Loggerheads Parish Council
Loggerheads Community Fire Station
Market Drayton Road
Loggerheads
Market Drayton
Shropshire
TF9 4EZ

T: 01630 673426
E: clerk@loggerheads-pc.gov.uk
W: www.loggerheads-pc.gov.uk

Monday 4th December 2023

Dear Councillor,

You are summoned to attend the **Finance and General Purposes Committee** meeting of **Loggerheads Parish Council** to be held at **7pm on Monday 11th December 2023** at Loggerheads Community Fire Station, Market Drayton Road, Loggerheads, Market Drayton, Shropshire TF9 4EZ.

Yours Sincerely,
B. Minshall
Parish Clerk

AGENDA

1. To receive and consider apologies for absence

2. To note declarations of Members' interests

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 13th November 2023

4. Public Question Time
   A period of 15 minutes for Members of the Public to ask questions or submit comments

   Any members of the public wishing to participate in public participation during the meeting should email clerk@loggerheads-pc.gov.uk before **9am** on **Monday 11th December 2023** providing their name, email address and an indication of the subject of their question or comment.

5. To note the year-to-date financial position for the Parish Council **(attached)**

6. To receive a report from the Member Auditors **– Cllrs Sheard and Wellard**

   NONE

7. To consider the final budget for the financial year 2024/25, and recommend to Full Council

8. To consider the following grant applications: -

   NONE

9. To consider the following governance documents: -

    a. Standing Orders

11. To consider matters relating to communications

    NONE

12. To consider matters relating to Parish Events

    a. To consider matters relating to the 80th Anniversary of D-Day in 2024 **– Cllr Swan**

13. To receive updates in relation to ongoing projects

    a. Burntwood Community Area (formerly 'LV1')

14. To consider the following Member Items: -

    NONE

15. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 15th January 2024** at Loggerheads Community Fire Station

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In attendance: Cllrs Butterworth, Fox, Hodgkins, Lee, Love, Sheard, Swan, Swetman and Wellard.

MINUTES OF THE FINANCE AND GENERAL PURPOSES COMMITTEE MEETING HELD ON MONDAY 13TH NOVEMBER 2023

1. To receive and consider apologies for absence

   Apologies were received from Cllrs Roberts and Beales.

2. To note declarations of Members' interests

   There were no declarations of Members' interests.

3. To approve and sign the minutes of the Finance and General Purposes Committee meeting held on Monday 9th October 2023

   Resolved: To sign the Minutes as a true and accurate record.

4. Public Question Time

   There were no Members of the Public in attendance.

5. To note the year-to-date financial position for the Parish Council **(attached)**

   Noted

6. To receive a report from the Member Auditors **– Cllrs Sheard and Wellard**

   Cllrs Sheard and Wellard provided the meeting with a verbal update in relation to the Member Audit which took place at the end of the beginning of November to review the financial accounts for Q2. The Audit identified some duplicate paperwork as well two discrepancies – one relating to HMRC payment, which has since been resolved; and another related to invoicing for the webhosting of the Council's Previous website, which is still under review pending resolution.

7. To consider becoming a Full Member of Community Managed Libraries National Peer Network at a cost of £75 per annum

   Resolved: To recommend to Full Council being a Full Member of Community Managed Libraries National Peer Network at a cost of £75 per annum.

8. To consider matters relating to the budget for the financial year 2024/25

The meeting continued to discuss the budget process for the financial year 2024/25, which is now on version 8, having seen some minor amendments since the October meetings to reflect recent clarification around costings.

9. To consider the following grant applications, and make a recommendation to Full Council
   a. Bloomin' Ashley – £200.00

   Resolved: To award a grant of £200.00 to Bloomin' Ashley subject to receipt of the requisite documentation.

10. To consider the following governance documents: -

    a. Bring Your Own Device (BYOD) Policy - amend
    b. Community and Social Policy
    c. Community Engagement Policy - amend
    d. Cookie Policy
    e. Environmental and Sustainability Policy
    f. Information Security Policy
    g. Internet, Email and Social Media Policy - amend
    h. Procurement Policy
    i. Quality Policy
    j. Standing Orders for Contracts
    k. Treasury Management Policy

    Resolved: To recommend adoption of the abovementioned Policies to Full Council subject to amendments being made to the Bring Your Own Device, Community Engagement and Internet, Email and Social Media Policies.

11. To consider matters relating to communications

    NONE

12. To consider matters relating to Parish Events

    a. To consider matters relating to the 80th Anniversary of D-Day in 2024 **– Cllr Swan**

       Cllr Swan provided the meeting with a verbal update in relation to preparations being made by the relevant Task and Finish Group. It is anticipated the event will run at The Loggerheads Pub between 13:00 – 16:00 – with staging for live entertainment, the possibility of a Military Vehicle Display and/or flyby carried out by RAF Shawbury as well as involvement by Community Groups and Organisations.

13. To receive updates in relation to ongoing projects

    a. Burntwood Community Area (formerly 'LV1')

       There is now one minor amendment outstanding which prevents the paperwork from being signed; and it is hoped this will be resolved soon.

14. To consider the following Member Items: -

    NONE

15. To note the date of the next **Finance and General Purposes Committee** meeting as being held at **7pm, Monday 11th December 2023** at Loggerheads Community Fire Station

Noted

Chair: Cllr M. Lee
Clerk: B. Minshall

Close of Meeting: 19:31pm

Signed…….

Loggerheads Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Payroll				36,000.00	14,865.35	21,134.65	21,134.65 (58%)
2	Payroll Admin				300.00	210.99	89.01	89.01 (29%)
3	Grounds Maintenance Officer				18,000.00	5,894.87	12,105.13	12,105.13 (67%)
5	Consultancy and Legal Advice				2,000.00		2,000.00	2,000.00 (100%)
6	Expenses				300.00	338.10	-38.10	-38.10 (-12%)
9	Information Technology				4,000.00	4,284.26	-284.26	-284.26 (-7%)
10	Insurance and Audit				2,000.00	1,996.20	3.80	3.80 (0%)
13	Room Hire				400.00		400.00	400.00 (100%)
15	Subscriptions				1,000.00	1,247.48	-247.48	-247.48 (-24%)
16	Training				1,000.00	120.00	880.00	880.00 (88%)
17	Utilities				1,000.00	326.50	673.50	673.50 (67%)
20	Pension					1,645.41	-1,645.41	-1,645.41 (N/A)
21	Council Tax Support Grant		2,408.00	2,408.00				2,408.00 (N/A)
23	Bank Charges					115.83	-115.83	-115.83 (N/A)
24	Tax and NI					3,002.88	-3,002.88	-3,002.88 (N/A)
25	Data Protection Registration					35.00	-35.00	-35.00 (N/A)
26	Phone/Internet poss IT					309.81	-309.81	-309.81 (N/A)
27	Loggerheads Library				1,000.00	37.50	962.50	962.50 (96%)
28	Elections				4,000.00		4,000.00	4,000.00 (100%)
	SUB TOTAL		**2,408.00**	**2,408.00**	**71,000.00**	**34,430.18**	**36,569.82**	**38,977.82 (54%)**

Capital Borrowing

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Burntwood Loan Repayment				1,600.00	777.87	822.13	822.13 (51%)
	SUB TOTAL				**1,600.00**	**777.87**	**822.13**	**822.13 (51%)**

General

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Allotments		660.00	660.00	1,100.00	1,090.00	10.00	670.00 (60%)
12	Parish Events				1,000.00	685.00	315.00	315.00 (31%)
14	Speed Indication Devices				2,100.00		2,100.00	2,100.00 (100%)
	SUB TOTAL		**660.00**	**660.00**	**4,200.00**	**1,775.00**	**2,425.00**	**3,085.00 (73%)**

Grounds Maintenance

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Grounds Maintenace				8,000.00	20,562.59	-12,562.59	-12,562.59 (-157%)
	SUB TOTAL				**8,000.00**	**20,562.59**	**-12,562.59**	**-12,562.59 (-157%)**

Loggerheads Parish Council

Summary of Receipts and Payments

All Cost Centres and Codes

Income

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Income		17,812.48	17,812.48				17,812.48 (N/A)
19	Precept		94,000.00	94,000.00				94,000.00 (N/A)
22	Bank Interest		154.55	154.55				154.55 (N/A)
	SUB TOTAL		**111,967.03**	**111,967.03**				**111,967.03 (N/A)**

Section 137

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Grants				10,000.00	1,080.00	8,920.00	8,920.00 (89%)
	SUB TOTAL				**10,000.00**	**1,080.00**	**8,920.00**	**8,920.00 (89%)**

Summary

NET TOTAL	**115,035.03**	**115,035.03**	**94,800.00**	**58,625.64**	**36,174.36**	**151,209.39 (159%)**
V.A.T.				2,891.90		
GROSS TOTAL	**115,035.03**			**61,517.54**		

AGENDA ITEM 7

Report Statement

Report Purpose: To consider becoming a Full Member of Community Managed Libraries National Peer Network at a cost of £75 per annum.

Version Control: V1

Author(s): Parish Clerk

1. Report Summary

The report outlines the potential for Loggerheads Parish Council to become a Full Member of Community Managed Libraries National Peer Network at a cost of £75.00 per annum.

2. Position

In July 2023, the Parish Council officially became the recognised Delivery Partner to Staffordshire County Council in delivering the Loggerheads Community Managed Library Service over a 5-year period. As a result of this is it being suggested the Parish Council become a Member of the Community Managed Libraries National Peer Network (CMLNPN).

The CMLNPN helps community managed libraries (CMLs) to run effectively and successfully by sharing ideas, learning, experiences and inspiration. The Network is the result of support demonstrated by the Upper Norwood Library Trust, Libraries Connected, Locality, the Libraries Taskforce and funding from Power to Change: the national network supporting community organisations to be strong and successful.

The vision is to help community managed libraries thrive in their communities. The CMLNPN wants CMLs to: -

- be aware of, and able to grasp opportunities such as funding and advice.
- provide mutual support and learning.
- operate as effectively as possible, to make them sustainable in the long term.
- help community managed libraries to learn from each other, exchange information and good practice.
- collaborate to run learning and networking events.
- create and share resources of benefit to community managed libraries.
- provide a voice to raise issues that matter to community managed libraries,
- draw on learning and good working practices from other peer networks.

Full Membership provides access to a range of resources and support from the Community Libraries Network and beyond including:

- Monthly community libraries sector newsletter.
- A ‘Community Libraries Network Member’ reusable window sticker.

- Free and discounted training, workshops and events.
- Full access to online resources including toolkits, guidance, news and funding opportunities.
- 1-2-1 contact support from a member of the CMLNPN team.
- 15% discount for CMLNPN regional and national conferences.
- Perks from external partners and access to exclusive grants and other opportunities.
- Discounts on products and services.
- Access to the Network Forum.
- Representation on a national scale & national lobbying.

3. Financial Impact

The financial impact to the Parish Council of Full Membership to the Community Managed Libraries National Peer Network is £75.00 per annum.

4. Conclusions

It is concluded that Full Membership of the Community Managed Libraries National Peer Network will be incredibly beneficial to the Parish Council.

5. Considerations Sought

- To become a Full Member of the Community Managed Libraries National Peer Network at a cost of £75.00 per annum.

BUDGET PLANNING 2024 - 25

	2023 - 2024	2024 - 2025	VAR
Payroll	36,000.00	55,000.00	(19,000.00)
Tax and Employers NI	0.00	7,600.00	(7,600.00)
Pension	0.00	3,000.00	(3,000.00)
Payroll Admin	300.00	300.00	0.00
Grounds Maintenance Officer	18,000.00	0.00	18,000.00
Allotments	1,100.00	1,100.00	0.00
Consultancy & Legal	2,000.00	2,000.00	0.00
Expenses	300.00	2,000.00	(1,700.00)
Cllr Reimbursements - £1,000.00			
Officer Expenses - £1,000.00			
Grounds Maintenance	8,000.00	9,100.00	(1,100.00)
Vehicle - £1,500.00			
Fuel - £6,000.00			
Consumables - £1,600.00			
IT / Stationery / Printing	4,000.00	3,900.00	100.00
Printing - £200.00			
Telephones - £700.00			
Internet - £1,000.00			
Webhosting - £2,000.00			
Insurance / Audit	2,000.00	3,000.00	(1,000.00)
Loan Repayment	1,600.00	1,600.00	0.00
Loan Repayment	2,500.00	0.00	2,500.00
Parish Events	1,000.00	2,000.00	(1,000.00)
Play Equipment	0.00	16,360.00	(16,360.00)
Almington - £4,000.00			
Bell Orchard - £4,000.00			
Knighton Railway - £4,000.00			
Tadgedale Brook - £4,000.00			
Play Area Inspections - £360.00			
Room Hire	400.00	400.00	0.00
S137 Grants	10,000.00	10,000.00	0.00
SIDs	2,100.00	4,200.00	(2,100.00)
Subscriptions	1,000.00	2,580.00	(1,580.00)
CCIN - £250.00			
CPRE - £40.00			
Scribe - £1,600.00			
Shropshire Union Canal - £30.00			
SPCA / NALC - £600.00			
Staffs Playing Field Ass - £30.00			
Support Staffordshire - £30.00			
Training	1,000.00	2,000.00	(1,000.00)
Utilities	1,000.00	1,000.00	0.00
TOTAL	**92,300.00**	**127,140.00**	(34,840.00)
	93,419.36		
	94,000.00		

EARMARKED RESERVES	
Delegation	1,000.00
Loggerheads Library	1,000.00
Elections	4,000.00
TOTAL	6,000.00

INCOME	
Allotments	792.00
Burntwood	800.00
Council Tax Support Grant	2,408.00
Wayleave	12.64
TOTAL	**4,012.64**

TOTAL REQUIRED	**129,127.36**	
	130,000	
Precept 2023/24	46.12365064	
		17.23619235
Precept 2024/25	63.35984298	
	63.78802748	17.66437684

AGENDA ITEM 9

Summary Grant Report

Report Purpose: To consider a S137 Grant to Bloomin' Ashley

Version Control: V1

Author(s): Parish Clerk

1. **Name of Applicant**

   The applicant is Bloomin' Ashley

2. **Information About the Project or Event**

   The name of the project is 'Ashley Christmas Tree'.

   The total project cost is £200.00.

   The amount of grant requested is £200.00.

3. **Purpose of Grant**

   The Christmas event at the Peel has been staged for the last 10 years and will be sorely missed in 2023. However, we would like to erect the village Christmas tree to give the village hope that one day the Peel will find a new landlord/landlady and bring a little bit of Christmas cheer to those driving through the village.

   The tree will act as a beacon of hope that one day we will be able to stage the Christmas event again at the Peel. So many people have commented to us as a group that the village will not be the same without the tree – which sits in the centre of the village and marks the start of the festive season to all those who live here and visit Ashley. The brewery has given their permission for us to erect the tree and provide the electricity for the lights.

4. **Financial Details**

What will funds from Loggerheads Parish Council be used to pay for?		
Item **	**Total Costs**	**Requested from Loggerheads Parish Council**
18ft Christmas tree	£200	£200
Grand Totals	**£**	**£200**

5. **Income and Other Funding**

   NONE

6. **Considerations**
    - To consider awarding a grant in the amount of £200.00

    - Bloomin' Ashley is a….
    - They do / do not have a formal constitution.
    - The have provided evidence of a registered bank account.
    - They received a grant from Loggerheads Parish Council in November 2022

LOGGERHEADS PARISH COUNCIL
BRING YOUR OWN DEVICE (BYOD) POLICY

Approved by Council:
Date of Review: May 2026

Introduction

Loggerheads Parish Council grants Councillors and Officers the use smartphones and tablets of their choosing for council business.

This policy is intended to protect the security and integrity of personal data controlled and processed by Loggerheads Parish Council.

Loggerheads Parish Council reserves the right to revoke this privilege if Councillors and Officers do not abide by the policies and procedures outlined below.

Loggerheads Parish Council Councillors and Officers must agree to the terms and conditions set forth in this Bring Your Own Device (BYOD) policy in order to be able to connect their devices to the company network.

Devices and Support

- Smartphones including iPhone, Android, Blackberry and Windows phones are allowed.
- Tablets including iPad and Android are allowed.
- Laptops are allowed.
- Connectivity issues may be supported by ICT services but this will be on a case by case In the first instance the connectivity issue should be reported to the Clerk.
- The device manufacturer or their carrier should be contacted for operating system or hardware related issues.

Security

- In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the company network.
- Passwords must be at least six characters and a combination of upper- and lower-case letters with a number and a symbol.
- Passwords must be kept confidential and must not be shared with family members or third parties.
- Passwords must be changed if it is disclosed to another person or discovered.
- Devices must be encrypted.
- The device must lock itself with a password or PIN if it's idle for five minutes.
- Home Wi-Fi networks must be Caution must be exercised when using public Wi-Fi networks as public Wi-Fi networks may not be secure.
- Public data backup and transfer services (Dropbox, Google Drive, must not be used.
- Data must only be stored on internal memory, never on a removable memory cards.
- Rooted (Android) or jailbroken (iOS) devices are strictly forbidden from accessing the

network.

- All data relating to Loggerheads Parish Council will be erased at the end of a Councillor's term or in the case of an Officer at the end of his or her employment.
- All data relating to Loggerheads Parish Council will be erased if there is a personal data breach.
- All data relating to Loggerheads Parish Council will be erased if there is a virus or similar threat to the security of data.
- Care must be taken to avoid using approved devices in a manner which could pose a risk to confidentiality, whether by clicking on links in suspicious emails, accessing potentially harmful websites, using potentially harmful application software, using Wi-Fi facilities in public places (e.g. coffee shops or airports), or Some apps for smartphones and tablets may be capable of accessing sensitive information.

Risks, Liabilities and Disclaimers

- Lost or stolen devices must be reported to Loggerheads Parish Council within 24 hours. Councillors and officers are responsible for notifying their mobile carrier immediately upon loss of a device.
- Councillors and officers to adhere to the Loggerheads Parish Council's BYOD policy as outlined above.
- Councillors and officers are personally liable for all costs associated with his or her device.
- Loggerheads Parish Council reserves the right to take appropriate disciplinary action up to and including termination for noncompliance with this policy.

LOGGERHEADS PARISH COUNCIL
COMMUNITY AND SOCIAL POLICY

Approved by Council:
Date of Review: May 2026

Local

This Policy contains Loggerheads Parish Council's written commitment to strengthening the Parish's communities of both place and interest, to recognising and encouraging their diversity and treating communities and individuals fairly and with respect.

The principles by which the Council will operate are also its pledge to the community: -

- Equality and respect.
- Professionalism and Delivering on our promises.
- Democracy and transparency.
- Working with others to maximise effectiveness.

It also compliments the authority's Social and Ethics; Equal Opportunity and Diversity; also, in their Procurement Policy, the Council commit to purchasing locally where possible.

The Council will aim to understand the nature of society within the Parish and will use its role as the level of local government closest to the people, to develop its qualities and encourage interaction within and between the communities.

In particular, the Council will: -

- Promote and support the provision cultural facilities and community venues.
- Promote and facilitate events which draw the whole community together.
- Support ways of giving individuals and communities a voice and where appropriate to act as an Advocate for them.
- Support the reporting of local events and issues.
- Work in partnership to tackle significant social welfare issues within the Parish.
- Use its governance role to strengthen communities, as well as supporting voluntary and community organisations which seek to do the same.
- Put the needs of the public first and provide fair, responsive and accountable local government.
- Promote good relationships between members of the community particularly those who might suffer discrimination.
- Monitor policies and procedures to assess their effectiveness in achieving our aims.
- Work with our partners in statutory, voluntary and private sectors to ensure the best outcomes for the people of Loggerheads Parish.

Global

Loggerheads Parish Council will also strive to set a good example locally, in addressing world ethical issues and will encourage partner and associated organisations to do so. It is

committed to the prevention of any violation of established Human Rights of any kind, particularly where child labour or undesirable forced acts are involved.

In particular, the Council will: -

- Promote a culture of ethical behaviour throughout the organisation.
- Act to protect the integrity and therefore enhance the reputation of the Council.
- Only engage with suppliers, contractors or business partners who do not compromise out reputation outlined within this policy.
- Maintain policies and procedures which will deliver value for money and demonstrate socially and environmentally responsible behaviour.
- Purchase Fair Trade goods where possible and promote and support Crewe as a Fair Trade Town.
- Question its major suppliers of goods and services about their ethical credentials.
- Encourage all suppliers to the Council, to ensure that throughout their global supply chains, all organisations comply with the Ethical Trading Initiative Base Code.
- Collaborate and compete with other business institutions in a fair, honest and appropriate manner.
- Ensure that ethics as well as returns, govern its investments.

N.B. Companies with a commitment to ethical trade adopt a code of labour practice that they expect all their suppliers to work towards. Such codes address issues like wages, hours of work, health and safety, employment to be freely chosen, no child labour, the right to join free trade unions and a ban on harsh or inhuman practices.

LOGGERHEADS PARISH COUNCIL
COMMUNITY ENGAGEMENT POLICY

Approved by Council:
Date of Review: May 2026

Introduction

Loggerheads Parish Council recognise the importance of local people, community groups and businesses having a voice in contributing to the debate and decisions on issues being determined by the Parish Council and on wider issues within the Parish.

The Policy is also intended to be an ongoing pledge by the Parish Council to our communities. It also compliments the authority's Social and Ethics Policy; and our Equal Opportunity and Diversity Policy; and should be considered alongside our broader Communications Policy.

This document forms the Parish Council's first Community Engagement Policy. It sets out: -

- The Role of community engagement and its importance.
- How Crewe Town Council engages the wider community and identifies the needs and aspirations of the community.
- How the Town Council can improve community engagement.

The objectives of the policy are to: -

- Encourage effective local community engagement.
- Ensure that embedded throughout the Council, there is clear understanding of the need to engage with communities about decisions that affect them.
- Enable aspirations/ comments/suggestions obtained from community engagement to have an impact on decision making and the way decisions are being made and services are being delivered.
- Identify how the Council can enhance its profile by improving engagement with the wider community (with specific reference to the harder to reach groups in our society).

Community Engagement – An Overview

Community engagement is concerned with giving local people a voice and involving them in decisions which affect them and their community. This may include individuals, voluntary and community organisations, as well as other public sector bodies.

It provides opportunity for local people to talk to the Parish Council about their aspirations and/or needs in their community and neighbourhood. It allows the Council to consult with and inform people about what services it provides, how it prioritises, how policies are determined and how well its performing.

The term stakeholder makes reference to a wide range of people and groups (these might include, residents, visitors, businesses, voluntary organisations, public service organisations

and lobby groups), all of which have an interest in the Council's services and projects and other issues in the town.

Hard to Reach groups refers to those likely to experience social exclusion and are sometimes perceived as being disempowered. Some examples include young people, elderly people, physical disability, language barriers, financial constraints, cultural differences or social expectations. The Parish Council will put effort into seeking their views, but it also recognises that sometimes they may have excluded themselves through personal choice.

The key aspects of community engagement include: -

- Development of a network of relationships between the Council, individuals, voluntary and community groups.
- Clear and open communication to ensure that information is made accessible to all groups.
- Listening and understanding to a range of people to identify aspirations, needs and problems of local people and groups.

Effective and meaningful community engagement can provide a number of benefits: -

- The problems and needs of local people are clearly identified in order that appropriate new or improved facilities / services can be provided.
- Those participating feel empowered by being involved in decision making in their local community.
- This may result in enhanced leadership and greater interest in elections or standing for Council and in volunteering within the community.

Loggerheads Parish Council and Community Engagement

The Parish Council will facilitate community engagement in the following ways: -

- Ensuring information on what decisions are being considered and how residents can influence or contribute to the discussions are available in good time. Methods used to ensure engagement will be - through the Parish Council website, noticeboard, the Parish Council's Facebook, posters, consultations, reports and word of mouth.
- All meetings of the Parish Council and its committees are open to the public and press and there is a period set aside for public participation. Residents can access agendas for meetings via the Parish Council website, noticeboard or they can be collected from the Parish Council office, public agendas are also made available at the meetings of the Council and its committees. The Parish Council website, noticeboard, agendas explain the procedure for residents wishing to speak at meetings. Facilities also exist where residents can, where appropriate or necessary, make written reports, present petitions or have a case presented on their behalf to Councillors.
- Planning applications are considered at Planning and Environment Committee meetings which are held monthly. The opportunities for people to speak applies equally to these agenda items. Equal opportunity is given to applicants/supporters, objectors and local community groups.
- The Parish Clerk is the principal advisor to the Council and other staff also advise on their areas of expertise. They must however be politically neutral and ensure that residents can be fully involved, have their views considered and be confident that they are receiving unbiased information and support from Council Officers.
- Details of how to contact the Parish Clerk will be displayed the Council noticeboard,

Council website and Facebook. Details of how to contact Councillors will be displayed on the noticeboard and the Parish Council website.

- The Parish Council will produce a list of annual Council and committee dates to include the start times of the meetings.
- The Parish Council will be open and accountable in its dealing with residents and the community. It will make information on its policies and procedures freely available.
- The Parish Council will be receptive to requests from residents or communities and will attempt to be flexible in order to ensure their opinions are known not only to the Parish Council but also to other organisations. This may be by including an item for discussion on an agenda or allowing a local group to put their opinions into an official report undertaken by the Parish Council.
- The Parish Council will, operate a "gateway" service from both its offices to ensure local people and communities are referred to the correct organisation, Officer, Borough, or Parish Councillor where the Parish Council cannot resolve their issue directly.
- Parish Councillors will continue to represent the Council on various outside bodies, to ensure that they are kept informed of the communities' needs.

Communication

Loggerheads Parish Council is committed to improving community engagement by: -

- Continuing all the above activities and services into the future and improving relationships with community groups, including developing measures to harness the views and opinions of people and groups who are often missed out of community engagement activities.
- Ensuring that the principles and standards of its main Communications Policy (which is also available on the website, are applied to its community engagement.
- Being proactive and willing to consider any reasonable opportunities that support its purpose of making information available and increasing contributions from the community, especially those that are difficult to reach.
- When dealing with controversial issues that affect a particular community then consideration will be given to holding a public meeting.
- Consultations and surveys are to be considered when necessary and appropriate and results will be made available.
- Continuing to work in partnership to produce and review community led policies. It will also ensure that priorities from such policies are built into its own Business Plan.
- Identifying and embracing opportunities to work with other local community groups when the need arises.
- Publicising the positive results that have been achieved from working relationships between the Council and other community groups; in order to encourage new relationships/partnerships to be formed and to raise community spirit.
- Promoting elections and the importance of the democratic process and the value of being a Councillor.
- Promoting the value to the town of volunteering.
- Reviewing its Community Engagement Strategy on regular basis to ensure that it remains relevant.

Freedom of Information

In accordance with the Freedom of Information Act 2000, this document will be posted on the Council website and copies will be available from the Parish Council office.

Outcomes

The outcomes which we are striving for and against which the success of this policy will be measured are: -

- Improved communication through the establishment of new channels of engagement.
- More residents understanding the role of Councillors, feeling they can become involved and thereby getting the best effect.
- Improved engagement with local communities, with more people feeling that they are involved in decision-making and a higher percentage of people involved in volunteering.
- Improved satisfaction with services provided by the Council.

LOGGERHEADS PARISH COUNCIL
COOKIE POLICY

Approved by Council:
Date of Review: May 2026

Introduction

This Policy supplements our Website Privacy Notice.

Cookies are small text files that websites use to remember information about you. They're stored on your computer and can only be accessed by the website that created them or your web browser. It is possible to change the cookie settings of your browser to allow or block cookies depending on your preference. To learn more, visit our page on Cookies.

This website uses a number of different cookies depending on how you use the website.

Google Analytics (a third party cookie) _utma _utmb _utmc _utmz.

These cookies are set by Google. Inc and are used to collect information about how visitors use our site. We use this information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.

Session cookie (a first-party cookie) fbsesstoken.

These cookies are set by the Loggerheads Parish Council website and are essential so that this website can provide visitors with the information they request as they navigate through the website.

How and Why We Use Cookies on this Website

This website uses one or more cookies to help us improve your experience when using this website. By visiting our website with your Internet browser set to accept cookies, this tells us that you consent to the use of our website, cookies and other technologies.

Cookies and Browser Settings

It is possible to change the cookie settings of your browser to allow or block cookies depending on your preference. We've put together some instructions on how to do is in some of the most popular browsers: -

Google Chrome

1. Click the Tools/Preferences menu.
2. Select Options and/or click the 'Under the Hood' tab.
3. Click Content settings in the 'Privacy' section.
4. Make your selection from the options listed depending on which cookies you'd like to block/allow.
5. The names of some menu items/settings may differ between the PC and Mac version of

Google Chrome.

Firefox
1. Click Tools > Options (or Firefox > Preferences on Mac).
2. Click Privacy in the top panel.
3. Check or uncheck the box next to ‘Accept cookies from sites’ to enable cookies.
4. Click OK.

Internet Explorer
1. Click Start > Control Panel.
2. Double-click the Internet Options icon.
3. Select the Privacy tab.
4. Click Advanced.
5. Select ‘Override automatic cookie handling’ under the ‘Cookies’ section in the Advanced Privacy Settings window.
6. Select the ‘Accept’ or ‘Prompt’ option under ‘First-party Cookies.’
7. Select the ‘Accept’ or ‘Prompt’ option under ‘Third-party Cookies.’ (If you select the ‘Prompt’ option, you’ll be asked for approval every time a website attempts to send you a cookie.)
8. In the Internet Options window, click OK to exit.

Safari
1. Go to the Safari drop-down menu.
2. Select Preferences.
3. Click Security in the top panel.
4. Under ‘Accept Cookies’ select Only from sites you navigate to.

LOGGERHEADS PARISH COUNCIL
ENVIRONMENTAL AND SUSTAINABILITY POLICY

Approved by Council:
Date of Review: May 2026

Loggerheads Parish Council recognises its operations have impact on the environment in a number of ways and is committed to identifying, monitoring and reducing such impacts. In addition, its duties enable it to protect and at times enhance the local environment both directly and by influencing others. The Council will make best use of its position and powers to do this.

The Council acknowledges its **duty** to consider the conservation of biodiversity when carrying out its functions, under the provisions of the Natural Environment and Rural Communities Act 2006, s40.

The Council will recognise and support Environmental Strategies of Newcastle-under-Lyme Borough Council.

The Council accepts that "sustainable development" will not be possible unless "Climate Change", the global temperature rise, is tackled and that this is of growing concern to its residents, particularly the young.

This Policy will also be linked to other Council policies including Equality; Community and Social; Quality; Treasury Management (Investment) and Procurement, which will ensure environmental considerations are central to the ethos of the organisation.

The Council will therefore work with partners to help our Parish achieve it sustainability ambitions. To be successful, everyone must play their part and the Council will help them realise there are wider benefits of tackling climate change which can improve lives, not diminish them.

To achieve this, the Council will: -

- Embrace the concept of sustainability and acknowledge the need to reconcile environmental, social and economic demands.
- Comply with all relevant environmental legislation and where possible set standards which are more stringent than the legal minimum.
- Undertake periodic audits to ensure up to date assessments of environmental impacts are maintained and the progress of action plans are monitored. As part of this it will measure the organisation's carbon footprint and take the necessary actions to reduce it.
- Ensure that Councillors and employees receive training to enable them to understand and control the environmental effects of their work.
- Require where appropriate, its suppliers to provide environmental assessments of their environmental impacts and life cycle analysis of major products.
- Have regard for both the natural and built environments and will strive to protect and where possible enhance them.
- Although the Council is not a large energy user it will take any opportunity to manage

energy with a view to minimising its consumption.
- Ensure its operations minimise pollution of land, water and air.
- Minimise the consumption of natural resources and consume material goods with consideration and in moderation.
- Seek to minimise waste, re-use or recycle where possible and ensure disposal has the minimum environmental impact.
- Reduce emissions from travel and machinery.
- Direct its efforts to make the Parish sustainable, through like-minded community groups.

Responsibility

The Parish Council is ultimately responsible for setting it policy and ensuring it is adhered to. Many of the responsibilities for environmental and sustainability functions are delegated to its Planning and Environment Committee. Member Audits may include compliance of environmental policies and procedures in it planned audits.

The Parish Clerk is responsible for implementing this policy and as far as is reasonably practicable, will ensure that: -

- Appropriate environmental operating procedures are developed and reviewed.
- Any work carried out will comply with the requirements of this Policy and relevant operating procedures.
- Noise Pollution is kept to a minimum.
- Environmental accidents are investigated, resolved and preventative measures are enforced to prevent reoccurrences.
- This Policy is reviewed regularly to ensure relevance and currency.

Everyone of us has the ability and responsibility to contribute to this!

Every one of us will benefit!

LOGGERHEADS PARISH COUNCIL
INFORMATION SECURITY POLICY

Approved by Council:
Date of Review: May 2026

1. Principles and Purpose

This Policy sets out the Council's commitment to information security within the Council and provides clear direction on responsibilities and procedures.

Loggerheads Parish Council is a Data Controller, as defined under the General Data Protection Regulation (GDPR) and has registered as such with the Information Commissioner's Office.

2. Protocols

2.1 System Security Processes and Procedures

The Council will provide and maintain security processes and procedures for all key information systems. The procedures will uphold the principles of confidentiality, integrity, availability and suitability and be assessed for their impact upon other systems and services.

The security procedures will provide preventative measures to reduce the risks to the system, the information held within the system and the service it supports.

The Council will apply controls to comply with the General Data Protection Regulation.

A Continuity plan is available to support the continuation of services following failure or damage to systems or facilities.

The Clerk will be responsible for the implementation and promotion of the procedures.

2.2 Physical Security

Adequate and practical access controls will be provided in all areas in which personal and business data is stored or used. Unattended rooms should be secured at all times with locked doors as a minimum security requirement.

All documents disclosing identifiable information will be transported in sealed containers e.g. envelopes.

Within their level of authority, staff will be responsible for minimising the risk of theft or vandalism of the data and equipment through common-sense precautions. In particular high value equipment such as, laptop computers, should not be left

unattended or unsecured and paper records should not be left in public view.

The physical environment in which data and equipment is stored will be suitable and fit for purpose to ensure the safety of the data and equipment.

2.3 Logical Security

All computerised information and systems must be regularly backed up to a secure environment.

All computerised information systems will be password controlled and all passwords will be treated with the strictest confidence and users will not divulge their password to any unauthorised person. All sensitive data will be password protected.

2.4 Copyright and Licenses

The Clerk is responsible for ensuring all computer software packages and non-electronic media for use within an information environment are used in accordance with the terms and conditions of use as set out in the licence agreement.

2.5 Disposal and Movement of Equipment and Media

Any media or IT equipment disposed of by the Council will not contain any data or codes that could allow an individual to be identified from it. The disposal of equipment will be made under a controlled and documented environment satisfying the requirements of the General Data Protection Regulation. The disposal of media such as disks and memory sticks must ensure that data cannot be recovered. Disposal of such media through the "everyday" waste collection is not permitted. The Council will implement processes to ensure appropriate disposal of such media.

An inventory of all Council computer equipment will be maintained. Details of any equipment or media disposed of or relocated (other than portable equipment) must be recorded.

2.6 Personal Computers

Computer users have responsibility for the security of the equipment in their care and shall not commit an act to compromise the data or Information Security Policy.

Computer users will be made aware of their responsibilities through this policy and the BYOD Policy.

2.7 Staff and Councillor's Responsibilities

The Council will make every reasonable effort to ensure that staff and councillors are aware of their responsibilities for the security of information. However, each councillor or member of staff is responsible for ensuring that the Information Security Policy is adhered to and report any breaches of security.

2.8 Incident Reporting

Incidents affecting security must be reported to the Clerk as quickly as possible.

LOGGERHEADS PARISH COUNCIL
INTERNET, EMAIL AND SOCIAL MEDIA POLICY

Approved by Council:
Date of Review: May 2026

Introduction

Communications via email internet usage undertaken in the name of the Council or on Council systems carry inherent risks such as: -

Potential defamation.
Spreading of viruses, including Trojans which can steal date.
Breach of confidentiality.
Accepting files from sources in online chat rooms which could bypass firewalls or email filters.
Breach of contract.
Breach of copyright.
Breach of data protection legislation.
Breach of privacy and unlawful discrimination.

This policy sets out the restrictive use of the Parish Council's electronic equipment, namely, computers and telephones.

The Parish Council reserves the right to monitor telephone, email and internet usage in accordance with the law, in particular the latest Data Protection Act and the Human Rights Act. The Council provides telephones, email and internet access solely for the purposes required for the performance and fulfilment of job responsibilities.

Occasional and reasonable personal use of the Council's telephone, internet and email service is permitted, provided that it does not interfere with work performance or security.

Monitoring and Privacy Issues

Internet and email usage may be monitored from time to time in order to identify potential breaches of this Policy. This may lead to formal disciplinary action. Employees should note that serious breaches may result in dismissal for gross misconduct.

However, the Parish Council is subject to Article 8 of the Human Rights Act, and this means that the Council will respect employees' private and family life.

Email Etiquette

All employees must follow the procedure outlined below when sending and receiving emails on behalf of the Parish Council: -

- Only agreed email signatures may be used.
- All messages must use appropriate business language.
- A waiver clause will be included at the end of each email message.

- The circulating of offensive, indecent or obscene material or anything which breaches the Equal Opportunities Policy is strictly prohibited.
- Confidential material should not be disclosed.
- Only attachments from a trusted source may be downloaded.
- Ensure that the address of the recipient is correct before sending emails.
- Ensure that a 'reply to all' is appropriate.
- Ensure that essential files are saved before deleting the message in which they were received.

Telephone Etiquette

All employees must follow the procedure outlined below when using the Council's telephone: -

- Answer all calls by stating the name of the Parish Council.
- Be polite at all times.
- Do not be rude or abrupt to callers.
- Do not use offensive language.
- Do not swear.
- Check the telephone frequently for messages from callers and respond in a timely manner.

Employees may make and receive personal calls as long as they are brief and infrequent. This applies to calls on the Council's land line or employees' personal mobile phones.

Unacceptable Behaviour on the Internet

Below are examples of what the Town Council deems to be unacceptable use or behaviour by employees: -

- Allowing non-authorised users to access the internet using employees log in or while logged on.
- Visiting internet sites that contain obscene, hateful, pornographic or other illegal material.
- Passing on such material to colleagues or external people.
- Using the computer to perpetrate any form of fraud or software, film or music piracy.
- Using the internet to send offensive or harassing material to other users.
- Downloading commercial software or any copyrighted materials belonging to third parties, unless this download is covered or permitted under a commercial agreement or other such licence.
- Hacking into unauthorised areas.
- Publishing defamatory and/or knowingly false material about the Council, its employees, members, colleagues and/or customers on social networking sites, 'blogs' (online journals), 'wikis' and any online publishing format.
- Undertaking deliberate activities that waste staff effort or networked resources.
- Introducing any form of malicious software into the corporate network.
- Gambling online.
- Disclosure of any confidential corporate information without express consent.
- Any other area that the Council reasonably believes may cause problems

Social Media

This section of the policy is intended to help Officers and Councillors make appropriate decisions about the use of social media such as social networking websites, forums, message

boards, blogs or comments on web-articles, such as Twitter, Facebook and LinkedIn.

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

All Officers and Councillors are expected to comply with this policy at all times to protect the privacy, confidentiality, and interests of the Council.

Breach of this policy by employees may be dealt with under our Disciplinary Procedure and, in serious cases, may be treated as gross misconduct leading to summary dismissal.

Breach of this policy by elected members will be dealt with under the Code of Conduct.

The Council has overall responsibility for the effective operation of this policy.

The Clerk is responsible for monitoring and reviewing the operation of this policy and making recommendations for changes to minimise risks to our work.

All Officers and Councillors should ensure that they take the time to read and understand this policy. Any breach of this policy should be reported to the Clerk or Chair of the Council.

Questions regarding the content or application of this policy should be directed to the Clerk.

The Clerk and administration officer are permitted to post material on a social media website in the name of the Council and on its behalf in accordance with the rules and scope of this policy.

If you are not sure if your comments are appropriate do not post them until you have checked with the Clerk.

The Council recognises the importance of the internet in shaping public thinking about the Council and the support and services it provides to the community. It also recognises the importance of our employees and elected members joining in and helping shape community conversation and direction through interaction in social media.

Before using social media on any matter which might affect the interests of the Council you must have read and understood this policy, and Officers must have gained prior written approval to do so from the Clerk.

Whenever you are permitted to use social media in accordance with this policy, you must adhere to the following general rules: -

- Do not upload, post or forward a link to any abusive, obscene, discriminatory, harassing, derogatory or defamatory content.
- Any employee/elected member who feel that they have been harassed or bullied or are offended by material posted or uploaded by a colleague onto a social media website should inform the Clerk.
- Never disclose commercially sensitive, personal private or confidential information. If you are unsure whether the information you wish to share falls within one of these categories, you should discuss this with the Clerk or Mayor.
- Do not upload, post or forward any content belonging to a third party unless you have that third party's consent.
- Before you include a link to a third-party website, check that any terms and conditions of that website permit you to link to it.

- When making use of any social media platform, you must read and comply with its terms of use.
- Be honest and open, but be mindful of the impact your contribution might make to people's perceptions of the Council.
- You are personally responsible for content you publish into social media tools.
- Don't escalate heated discussions, try to be conciliatory, respectful and quote facts to lower the temperature and correct misrepresentations.
- Don't discuss colleagues without their prior approval.
- Always consider others' privacy and avoid discussing topics that may be inflammatory e.g. politics and religion. Remember that although it is acceptable to make political points or canvass votes via your own social media accounts this will not be permissible if you are commenting on behalf of the Council.
- Avoid publishing your contact details where they can be accessed and used widely by people you did not intend to see them, and never publish anyone else's contact details.

Employees and elected members should be aware that any use of social media websites (whether or not accessed for Council purposes) may be monitored and, where breaches of this policy are found, action may be taken against employees under our Disciplinary Procedure and councillors under the Code of Conduct.

Misuse of social media websites can, in certain circumstances, constitute a criminal offence or otherwise give rise to legal liability against you and the Council.

In particular a serious case of uploading, posting forwarding or posting a link to any of the following types of material on a social media website, whether in a professional or personal capacity, will probably amount to gross misconduct/breach of the Code of Conduct (this list is not exhaustive):-

a. pornographic material (that is, writing, pictures, films and video clips of a sexually explicit or arousing nature).
b. a false and defamatory statement about any person or organisation.
c. material which is offensive, obscene, criminal, discriminatory, derogatory or may cause embarrassment to the Council our councillors or our employees.
d. confidential information about the council or anyone else.
e. any other statement which is likely to create any liability (whether criminal or civil, whether for you or the organisation).
f. material in breach of copyright or other intellectual property rights, or which invades the privacy of any person.

Any such action will be addressed under the Disciplinary Procedure/Code of Conduct.

Where evidence of misuse is found the Council may undertake a more detailed investigation involving the examination and disclosure of monitoring records to those nominated to undertake the investigation and any witnesses or managers involved in the investigation. If necessary such information may be handed to the police in connection with a criminal investigation.

If you notice any use of social media by other employees/elected members in breach of this policy, please report it to the Clerk in accordance with the Council's Whistleblowing Policy.

Monitoring and Review

The Council shall be responsible for reviewing this policy annually to ensure that it meets legal requirements and reflects best practice.

LOGGERHEADS PARISH COUNCIL
PROCUREMENT POLICY

Approved by Council:
Date of Review: May 2026

The Council will strive to attain best value for all goods, materials and services which it purchases.

"Best Value" will be defined as a balance of price, quality of product and supplier services.

The Council will operate a transparent procurement process in accordance with its Financial Regulations, Standing Orders and Standing Orders for Contracts.

- The Council will, wherever possible, purchase goods, materials and services locally and where "*best value"* can be satisfied.
- In evaluating *"best value",* the past record of the supplier will be taken into account.
- For goods, materials or services over £25,000, an evaluation model encompassing both price and quality, will be developed in advance, against which best value can be judged. A scoring matrix should be used for all purchases or contracts above £3,000 for which quotations are required.
- For other than small value purchases, the environmental and social credentials of the supplier will be requested, in accordance with the Council's Environmental Policy and Community and Social Policy.
- The Council will purchase Fair Trade goods where possible.
- The Council will purchase recycled goods or less environmentally damaging materials where they meet the required functional standard.

LOGGERHEADS PARISH COUNCIL
QUALITY POLICY

Approved by Council:
Date of Review: May 2026

Purpose

Loggerheads Parish Council believes that its commitment to continuous improvement will guarantee the success of the Council by fulfilling its strategic objectives and the needs and expectations of its residents, communities, businesses, clients, partners and other stakeholders.

The Council has developed its expertise and standards since its establishment and its aim is to achieve a high standard of service to the Parish.

Scope

The Policy relates to all activities and processes developed and operating for quality control and management which have been underlined by the Council in a range of linked policies. It will also help ensure the Council operates in compliance with legal requirements and best practice.

Policy

The Council is committed to seek Quality in all that they do by: -

- Developing and maintaining activities that are systematically planned, implemented, reviewed and evaluated.
- Increasing the Council's capacity by developing both Councillors and Officers and using external expertise where appropriate.
- Investing in technology and equipment which will increase efficiency.
- Working in partnership where it can add value.
- Building successful relationships with clients and communities by ascertaining their respective needs and considering their wishes.
- Develop and achieve our commitments for quality, cost, and schedule.

The Council will seek recognition for its policy by: -

- Striving for excellent internal and external audit reports.
- Seeking to gain and then retain successive levels of the Local Council Awards Scheme.
- Remaining eligible to use the Power of General Competence.
- Operating through integrated quality management principles which incorporate continual assessment and can be externally assessed if appropriate.
- Publicly reporting performance.
- Undertaking satisfaction surveys on its services.
- Assessing business, financial and safety risks and managing in a way that lowers them to an acceptable level.

- Preparing and regularly reviewing a Business Continuity Plan.

The Councillors and Officers are responsible for quality control through the policies and procedures seeking improvement by constant review with suppliers and subcontractors being encouraged to co-operate. The Council is committed to achieving customer satisfaction by the use of quality procedures.

LOGGERHEADS PARISH COUNCIL
STANDING ORDERS FOR CONTRACTS

Approved by Council:
Date of Review: May 2026

1. General

1.1 The following Standing Orders for Contracts set out the procedures by which the Council will enter into contracts for the provision of goods, services, materials and work. Every contract made by or on behalf of the Council shall comply with these procedure rules and no exception from any of the provisions shall be made otherwise than by direction of the Council or under Standing Order. These Standing Orders for Contracts should be read in conjunction with the Council's Financial Procedures, Standing Orders and its Procurement Policy applying at the time.

1.2 The Orders do not apply to contracts for the sale or purchase of land or buildings other than as set out in this Order. Every contract relating to the sale or purchase of any land or buildings shall be in writing and be signed on behalf of the Council by the Proper Officer. Purchases of land should not be above the current market value as determined by the Council's appointed valuer and sales of land should not be below the current market value as determined by the Council's appointed valuer. Where this is not the case a report should be made to Council setting out the reasons for such variation, which may take into account any community benefits or justification on the grounds that it helps fulfil a wider objective of the Council.

1.3 Subject to Rule 1.2 every contract made by or on behalf of the Council shall comply with: -

1.3.1 these Standing Orders for Contracts.

1.3.2 the Council's Financial Regulations.

1.3.3 the Council's Standing Orders.

1.3.4 all relevant statutory provisions including any relevant E.U. directive.

1.3.5 any direction by the Council, Committees, Sub-Committees having appropriate delegated authority.

1.4 These Contract Procedure Rules shall not apply or may be varied where or to the extent that: -

1.4 the Council so resolves.
.1

1.4 statute or subordinate legislation prescribes otherwise.
.2

2. Delegated Authority to Enter into Contracts

2.1 The Proper Officer shall have power to accept tenders (where required) and to enter into contracts on behalf of the Council, when the decision and budget have been approved by Council.

2.2 The Proper Officer or Responsible Financial Officer (RFO), if different, has authority to issue official orders or letters for work, goods and services as set out in the Financial Regulations.

3. Orders for Works, Goods and Services up to £3,000

3.1 Orders for work, goods and services up to the value of £3,000 are not subject to the Standing Orders for Contracts, nor are formal quotations required but orders must comply with the Council's Financial Regulations.

3.2 Orders for work, goods and services which would normally be considered as one transaction shall not be divided into different orders so that the Standing Orders for Contracts are deemed not to apply.

4. Contracts of up to £25,000

4.1 Tenders need not be invited for contracts estimated to have a value of £25,000 or less but three quotations shall be obtained in accordance with the Council's Financial Regulations. The Council's Procurement Policy states that in all contracts for goods, materials or services over £25,000, an evaluation model encompassing both price and quality, will be developed in advance against which best value can be judged.

4.2 Three quotations need not be invited in circumstances set out in regulation 11 of the Financial Regulations, or in cases where genuine competition is not available because of the specialist nature of the work or goods, all subject to a resolution of Council which embodies the reason for not doing so.

5. Requirements for Tender

5.1 Subject to the exceptions in Rule 5.2 below, tenders shall be invited where the contract sum is estimated to be above or close to £25,000.

5.2 Tenders need not be invited in circumstances set out in 11.1 of the Financial Regulations, subject to a resolution of Council which embodies the reason for not doing so.

5.3 Where the value of a supply, services or design contract is likely to exceed £189,330, or a construction contract is likely to exceed £4,733,252 (or other threshold specified by the Office of Government Commerce from time to time), the Council must consider whether the Public Contracts Regulations 2015 (EU Directive 2014/24/EU) apply to the contract and if so the Council must comply with EU procurement rules; which will include advertising in the Official Journal of the

European Union. See also Financial Regulations 11.1 b, c and e.

5.4 Where tenders are required, one of the following methods shall be used: -

5.4.1 Open competitive tender (Rule 6).

5.4.2 Ad hoc approved list (Rule 7).

5.4.3 Standing approved list (Rule 8).

5.4.4 Approved list of another Council (Rule 9).

5.4.5 Established procurement specialist (Rule 10).

6. Open Competitive Tenders

6.1 Tenders estimated to be £25,000 inc VAT or over shall be invited by giving at least 30 (thirty) days public notice on the UK Government Contracts Finder portal (under the Public Contract Regulations (2015)), on the Council's website and in such trade journals as the Proper Officer has considered appropriate stating the nature and purpose of the contract, inviting tenders and stating the last date when tenders will be accepted. Any notice issued shall contain a Statement of the effect of Standing Orders Nos. 32a and 32b.

7. Ad Hoc Approved List

7.1 Tenders shall be invited after giving notice in the manner set out in Rule 6 seeking applications to be placed on a list from which selected contractors will be invited to submit tenders.

8. Standing Approved List

8.1 The council does not operate an approved list of suppliers.

9. Approved List of Another Authority

9.1 Tenders may be invited from persons included in a list approved by the Newcastle-under-Lyme Borough Council for the supply of goods or materials of specified categories values or amounts or for the carrying out of specified categories of work.

10. Established Procurement Specialists

10.1 Where large, high value tender exercises take place, in areas in which the Council have limited expertise, it may be necessary to engage the use of established procurement specialists. These specialists will undertake the tender process on behalf of the Council, subject to compliance with Financial Regulations for the opening of tenders.

11. Selection of Tenders or Invitees

11.1 The selection of persons from whom tenders shall be invited shall be delegated to the Proper Officer in consultation with the Chair of the Parish Council and Chair of Finance and General Purposes Committee.

11.2 In inviting applications for inclusion in a list of approved tenderers or in selecting persons from whom tenders are to be invited, steps shall be taken to ensure fair competition. It may be necessary to supplement approved lists in cases where the specialist nature of the work or goods indicates that competition will be limited, subject to a resolution of Council which embodies the reason for doing so.

Where a contract will involve a design element, or in the case of other construction works, the chosen process may be varied minimally to ensure that the quality of the design is properly taken in to account. Construction processes which are taking forward the Government Construction Strategy may also be used.

12. Form of Invitation to Tender and Submission of Tenders

12.1 All tenders shall be required to be submitted on a Form of Tender approved by the Proper Officer. This Form shall include a statement that the Council will not be bound to accept any tender and reserves the right to accept a tender other than the one which is the lowest price or not to accept any tender at all.

12.2 The invitations to tender shall state that no tender will be considered unless contained in an unmarked plain sealed envelope and endorsed "Tender" followed by the subject to which it relates.

12.3 Every tender shall be addressed to the Parish Clerk (Proper Officer) and the tender shall remain in his/her custody, or that of his nominated representative, until the time appointed for its opening. (See also 10.1).

13. Extension of Time

13.1 Where the Proper Officer considers it to be in the best interests of the Council the time within which tenders must be received may be extended after giving notice of such extension of time in the following manner: -

13.1.1 **Open competitive tenders** - in accordance with Rule 6.

13.1.2 **Ad hoc approved list / Established procurement specialist** - by giving fourteen days written notice to each of the selected contractors.

13.1.3 **Standing approved list** - by giving fourteen days written notice to each of the relevant persons on the list.

14. Opening of Tenders

14.1 All tenders for a contract shall be opened at the same time and as soon as possible after the closing time for the acceptance of tenders. The tenders will be opened by the Proper Officer or other nominated Officer in the presence of two Members of Council. (See also 10.1)

14.2 The Proper Officer shall prepare and maintain a register of tenders received and

shall record in that register the following particulars: -

14.2.1 the last date and time for the receipt of tenders.

14.2.2 the date and time the tender was actually received.

14.2.3 the name of the tenderer and the amount of the tender.

14.2.4 the date and time they were opened and by whom.

14.2.5 the signature of the Officer to whom the tenders were handed after opening.

14.3 All persons required to be present at the opening of tenders shall immediately sign against the relevant particulars in the register and shall also sign each page of the tender as evidence of such tenders having been opened by them or in their presence.

14.4 Following the opening of tenders invited the Proper Officer shall write to all persons who were invited to tender but who failed to tender to ascertain the reasons for that failure.

15. Late Tenders

15.1 Any tender received late will be returned promptly to the tenderer by the Proper Officer. A late tender which has been received may be opened in the presence of the two Members to ascertain the name and address of the tenderer but no details of the tender shall be disclosed.

16. Alterations to Tenders

16.1 Where the tender reveals errors or discrepancies, which would affect the tender figure in an otherwise successful tender, the tenderer shall be told of the errors and discrepancies and given an opportunity of confirming, correcting or withdrawing the offer.

17. Acceptance of Tenders

17.1 In accepting a tender, consideration will be given to price and quality. A suitable pre-determined price quality model (Evaluation Model) will be devised by the Proper Officer or representative in accordance with the Council's Procurement Policy. Selection of the best tender will be based on this evaluation.

17.2 If no tenders are received or if all tenders are identical, the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit.

18. Contracts to be in Writing

18.1 Every contract which exceeds £3,000 shall be in writing in a form approved by the Proper Officer.

18.2 Every contract shall specify, amongst other things: -

18.2.1 the goods, materials, works, matters, or things, to be furnished, supplied or done (including any appropriate technical specifications).

18.2.2 the price to be paid with a statement of discount or other deductions.

18.2.3 where applicable, the time or times that the contract is to be performed.

18.2.4 how the contractor will be accountable for performance, and any information or reports that he will be required to submit.

18.3 The Proper Officer shall sign or witness every contract not required to be made under seal on behalf of the Council.

18.4 Every contract for which provision has been made in the approved annual estimates and/or approved by the appropriate Committee or Sub-Committee of the Council pursuant to Standing Orders and being in value of amount less than £3,000 shall be entered into on behalf of the Council by the Proper Officer by issuing an official order only.

19. Tender Notification and Standstill Period

19.1 Once the decision to award a contract is made, each Tenderer must be notified in writing of the outcome of the tender process. A "standstill notice" (also referred to as an "award decision notice" is only applied to advertised tenders when statutorily required. In all other cases, there will not be a "standstill notice" once tendered contracts are awarded.

19.2 For Tenders over EU Thresholds there must be a "standstill" period between the notification and signing the contract and/or raising of an order. This is ten calendar days but can be extended if a challenge is lodged by a Tenderer in which case the Proper Officer will advise on the relevant standstill period and process.

20. Assignment

20.1 In every written contract for the execution of work or the supply of goods or materials, the following clause shall be inserted:

"The contractor shall be prohibited from transferring or assigning directly or indirectly, to any person or persons whatever, any portion of the contract without the written permission of the Council. Sub-letting of any part(s) of the work, except to the extent permitted in writing by the Officer concerned, shall be prohibited"

21. Liquidated Damages

21.1 Every contract that exceeds £50,000 shall, where considered appropriate by the Proper Officer, provide for liquidated damages to be paid by the contractor in case the terms of the contract are not duly performed.

22. Performance Bonds

22.1 Where a contract is estimated to exceed £150,000 in value and is for the execution of the works, or for the supply of goods or materials by a particular date or series of dates, the Finance and Governance Committee shall consider whether the Council should require security for its due performance and shall

either certify that no such security is necessary or shall specify in the conditions of tender the nature and amount of any security to be given. In the latter event, the Council shall require and will take a bond or other sufficient security for the due performance of the contract.

23. Retention

23.1 Works contracts, which are estimated to exceed £50,000 in value, will be subject to a defects period. The Council will retain a percentage of the monies due to the contractor for a period that the Proper Officer deems appropriate, having regard to the current practice in the relevant industry and to the circumstances of the contract.

24. Cancellation

24.1 Every contract will include a clause allowing the Council to cancel the contract and to recover costs if the contractor has offered, or given, any gift or consideration whatsoever as an inducement or reward to obtain the contract, or any other contract with the Council.

25. Nominated Subcontractors

25.1 Where a subcontractor or supplier is to be nominated to a main contractor the following provisions shall have effect.

25.2 Where the estimated amount of a subcontract exceeds £25,000 then, unless the Proper Officer certifies that it is not reasonably practicable to obtain competitive tenders, tenders for the nomination shall be invited and dealt with in accordance with these Contract Procedure Rules as if they were for a contract with the Council.

25.3 A nominated subcontractor must be willing to enter into a contract with the main contractor on terms which indemnify the main contractor against his own obligations under the main contract in relation to the work or goods included in the subcontract.

26. Engagement of Consultants

26.1 In the event of the Council engaging the services of consultants, these Contract Procedure Rules will apply where relevant, and subject to approved exemptions set out in the Financial Regulations.

LOGGERHEADS PARISH COUNCIL
TREASURY MANAGEMENT POLICY

Approved by Council:
Date of Review: May 2026

Introduction

Loggerheads Parish Council acknowledges the importance of prudently investing the temporary surplus funds held on behalf of the community. This Strategy complies with the revised requirements set out in the Department of Communities and Local Government Guidance on Local Government Investments and takes into account Section 15(1)(a) of the Local Government Act 2003 and guidance within Governance and Accountability for Local Councils Practitioner's Guide 2018. The Ministry of Housing, Communities and Local Government (formerly known as the Department of Communities and Local Government) maintains the borrowing of money purely to invest or to lend and make a return is unlawful and the Council will not engage in such activity.

The Local Government Act 2003 states that a local authority may invest: -

- for any purpose relevant to its functions under any enactment.
- for the purpose of prudent management of its financial affairs.

The Guidance states:

a. where a Town or Parish Council expects its investments at any time during a financial year to exceed £500,000, the Guidance should apply in relation to that year.
b. where a Town or Parish Council expects its investments at any time during a financial year to exceed £10,000 but not £500,000, it should decide on the extent, if any, to which it would be reasonable to have regard to the Guidance in relation to that year.
c. where a Town or Parish Council expects its investments at any time during a financial year not to exceed £10,000, no part of the Guidance need be treated as applying in relation to that year.

The Council expects its investments to be less than £500,000; but may exceed this amount and therefore has agreed to apply made in sterling and as aggregated in an interest-bearing bank account.

Investment Objectives

The Council defines its treasury management activities as "*the management of the Council's cash flows, its banking and money market transactions, the effective control of the risks associated with those activities, and the pursuit of best value performance consistent with those risks*".

This strategy establishes formal objectives, policies and practices and reporting arrangements for the effective management and control of the Council's treasury management activities and the associated risks and should be read in conjunction with the Council's Financial

Regulations.

The Council's investment priorities are:

- the **security** of its reserves, and
- the adequate **liquidity** of its investments, and
- the **return** on investment (the Council will aim to achieve the optimum return on its investments commensurate with proper levels of security and liquidity).

The Council will monitor the risk of loss on investments by review of credit ratings on a regular basis. The Council will only invest in institutions of high credit quality – based on information from credit rating agencies.

Investments will be spread over different providers to minimise risk. The current Financial Services Compensation Scheme (FSCS) limit is £85,000 per institution licence. It should be noted that some apparently different banks trade under the same licence.

Specified Investments

Specified investments are those offering high security and high liquidity, made in sterling and with a maturity of no more than a year. Such short-term investments made with the UK Government or a local authority or town or parish council will automatically be Specified Investments.

For the prudent management of its treasury balances, maintaining sufficient levels of security and liquidity, Loggerheads Council will use: -

- Deposits with banks, building societies, local authorities, or other public authorities.
- Other approved public sector investment funds.
-

The Council will aim to achieve the optimum return on its investments commensurate with the proper levels of security and liquidity.

Those investments which have greater potential risk (e.g. investment in the money market, stocks and shares) are inherently unpredictable and uncertain, and as such the Council will not use this type of investment.

Investments will be regarded as commencing on the date the commitment to invest is entered into rather than the date on which the funds are paid over to the counterparty.

- Long term investments are defined in the Guidance as greater than 12 months.
- The Council does not currently hold any funds in long term investments.

Approved Organisation

The investments will be split between banks and institutions approved by the Parish Council from time to time.

The aim is to spread the risk amongst institutions to retain as much FSCS protection as possible. The intention is to retain up to three month's operating cash in the current account, drawing from the linked deposit account in the same bank. Investment movements will be carried out between approved organisations by the Responsible Financial Officer (RFO) in accordance with the investment objectives. Approved banks and funds are set out in Schedule A which may be amended from time to time on a recommendation from the RFO.

Investment Reports

The RFO will provide a report on investment activity (the Balance Sheet) for the Council quarterly.

Review and Amendments

The Treasury Management and Investment Strategy must be reviewed annually and revised if considered necessary.

The Council reserves the right to make variations to the Treasury Management and Investment Strategy at any time on receipt of a report from the RFO. Any variations will be made available to the public.

Freedom of Information

In accordance with the Freedom of Information Act 2000, the Council's Treasury Management and Investment Strategy will be published on the Parish Council's website and is also available as hard copy from the Parish Council Offices.

Appendix 1

Approved Banks (and Subsidiaries thereof): -

- Bank of Ireland UK
- Barclays
- Clydesdale Bank PLC
- The Co-operative Bank
- HSBC
- Lloyds Banking Group
- NatWest
- Royal Bank of Scotland (RBS)
- Santander UK
- TSB
- Unity Trust

Other Approved Funds

- CCLA Public Sector Deposit Fund
- Other Government Schemes and Bonds of short-term liquidity (not more than one year)

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Loggerheads Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Administration			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
1	Payroll				36,000.00	14,865.35	21,134.65
2	Payroll Admin				300.00	216.50	83.50
3	Grounds Maintenance Offi				18,000.00	5,894.87	12,105.13
5	Consultancy and Legal Ad				2,000.00		2,000.00
6	Expenses				300.00	338.10	-38.10
9	Information Technology				4,000.00	4,284.26	-284.26
10	Insurance and Audit				2,000.00	1,996.20	3.80
13	Room Hire				400.00		400.00
15	Subscriptions				1,000.00	1,247.48	-247.48
16	Training				1,000.00	120.00	880.00
17	Utilities				1,000.00	326.50	673.50
20	Pension					1,645.41	-1,645.41
21	Council Tax Support Grant			2,408.00			2,408.00
23	Bank Charges					20.00	-20.00
24	Tax and NI					3,002.88	-3,002.88
25	Data Protection Registratic					35.00	-35.00
26	Phone/Internet poss IT					309.81	-309.81
27	Loggerheads Library				1,000.00	37.50	962.50
28	Elections				4,000.00		4,000.00
				£2,408.00	**71,000.00**	**£34,339.86**	**39,068.14**

Capital Borrowing			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
11	Burntwood Loan Repayme				1,600.00	777.87	822.13
					1,600.00	**£777.87**	**822.13**

General			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
4	Allotments			660.00	1,100.00	1,090.00	670.00
12	Parish Events				1,000.00	685.00	315.00
14	Speed Indication Devices				2,100.00		2,100.00
				£660.00	**4,200.00**	**£1,775.00**	**3,085.00**

Grounds Maintenance			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
8	Grounds Maintenace				8,000.00	20,562.59	-12,562.59
					8,000.00	**£20,562.59**	**-12,562.59**

Income			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
18	Income			17,812.48			17,812.48
19	Precept			94,000.00			94,000.00
22	Bank Interest			617.30			617.30
				£112,429.78			**112,429.78**

Section 137			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
7	Grants				10,000.00	1,080.00	8,920.00
					10,000.00	**£1,080.00**	**8,920.00**

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Loggerheads Parish Council
Net Position by Cost Centre and Code

Cost Centre Name					
NET TOTAL	**£115,497.78**	**94,800.00**	**£58,535.32**		**151,762.46**

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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AGENDA ITEM 7

BUDGET PLANNING 2024 - 25

	2023 - 2024	2024 - 2025	VAR
Payroll	36,000.00	52,000.00	(16,000.00)
Tax and Employers NI	0.00	14,000.00	(14,000.00)
Pension	0.00	3,200.00	(3,200.00)
Payroll Admin	300.00	300.00	0.00
Bank Charges	0.00	120.00	(120.00)
Grounds Maintenance Officer	18,000.00	0.00	18,000.00
Allotments	1,100.00	1,100.00	0.00
Consultancy & Legal	2,000.00	2,000.00	0.00
Expenses	300.00	2,000.00	(1,700.00)
Grounds Maintenance	8,000.00	10,000.00	(2,000.00)
IT / Stationery / Printing	4,000.00	4,000.00	0.00
Insurance / Audit	2,000.00	3,000.00	(1,000.00)
Loan Repayment	1,600.00	1,600.00	0.00
Loan Repayment	2,500.00	0.00	2,500.00
Parish Events	1,000.00	2,000.00	(1,000.00)
Play Equipment	0.00	16,400.00	(16,400.00)
Room Hire	400.00	400.00	0.00
S137 Grants	10,000.00	10,000.00	0.00
SIDs	2,100.00	5,000.00	(2,900.00)
Subscriptions	1,000.00	3,100.00	(2,100.00)
Training	1,000.00	2,000.00	(1,000.00)
Utilities	1,000.00	1,000.00	0.00
TOTAL	**92,300.00**	**133,220.00**	(40,920.00)
	93,419.36		
	94,000.00		

EARMARKED RESERVES	
Delegation	1,000.00
Loggerheads Library	1,000.00
Elections	4,000.00
TOTAL	6,000.00

INCOME	
Allotments	792.00
Burntwood	800.00
Council Tax Support Grant	2,408.00
Wayleave	12.64
TOTAL	**4,012.64**

TOTAL REQUIRED	**135,207.36**
	136,000

Precept 2023/24	46.12365064	
		19.28871511
Precept 2024/25	65.41236575	
	65.79583938	19.67218874

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MODEL STANDING ORDERS 2018 (ENGLAND) — UPDATED APRIL 2022

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INTRODUCTION

This is version two of Model Standing Orders 2018 (England) updated in April 2022. Update to Model Standing Order 18 only.

How to use model standing orders

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

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

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

Drafting notes

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

For convenience, the word "councillor" is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

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

1. RULES OF DEBATE AT MEETINGS

a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the Chair of the meeting.

b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.

c A motion on the agenda that is not moved by its proposer may be treated by the Chair of the meeting as withdrawn.

d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.

e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.

f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.

g A Councillor may move an amendment to their own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.

h If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the Chair of the meeting.

i Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the Chair of the meeting.

j One or more amendments may be discussed together if the Chair of the meeting considers this expedient, but each amendment shall be voted upon separately.

k A Councillor may not move more than one amendment to an original or substantive motion.

l The mover of an amendment has no right of reply at the end of debate on it.

m Unless permitted by the Chair of the meeting, a Councillor may speak once in the debate on a motion except:

i. to speak on an amendment moved by another Councillor.

ii. to move or speak on another amendment if the motion has been amended since they last spoke.

iii. to make a point of order.

iv. to give a personal explanation

n During the debate on a motion, a Councillor may interrupt only on a point of order or a personal explanation and the Councillor who was interrupted shall stop

speaking. A Councillor raising a point of order shall identify the standing order which they consider has been breached or specify the other irregularity in the proceedings of the meeting they are concerned by.

o A point of order shall be decided by the Chair of the meeting and their decision shall be final.

p When a motion is under debate, no other motion shall be moved except:

i. to amend the motion.

ii. to proceed to the next business.

iii. to adjourn the debate.

iv. to put the motion to a vote.

v. to ask a person to be no longer heard or to leave the meeting.

vi. to refer a motion to a committee or sub-committee for consideration.

vii. to exclude the public and press.

viii. to adjourn the meeting.

ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.

q Before an original or substantive motion is put to the vote, the Chair of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived their right of reply.

r Excluding motions moved under standing order 1(p), the contributions or speeches by a Councillor shall relate only to the motion under discussion.

2. DISORDERLY CONDUCT AT MEETINGS

a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the Chair of the meeting shall request such person(s) to moderate or improve their conduct.

b If person(s) disregard the request of the Chair of the meeting to moderate or improve their conduct, any Councillor or the Chair of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.

c If a resolution made under standing order 2(b) is ignored, the Chair of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. MEETINGS GENERALLY

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

● a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**

● b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**

● c **The minimum three clear days' public notice of a meeting does not include the day on which the notice was issued or the day of the meeting.**

● d **Meetings shall be open to the public unless their presence is prejudicial**
● **to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**

e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business of the Council.

f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the Chair of the meeting.

g Subject to standing order 3(f), a member of the public shall not speak for more than 3 minutes unless directed by the Chair of the meeting.

h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The Chair of the meeting may direct that a written response be given.

i A person shall raise their hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort). The Chair of the meeting may at any time permit a person to be seated when speaking.

j A person who speaks at a meeting shall direct their comments to the whole meeting.

k Only one person is permitted to speak at a time. If more than one person wants to speak, the Chair of the meeting shall direct the order of speaking.

l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To "report" means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**

m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**

n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**

o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chair of the Council may in his/her/their absence be done by, to or before the Vice-Chair of the Council (if there is one).**

p **The Chair of the Council, if present, shall preside at a meeting. If the Chair is absent from a meeting, the Vice-Chair of the Council (if there is one) if present, shall preside. If both the Chair and the Vice-Chair are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**

q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**

r **The chair of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his/her/their casting vote whether or not he/she/they gave an original vote.**

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

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

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

i. the names of Councillors who are present and the names of Councillors who are absent.

ii. interests that have been declared by Councillors and non-Councillors

with voting rights.

iii. the grant of dispensations (if any) to Councillors and non-Councillors with voting rights.

iv. if there was a public participation session.

v. the resolutions made.

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

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

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

w **If a meeting is or becomes inquorate no business shall be transacted** and the meeting shall be closed. The business on the agenda for the meeting shall be adjourned to another meeting.

x A meeting shall not exceed a period of 2 hours.

4. COMMITTEES AND SUB-COMMITTEES

a **Unless the Council determines otherwise, a Committee may appoint a Sub-Committee whose terms of reference and members shall be determined by the Committee.**

b **The members of a Committee may include non-Councillors unless it is a Committee which regulates and controls the finances of the Council.**

c **Unless the Council determines otherwise, all the members of an Advisory Committee and a Sub-Committee of the Advisory Committee may be non-Councillors.**

d The Council may appoint standing Committees or other Committees as may be necessary, and:

i. shall determine their terms of reference.

ii. shall determine the number and time of the ordinary meetings of a standing Committee up until the date of the next annual meeting of the Council.

iii. shall permit a Committee, other than in respect of the ordinary meetings of

a Committee, to determine the number and time of its meetings.

iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a Committee.

v. shall permit a Committee other than a standing Committee, to appoint its own chair at the first meeting of the committee.

vi. may dissolve a committee or a sub-committee.

5. ORDINARY COUNCIL MEETINGS

a **In an election year, the Annual Meeting of the Council shall be held on or within 14 days following the day on which the Councillors elected take office.**

b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**

c **If no other time is fixed, the annual meeting of the Council shall take place at 6pm.**

d **In addition to the Annual Meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**

e **The first business conducted at the annual meeting of the Council shall be the election of the Chair and Vice-Chair of the Council.**

f **The Chair of the Council, unless they have resigned or become disqualified, shall continue in office and preside at the Annual Meeting until their successor is elected at the next Annual Meeting of the Council.**

g **The Vice-Chair of the Council, if there is one, unless they have resigned 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.**

h **In an election year, if the current Chair of the Council has not been re-elected as a member of the Council, they shall preside at the Annual Meeting until a successor Chair of the Council has been elected. The current Chair of the Council shall not have an original vote in respect of the election of the new Chair of the Council but shall give a casting vote in the case of an equality of votes.**

i **In an election year, if the current Chair of the Council has been re-elected as a member of the Council, they shall preside at the Annual Meeting until a new Chair of the Council has been elected. He/she/they may exercise an original vote in respect of the election of the new Chair of the Council and shall give a casting vote in the case of an equality of votes.**

j Following the election of the Chair of the Council and Vice-Chair of the Council at the Annual Meeting, the business shall include:

i. **In an election year, delivery by the Chair of the Council and Councillors of their Acceptance of Office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chair of the Council of their Acceptance of Office form unless the Council resolves for this to be done at a later date.**

ii. Confirmation of the accuracy of the minutes of the last meeting of the Council.

iii. Receipt of the minutes of the last meeting of a Committee.

iv. Consideration of the recommendations made by a Committee.

v. Appointment of any new committees in accordance with standing order 4;

vi. Review and adoption of appropriate Standing Orders and Financial Regulations;

vii. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.

viii. Review of representation on or work with external bodies and arrangements for reporting back.

ix. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.

x. Review of inventory of land and other assets including buildings and office equipment.

xi. Confirmation of arrangements for insurance cover in respect of all insurable risks.

xii. Review of the Council's and/or staff subscriptions to other bodies.

xiii. Review of the Council's complaints procedure.

xiv. Review of the Council's policies, procedures and practices in respect of its obligations under Freedom of Information and Data Protection legislation (*see also standing orders 11, 20 and 21*);

xv. Review of the Council's policy for dealing with the press/media.

xvi. Review of the Council's employment policies and procedures.

xvii. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.

xviii. Determining the time and place of ordinary meetings of the Council.

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

a **The Chair of the Council may convene an extraordinary meeting of the Council at any time.**

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

7. PREVIOUS RESOLUTIONS

a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 7 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a Committee or a Sub-Committee.

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

8. VOTING ON APPOINTMENTS

a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken until a majority of votes is given.

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

a A motion shall relate to the responsibilities of the meeting for which it is tabled and shall relate to the performance of the Council's statutory functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 5 clear days before the meeting. Clear days do not include the day of the notice or the day of

the meeting.

c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.

d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

e If the wording or subject of a proposed motion is considered improper, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 5 clear days before the meeting.

f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.

g Motions received shall be recorded and numbered in the order that they are received.

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

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

i. to correct an inaccuracy in the draft minutes of a meeting.

ii. to move to a vote.

iii. to defer consideration of a motion.

iv. to refer a motion to a particular Committee or Sub-Committee;

v. to appoint a person to preside at a meeting.

vi. to change the order of business on the agenda.

vii. to proceed to the next business on the agenda.

viii. to require a written report.

ix. to extend the time limits for speaking.

x. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest.

xi. to not hear further from a Councillor or a member of the public.

xii. to exclude a Councillor or member of the public for disorderly conduct.

xiii. to temporarily suspend the meeting.

xiv. to suspend a particular Standing Order (unless it reflects mandatory statutory or legal requirements).

xv. to adjourn the meeting.

xvi. to close the meeting.

11. MANAGEMENT OF INFORMATION

See also standing order 20.

a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**

b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**

c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**

d **Councillors, staff, the Council's Contractors and Agents shall not disclose confidential information or personal data without legal justification.**

12. DRAFT MINUTES

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

a If the draft minutes of a preceding meeting have been served on Councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.

b There shall be no discussion about the draft minutes of a preceding meeting

except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).

c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chair of the meeting and stand as an accurate record of the meeting to which the minutes relate.

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

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

e **If the Council's gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**

f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. CODE OF CONDUCT AND DISPENSATIONS

See also standing order 3(u).

a All Councillors and non-Councillors with voting rights shall observe the code of conduct adopted by the Council.

b Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have a disclosable pecuniary interest. They may return to the meeting after it has considered the matter in which they had the interest.

c Unless they have been granted a dispensation, a Councillor or non-Councillor with voting rights shall withdraw from a meeting when it is considering a matter in which they have another interest if so required by the Council's Code of Conduct. They may return to the meeting after it has considered the matter in which he/she/they had the interest.

d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

e A decision as to whether to grant a dispensation shall be made by a meeting of

the Council, or Committee or Sub-Committee for which the dispensation is required, and that decision is final.

f A dispensation request shall confirm:

i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates.

ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote.

iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought.

iv. an explanation as to why the dispensation is sought.

g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or Committee or Sub-Committee for which the dispensation is required.

h A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:

i. without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business.

ii. granting the dispensation is in the interests of persons living in the Council's area.

iii. it is otherwise appropriate to grant a dispensation.

14. CODE OF CONDUCT COMPLAINTS

a Upon notification by the County or Borough Council that it is dealing with a complaint that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.

b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chair of Council of this fact, and the Chair shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).

c The Council may:

i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement.

ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter.

d **Upon notification by the County or Borough Council that a Councillor or non-Councillor with voting rights has breached the Council's Code of Conduct, the Council shall consider what, if any, action to take against them. Such action excludes disqualification or suspension from office.**

15. PROPER OFFICER

a The Proper Officer shall be either (i) the Clerk or (ii) other staff member(s) nominated by the Clerk to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

i. **at least three clear days before a meeting of the Council, a Committee** or a Sub-Committee**,**

- **serve on Councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the Councillor has consented to service by email), and**
- **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by Councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a Committee.

ii. subject to standing order 9, include on the agenda all motions in the order received unless a Councillor has given written notice at least 5 days before the meeting confirming their withdrawal of it.

iii. **convene a meeting of the Council for the election of a new Chair of the Council, occasioned by a casual vacancy in their office.**

iv. **facilitate inspection of the minute book by local government electors.**

v. **receive and retain copies of byelaws made by other local authorities.**

vi. hold acceptance of office forms from councillors.

vii. hold a copy of every Councillor's Register of Interests.

viii. assist with responding to requests made under Freedom of Information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;

ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one).

x. receive and send general correspondence and notices on behalf of the Council.

xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form

subject to the requirements of Data Protection and Freedom of Information legislation and other legitimate requirements (e.g. the Limitation Act 1980);

xii. arrange for legal deeds to be executed.

see also standing order 23.

xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations.

xiv. refer a planning application received by the Council to the Chair or in their absence Vice-Chair (if there is one) of the Council and to the Chair or in their absence Vice-Chair of the Planning and Environment Committee if the nature of a planning application requires consideration before the next ordinary meeting of the Council or Planning and Environment committee.

xv. manage access to information about the Council via the publication scheme; and

xvi. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.

see also standing order 23.

16. RESPONSIBLE FINANCIAL OFFICER

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

17. ACCOUNTS AND ACCOUNTING STATEMENTS

a "Proper practices" in Standing Orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's Financial Regulations.

c The Responsible Financial Officer shall supply to each Councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:

i. the Council's receipts and payments (or income and expenditure) for each quarter.

ii. the Council's aggregate receipts and payments (or income and

expenditure) for the year to date.

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

d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:

i. each Councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and

ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.

e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Clerk (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 5 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. FINANCIAL CONTROLS AND PROCUREMENT

a. The Council shall consider and approve Financial Regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

i. the keeping of accounting records and systems of internal controls.

ii. the assessment and management of financial risks faced by the Council.

iii. the work of the independent Internal Auditor in accordance with proper practices and the receipt of regular reports from the Internal Auditor, which shall be required at least annually.

iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and

v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.

b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

c. **A public contract regulated by the Public Contracts Regulations 2015 with**

an estimated value in excess of £25,000 but less than the relevant thresholds referred to in Standing Order 18(f) is subject to the "light touch" arrangements under Regulations 109-114 of the Public Contracts Regulations 2015 unless it proposes to use an existing list of approved suppliers (framework agreement).

d. Subject to additional requirements in the Financial Regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

i. a specification for the goods, materials, services or the execution of works shall be drawn up.

ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective Contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process.

iii. the invitation to tender shall be advertised in any manner that is appropriate.

iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer.

v. tenders shall be opened by the Proper Officer in the presence of at least two Councillors after the deadline for submission of tenders has passed.

vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or Sub-Committee with delegated responsibility.

e. Neither the Council, nor a Committee or a Sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

f. **Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.**

19. HANDLING STAFF MATTERS

a A matter personal to a member of staff that is being considered by a meeting of Council or the Personnel Committee is subject to standing order 11.

b The Chair of the Personnel Committee or in their absence, the Vice-Chair shall conduct a review of the performance and annual appraisal of the work of the

Proper Officer. The reviews and appraisal shall be reported in writing to the Personnel Committee.

c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chair of the Personnel Committee or in their absence, the Vice-Chair of the Personnel Committee in respect of an informal or formal grievance matter, and this matter shall be reported back to the Personnel Committee.

d Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by Proper Officer relates to the Chair or Vice-Chair of the Personnel Committee, this shall be communicated to another member of the Personnel Committee, which shall be reported back and progressed by resolution of the Personnel Committee.

e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.

f In accordance with Standing Order 11(a), persons with line management responsibilities shall have access to staff records referred to in Standing Order 19(f).

20. RESPONSIBILITIES TO PROVIDE INFORMATION

See also standing order 21.

a **In accordance with Freedom of Information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**

b. If gross annual income or expenditure (whichever is higher) does not exceed £2000,000 **the Council shall publish information in accordance with the requirements of the Smaller Authorities (Transparency Requirements) (England) Regulations 2015.**

21. RESPONSIBILITIES UNDER DATA PROTECTION LEGISLATION

(Below is not an exclusive list).

See also standing order 11.

a The Council may appoint a Data Protection Officer.

b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning their personal data.**

c **The Council shall have a written policy in place for responding to and managing a personal data breach.**

d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**

e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**

f **The Council shall maintain a written record of its processing activities.**

22. RELATIONS WITH THE PRESS/MEDIA

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

23. EXECUTION AND SEALING OF LEGAL DEEDS

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

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

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

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

24. COMMUNICATING WITH COUNTY OR BOROUGH COUNCILLORS

a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the Ward Councillor(s) of the County Council and Borough Council representing the area of the Council.

25. RESTRICTIONS ON COUNCILLOR ACTIVITIES

a. Unless duly authorised no Councillor shall:

i. inspect any land and/or premises which the Council has a right or duty to inspect; or

ii. issue orders, instructions or directions.

26. STANDING ORDERS GENERALLY

a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.

b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 7 Councillors to be given to the Proper Officer in accordance with standing order 9.

c The Proper Officer shall provide a copy of the Council's Standing Orders to a Councillor as soon as possible.

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