members of the public in recognition of the democratic structure of the Council, the delivery of public services and its commitment to Freedom of Information.

2 General

- 2.1** It should be noted that what is published will be in the public domain indefinitely and that you may be held personally responsible for the content that you publish.
- 2.2** Compliance with data protection, intellectual property and copyright laws should be ensured.
- 2.3** Confidential matters from Council meetings must not be published or reported on in social media.
- 2.4** Details about customers, partners or suppliers should not be referred to without their prior written approval (ensuring no advertisement of the services and goods of third parties).
- 2.5** Staff and Councillors must refrain from promoting themselves as working for the Council in a way which has, or may have, the effect of bringing the Council into disrepute.
- 2.6** Staff and Councillors must not disclose personal data or information about the Council, or its service users, employees or Councillors that breach the Data Protection Act 1998 (e.g. photographs, images).
- 2.7** Staff and Councillors must not give out personal details of third parties, such as home address and telephone numbers, unless specifically required for the purposes of the comment or posting, for example to give contact details that need to be publicised for which permission has been given, or for which details are already available in the public domain.
- 2.8** Staff and Councillors must not make any defamatory remarks about the Council, its service users, employees or Councillors, or conduct themselves in a way that brings the Council into disrepute.
- 2.9** Staff and Councillors must not use insulting or offensive language, or engage in any other conduct that would not be acceptable in the workplace.

3 Points of contact

- 3.1** The Chair and / or the Clerk, have the main responsibility for fielding and responding to media / public enquiries, communicating with staff and issuing instructions for editing of the Council website and dealing with Freedom of Information requests.

4 Media Outlet

- 4.1** In its area, the Council has a number of local newspapers, radio stations, television companies and major news (freelance) agencies feeding the national press. All have staff reporters operating in the area and there is also a growing network of community newspapers and community radio stations.

5 Press Releases

- 5.1** The Council releases articles to the media usually on a monthly basis or more frequently if the need arises. It also displays them on the Council website and includes the article details on the Council's Facebook page. The articles are issued by the Clerk to ensure consistency of quality and presentation and maximum coverage.

6 Handling Media Enquiries

- 6.1** Calls from national newspapers and general media enquiries are to be channelled through the Chair or Clerk for an official Parish Council response.
- 6.2** Any media inquiry relating to a matter of a serious or disciplinary nature is to be referred to the Chair (unless the matter is related to the Chair, in which case they should be advised to contact the Eastleigh Borough Council Monitoring Officer).

7 Media Training

- 7.1** The Chair and Clerk should, if necessary, undergo training to assist them in handling enquiries from the media.

8 Social media – general

- 8.1** Social media can bring great advantages in communication and this policy is intended to encourage its responsible use.
- 8.2** Users of social media must ensure that they use social media sensibly and responsibly, without adversely affecting the Council or damaging its reputation and credibility. They must also ensure that they keep to any Council guidelines regarding the use of social media.
- 8.3** The use by employees of social media whilst at work is currently restricted to Bishopstoke Parish Council business. Employees using social media must be aware of, and comply with, the Council's Social Media policy.
- 8.4** The following guidelines should be followed by employees. These guidelines should also be followed by Councillors when acting in their capacity as a Councillor, or when signing off an email, comment, posting, or any other form of digital entry in social media, as a Councillor. Where necessary, a Councillor should add the caveat that "the views expressed are those of the author and may not reflect the views and opinions of Bishopstoke Parish Council".
- 8.5** No Parish Council content should be published unless it has already been published by approved methods, or with the prior approval of the Clerk. Information should be accurate, fair, thorough and transparent.
- 8.6** Staff and Councillors must not elicit, send, or display offensive messages or pictures.
- 8.7** Staff and Councillors must not issue passwords to third parties unless authorised to do so. They must also not use anyone else's password or identity.

9 Control of the Bishopstoke Parish Council Facebook Presence

- 9.1** Postings may only be made by relevant members of staff or by the lead Councillor from the Communications & Engagement Working Group. The relevant member of staff will be responsible for removing any unacceptable comments. Comments by others will be considered unacceptable if they do not follow the guidelines outlined above for staff and Councillors. The member of staff will use their best endeavours to check the Facebook presence each working day, with arrangements being put in place for other members of the Working Group to check the page during the staff member's holiday periods. The password to the Facebook page will be provided to these persons and must be kept confidential and not divulged to a third party.
- 9.2** Postings by others are not permitted on the Bishopstoke Parish Council Facebook Page unless there is a clear case for doing so. Such cases to be determined by the Clerk. Examples of postings that will not be permitted will include commercial advertising or items for other parties. Items likely to be accepted will include information postings from Community Groups.
- 9.3** Contained within the Bishopstoke Parish Facebook presence will be such pages as are deemed necessary by the Council at various times.
- 9.4** There will be a separate provision of a Facebook page for the Bishopstoke Carnival. This will be connected to, but not part of, the Bishopstoke Parish Facebook presence. Postings will not be limited to pre-published or clerk-approved material, but will instead have a "lighter" feel. It is permissible for the Bishopstoke Carnival Facebook page to be run by a volunteer from the Bishopstoke Carnival Working Group, although a Councillor from the Carnival or the Communications & Engagement Working Groups will be appointed to liaise with the appointed volunteer and oversee the content of the page. The Clerk will also be required to have access.
- 9.5** There will be a separate password for the Bishopstoke Parish Carnival Facebook page, but this password will be set by the appointed liaison Councillor and must be made known to the Clerk.

10 Terms of reference for the Communications and Engagement Working Group is at Annex J

Carnival Working Group

Terms of Reference

1 Membership

1.1 The Working Group membership will be a mixture of Councillors and residents, along with the Clerk. All members shall have equal rights and powers.

1.2 Where appropriate, other persons may be invited to attend one or more meetings.

2 Lead Member

2.1 The Lead Member of the Working Group will be appointed at the first meeting of each Carnival cycle, which will take place in November of each year.

3 Quorum

3.1 A quorum will consist of 4 members of the Working Group.

4 Meetings

4.1 The Working Group will meet as required, initially monthly following the first meeting, but if necessary may meet more often, especially as Carnival approaches. Notes will be taken by the Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

5 Reporting

5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

6 Decisions

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings

6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

6.1.4 Deciding all matters pertaining to the organising of the Bishopstoke Carnival, subject to the budget set by Council each year.

7 Budget

7.1 The Working Group will have its overall budget set each year by Council. Individual members will have no powers to commit to any expenditure except where authorisation has been sought from and given by the Clerk.

7.2 Where it is necessary to handle cash, this should be banked as soon as practical, and a receipt should be issued detailing the value, and from whom it was received. Exceptionally, the Clerk may approve expenditure by another member of the Group, and will arrange reimbursement on the production of a valid receipt.

7.3 The Parish Council recognises that it is likely that in mounting the Carnival, costs may exceed income. The Council is prepared to underwrite these costs, and set the overall budget accordingly.

8 Responsibilities

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To sign, on behalf of Bishopstoke Parish Council, all necessary documents relating to the running of the Carnival, and include said documents in the reports to the Finance & General Purposes Committee

8.1.2 To encourage external sponsorship to minimise reliance on Parish Council costs

8.1.3 To prepare final accounts before the October Parish Council meeting each year, and to consider all grant requests made of the Carnival Group, whether from the Street Collection or from any surplus

8.1.4 To maintain a list of all current members of the Group, with contact details, to be noted by the Finance & General Purposes Committee

8.1.5 To maintain a list of all Carnival assets, and their location, to be verified annually by the Working Group and passed to the Clerk for insurance purposes.

8.1.6 To ensure all necessary legislation is complied with regarding the Carnival, including obtaining licenses, and to seek help or clarification on these matters when necessary

8.1.7 To make recommendations to the Finance & General Committee regarding the Working Group's areas of responsibility

Travel Token Working Group

Terms of Reference

1 Membership

1.1 The Working Group membership will be a minimum of 4 Councillors and the Clerk. Councillor membership will be a minimum of 2 male and 2 female Councillors.

1.2 Where appropriate, other persons may be invited to attend one or more meetings.

2 Lead Member

2.1 The Lead Member of the Working Group will be appointed at its first meeting, and thereafter will be appointed at its first meeting following each Parish Council Annual Meeting.

3 Quorum

3.1 A quorum will consist of 3 members of the Working Group.

4 Meetings

4.1 The Working Group will meet annually in October, and at any other time deemed necessary. Notes will be taken by the Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

5 Reporting

5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

6 Decisions

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings

6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

6.1.4 Determining the eligibility of applicants to the Travel Token scheme and specifically, if eligible, the number of tokens to be supplied to the applicant (subject to the maximum set out in the Travel Token procedures)

7 Budget

7.1 The Working Group will have no powers to commit to any expenditure on behalf of the Council. Any expenditure the Working Group recommends must be either approved by the Clerk as necessary within the existing budget for this area, or must be agreed by Council.

8 Responsibilities

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To review annually the procedures for the Travel Token Scheme

8.1.2 To inform the Clerk of any potential or successful applicant

8.1.3 To inform the Finance & General Purposes Committee of any forthcoming appeal to a decision taken by the Working Group

8.1.4 To review annually both eligibility for the scheme and the level of tokens available to successful applicants

8.1.5 To review annually the suggested budget for the Travel Token scheme.

8.1.6 To make recommendations to the Finance & General Committee regarding the Working Group's areas of responsibility

Bishopstoke Cemetery Working Group

Terms of Reference

1 Membership

- 1.1 The Working Group will have a maximum of 5 members, all Councillors.
- 1.2 Where appropriate, other persons may be invited to attend one or more meetings.

2 Lead Member

- 2.1 The Lead Member of the Working Group will be appointed at its first meeting, and thereafter will be appointed at its first meeting following each Parish Council Annual Meeting.

3 Quorum

- 3.1 A quorum will consist of 3 members of the Working Group.

4 Meetings

- 4.1 The Working Group will meet as necessary, with a minimum of once per year. Notes will be taken by the Assistant Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

5 Reporting

- 5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

6 Decisions

- 6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:
 - 6.1.1 Date, Time and Place of its Meetings
 - 6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council
 - 6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

7 Budget

- 7.1 The Working Group will have no powers to commit to any expenditure on behalf of the Council. Any expenditure the Working Group recommends must be either approved by the Assistant Clerk as necessary within the existing budget for this area, or must be agreed by Council.

8 Responsibilities

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To review the level of fees and budgeted expenditure relating to the cemeteries and closed churchyards

8.1.2 To review regularly all matters relating to Bishopstoke Cemetery

8.1.3 To review regularly all matters relating to St Mary's Churchyard

8.1.4 To review regularly all matters relating to Old St Mary's Churchyard

8.1.5 To examine all possible options regarding the New Cemetery

8.1.6 To make recommendations to the Finance & General Purposes Committee regarding the Working Group's areas of responsibility

Communications & Engagement Working Group

Terms of Reference

1 Membership

1.1 The Working Group membership will be a maximum of 5 Councillors, the Clerk, and other persons deemed necessary by the Working Group.

1.2 Where appropriate, other persons may be invited to attend one or more meetings.

2 Lead Member

2.1 The Lead Member of the Working Group will be appointed at its first meeting, and thereafter will be appointed at its first meeting following each Parish Council Annual Meeting.

3 Quorum

3.1 A quorum will consist of 3 members of the Working Group.

4 Meetings

4.1 The Working Group will meet as necessary, with a minimum of once per quarter. Notes will be taken by the Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

5 Reporting

5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

6 Decisions

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings

6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

6.1.4 The frequency of the newsletter, along with intended publication slots and all presentational matters relating to the newsletter

7 Budget

7.1 The Working Group will have no powers to commit to any expenditure on behalf of the Council. Any expenditure the Working Group recommends must be either approved by the Clerk as necessary within the existing budget for this area, or must be agreed by Council.

8 Responsibilities

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To review regularly the communications methods used by the Council

8.1.2 To draft, as required by Council or the Finance & General Purposes Committee, such surveys as are deemed necessary.

8.1.3 To identify potential new methods of communicating with residents and determine how best to use them

8.1.4 To review annually all matters relating to the Parish Newsletter

8.1.5 To make recommendations to the Finance & General Committee regarding the Working Group's areas of responsibility

Neighbourhood Plan Working Group

Terms of Reference

1 Membership

1.1 The Working Group will have a maximum of 10 members: Up to 4 Councillors, up to 4 Residents, an Eastleigh Borough Councillor liaison and an officer of Eastleigh Borough Council (EBC).

1.2 The resident members will initially be the Chairs of each sub-group of the questionnaire team, although this may change over time as the process moves forward.

1.3 The EBC liaison and the EBC officer will be requested from and selected by EBC.

2 Lead Member

2.1 The Lead Member of the Group will be appointed by the Parish Council on the creation of the group, and will be appointed by the Parish Council at its Annual Meeting each year.

3 Quorum

3.1 A quorum will consist of 4 members of the Working Group.

4 Meetings

4.1 The Working Group will meet at least once every two months. Notes will be taken by the Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

5 Reporting

5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

6 Decisions

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings

6.1.2 Communication with Eastleigh Borough Council regarding the Neighbourhood Plan

6.1.3 Communication with Neighbouring Parishes regarding the Neighbourhood Plan

6.1.4 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council

6.1.5 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

6.1.6 The gathering and disseminating of information from and to local residents to allow progress to be reported and priorities to be set.

7 Budget

7.1 The Working Group will have a budget specified by Council for the purposes of bringing experts and specialists to aid the Working Group in its progress, and to allow it to gather information from, and give information to, the local community. Any expenditure outside these terms or beyond the set budget must be agreed by Council.

8 Responsibilities

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To oversee the production of a Neighbourhood Plan for Bishopstoke

8.1.2 To liaise, where necessary, with Eastleigh Borough Council

8.1.3 To maintain a dialogue with other local parishes regarding progress in our or their Neighbourhood Plan

8.1.4 To arrange for publicity on the Parish website and noticeboards of each stage of the process in creating a Neighbourhood Plan

8.1.5 To encourage the local community and key stakeholders to participate and engage in the process

8.1.6 To prepare a questionnaire, to be approved by Council, to send to every household in Bishopstoke, in order to gather evidence about the needs and aspirations of the local community

8.1.7 To use the gathered evidence from the questionnaire, the notes from the meetings and all other material relevant to the Working Group, to produce a draft Neighbourhood Plan

8.1.8 Following approval by Council, to take the necessary steps to fulfil all consultation and other steps prior to independent examination and approval of the Neighbourhood Plan, and any subsequent amendments

8.1.9 To advise the Council on the necessary steps to take to achieve a successful referendum result regarding the Neighbourhood Plan, and its subsequent adoption.

Community Buildings Working Group

Draft Terms of Reference

1 Membership

1.1 The Working Group membership will be a maximum of 5 Councillors, the Clerk, and other persons deemed necessary by the Working Group.

1.2 Where appropriate, other persons may be invited to attend one or more meetings.

2 Lead Member

2.1 The Lead Member of the Working Group will be appointed at its first meeting, and thereafter will be appointed at its first meeting following each Parish Council Annual Meeting.

3 Quorum

3.1 A quorum will consist of 3 members of the Working Group.

4 Meetings

4.1 The Working Group will meet as necessary, with a minimum of once per quarter. Notes will be taken by the Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

5 Reporting

5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

6 Decisions

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings

6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

7 Budget

7.1 The Working Group will have no powers to commit to any expenditure on behalf of the Council. Any expenditure the Working Group recommends must be either approved by the Clerk as necessary within the existing budget for this area, or must be agreed by Council.

8 Responsibilities

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To receive reports from those Council members appointed as representatives of the Parish Council to any Community Building.

8.1.2 To determine for each community building actions the best way forward for both the local Community and the Parish Council.

8.1.3 To oversee any Parish Council involvement in any community building

8.1.4 To consider the merits or otherwise of Parish control or ownership of any community building

8.1.5 To make recommendations to the Finance & General Committee regarding the Working Group's areas of responsibility

Human Resources Working Group

Draft Terms of Reference

1 Membership

1.1 The Working Group membership will consist of the current Chair and Vice-Chair of the Council, the Chair of the Finance & General Purposes Committee and the Chair of the Planning Committee. Where a single Councillor fulfils more than one of those roles, then the Vice-Chair of Finance & General Purposes or Planning will join the group.

1.2 Where appropriate, other persons may be invited to attend one or more meetings.

2 Lead Member

2.1 The Lead Member of the Working Group will be the Chair of the Parish Council.

3 Quorum

3.1 A quorum will consist of 3 members of the Working Group.

4 Meetings

4.1 The Working Group will meet as necessary. Notes will be taken by the Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group. In discussions relating to the appraisal of the Clerk, the notes will be taken by the Lead Member.

5 Reporting

5.1 The Lead Member of the Group will report either in person or in writing to the Finance & General Purposes Committee following each meeting of the Working Group on any relevant matters. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

6 Decisions

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings

6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council

6.1.3 Issuing invitations to experts, specialists and others, as necessary, to attend meetings and / or give advice to the Working Group.

7 Budget

7.1 The Working Group will have no powers to commit to any expenditure on behalf of the Council. Any expenditure the Working Group recommends must be either approved by the Clerk as necessary within the existing budget for this area, or must be agreed by Council.

8 Responsibilities

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To examine staffing levels for Bishopstoke Parish Council.

8.1.2 To conduct the annual appraisal of the Clerk, including progression on the pay scale.

8.1.3 To liaise with the Clerk regarding the appraisal of remaining employees

8.1.4 To make recommendations to the Finance & General Committee regarding the Working Group's areas of responsibility

Standing Orders Working Group

Draft Terms of Reference

1 Membership

1.1 The Working Group membership will be a minimum of 3 Councillors and the Clerk, with a maximum of 5 Councillor members.

2 Lead Member

2.1 The Lead Member of the Working Group will be appointed at its first meeting, and thereafter will be appointed at its first meeting following each Parish Council Annual Meeting.

3 Quorum

3.1 A quorum will consist of 3 members of the Working Group.

4 Meetings

4.1 The Working Group will meet as necessary from July to September. Notes will be taken by the Clerk to Bishopstoke Parish Council which will then be circulated to members, following approval by the Lead Member of the Working Group.

5 Reporting

5.1 The Lead Member of the Group will report either in person or in writing to the Full Council following the final meeting of the Working Group. If the Lead Member is not able to, then another member of the Working Group will be designated in their place.

6 Decisions

6.1 The Working Group will have no power to make decisions on behalf of the Council except in the following areas:

6.1.1 Date, Time and Place of its Meetings.

6.1.2 Identifying and filling the training needs of the Working Group, within the overall training budget specified by the Full Council.

7 Budget

7.1 The Working Group will have no powers to commit to any expenditure on behalf of the Council. Any expenditure the Working Group recommends must be either approved by the Clerk as necessary within the existing budget for this area, or must be agreed by Council.

8 Responsibilities

8.1 The Working Group will have specific responsibility in the following areas:

8.1.1 To review annually the Standing Orders, Financial Regulations and Terms of Reference for Bishopstoke Parish Council, its Committees, Sub-Committees and Working Groups.

8.1.2 To ensure all documents detailed in 8.1.1 are compliant with the law.

8.1.3 Subject to 8.1.2 above, to ensure all documents detailed in 8.1.1 are kept up-to-date with acknowledged best practice.

8.1.4 Subject to 8.1.2 and 8.1.3 above, to ensure all documents detailed in 8.1.1 are consistent with the current practice of Bishopstoke Parish Council.

8.1.5 To make recommendations to the Full Council regarding the Working Group's areas of responsibility.



Bishopstoke Parish Council

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MEMO

Staff Salary recommendations from the HR group

The HR group will report in Confidential Business at the Full Council meeting on 28th November

Recommendation: The Clerk to receive an increment of 1 scale point from 1st April 2018

Recommendation: The Assistant Clerk's salary to remain at the same scale point.